

**Category:** Health & Safety

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**Subject:** Transferring and Lifting Consumers

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**Policy:**

Transferring and lifting is a significant portion of the services provided to Consumers by Attendants. ILCWR is committed to ensuring that Consumers of ILCWR attendant services are lifted and/or transferred in a manner that is safe for both attendant and Consumer.

**Responsibilities:****Employee's** responsibilities:

- To participate in training as required
- To report any difficulties with the transfer to the consumer and supervisor
- To report any changes in consumer abilities to the consumer and supervisor
- To provide feedback to the supervisor on the transfer when requested.

**Supervisors** responsibilities:

- To assess the transfer at the initiation of the Consumer's service
- To assess the transfer for each consumer during the Health and Safety Audit process.
- Assess the transfer as needed, based on the changing needs of the Consumer as reported by either the Consumer or Attendant.
- To recruit the assistance of the Employee Health Coordinator or an Occupational Therapist if necessary
- To ensure that the appropriate technique and equipment is being used by the attendants for all transfers.
- Work with the Consumer to plan for future transfer needs

**Employee Health Coordinator** responsibilities:

- To be a resource to the supervisors in their assessment of transfers by reviewing the case or viewing the transfer
- Train new staff members in orientation on lifts and transfers

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**General Process:**

If, in the opinion of the Supervisor and/or the EHC, the particular transfer or lift or any other service to be provided by Attendants is deemed not safe, ILCWR will not provide the service until corrections are made. ILCWR will work collaboratively with the Consumer to resolve the issue.

**Training and Communication**

Training is provided to Attendants during orientation, through on the job training, refresher training every two years and by each consumer. Additional training is provided when needed or when requested.

**General Guidelines:**

Attendants should observe an experienced caregiver and/or attendant complete the transfer prior to undertaking a placement. This should be done if the transfer includes:

1. A mechanical lift of any type
2. A low pivot of any type
3. Is an assist to stand
4. Involves a sliding board
5. At the discretion of the supervisor

Prior to executing a transfer or lift always:

1. Assess the environment and identify potential hazards (i.e. wet floors, obstacles).
2. Prepare by warming up and stretching if necessary.
3. Assess the present status of the Consumer, their physical and cognitive abilities, balance, weight, and energy levels.
4. Prepare the Consumer for the transfer/lift
5. Use good body mechanics through the process such as:
  - a. Get as close to the consumer as possible
  - b. bending your knees and flexing at the hips,
  - c. keeping shoulders back and looking ahead,
  - d. widening your stance,
  - e. refraining from twisting, bending or hyper extending your back
  - f. use momentum.
6. Always work as a team.