

Policy

Communities of Care is committed to the safety of all employees in the workplace, including those tasks related to ergonomics. For field staff, the transfer of clients is the task most likely to result in back strain—a primary ergonomic concern.

Training

Each client home has a standard means of transferring clients, designed to limit risk to client and nurse. New staff members are trained in this procedure upon hire, and any time there is a change to procedure. Records of this training shall be kept in each employee file.

Nurses should keep the following general guidelines in mind regarding transfers or clients, or any lifting:

- Lift with your legs, not your back
- Keep the weight as close to your body as possible
- Do not twist or turn while lifting
- Never bend at the waist to pick up anything; always bend at the knees

Nurses are expected to report any ergonomic concerns to the Safety Coordinator, just as they are expected to report any workplace hazard.