



GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Individual Transfers & Lifting

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POLICY

It is the policy of Community Living Thunder Bay that each individual requiring transferring or lifting, where a lift system is in place, must be transferred or lifted using the safest and appropriate way possible. Individuals weighing less than 50kg/110 lbs can be transferred manually, while heavier individuals are transferred mechanically, if available.

PURPOSE

To ensure a safe and secure transfer or lift for the individual.
To prevent injury to the staff doing the transfer or lift.

RESPONSIBILITY

It is the responsibility of all staff to adhere to this policy and procedure.

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PROCEDURE:

Assessment:

1. The individual is assessed.
2. Factors that must be considered are the physical abilities of the individual, the individual's ability to balance, the individual's weight, and the individual's ability to co-operate.

Preparation to Transfer:

1. Decide on the safest method of transfer based on the assessment. Where a mechanical lift system is in place, it must be used.
2. Prepare the area. Clear the space of all obstacles. Make sure that all equipment being used is close so that the individual travels as short a distance as possible.
3. Prepare the equipment by removing obstacles such as leg rests, chair arms, or bed rails, if necessary. Make sure all wheels are locked.
4. Explain to the individual what you are going to do. For example "We are going to lift you onto your chair now."
5. Position yourself close to the individual to maintain good control. This gives the individual a feeling of security and reduces the danger of strain to the back.
6. If you are performing a transfer requiring two or more people, one person must act as a leader. The commands given by the leader must be step-by-step, and short and simple. For example "1-2-3 lift."
7. Transfer the individual according to the transfer techniques described below.

Transfer Techniques:

Standing Pivot Transfer (1 Person)

The one-person transfer is suitable for any individual whose performance is predictable and who is able to stand and pivot with the moderate assistance of one person.

1. Place the wheelchair parallel to the bed on the individual's stronger side.
2. Lock all brakes.
3. Remove footrests and chair arms, if removable, and adjust them so that they do not endanger the individual or yourself.

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4. Assist the individual in one motion, to a sitting position by rolling the individual onto his/her side. Pause for a moment to allow the individual's head to clear. The legs are pivoted towards the floor with one hand supporting the individual's neck and head. The individual is then lifted into a sitting position with one hand supporting the head.
5. Assist the individual to the edge of the bed to ensure that his/her feet are flat on the floor and slightly apart.
6. Position yourself in front of and close to the individual. Ensure your feet are positioned to prevent the individual's feet from slipping. Keeping your knees bent brace the individuals' knees. Hold the individual behind the back at waist level, keeping your own knees bent and back flattened.
7. The prompt "1-2-3 stand" is given and the individual is assisted to stand.
8. The individual is pivoted so that his/her back is facing the wheelchair. The prompt "1-2-3 sit" is then given and the individual is assisted and lowered onto the chair.
9. Replace footrests, chair arms and ensure the individual is sitting comfortably.

Standing Pivot Transfer (2-Person Pivot)

1. Place the wheelchair parallel to the bed on the individual's stronger side.
2. Lock all brakes.
3. Remove footrests if removable, otherwise adjust them so that they do not endanger the individual or staff.
4. One staff is designated as the leader for the transfer.
5. The individual is rolled onto his/her side and assisted to a sitting position by both workers, close to the edge of the bed. Pause a few moments to allow the individual to get his/her balance.
6. Ensure the individual's feet are flat on the floor.
7. A transfer belt may be used for better support to the individual and to reduce strain on the leader's back.
8. The leader takes a position in front of the individual, as close as possible. Holding the belt firmly, the leader braces the individual's knees and feet.

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9. The assisting person takes a position behind the wheelchair, with one knee on the bed and also holds the belt firmly.
10. The leader gives the prompt "1-2-3 stand" and both workers assist the individual to stand, pivot and sit down in the wheelchair.
11. Replace footrests and chair arms, remove transfer belt and ensure individual is sitting comfortably.

2-Person Lift

The 2-person lift is appropriate when the individual is unable to bear weight through his/her legs, or to assist with his/her arms; and there is no mechanical lifting device available. A smooth, safe transfer depends on good teamwork. The taller person should support the upper body of the individual and be designated as the leader.

1. Before proceeding with the lift, ensure all obstacles are clear.
2. Prepare the wheelchair by removing the armrest closest to the bed and by removing both leg rests and turning them aside.
3. Position the wheelchair close and parallel to the bed.
4. The leader puts one knee up on the bed and proceeds to sit the individual up with the trunk well forward. The individual's arms are folded across the chest and the leader holds the wrists using a through arm grip (under the individual's arms).
5. The assisting person faces the individual. One arm is eased under the individual's thighs and the other arm under the individual's calves. The assisting person holds the legs firmly and close to his/her body.
6. When both people are ready, the leader gives the prompt "1-2-3 lift". Both people lift the individual to the edge of the bed.
7. On the repeat prompt "1-2-3 lift", both people move the individual smoothly onto the chair.
8. Replace armrests and footrests on wheelchair, and ensure individual is seated comfortably.

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3-Person Lift

To make this lift effective, it is essential that all three people work as a team. The strongest person assumes the lead and lifts the heaviest part of the individual's body, usually the hips.

1. Lock all breaks and ensure the area is clear of obstacles.
2. All three people take their position beside the individual. One person supports the individual's head, shoulders and upper chest. The strongest person, the lead, supports the individual's hips. The other person supports the individual's legs.
3. All three people place their arms well under the individual, so that the individual's weight can be held close to their bodies. The stance (position of the body) assumed is feet apart, one foot in front of the other, knees flexed and backs flat.
4. The leader asks if the other lifters are ready. When they are ready, the leader will use the prompt "1-2-3 lift". All three people lift the individual to the edge of the bed.
5. The leader prompts again "1-2-3 lift". All three people lift the individual while straightening their legs.
6. Next, the three people turn and walk in-step to the chair, lounge, or stretcher.

The leader then prompts "1-2-3 down". The three people bend their knees and lower the individual smoothly down, ensuring the individual is in a comfortable position.

Repositioning in a Chair

1. Two people are required to reposition an individual who has slipped down in his/her chair.
2. One person faces the individual, applies the brakes to the chair and moves the footrests on the chair. The person then places the individual's feet flat on the floor and braces the individual's knees.
3. The second person goes behind the individual and bends the individual forward at the waist.
4. While supporting the individual, the leader gives the prompt "1-2-3 lift", and together both people move the individual into the correct position.

