

## Clinical Process Instruction Manual

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### Manual Material Handling Process Instruction

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#### Policy:

Trillium Gift of Life Network (TGLN) is committed to providing a safe and healthy working environment for all employees exposed to physical demands involving manual material handling.

TGLN will implement safe work practices aimed at reducing the risks of injury from material handling wherever possible.

TGLN is also committed to ensuring that any worker in need of first aid treatment will receive such treatment promptly and efficiently from a certified first aid responder or medical personnel.

Further legislative requirements as per the *Occupational Health and Safety Act (OHSA)* .

This process instruction applies to Surgical Recovery Coordinators, Tissue Recovery Coordinators, Multi Tissue Recovery Coordinators, Organ and Tissue Donation Coordinators, Clinical Responders, Administrative Assistant – PRC Organ, Administrative Assistant – PRC Tissue, Administrative Assistant – Hospital Programs, Inventory Assistants, Clinical Specialist – Organ, Clinical Specialist – Tissue, Manager – PRC Organ Manager—Surgical Recovery—Organ, Manager – Tissue Recovery and Manager – Ocular Recovery.

#### Process:

##### General:

1. Compliance to the following principles should apply to manual material handling:
  - 1.1. Employees shall participate in regular training as established and provided by TGLN, with consideration to musculoskeletal concerns including, but not limited to transferring, repositioning, and limb lifting of the donor, static standing, lifting supplies and equipment, tissue retrieval, as well as hammering, hand grip and finger grip tasks.
  - 1.2. Employees shall follow material handling processes as described, however, professional judgement should also be applied to ensure optimal safety.
  - 1.3. Employees shall report any unsafe acts, hazards, potential hazards, near misses, equipment concerns or any other musculoskeletal disorder concern immediately to their Manager, the Manager On-Call (MOC) or Tissue On-Call (TOC) in accordance with *Worker Injury and Exposure Process Instruction, CPI-9-1502*.
  - 1.4. Weights exceeding 35 lb/16 kg should not be handled individually without alternative assistance or manual handling aids.

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- 1.5. Employees should recognize personal physical limitations for activity requiring exertion beyond the noted safe limits and notify Manager, MOC, or TOC of required assistance.
- 1.6. Prior to performing manual handling, employees should ensure that the activity is assessed (e.g., size, shape and weight) and the required or appropriate equipment/aides are available.
- 1.7. Employees should ensure that the work area is cleared of potential hazards and that the pathway is clear of debris and equipment (e.g., cords).
- 1.8. When setting up the workspace, ergonomic considerations for optimal positioning, decreasing the weight and force of procedures, as well as limiting required force, awkward posture, repetition and duration of material handling tasks shall occur.
- 1.9. Employees shall follow procedural standards for basic ergonomics and musculoskeletal safety, including correct posture and body mechanics.
- 1.10. Personal Protective Equipment (PPE) should be worn as required. See *Universal Precautions and Personal Protective Equipment Clinical Process Instruction, CPI-9-1504*.
- 1.11. Employees injured during material handling in the course of performance of work duties, should immediately seek first aid from a certified first aid responder, or if unavailable, from another worker until medical attention can be attained, if required. See *Worker Injury and Exposure Process Instruction, CPI-9-1502*.
- 1.12. Any equipment/aides should be used as per the standard operating procedures noted by the manufacturer or supplier, and procedures provided by TGLN.

#### **Donor Handling:**

2. For instructions on donor handling processes, see *Safe Donor Handling Clinical Process Instruction, CPI-9-1508*.

#### **Lifting/Lowering:**

3. The guidelines below should be considered when performing lifting/lowering processes:
  - 3.1. Set up the work area to minimize ground level and above shoulder level lifts.
  - 3.2. Move close to the object and, where possible, to the same level as the object.
  - 3.3. Stand with the feet apart and slightly staggered, as applicable, for a wide base of support.

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- 3.4. Lower your body by bending your knees and pivoting/hinging at the hip while maintaining the natural curve in the spine.
- 3.5. Bend the elbows while keeping your arms close to the body, where possible.
- 3.6. Grasp the object firmly and keep load as close as safely possible to your body.
- 3.7. Lift the object in a smooth continuous motion, using the leg muscles and keeping the shoulders over top of hips.
- 3.8. Lower an object using the same principles outlined above.

#### **Multi-Person Lifting/Lowering:**

4. The guidelines below should be considered when performing multi-person lifting/lowering processes:
  - 4.1. For lifting/lowering of items performed by two (2) or more people, assess and establish the best manual material handling method of performing the lift/lower; determining if assistive devices are required.
  - 4.2. Assign a Point-Person. The Point-Person is the lead during a manual material handling activity and is responsible for communicating steps and direction to any other employees participating in the activity.
  - 4.3. The Point-Person counts down the starting point of the lift/lower so employees active in the lift are starting and sustain the weight at the same time.
  - 4.4. The Point-person should direct the lift/lower through each step of the movement as per the Lifting/Lower process outlined above.

#### **Carrying:**

5. The guidelines below should be considered when performing carrying processes:
  - 5.1. Only items under 35 lb/16kg should be carried; items exceeding 35 lb/16kg per person should be transported with alternative assistance or manual handling aids (e.g., cart).
  - 5.2. Carry the item at waist level, ensuring a secure grip.
  - 5.3. Hold the item as close as possible to your body.
  - 5.4. Carry the item for the shortest possible distance; for prolonged distances use a cart to transport objects.

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- 5.5. Change body direction by moving your feet (e.g., step turn or side step) to avoid twisting/lateral bending through the spine.

#### **Pushing/Pulling:**

6. The guidelines below should be considered when performing pushing/pulling processes:
  - 6.1. Whenever possible, choose to push instead of pull.
  - 6.2. Ensure the wheel base of the cart or object being pushed/pulled is in good working condition.
  - 6.3. Position your body close to the object.
  - 6.4. Place your feet in a walk stance, with one foot in front of the other, shoulder width apart.
  - 6.5. Bend your knees and shift your body weight from the back to front leg for pushing, or front to back leg for pulling. Allow the use of the whole-body weight while maintaining the natural curve of your spine.
  - 6.6. Grasp the object/handle firmly in both hands; avoid unilateral pushing/pulling of objects.

#### **Pushing/Pulling a Stretcher:**

7. The guidelines below should be considered when performing pushing/pulling a stretcher processes:
  - 7.1. Ensure rails of stretcher are up, if applicable.
  - 7.2. Adjust stretcher to a height that will enable pushing at waist level to eliminate forward bending.
  - 7.3. Ensure that when moving in tight spaces the stretcher braking lever is in neutral.
  - 7.4. Ensure that steering mode is engaged when pushing in a straight line through hallways.
  - 7.5. Ensure that one employee is pushing from head of the stretcher.
  - 7.6. Where possible, at least two people should be involved to move a stretcher.

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#### Use of Assistive Devices

8. The guidelines below should be considered prior to using assistive devices:
  - 8.1. Ensure assistive devices are only be used by staff with the necessary training to operate this equipment.
  - 8.2. Ensure assistive devices are assessed/tested to ensure that it is in proper working order prior to using for a manual handling activity.
  - 8.3. Ensure equipment required for manual handling procedures are used as per the standard operating procedures noted by the manufacturer or supplier and TGLN procedures. Employees shall consider musculoskeletal risk factors, such as force, posture, repetition and duration, when using equipment during procedures.

#### Records:

- No records

#### References:

- *Occupational Health and Safety Act*
- *Worker Injury and Exposure Process Instruction, CPI-9-1502*
- *AORN Journal Guidance Statement: Safe Patient Handling and Movement in the Perioperative Setting Series (2011, Articles 1-7)*
- *Universal Precautions and Personal Protective Equipment Process Clinical Process Instruction, CPI-9-1504*
- *Donor Handling Clinical Process Instruction, CPI-9-1508*