

Device Safety Checklists for Assisted Living

Safe Client Handling



**Device safety checklists help keep you and your tenants safe!
Use these checklists as a guide to ensure that care equipment is
safe prior to each use.**

- * Only use these devices if training and education has been provided by your Supervisor. Contact your Supervisor (Clinical Lead or LPN) if you require training or have questions.
- * Please follow the prescribing therapist's instructions for how to use these devices with an individual tenant.
- * **If you note any issues, contact your Supervisor.**

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Ceiling Track Lift



The ceiling track lift is a powered lift with track installed in the ceiling. It is used to transfer the tenant from one place to another, e.g., from the bed to wheelchair or from the wheelchair to the bathtub.

Confirm lift manual is available and you are familiar with features of the lift including the emergency lowering procedure.

Complete a visual check prior to use:

- ☐ **Inspect the sling, lift motor, remote and track system before each use.**

Safety Checklist:

- ☐ Read care plan to ensure correct sling use.
- ☐ Ensure power light on motor is "ON".
- ☐ Check that battery is charged (should be charged nightly).
- ☐ Visually inspect lift strap (should be no fraying or tearing).
- ☐ Check for any visible damage on the motor and sling bar hooks.
- ☐ Check that there are no audible beeps / buzzes.
- ☐ Ensure the remote buttons are working, remote is not cracked.
- ☐ Ensure that motor moves freely along track.
- ☐ Ensure that the lift moves smoothly up and down.
- ☐ Visually inspect sling (should be no rips or holes, no fraying or loose stitching, no sign of heat damage).
- ☐ Remove sling from tenant following transfer, unless otherwise noted in the care plan.

If you note any issues, contact your Supervisor and direct the able tenant to contact the equipment vendor.

Ceiling Track Lift - Free Standing Track



A free standing track lift has posts that stand on the floor and support the overhead track. It is used to transfer the tenant from one place to another, e.g. from the bed to wheelchair.

Confirm lift manual is available and you are familiar with features of the lift including the emergency lowering procedure.

Complete a visual check prior to use:

- ☐ **Inspect the sling, lift motor, remote and track system before each use.**

Safety Checklist:

- ☐ Ensure that posts are straight. Check that no component of the lift system has been moved or altered.
- ☐ Read care plan to ensure correct size sling and sling use.
- ☐ Ensure power light on motor is "ON".
- ☐ Check that battery is charged (should be charged nightly).
- ☐ Visually inspect lift strap (should be no fraying or tearing).
- ☐ Check for any visible damage on motor and sling bar hooks.
- ☐ Check that there are no audible beeps / buzzes.
- ☐ Ensure the remote is working, check remote is not cracked.
- ☐ Ensure that motor moves freely along track.
- ☐ Ensure that the lift moves smoothly up and down.
- ☐ Visually inspect sling (should be no rips or holes, no fraying or loose stitching, no sign of heat damage).
- ☐ Remove sling from client following transfer, unless otherwise noted in the care plan.

If you note any issues, contact your Supervisor and direct the able tenant to contact the equipment vendor.

Cane or Crutches



A cane or crutches provides support to the tenant for walking.
Handle height should be fitted by a professional.

Safety Checklist:

- ☐ Check that the hand-grips are stable, screws are tightened, and all spring buttons are fully visible through the holes.
- ☐ Check rubber tips for cracks or rips. If damaged, direct the tenant to contact dealer for replacement.
- ☐ Ensure there are no tripping or slipping hazards in the tenant's environment including cords, rugs, spills etc.
- ☐ Clean with mild soap and water.

If you note any issues, contact your Supervisor.

Commode



The commode may be used in a bedroom or bathroom to raise the seat height of a toilet. Commodes are made with or without wheels. Wheeled commodes allow the caregiver to transport the tenant from the bedroom to the bathroom for toileting or showering.

Please follow the prescribing therapist's instructions for how to use this equipment with an individual tenant.

Safety Checklist:

- ☐ Check that there are no cracks in the pail.
- ☐ Check the height of the commode – the tenant should be able to sit comfortably with feet on the ground and still stand and sit safely.
- ☐ Ensure commode is level and stable (adjust leg height as required, ensure the button pops out fully and is secure).
- ☐ Ensure brakes are functioning and commode is stable.
- ☐ Ensure brakes are locked before transferring the tenant on or off commode.
- ☐ Before moving wheeled commode, ensure the tenant is able to lift their legs to clear floor, or has feet on foot-rests.
- ☐ Be aware of how long the tenant spends on the commode – check for skin redness or pressure areas that last for any length of time following commode use. Contact Supervisor if there are any concerns regarding skin.
- ☐ Clean with mild bleach solution (10 parts water to 1 part bleach).

If you note any issues, contact your Supervisor.

Floor-based Mechanical Lift



Full mechanical lift
(supports full body weight)



Sit-to-stand lift
(supports in semi-standing)

A floor-based mechanical lift is a lift on wheels. It is used to transfer tenants from one place to another, e.g. from bed to wheelchair. There are two types of floor-based mechanical lifts: full mechanical lift (supports full body weight of the tenant) and sit-to-stand lift (supports in semi-standing).

Confirm lift manual is available and you are familiar with features of the lift including the emergency lowering procedure.

Complete a visual check prior to use:

- ☐ Inspect the sling, lift, and remote before each use.

Safety Checklist:

- ☐ Read care plan to ensure correct size sling and sling use.
- ☐ Check that battery is fully charged and ready for use.
- ☐ Ensure base opens and closes easily (if applicable).
- ☐ Ensure caster wheels turn freely and rear brakes are working.
- ☐ Ensure the remote buttons are working, remote is not cracked.
- ☐ Ensure lift moves smoothly up and down.
- ☐ Visually inspect sling (no rips or holes, no fraying or loose stitching, no sign of heat damage).
- ☐ Remove sling from the tenant following transfer, unless otherwise noted in the care plan.
- ☐ Clean by wiping down lift with a damp cloth.

If you note any issues, contact your Supervisor and direct the able tenant to contact the equipment vendor.

Slings



There are different types of slings for the various types of overhead and floor lifts. The appropriate type and size of sling is based on a tenant-specific assessment.

Complete a visual check of the sling prior to use.

Safety Checklist:

- ☐ Check sling loops to ensure there is no excessive fraying or loose stitching.
- ☐ Check box stitches that attach the straps to the sling fabric – ensure there is no loose stitching.
- ☐ Check border stitches (around perimeter of sling fabric) to ensure there is no loose material or loose stitching.
- ☐ Check buckle (if applicable) to ensure there are no breaks or cracks.
- ☐ Check sling fabric to ensure there are no tears or excessive wear in any location.

Sling Laundering:

Check the sling label for specific instructions, typically:

- ☐ Wash sling in hot water
- ☐ **Do not bleach**
- ☐ **Do not put in heated dryer** – hang to dry, or tumble dry with no heat
- ☐ Do not iron

If you note any issues, contact your Supervisor.

Toilet Safety Frame



The toilet safety frame is attached at the back of the toilet seat. It is intended to give the tenant arm support when moving from sitting to standing positions.

Please follow the prescribing therapist's instructions for how to use this equipment with an individual tenant.

Safety Checklist:

- ☐ Check that the spring buttons are secure and snapped through the adjustment holes.
- ☐ Ensure the frame is stable. Ensure that the armrests are horizontal and that the feet of the frame are in contact with the floor. The armrests may seem to move side to side but the feet should remain in place.
- ☐ If the device is unstable, **do not use. Direct the able tenant to contact the dealer. Report any concerns to supervisor.**
- ☐ Clean with mild household cleaning products. Ensure the device is dry before use.

If you note any issues, contact your Supervisor.

Transfer Safety Pole



The transfer safety pole is a floor-to-ceiling pole that is held in place by lengthening the pole into the ceiling supports. It should be installed by a qualified technician.

Please follow the prescribing therapist's instructions for how to use this equipment with an individual tenant.

Safety Checklist:

- ☐ Check stability of pole prior to each use; **do not use if unstable. Direct the able tenant to contact the dealer. Report any concerns to Supervisor.**
- ☐ Most transfer safety poles are designed to handle body weight of 250 lbs./113 kg. If you suspect the tenant is over this weight, report concerns to your supervisor.

If you note any issues, contact your Supervisor.

Tub Bathboard



The tub bathboard provides the tenant who is unable to step into the tub with tub access. It is held in place by two brackets that are braced against the inner and outer ledge of the tub.

Please follow the prescribing therapist's instructions for how to use this equipment with an individual tenant.

Safety Checklist:

- ☐ Ensure both edges of the bathboard are overlapping onto edge of tub.
- ☐ Ensure bathboard does not exceed the outer ledge of the bathtub by more than 1 inch / 2.5 cm.
- ☐ A bathboard cannot be used on a tub with a shower door track on the outer ledge.
- ☐ Check that bathboard is stable; **do not use if unstable. Attempt to re-fasten wingnuts to secure. Report any concerns to Supervisor.**
- ☐ Clean with mild soap and water or non-abrasive cleaner.
- ☐ Loosen the wingnuts to remove the bathboard (if removal is needed for cleaning the tub or bathboard)

If you note any issues, contact your Supervisor.

Tub Clamp-On Bar



The tub clamp-on bar provides hand support while the tenant steps into the tub. The lower grip on the clamp on the bar assists the tenant to get up from a seated position within the tub.

Please follow the prescribing therapist's instructions for how to use this equipment with an individual tenant.

Safety Checklist:

- ☐ This device is designed to take weight from directly above the hand grip. **Do not pull on the bar from the side as it will loosen and become unstable.**
- ☐ **Before each use**, test the installed clamp-on bar for tightness and stability. Stabilize your positioning and put a fair amount of body weight through the bar from above and see if it can be moved from side to side. The bar should be stable if installed correctly.
- ☐ The clamp-on bar should not be over-tightened, as this might result in a crack in the tub.
- ☐ Check for any signs of wear or damage. If damaged, direct the able tenant to contact the dealer, and report concern to Supervisor.
- ☐ Check that tub clamp on is stable; **do not use if unstable. Direct the able tenant to contact the dealer. Report any concerns to Supervisor.**
- ☐ Clean with mild soap and water. Wipe dry after each use.

If you note any issues, contact your Supervisor.

Tub Transfer Bench



The tub transfer bench (TTB) provides the tenant who is unable to safely step into the tub with tub access. The tenant sits on the TTB and then lifts legs into the tub with assistance as required.

Please follow the prescribing therapist's instructions for how to use this equipment with an individual tenant.

Safety Checklist:

- ☐ The TTB should be installed with the handle **inside** the tub.
- ☐ The TTB should be installed so two of the legs rest inside the tub and two of the legs rest outside the tub. The inside legs may or may not have suction cups.
- ☐ The TTB is usually installed with the tenant facing the taps but may be set up facing away if this is safer or more effective.
- ☐ Check that the TTB is stable. The TTB should be level with all 4 legs resting firmly on the floor or tub bottom. **The legs inside the tub will be shorter than the legs outside the tub.**
- ☐ Check the height of the TTB – the tenant should be able to sit comfortably with feet on the ground and still stand and sit safely.
- ☐ If required, adjust the height of the legs by pressing in the spring button and sliding the leg piece to the desired length. Make sure the button pops out fully and that the leg does not move.
- ☐ A TTB **cannot** be used on a tub with a shower door in place.
- ☐ If a Tub Clamp-On Bar is also in use, it is usually positioned behind the TTB.
- ☐ **Do not use if unstable or unable to lock all 4 legs.**
- ☐ **Clean with mild soap and water or non-abrasive cleaner.**

If you note any issues, contact your Supervisor.

Walker



The walker provides support for the tenant while walking.

Please follow the prescribing therapist's instructions for how to use this equipment with an individual tenant.

Safety Checklist:

- ☐ The handles of the walker should be adjusted to the height of the tenant - handles should be just above tenant's wrist level when standing.
- ☐ **Before use**, check that all knobs for height adjustment are secure.
- ☐ **Before use**, check that folding walkers are opened fully and that supporting handles and/or frame click into place.
- ☐ Check that there is sufficient tread on the tires; wheels may need to be replaced if tread appears worn or tire is smooth.
- ☐ Check that the walker remains stable when a) locking brakes are squeezed; or b) push-down brakes are applied.
- ☐ Check that brake cables, if present, are not caught on anything. A piece of string can be used to tie cables to the frame if required.
- ☐ If the wheels do not rotate well, check wheel attachments; if dirt or hair are present ask the family/supervisor to arrange cleaning.
- ☐ Report to the family/supervisor if the walker makes a noise or is difficult to turn; the walker may need repairs to replace the bearings.
- ☐ Wipe down with a damp cloth using mild soap as needed.

If there are any concerns with the walker including adjustments or fit, tire tread or brakes, do not use. Direct the able tenant to contact dealer and report issues to your Supervisor.

Notes