



<p>SASKATCHEWAN ASSOCIATION FOR SAFE WORKPLACES IN HEALTH</p> <p>STANDARD WORK</p>	<p>Name of Activity: TLR On-Site Skills Assessment for Re-evaluation</p> <p>Activity: Worker observation of TLR principles and safe moving techniques</p>		
	<p>Location:</p>		<p>Department: Training</p>
	<p>SASWH Owner:</p>		<p>Applicable for: TLR trainer/instructor</p>
	<p>Date Prepared: Oct, 2022</p>	<p>Last Revision: Sept, 2023</p>	<p>Date Approved: July, 2023</p>

Standard Work Summary

Strategic approach for TLR re-evaluation to address back log of re-evaluation training. Workers must meet the requirement for a re-evaluation and their TLR training must not be expired. If workers training has expired, they are required to take a full general participant session.

Assessment tool is not to be used as a stand-alone document. This standard work must be used with the skills assessment process.

Task Sequence	Task:
1.	<p><i>Only SASWH Approved TLR trainers or instructors are to conduct the TLR On-Site Skills Assessment for Re-evaluation.</i></p> <p><i>Note: TLR trainers and instructors must be current with their certification.</i></p>
2.	<p><i>Connect with on site manager/supervisor to schedule day and time for TLR on-site skills assessment process. At this time, determine the number of workers requiring TLR re-evaluation and ensure staff will have adequate time to complete the requirements of the re-evaluation.</i></p> <p><i>Note: Worker's attention is required to avoid delays in the completion of the re-evaluation.</i></p>
3.	<p><i>Be sure to identify the ideal time for the re-evaluation to observe as many tasks as possible during observation portion of re-evaluation. This will decrease the time needed for review.</i></p>
4.	<p><i>Ensure workers being observed are prepared and know what to expect prior to their TLR On-Site Skills Assessment for Re-evaluation.</i></p>
5.	<p><i>Observation of worker is done in their regular work environment. If workers are partnered with another worker during time of re-evaluation, two workers may be re-evaluated at the same time.</i></p>

Task Sequence	Task:
6.	Observation for TLR Object Moving is minimum 15 minutes and allow up to 30 minutes for review, coaching, demonstration, and return demonstration (task steps 11 & 12). Take notes of what is observed.
7.	Observation for TLR Object & Client Moving is minimum 30 minutes and allow up to 60 minutes for review, coaching, demonstration, and return demonstration (task steps 11 through 14). Take notes of what is observed.
8.	Observe worker(s) performing their regular tasks. When observing, try to observe worker(s) performing different/multiple tasks to get a full picture of eliminating or managing risks and to ensure the use of safe body mechanics. For client moving, try to observe client moving techniques: reposition, standing transfer and lift (if applicable).
9.	Do not go over the allotted time for observations. If a technique is not observed, ensure you review that technique during review period.
10.	During observation, if needed, give corrective action of safe body mechanics. Coach and mentor worker during observation to aide in the facilitation of success and not to set worker up for failure. Take notes of what is observed, and any coaching given.
11.	For each technique circle Y (yes), N (no) for each risk below. When observing, if the risks have not been eliminated or managed a comment or reason must accompany the No response. Note: if worker corrects to safe body mechanics in the moment, a Yes may be the appropriate response. This would be up to the discretion of the trainer/instructor.
12.	Reference current TLR User Manual during review process.
13.	Review the risk assessments and risk assessment process with worker.
14.	Review each general moving technique with the worker; demonstrate the technique and then observe a return demonstration of each technique by the worker.
15.	For Client Moving: review each client moving techniques; demonstrate then observe a return demonstration of each technique applicable to their job. If a worker doesn't use lifts, you would not demonstrate lifts.
16.	For Client Moving: review logo criteria, the process of how to change a logo, process for more than one logo, In the moment risk assessment.
17.	Document on the form the areas the trainer/instructor coached worker on. Confirm that all areas have been discussed with the worker and there is a solid understanding of the TLR principles. If there is not a solid understanding, ensure worker is aware that further training is required.
18.	Document whether wallet card was issued for re-evaluation or if an in-class session for re-evaluation is required.
19.	Document applicable training in workers training records as per employer's policy.



TLR On-Site Skills Assessment for Re-evaluation

Worker Name: Dept:	TLR Trainer Name:	Date: Date of last training:
Task: _____		
General moving technique: _____		
Client moving technique: _____		
Lifts: <input type="checkbox"/> Sit/Stand <input type="checkbox"/> Ceiling track <input type="checkbox"/> Floor <input type="checkbox"/> Tub chair		
Observe worker managing or eliminating areas of risk below (1-10). Circle Yes or No and provide comment. If risk not applicable to tasks observed, comment why.	Yes/No	Comments: positives, areas to work on, or not applicable.
1. Safe Body Mechanics: <ul style="list-style-type: none"> • For the top • For the bottom • Comfort Zone • Elbows tucked • Weight Transfer 	Y/N	
2. Self Risk Assessment: <ul style="list-style-type: none"> • Physical status • Emotional status • Experience/training • Workload 	Y/N	
3. Environment Risk Assessment: <ul style="list-style-type: none"> • Potential for violence • Room/area • Color/lighting • Noise/distractions • Working surfaces 	Y/N	
4. Equipment Risk Assessment: <ul style="list-style-type: none"> • Was proper equipment used • Inspected • Used as intended 	Y/N	
5. Object & Task Risk Assessment: <ul style="list-style-type: none"> • Size/shape • Frequency/repetition • Distance to be moved 	Y/N	
6. In the moment risk assessment: (Object)	Y/N	
7. Client Mobility Risk Assessment: <ul style="list-style-type: none"> • Communication • Cognitive • Emotional • Medical • Physical/Functional 	Y/N	
8. Was the logo current and followed: (including proper use of transfer belt, if applicable)	Y/N	



9. In the moment risk assessment: (Client)	Y/N	
10. Communication	Y/N	

Review the following with the worker:

- Checkpoints to Safe Body Mechanics (reference Module 1, TLR User Manual)
- Risk assessment (self, environment, equipment, object and task, client, In the Moment) (reference Module 2, TLR User Manual)

General moving techniques (reference Module 3, TLR User Manual) – demonstrate and return demonstration.

<input type="checkbox"/> push/pull	<input type="checkbox"/> golfer's lift	<input type="checkbox"/> one handed partial squat	<input type="checkbox"/> diagonal lift
<input type="checkbox"/> tri-pod lift	<input type="checkbox"/> power lift 1 worker	<input type="checkbox"/> power lift 2 worker	<input type="checkbox"/> reposition

Client moving techniques (reference Module 4, TLR User Manual)– demonstrate and return demonstration.

<input type="checkbox"/> lying/sitting/lying	<input type="checkbox"/> standing transfer with belt one worker: front and side	<input type="checkbox"/> standing transfer with belt two workers: front and side
<input type="checkbox"/> sit/stand: harness application and removal	<input type="checkbox"/> total lift: sling application and removal	<input type="checkbox"/> reposition: up, turn, from top

- Logo criteria, changing a logo, more than one logo, client mobility flow sheet, safe work practice – client mechanical lifts (client moving only)

Positive feedback: _____

Coaching provided on: _____

Select the statement below that identifies the worker has the competency needed to perform a safe moving technique or needs in-class TLR re-evaluation training:

- Worker has shown competencies in TLR and has shown the ability to perform a safe moving technique. Worker has obtained their re-evaluation in TLR. Wallet card given.
- Worker has not shown competencies in TLR needed to perform a safe moving technique and is required to attend an in-class TLR re-evaluation. Wallet card not given.

Worker signature:

TLR trainer/instructor signature:
