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| **cnro logo-final copyCommunity Nursing Registry of Ottawa****Health and Safety Policies and Procedures** |
| **Section E: Safe Operating Procedures** | **E.12 Safe Lifts, transfers and Manual Carries** |
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| **Training and Competency** | * Orientation and onboarding
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| **Potential Hazards** | * Patients
* Patient supplies and portable equipment
* Office supplies
* Miscellaneous boxes and storage items
* Office equipment
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| **Injury Potential** | * Musculoskeletal Injuries
* Lacerations
* Contusions
* Fractures
* Concussion
 |
| **Applicability** | * Client homes and facilities
* CNRO office
 |
| **PPE** | * Well-fitting footwear for stability
 |
| **Frequency of Check****Pre-use Checklist** | * Pre-use check of patient lifts
* Ongoing inspection is required to ensure safety
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| **Safety Precautions** | * Assess the weight of the patient or item and get help when lifting heavy patients/items
* Avoid long reaches when lifting or transferring
* Avoid twisting movements when lifting/repositioning patients or carrying other items.
* Use good posture when lifting
* Be mindful of foot position and body alignment before lifting.
* Raise/lower the bed or stretcher to a comfortable height to avoid reaching or bending when repositioning patients
* Use transfer aids whenever possible.
* Report safety concerns and missing /broken equipment to the RN Coordinators
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| **In the Event of Injury** | * Administer first aid
* Seek medical attention
* Report to RN Coordinator
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