Ceiling Lift Safe Work Practice

How to use a Ceiling Lift (Disclaimer: See specific instructions for the ceiling lift(s) on your unit):

1. Before starting, ensure a second staff member is available.
2. Ensure there is a clear path between the surfaces you are transferring (e.g. bed to chair).
3. Identify the appropriate sling as per the sling safe work practice (also known as the instructions on proper sling sizing). If the proper sized sling is not used, there is an increased risk of pinching the patient or the patient falling through the sling and being injured.
4. Inspect sling for any signs of wear and tear. If there are, DO NOT use. It must be removed from service and replaced.
5. Inspect sling for tag with size and weight limit. If it is not present or legible, DO NOT use the sling. It must be removed from service and replaced.

For the rest of the instructions, remember to involve the patient by letting them know what you are doing BEFORE you do it.

6. If transferring from the bed, adjust bed to appropriate height to promote good body mechanics. Appropriate height is approximately waist height.
7. Place sling behind patient using appropriate technique, equipment, and body mechanics. (e.g. Roll technique or slider sheets with unravelling technique).
8. Move the spreader bars over the patient's chest/torso, perpendicular to their shoulders.
9. Attach strap loops as per the sling safe work practice.
   a. Long loops for the leg straps.
   b. Shoulder and waist loops should be the same colour.
      I. Use the shorter loop for bed to wheelchair.
      II. Use the longer loop for wheelchair to bed.
10. Have the patient cross their arms across their chest to ensure the patient's arms are inside the sling straps to avoid entrapment.
11. Lower the bed so that it is the same height as the surface you are going to/coming from (e.g. seat of wheelchair).
12. Ensure that the patient is directly under the lift and the lifting strap is vertical. Note: If the lifting strap is not vertical, the lift may not work or the strap may get frayed, compromising the safety of the patient.
   If the lift is on a straight track, unlock the bed and reposition the bed until the lifting strap is vertical. Lock the brakes of the bed.
13. Press the up button to raise the patient until there is tension in the straps.
14. Confirm sling is fitting as per the sling safe work practice. As mentioned in step 3, if the proper sized sling is not used, there is an increased risk of pinching the patient or the patient falling through the sling and being injured.

15. Continue to lift the patient so that they just clear the bed height.

16. Move the lift over so the patient is above the surface they are moving to. If they are being repositioned in bed, follow the same instructions in 13 (move the lift [x-y frame], or reposition the bed). Note: Refer to the sling safe work practice for further information on lifting and lowering into/out of bed, chair, wheelchair, commode, toilet, etc.

17. When the patient is above the desired point of transfer, press the down button.
   Note: DO NOT pull on the sling. This could damage the lift. Hold the sling only to prevent the patient from rotating.

18. Second staff member will ensure the wheelchair wheels are locked. See the training video for tips.

19. When the wheelchair has the patient’s weight, slowly lower the spreader bar and ensure it does not strike the patient.

20. Once the patient has been lowered and the straps are slack, remove the loops from the spreader bars.

21. Move the lift away from the patient.

22. Remove sling, using proper technique, equipment, and body mechanics.

23. Plug in mechanical lift when not in use (follow manufacturer’s directions). For ceiling lifts, move to the side until the charger engages, unless the lift has an in-rail charging system.