

Preventative Maintenance of Floor Patient Lifting Equipment

1. Introduction

Preventative maintenance is an important component of the musculoskeletal injury prevention program (MSIPP).

1.1. Purpose

The purpose of this policy is to outline the expectation that all floor patient-lifting devices at Providence Health Care (PHC) be maintained in accordance with manufacturers' specifications.

1.2. Scope

This policy applies to all PHC sites.

2. Policy

To help ensure caregiver and patient safety, all floor patient-lifting devices will be maintained in accordance with the manufacturers' instructions (cross reference Facilities Maintenance & Operations (FMO) preventative maintenance program).

All floor patient-lifting devices will be assigned a Capital Asset Tag number which is a bar coded tag with a unique identifier. Biomedical Engineering is the custodian of the Capital Asset Tag numbers. FMO will maintain a master inventory of all floor patient-lifting devices in the preventative maintenance program.

All manufacturers' instructions (operations manuals) for each floor patient-lifting device will be located at each site, in the FMO office.

FMO will generate electronic work orders for inspection on a bi-annual basis (unless otherwise specified by the manufacturer), providing a general checklist of critical parts/components to be checked, and instruction for the maintenance person to refer to the manufacturer's instructions for details on the specific inspection requirements.

The maintenance person inspecting the equipment will indicate each component has been checked, and provide comments if necessary. Upon completion of the inspection of the device the maintenance person will provide their name, signature and date of the inspection. The scan of the bar code on the device will provide the identification of the specific device inspected. FMO will maintain records of inspections and repairs of each device for the life of the device.

3. Responsibilities

3.1. Senior Leadership

Demonstrate commitment by:

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- Ensuring the provision of a comprehensive preventative maintenance program.
- Ensuring resources are available to assist with the preventative maintenance program
- Taking prompt and appropriate action by directing leaders and staff to ensure procedures are followed

3.2. Workplace Wellness and Safety

- Provide assistance to FMO to ensure compliance to the OHS regulation is achieved and sustained.
- Report audits and information to the Joint Occupational Health and Safety Committees whenever needed.

3.3. Joint Occupational Health and Safety Committee

- Review incident investigation reports and corrective action involving floor patient-lifting devices.
- Assist in investigations involving floor patient-lifting devices when requested.

3.4. Material Management / Capital Equipment Leaders

- Prior to new floor patient-lifting devices being released for use, ensure FMO has been notified and the bar code identifier has been applied to the device.
- Ensure operations manuals accompany all new floor patient-lifting devices purchased.

3.5. FMO Leader/Manager/Supervisor

- Ensure all preventative maintenance on floor patient-lifting devices is completed in accordance with the manufacturer's inspections, ensuring all components identified by the manufacturer have been inspected and safe for use.
- Ensure all new floor patient-lifting devices are inspected prior to release for service.
- Produce a preventative maintenance report on floor patient-lifting devices for each site and distribute to the site leader bi-annually.

3.6. FMO Workers Completing the Inspections

- Complete inspection of all components identified in the manufacturer's instructions and/or the work order
- Provide name, signature, and date of completion of inspection

3.7. All Staff

- Floor patient-lifting devices are to be used in accordance with the manufacturer's instructions. If there appears to be a mechanical problem with the device, remove it from use immediately and alert FMO of the problem immediately – via the electronic work requisition (as an urgent request). No faulty equipment is to be used until inspected by FMO and deemed to be safe to use.

- Inspect each sling prior to use, if damaged, remove immediately from use, flag and report the defect to the supervisor.

4. References

1. Workers' Compensation Act OHS regulation section 4.3(2) (a)
2. Floor patient-lifting devices manufacturers' preventative maintenance instructions (Operations Manuals)
3. FMO preventative maintenance program

Questions

Contact: FMO

5. Appendices

Appendix A: Floor Patient-Lifting Device General Inspection Checklist

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NB: Refer to manufacturer's instructions for detailed inspection information specific to the device.

The basic inspection requirements for all floor patient-lifting devices include the following, as a minimum:

1. Check lift batteries for leakage, breakage, and corrosion, and connection – replace or repair as necessary.
2. Check that batteries will charge when in charging station.
3. Ensure all fixings, screws, nuts are secure and tight - refer to manual for torque specifications.
4. Check lift handset and cord for damage and operation - repair or replace as required.
5. Perform a full function test on the hoist, operate the lift through its full range, to ensure stops work - replace or repair as necessary.
6. Check lift emergency stop and emergency lowering control for operation, if applicable - if not working take lift out of service.
7. Check operation of the Stop/Reset and System Lower Override Device, if applicable.
8. Check castors for dirt, hair, and wear – clean or replace as required.
9. Check lift welds and joints for cracking – take lift out of service if cracks are present.
10. Visually inspect sling attachment points. Do not use if damaged - replace as required.
11. Visually inspect exposed surfaces for damage, sharp edges, etc.
12. Check to ensure the handgrips are secure. Rebound if required.
13. Check that the covers fit correctly and are not damaged. Replace as required.
14. Check base spreader mechanism to ensure fully operational (opening and closing)
15. Roll lifting device forward and reverse 3 meters to ensure there is no deviation in casters (rolling mechanism).
16. Roll lifting device in circular motion to ensure the casters have the ability to roll 360 degrees in each direction easily.