

Transferring a Client using a Ceiling Lift Safe Work Procedure

Issue Date: May 1, 2026

Last Review Date: _____

Reviewed By: _____

Risk Factors: The risk of accidents with mechanical lifts is high, if used incorrectly. Models of mechanical lifts may vary and the operating manual for the specific mechanical lift should be reviewed to ensure safe operation.

Client Considerations: The ceiling lift, the spreader bar and the transfer sling must all have the appropriate lifting capacity for the client. The transfer sling must be appropriate for the client's current abilities, weight and size.

Number of Workers:

- A minimum of 2 workers is required. If transferring a client with bariatric needs, use a minimum of 3 workers.
- If additional workers are needed to manage the client and/or any attachments, the workers are to use their clinical judgement and acquire any additional assistance needed.



Equipment Needed: Ceiling lift and transfer sling.

Procedure:

1. Check the ceiling lift

- Verify the weight capacity of the ceiling lift and the spreader bar being used to ensure they are appropriate for the client's weight.
- Inspect that the lift is in good working condition:
 - Battery charged
 - Spreader bar is attached correctly. Attachment clips are in place.
 - Lifting strap has no tears, fraying, or other damage.

2. Transfer sling selection

- Ensure the selected sling is the appropriate sling for the client's current abilities, weight and size.

3. Perform a visual inspection of the selected sling

- Are there any signs of fraying on the straps? Does the sling have any holes, loose stitching or discoloration? *If yes, this sling should no longer be used.*
- Are you able to read the label to confirm the style of sling, weight capacity, and size? *If not, this sling should no longer be used.*

4. Prepare the environment for the transfer

- Clear the area where you are performing the transfer; ensure there are no hazards, cords, or clutter that may impact the ability to perform the transfer safely.

- Prepare where you are transferring the client to – have the chair, commode, or bed in position. Move equipment as needed.
 - The client should be lifted the shortest distance possible.
- 5. Ensure enough workers present to perform the transfer**
- Two workers minimum are required to be present when moving a client using a ceiling lift.
- 6. Position the sling under the client and ensure the correct position**
- Sling's center is along the client's spine.
 - Hammock sling goes from the client's coccyx to the top of their head.
 - Quick fit sling goes from the client's coccyx to the top of the shoulders.
 - Ensure the leg straps are crossed.
- 7. Attach the sling to the spreader bar**
- Using the lift's remote, position the ceiling lift centered over the client.
 - Depending on the lift's overhead tracking design, the surface that the client is positioned on may need to be moved for ideal client positioning under the lift.
 - Lower the lift's spreader bar in close proximity to the client.
 - Position the sling loops on the spreader bar's attachment sites. Whatever loops are attached to the spreader bar on one side of the sling should be the mirror image attached on the opposite side.
- 8. Lift the client**
- Begin to raise the spreader bar slowly. Verify that all sling loops are attached appropriately and that the client is positioned in the sling appropriately.
 - Raise the client only as much as needed to clear the surface.
- 9. Move the client**
- One worker operates the lift, while the other worker(s) monitors the client.
 - If additional clearance height is needed to clear the surface, try lowering the surface the client is transferring from, if possible.
 - Move the client to be centered above the surface they will be transferred to, then lower them to the surface.
- 10. Sling removal**
- Lower the spreader bar and remove sling loops from it. Ensure the client is fully removed from the lift and all sling loops are removed from the spreader bar.
 - Remove the sling from under the client.
- 11. Evaluate the transfer**
- Consider how the transfer went and if anything should be completed differently for future transfers.
- 12. Prepare for future transfers**
- Position the ceiling lift on the docking station to charge.
 - Return the sling to its designated area.

Resources:

- [Arjo Maxi Sky 2 Operating Manual](#)
- [Arjo Maxi Sky 1000 Operating Manual](#)
- [Arjo Loop Slings – Instructions for Use](#)