





	Sare	e work Proce	edure (SWP)	for rask
Name of Task: Lifting and Lowering Infant Into Car Seat				
Description of Task: This procedure describes the safest way to lift and lower a weight (infant) to and				
from floor level – in and out of an infant car seat				
Position/Job : HCWs, Parents of Infants Equipment and/or Tools required:				nit: NICU and IMCN ective Equipment Required:
Infant car seat			Personal Prot	ective Equipment Required:
man car seat				
Potential Hazards:				
Potential for musculoskeletal injury. It is recommended that staff condition to meet the demands of this				
task which may require partial knee flexion. Risk to HCW knees due to compression from flexion while holding added weight				
Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss				
of movement or strength in a body part. Report these to your supervisor.				
Training and Proficiency: All staff must be trained in this safe work procedure prior to use. Training				
must be documented. Supervisors must ensure that workers are trained and follow this safe work				
procedure. This SWP must be posted near the machine/task.				
□Read Procedure and Sign □Demonstrated Competency				
Steps to be taken to complete task safely:				
				, by straddling the car seat in order to keep
	the load within their base of support. One foot should be placed up by the handle fulcrum, and			
tr	the second in midline, facing the infant's feet.			
	The HCW should keep their knees soft and their hips flexed, and as they descend towards the			
	floor, keep their back upright as mush as possible			
3 🛭	Depress the handle and swing it back, out of the way to remove any obstacles			
	Placing one hand under the infant's head for support and the second under their buttock, bring the child to the hips of the HCW, not the chest.			
5 T	To stand, avoid coming to a stand by lifting the buttocks up first, followed by the back. Instead,			
	keeping the infant at hip level with one hand, place the other hand on a knee, and straighten the knees and hips into a stand position, keeping the back straight.			
	Once upright, transfer the infant to chest level			
	To lower, follow the above steps in reverse order. Make sure you are into a stable full squat or lunge before reaching forward with the infant to place into the car seat			
	Place the handles of the car seat back into travel mode as needed			
9 T	To carry the car seat, place the handle into the arm flexed at about 90°, thereby utilizing the			
	biceps muscle. This keeps the load close to centre of gravity and reduces the loading at			
s	houlder level.			
Responsibilities				
Managers/Supervisors: ensure all duties are performed in accordance to training, established health and safety				
regulations/guidelines, policies and procedures (e.g. following safe work procedures)  Staff performing task: perform task in accordance to training, established health and safety regulations/guidelines,				
policies and procedures (e.g. following safe work procedures). Notify Manager or designates (i.e. supervisors) of all				
occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any				
others who enter the premises. <i>Note:</i> this task will be monitored periodically to ensure compliance and safety				
Completion and Review				
This safe work procedure will be reviewed any time the task, equipment or materials change and at a				
minimum of every three years from the last revision date  Created/Completed Date: Created/Completed By: Health and Safety Committee Consultation				
		OESH Musculosk		nearm and Salety Committee Consultation
		Last Revision B		Health and Safety Committee Consultation
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