



Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Date: \_\_\_\_\_

Attending for Refresher

Attending for RTW

## Safe Client Handling and Mobility Refresher Part 2 Competency Checklist

These techniques have been demonstrated to the standards in the Best Practice Manual for DSS.

**Refresher Part 2**      **Completed**       **Incomplete**

**Evaluator comments:** \_\_\_\_\_

**See specific tasks listed below for description and marking with M, NMP, U, or O.**

**Modified task, able to complete (M)**       **Needs more practice (NMP)**

**Unable to complete (U)**       **Observed Only (O)**

**Evaluator signature** \_\_\_\_\_

**Employee signature** \_\_\_\_\_

<b>Safety, Communication, Work Position and Movement</b>	
	Aware of some examples of workplace hazards and potential situations to contact RC
	Aware of required use of pre-transfer checklist
	Aware of need to use required equipment and method for task
	Clears work space
	Adjusts bed height appropriately if available
	Demonstrates correct task sequence
	Demonstrates consistent, safe work procedures
	Demonstrates problem solving in practice situations
	Communicates clearly with client throughout task e.g. counts to 3
	Ensures client dignity and comfort throughout task
	Uses wide based or walking stance, bends hips and knees, avoids bending or twisting back
	Shifts weight with legs, avoids pulling with arms
	Kneels if needed to avoid bending over with back
	Moves at a reasonable pace, avoids rushing

**RC or NRC Initial on Receipt** \_\_\_\_\_ **Place this copy in employee file.**  
**Send copy to Disability Manager, if staff are on return to work program.**  
(Employee will receive an unsigned copy.)



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<b>Mechanical Lifts →</b>	<b>Electric Hoyer Lift</b>	<b>Sit - Stand Lift</b>	<b>Overhead Lift system</b>
Safety check for lift and sling			
Prepares bed and chair, brakes on both			
Places sling under client in bed		(Places sling around client on bed)	
Places sling behind client in chair			
Attaches sling to lift			
Ensures client is safely positioned in sling			
Lifts client			
Provides head support for client if lifting to or from bed		—	
Assists to move client's legs on or off bed		—	
Moves client safely with lift			
Checks that lift does not contact client throughout transfer			
Lowers client to complete transfer			
Uses correct position and method to reposition client in chair with lift		—	
Removes sling			

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