

## Transferring a Client using a Floor Lift/Portable Lift Safe Work Procedure

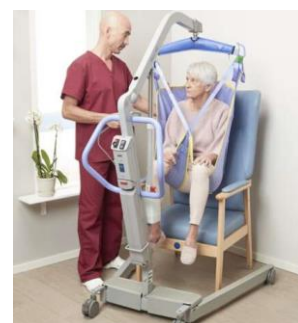
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**Risk Factors:** The risk of accidents with mechanical lifts is high, if used incorrectly. Models of mechanical lifts may vary and the operating manual for the specific mechanical lift should be reviewed to ensure safe operation. Floor lifts/portable lifts are for level ground and indoor use only.

**Client Considerations:** The floor lift and the sling must both have the appropriate lifting capacity for the client. The 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:** Floor lift and sling.

### Procedure:

#### 1. Check the floor lift

- Verify the weight capacity of the lift to ensure it is appropriate for the client's weight.
- Inspect that the lift is in good working condition:
  - Battery is charged - If the lift has a battery pack, obtain it and position it on the lift.
  - Wheels are working
  - Lift is functioning properly

#### 2. Prepare to transport the floor lift

- If the lift has a charging cord, unplug the cord and wrap the cord length on the lift so it is secure.
- The lift's base can be in a compacted position when transporting the lift without a client in it.

#### 3. Moving the floor lift

- When moving the lift, use safe body mechanics principles for pushing and pulling:
  - Grip the lift's handles using a neutral grip and keep the elbows close to the trunk.
  - Stand in a neutral spine posture with ears, shoulders and hips aligned.
  - Power the move using momentum from the powerful leg muscles using a forward or backward weight shift in a staggered stance.
  - Move your feet when turning the lift to minimize twisting.

#### 4. Sling selection

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

#### 5. 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.*

#### 6. Prepare the environment for the transfer

- The floor lift is intended for short-distance transfers only for client and worker safety. Set up the environment prior to lifting and moving the client to minimize the distance travelled.
- 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.

#### 7. Ensure enough workers present to perform the transfer

- Two workers minimum are required to be present when moving a client using a ceiling lift.

#### 8. 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 their shoulders.
- Ensure the leg straps are crossed.

#### 9. Move the floor lift toward the client

- Position the spreader bar centered over the client above their waist area.

#### 10. Attach the sling to the spreader bar

- Lower the lift's spreader bar carefully given its 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.

#### 11. Check the lift's base and brakes

- Widen the lift's base prior to lifting the client for stability.
- Keep the **brakes OFF** when lifting the client so the floor lift can self-correct its position.

#### 12. 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.
- Only raise the client enough to clear the surface.

### 13. Move the client

- One worker operates and moves the lift, while the other worker(s) monitors the client.
- Use safe body mechanics principles for pushing and pulling when moving the lift.
- Move the client to be centered above the surface they will be transferred to.
- Keep floor lift's base widened. Keep the **brakes OFF** to allow the lift to self-correct its position.
- Lower the client to the surface.

### 14. 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.

### 15. Evaluate the transfer

- Consider how the transfer went and if anything should be completed differently for future transfers.

### 16. Prepare for future transfers

- Pull the lift away from the client and compact the base.
- Return the lift to its storage area with the brakes applied and the battery charging.

### Resources:

- [Arjo Maxi 500 Operating Manual](#)
- [BHM Ergolift Operating Manual](#)
- [Arjo Loop Slings – Instructions for Use](#)