

Checklist: Use Safe Transfer and Handling Techniques with Lift Equipment

Use Safe Transfer and Handling Techniques with Lift Equipment	Able to Perform	Unable to Perform
1. Carry out initial procedure actions. Get a second person to assist.	<input type="checkbox"/>	<input type="checkbox"/>
2. Assemble equipment: – Mechanical lift – Sling – Chains and bars, if needed for the type of sling you are using – Chair or wheelchair	<input type="checkbox"/>	<input type="checkbox"/>
2. Verify correct sling type and size according to resident care plan and manufacturer guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
3. Inspect the lift and sling for: – Frayed straps – Tears – Loose hardware – Battery charge/function – Proper operation	<input type="checkbox"/>	<input type="checkbox"/>
4. Wash your hands.	<input type="checkbox"/>	<input type="checkbox"/>
5. Place a wheelchair or other chair parallel to the foot of the bed, facing the head of the bed. Lock the wheelchair (depending on the lift manufacturer).	<input type="checkbox"/>	<input type="checkbox"/>
6. Elevate the bed to a comfortable working height. Lock the bed wheels. Lower the nearest side rail. Roll the patient toward you.	<input type="checkbox"/>	<input type="checkbox"/>
7. Position the sling beneath the patient’s body behind shoulder, thighs, and buttocks. Be sure the sling is smooth. Use proper body mechanics throughout the procedure. – Avoiding twisting. – Wide base of support. – Working close to resident. – Using mechanical devices rather than manual lifting.	<input type="checkbox"/>	<input type="checkbox"/>
8. Roll the patient back onto the sling and position properly. If the sling has inserts for metal bars, insert them now.	<input type="checkbox"/>	<input type="checkbox"/>
9. Position the lift base in the maximum open position according to manufacturer instructions.	<input type="checkbox"/>	<input type="checkbox"/>
10. Attach suspension straps or chains to the sling. Check fasteners for security. Lift the patient a few inches off the bed and check to be sure the sling is secure.	<input type="checkbox"/>	<input type="checkbox"/>
11. Position the resident’s arms safely and comfortably according to sling design. Ensure tubing, catheters, and extremities are protected and not caught in the sling or lift equipment.	<input type="checkbox"/>	<input type="checkbox"/>
12. Secure straps or chains if necessary.	<input type="checkbox"/>	<input type="checkbox"/>
13. One assistant operates the lift and the other assistant guides the movement of the patient. Open the spreader bar before moving the lift. Operate the lift according to manufacturer instructions and slowly raise the boom of the lift until the patient is suspended over the bed. Talk to the patient while slowly lifting them free of the bed. Explain what you are doing and make small talk.	<input type="checkbox"/>	<input type="checkbox"/>
14. Guide the lift away from the bed. One assistant moves the lift, while the other supports and moves the patient’s feet and legs.	<input type="checkbox"/>	<input type="checkbox"/>
15. Position the patient and lift over the chair or wheelchair. Make sure that the wheels of the wheelchair are locked.	<input type="checkbox"/>	<input type="checkbox"/>
16. Slowly lower the patient into the chair or wheelchair. Pay attention to the position of the patient’s feet and hands. One assistant stands behind the chair to pull and guide the patient’s hips back into position at the back of the seat.	<input type="checkbox"/>	<input type="checkbox"/>

17. Unhook the suspension straps or chains and remove the lift.	<input type="checkbox"/>	<input type="checkbox"/>
18. Position the footrests to support the patient's feet.	<input type="checkbox"/>	<input type="checkbox"/>
19. If the patient is in a chair, the sling can remain underneath the patient so it is in position for a transfer back to the bed. If the sling has metal bars, remove them and make sure the sling is smooth and wrinkle-free. Make sure the signal light is within reach.	<input type="checkbox"/>	<input type="checkbox"/>
20. Once the patient has returned to bed, remove the sling. Pull the top covers up and position the patient. Raise side rails according to facility policy and resident care plan. Make sure the signal light is within reach.	<input type="checkbox"/>	<input type="checkbox"/>
21. Wash your hands.	<input type="checkbox"/>	<input type="checkbox"/>
22. Carry out ending procedure actions.	<input type="checkbox"/>	<input type="checkbox"/>