

**UTAH STATE DEVELOPMENTAL CENTER
POLICY AND PROCEDURE MANUAL**

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| LIFTING | DIRECTIVE NUMBER: 11.12.04 | PAGE 1 OF 1 |
| EFFECTIVE DATE: 04-01-95 | REVISION DATE: 3/30/2011 | APPROVED BY: Karen Clarke, Superintendent |
| REVIEWING ENTITY: Staff Dev./ HRM | | |
| AUTHORITY REFERENCE: UT Admin Code 1990 Health Facility Licensure Rules R432-150-4.404 B.4.a. | | |

I. POLICY

Mechanical lifts or Team lifting will normally be used to lift an object or **an individual** weighing over fifty (50) pounds or 1/4 of the lifter's body weight. Staff will **follow the individual** lifting and transfer procedures as taught in New Employee Orientation or Recertification training during the Back Injury Prevention class, or as may be modified only by a treatment plan. The Unit Director/Department Head will determine if a position requires an incumbent staff working alone to lift objects weighing over fifty (50) pounds or one quarter of the lifter's body weight.

II. PROCEDURE

- A. All staff will be expected to use a mechanical lift or to assist in team lifting unless otherwise arranged by the Interdisciplinary Team or Department Head.
- B. Staff should not, attempt to, lift **an individual** or objects weighing over fifty (50) pounds or 1/4 of the lifter's body weight, alone except in the event of an emergency. Exceptions to the policy may be approved by the Interdisciplinary Team or Department Head for specific positions, depending upon the employee's capability, the job requirements and/or the objects to be lifted.
- C. All direct care staff are required to have **individual** lifting procedure training and to pass a lifting competency test before working with **individuals** . Further lifting training will be the responsibility of the Units or specific work groups, as needed.
- D. Prior To Lifting:
 - 1. Wash your hands before (and after) lifting.
 - 2. Call **the individual** by her/his given name and inform the **individual** of what you intend to do (lift/how/where/why).
 - 3. **Insure that the individual's privacy is protected** during lifting.
- E. In the event a staff member does not comply with the team lifting or mechanical lifts policy, or uses improper body mechanics contrary to training and sustains an injury, this will be noted by their supervisor on the Incident Reporting Form (Staff Injury) which the employee should prepare and submit as soon as possible after the accident. (See Policy# 11.25.00, Occupational Health.) At the Unit Director or Supervisor's discretion, the staff member not following the policy can be referred to repeat the Back Injury Prevention training.

Karen Clarke, Superintendent