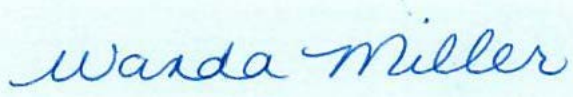
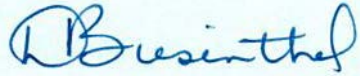




# SUN COUNTRY HEALTH REGION & AFFILIATES

<b>Policy/Procedure #:</b>					<b>HR-70-03-15</b>	
<b>Section:</b>	HR - Human Resources					
<b>Sub-section:</b>	HR-70 – Safety Management System (SMS)					
<b>Category:</b>	HR-70 - Element 3 – Training and Communication					<i>(Previously HR-50-50-05)</i>
<b>Subject:</b>	Transfer, Lift and Repositioning (TLR) Training					
<b>Date Issued:</b>	<b>Date Revised:</b>	<b>5-Sep-2016</b>	Enter Date	Enter Date	Enter Date	Enter Date
<b>1-Mar-2006</b>	<b>Date Reaffirmed:</b>	Enter Date	Enter Date	Enter Date	Enter Date	Enter Date
<b>Document Owner:</b>			<b>Authorized by:</b>			
Name: <b>Wanda Miller</b>			Name: <b>Dean Biesenthal</b>			
Title: <b>Director Employee Health and Workplace Safety</b>			Title: <b>Vice President Human Resources</b>			
 signature			 signature			

**POLICY:**

SCHR Leadership is committed to the sustainability of the Transfer, Lift and Repositioning program.  
 As a condition of employment, all employees in Sun Country Health Region and affiliates, are provided with transfer, lift and repositioning (TLR) training.  
 After initial training, re-evaluations will take place within 3 years of the initial training date.

**PURPOSE:**

Transfer, Lift and Repositioning is an injury prevention program designed to promote healthy lifestyles and safe work practices for anyone associated with moving people or objects.

**GENERAL INFORMATION:**

- The Manager/Supervisor is responsible to coordinate and ensure on-site training for employees.
- TLR training is provided at regional orientation for newly hired employees.
- Specially trained SCHR regional employees provide this training
- TLR certificates from other agencies outside SCHR will not be accepted in SCHR
- It is expected that lifting, transferring and repositioning will be performed as described in the Saskatchewan Association Safe Workplaces in Health (SASWH) TLR manual and as instructed in the SASWH TLR program.
- SASWH provides the employer with all TLR training material. The employer provides financial and mechanical equipment to sustain the TLR program.
- Compliance with this regional policy is a condition of employment. All staff are responsible to document and report non-compliance to a Manager/Supervisor. Failure to comply may result in disciplinary action.
- Life threatening situations (ie fire, evacuation, medical emergencies) are considered justifiable grounds for deviation from this policy.