

Patient Handling Equipment Pre-Use Inspection Checklist

Prior to providing care, all staff must complete a point of care risk assessment to ensure it is safe to proceed with the task. As per manufacturers' instructions, this includes a **pre-use visual inspection of the task specific equipment** e.g. the ceiling track lift and associated track, total floor lift, sit-to stand lift, accessories and slings. The following checklist can be used as a guide for staff on the required elements of a pre-use inspection. Consult the [equipment specific manufacturer's instructions](#) for any additional pre-use inspection items, documented inspection requirements and preventative maintenance.

Visual Inspection – User completes each time equipment is used:

DO NOT attempt to use patient handling equipment if you have not been properly trained to do so. Should any of these items fail the inspection do not use the equipment. Follow your site specific procedures for reporting equipment issues and process for removing unsafe equipment from use. Speak with your supervisor regarding alternate safe care options.

A) Before using the lift equipment, ensure:

- Weight capacity label is present and legible on lift (floor based lifts and overhead lifts) and tracks (for overhead lifts).
- Lifting tape shows NO signs of fraying or breaking along its entire length and where it connects to the carry bar.
- There are no cuts, dents, or sharp edges on the carry bar that may damage the sling straps.
- Hand control shows no signs of damage.
- All functions on the hand control work correctly (e.g. UP/DOWN, LEFT/RIGHT, etc.).
- Airline tube connecting the hand control to the lift is not kinked, twisted, cut or damaged.
- Lift has no unusual sounds when carry bar is moved UP/DOWN or lift is moved LEFT/RIGHT.
- For ceiling track lifts, end stops are installed at each end of the track.
- For floor based lifts, rear castor brakes are functioning properly.
- For floor based lifts, mast is fixed to the base.
- You are familiar with lift specific emergency lowering procedure.

B) Before using the sling:

- Ensure label is legible and intact (label must indicate manufacturer, product identifier and weight capacity).
- Check all loops at connection points for signs of fraying, breaking or loose stitching.
- Check entire sling body for loose stitching, rips, holes, or significant staining.
- Check for signs of weakening of fabric (e.g. heat damage, brittle, stiff, puckered fabric).
- Check all buckles and closures.
- Ensure the sling is compatible with the lift. Refer to manufacturer's instruction if unsure.

C) Before lifting the patient, ensure:

- Patient is appropriate for the type/size/material/design of the sling/accessory selected.
- Lifting capacity of the motor/lift/sling is checked – the patient weight must be less than the lowest indicated weight capacity of the lift and its accessories. Ceiling lift tracks must have a weight capacity 125% greater than the motor capacity.
- All straps are attached to the carry bar as per the equipment specific instruction.
- Sling is not caught on an obstruction (wheelchair brake, arm of chair etc.).
- Patient is comfortable.
- When ready to lift using a floor based lift, wheels are unlocked so that the equipment may shift to the patient's center of gravity during the lift.