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## **Safe Moving and Repositioning Techniques (SMART®) Program® Guidelines for Monthly Worker Re-evaluation**

SASWH's SMART program requires initial training and regular re-evaluation of workers. All training is facilitated by a current and approved SMART trainer. Training includes the trainer's demonstration of moving techniques, time for workers to practice followed by a return demonstration to the trainer. The principles of the SMART program can be incorporated into various object moving tasks that workers may perform.

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### **SMART Re-evaluation Sessions**

Re-evaluation can be achieved:

- once every three years, or
- annually; or
- monthly

Re-evaluation every three years or annually can be achieved through two delivery options:

- traditional classroom (all classroom training); or
- \*split classroom (SMART online education plus classroom training)

*note: A classroom can be a common training room or the area the work is performed (e.g., hallway, office).*

The SMART Trainer's Guide offers a lesson plan for annual re-evaluations and re-evaluations provided every 3 years.

This guideline sets out the minimum requirements when implementing monthly worker re-evaluation sessions. For monthly re-evaluation, there is no requirement for completion of SMART online education.

### **SMART Trainer Resources**

SMART trainers utilize their current SMART Trainer Guide and SMART User Manual - the PowerPoint is optional for re-evaluation sessions. SMART trainers have access to the SMART program resource area on SASWH's website. There are videos for each SMART object moving technique to support training, as well as posters that can be used as a handout. There is no requirement to provide a handbook for re-evaluation sessions.

### **Ratio**

Ratio of 6 participants to 1 SMART trainer for re-evaluation; exceeding the number of participants may increase the duration or require an additional SMART trainer.

### **Documentation**

Every monthly re-evaluation session is to be documented - tracking participants in addition to the SMART program content covered (see sample tracking document on last page).

Wallet cards could be issued following each monthly re-evaluation.

## SMART Guidelines for Monthly Re-evaluation of Workers

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### Requirements for Monthly SMART Re-evaluation Sessions

In order to be deemed appropriately re-evaluated in the SMART program, each monthly re-evaluation session must include:

- a brief overview/reminder of OH&S legislation (worker rights, worker responsibilities) and accountability
- a brief review of SMART's *in the moment* risk assessment (reinforcing the risk assessment of self, environment, equipment and object/task) including a brief discussion on managing/eliminating risks to assist with understanding the importance of the risk assessment
- the SMART trainer's safe demonstration and explanation of the steps to the moving task being reviewed
- opportunity for each worker to safely practice the moving task
- a required return demonstration from each worker to the SMART trainer
- appropriate documentation of the session and each worker attending and successfully participating

When equipment is incorporated into the moving task, workers are to be trained on the specifics of that equipment (e.g., ladder). SMART trainers may need to remind workers to use the training received for the equipment being used. Training on specific equipment is not under the SMART program.

When specific tasks are incorporated into the monthly re-evaluation session, the SMART principles (e.g., risk assessment, safe posture, SMART Checkpoints to Safe Body Mechanics) lay the foundation to safely performing that task. A suggestion is offered here to assist with applying SMART principles to various tasks:

**Task:** Hanging curtains

**Risk assessment:** review and discuss SMART *in the moment* risk assessment of self, environment, equipment, object and task - eliminate/manage risks identified.

**Steps to perform the task:** incorporate SMART's Checkpoints to Safe Body Mechanics

- Supportive documents: a job safety (task/hazard) analysis document or a step by step procedure may be offered as a supplemental resource; however, this would not be branded SMART.

**Practice:** participants practice risk assessment and the moving task

**Return demonstration:** each worker is required to provide a return demonstration to ensure the task is being performed safely

**Documentation:** a record of workers attending and completing the task is maintained for due diligence

# SMART Guidelines for Monthly Re-evaluation of Workers

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## Safe Moving and Repositioning Techniques (SMART®) program® Participant Attendance List for Monthly Re-evaluation

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

SMART Certified  
Trainer(s): \_\_\_\_\_ Worker: \_\_\_\_\_

Training time (in minutes): \_\_\_\_\_

Check all topics/techniques that were covered in the re-evaluation session

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### Review of each topic listed here is required in each monthly re-evaluation session:

- Good Posture and Safe Body Mechanics/SMART Checkpoints to Safe Body Mechanics
  - Risk Assessment:  self  environment  equipment  object/task  *in the moment*
- 

### Review of each topic listed here is required at least once annually:

- Saskatchewan's OH&S Legislation (rights, accountability)
  - Musculoskeletal Injuries (prevention)
  - Static/Dynamic Muscle Action
  - SMART Manual Handling Strategies
  - Steps to a Moving Task
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Review each of the SMART object moving techniques at least annually, including the steps to a moving task. "Training" includes demonstration by the SMART trainer and return demonstration by the worker:

- |                                                            |                                                  |
|------------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Pushing/pulling Wheeled Equipment | <input type="checkbox"/> Golfer's Lift           |
| <input type="checkbox"/> One Handed Partial Squat Lift     | <input type="checkbox"/> Tripod Lift             |
| <input type="checkbox"/> Diagonal Lift                     | <input type="checkbox"/> Power Lift - one worker |
| <input type="checkbox"/> Power Lift - two workers          | <input type="checkbox"/> Repositioning           |
- 

Other tasks reviewed where SMART principles were applied:

- |                                           |                                                      |
|-------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Wall washing     | <input type="checkbox"/> Mopping                     |
| <input type="checkbox"/> Hanging curtains | <input type="checkbox"/> Stripping and cleaning beds |
| <input type="checkbox"/> Slip/trip/fall   | <input type="checkbox"/> _____                       |
| <input type="checkbox"/> _____            | <input type="checkbox"/> _____                       |

The employer utilizes this information for tracking individual worker's participation in monthly re-evaluation sessions.

SASWH may request a copy of records indicating the SMART principles were incorporated into monthly re-evaluation sessions to support the integrity and intent of the SMART program.

Successful completion requires the participant to demonstrate an understanding of the theory and safe moving techniques through a hands-on return demonstration to the SMART trainer.