

**TLR Competency Checklist for Buddy System**

During the COVID-19 pandemic, a *TLR Buddy System* has been implemented as part of the contingency plan. TLR Buddies use this checklist to guide them as they mentor/coach workers. The TLR Buddy is not deemed a TLR trainer through this temporary process. TLR trainers are identified by wearing a “TLR Trainer” identifier, and will be a key support to ensure staff feel safe and supported should they have questions, need help, etc.

**Documentation:** The TLR Buddy documents their findings on this checklist. A copy of this completed checklist is then provided to the supervisor.

**Communication:** The supervisor discusses competencies with the worker and develops a plan to assist the worker in areas identified as needing development.

**Additional considerations:**

- This TLR Buddy Checklist may be completed in more than one observation session.
- Tools/resources: a pen, copy of checklist for each worker, clipboard, access to a TLR User Manual, transfer belt, mobility record, specialized client mobility documents

Post COVID-19 workers will participate in the TLR training program, taught by a SASWH approved TLR trainer, and following successful completion would then receive a certificate.

Evaluation date: \_\_\_\_\_ TLR Buddy name: \_\_\_\_\_

Worker name: \_\_\_\_\_ Supervisor name: \_\_\_\_\_

**Rating Key:** C: competent    D: development needed    N: Not presented during the coaching/mentoring time  
 Circle appropriate rating for each section

<b>TLR risk assessment completed prior to the move</b>			
<b>Self-risks identified/managed/eliminated</b> (TLR User Manual pages 23-30) <ul style="list-style-type: none"> <li>▪ Physical Status (previous injury/illness/surgery; height-weight relative to client/other workers; safe body mechanics; good posture; physical fatigue; physical fitness; nutrition; stimulant/depressant usage; clothing)</li> <li>▪ Emotional Status (stress; emotional fatigue)</li> <li>▪ Training and Experience (assessment and decision making; ability to perform the move; attitude and approach; observation/awareness/focus; policies and OH&amp;S legislation)</li> <li>▪ Communication Skills (with other workers/client/family; vision and hearing)</li> <li>▪ Workload (time to safely perform the move; availability of assistance; extended shifts)</li> </ul>	C	D	N
<b>Environment risks identified/managed/eliminated</b> (TLR User Manual pages 31-36) <ul style="list-style-type: none"> <li>▪ Potential for Violence/Aggression (client/family/visitors; other workers)</li> <li>▪ Room/Area (size/layout; doorway; floor; clutter; furniture; climate)</li> <li>▪ Colours/Lighting (colours; lighting; shiny surfaces; shadows; contrasts)</li> <li>▪ Noise/Distractions (technology/entertainment/events; conversation; voice tone; distractions)</li> <li>▪ Working Surfaces (level/stability; height/width; friction)</li> </ul>	C	D	N
<b>Equipment risks identified/managed/eliminated</b> (TLR User Manual pages 37-38) <ul style="list-style-type: none"> <li>▪ Quantity (accessible)</li> <li>▪ Capacity (ability)</li> <li>▪ Quality (function; maintenance)</li> <li>▪ Design (ergonomically correct; adjustable)</li> <li>▪ Manufacturer’s Intended Use (limitations)</li> </ul>	C	D	N
<b>Object and task risks identified/managed/eliminated</b> (TLR User Manual pages 39-41) <ul style="list-style-type: none"> <li>▪ The Object (size/shape; weight; texture; contents; handles; balance; temperature)</li> <li>▪ The Task (location; distance to be moved; force to initiate/maintain/stop movement; frequency/repetition)</li> </ul>	C	D	N
<b>TLR <i>In the Moment</i> Risk Assessment - Object/Task</b> (TLR User Manual page 42)	C	D	N

<p><b>Prepared for the moving task</b> (TLR User Manual p64-65/object)</p> <ul style="list-style-type: none"> <li>▪ The worker(s) had on the appropriate footwear and other personal protective equipment necessary (e.g., gloves).</li> <li>▪ The plan for the move was in place:           <ul style="list-style-type: none"> <li>▪ Appropriate equipment required was available for use.</li> <li>▪ Assistance was obtained for either moving the object or managing the environment/equipment (e.g., holding a door open, bringing equipment closer).</li> <li>▪ The worker(s) and assistants roles were clarified and communicated.</li> <li>▪ The “1-2-3-command” was determined.</li> <li>▪ The route was planned.</li> <li>▪ The second location was prepared for the remaining task.</li> <li>▪ The pathway was clear of any obstacles, lighting was adequate, noise was minimized.</li> </ul> </li> <li>▪ The worker ensured clear visibility to start and perform the move (e.g., load height and width).</li> </ul>	C	D	N
<p><b>Object Moving Task(s) Observed/Coached/Mentored (check all that apply):</b></p> <p>▪ Object/General: <input type="checkbox"/> Golfer’s <input type="checkbox"/> Partial Squat <input type="checkbox"/> Tripod <input type="checkbox"/> Diagonal <input type="checkbox"/> Power <input type="checkbox"/> Repositioning <input type="checkbox"/> Pushing/pulling</p>			
<p><b>Safe Body Mechanics used throughout the moving task</b> (TLR User Manual p15-18)</p> <p><i>Safe stance:</i> feet shoulder width apart (parallel or stride stance)  <i>For the top:</i> ears over shoulders; shoulders over hips  <i>For the bottom:</i></p> <ul style="list-style-type: none"> <li>▪ bend at the knees (e.g., soft knees)</li> <li>▪ bend at the hips</li> <li>▪ “sit” into it (buttocks move down and back)</li> <li>▪ tighten core (i.e. abdominal muscles)</li> </ul> <p><i>Safe effective grip:</i></p> <ul style="list-style-type: none"> <li>▪ wrists in neutral position (wrists aligned with forearm)</li> <li>▪ elbows close to sides</li> <li>▪ thumbs up or out</li> </ul> <p><i>Comfort zone:</i></p> <ul style="list-style-type: none"> <li>▪ vertical zone: area between the shoulders and thighs (where the fingertips touch the thighs when standing in an upright posture); and,</li> <li>▪ horizontal zone: area in front when elbows are at/near a 90 degree angle and are close to sides</li> <li>▪ keep the load close</li> </ul> <p><i>Weight transfer: side to side; front to back</i></p>	C	D	N
<p><b>Performed the object moving task</b> (TLR User Manual p65)</p> <p>The worker’s duties:</p> <ul style="list-style-type: none"> <li>▪ provided clear direction to those involved in the moving task</li> <li>▪ obtained assistance if identified in the risk assessment process</li> </ul> <p>The assistant(s) duties include:</p> <ul style="list-style-type: none"> <li>▪ managing the equipment, such as positioning the cart and ensuring brakes are locked</li> <li>▪ ensuring equipment does not interfere with the safety of the moving task</li> </ul> <p>All workers involved in the moving task:</p> <ul style="list-style-type: none"> <li>▪ ensured safety of the moving task by being aware, observant and clearly communicated with each other before, during and after the moving task</li> <li>▪ stopped the moving task when they identified risks that jeopardized the safety of the moving task</li> </ul>	C	D	N
<p><b>Completed the object moving task</b> (TLR User Manual; in each technique p68-87)</p> <ul style="list-style-type: none"> <li>▪ object safely positioned and secured</li> </ul>	C	D	N
<p><b>Evaluated</b> (TLR User Manual p66; in each technique p68-87)</p> <ul style="list-style-type: none"> <li>▪ did the move compromise the workers safe body mechanics?</li> <li>▪ did the worker feel the load was too heavy, awkward?</li> <li>▪ was the load somewhat unstable during the move?</li> </ul>	C	D	N
<p><b>Communicated/documentated</b> (TLR User Manual p66; in each technique p68-87)</p> <ul style="list-style-type: none"> <li>▪ what went well</li> <li>▪ how risks were eliminated or managed</li> <li>▪ what the recommended moving technique should be</li> </ul>	C	D	N

<b>Additional For Client Moving Tasks Including Use of Safe Body Mechanics</b>			
<b>Client Moving Task(s) Observed/Coached/Mentored (check all that apply):</b> <input type="checkbox"/> Independent <input type="checkbox"/> Guided <input type="checkbox"/> Standing Transfer w/belt one worker <input type="checkbox"/> Standing Transfer w/belt two workers <input type="checkbox"/> Lying to sitting/sitting to lying <input type="checkbox"/> Sit/stand Lift <input type="checkbox"/> Total Lift (portable, ceiling, tub) <input type="checkbox"/> Reposition			
<b>Client mobility - worker assessed prior to the moving task</b> (TLR User Manual p43-55, Appendix B for Mobility Record) <b>Part A:</b> <ul style="list-style-type: none"> <li>▪ Communication Status (communication; language/mother tongue; vision/hearing)</li> <li>▪ Cognitive Status (short-term memory; judgement; decision making; alertness)</li> <li>▪ Emotional and Behavioural Status (mood; aggressive/abusive)</li> <li>▪ Medical Status (medical condition [bariatric as per TLR definition]/diagnosis/skin condition; body awareness/weight distribution; attachments/appliances; pain/fatigue; medications; mobility assistive devices)</li> </ul> <b>Part B:</b> <ul style="list-style-type: none"> <li>▪ Physical and Functional Status (premobilization testing: upper limb tests; lower limb tests; core tests AND mobilization testing: sitting tests; standing tests [requires transfer belt]; walking tests [requires transfer belt])</li> </ul>	C	D	N
<b>TLR logo to support moving technique</b> (TLR User Manual, Appendix C) <ul style="list-style-type: none"> <li>▪ current logo posted at/near the client (e.g., bedside)</li> <li>▪ additional information provided on logo as necessary</li> </ul>	C	D	N
<b>Prepared for the moving task</b> (TLR User Manual, p91-92; client moving techniques p95-150) <ul style="list-style-type: none"> <li>▪ eliminated or managed of risks in self, environment, equipment and client</li> <li>▪ ensured everyone (worker, client) involved in the move understood and was prepared for the moving task</li> <li>▪ considered client involvement in the moving task: <ul style="list-style-type: none"> <li>▪ understood their role</li> <li>▪ encouraged their participation (to become more confident/reduce anxiety and confusion)</li> </ul> </li> </ul>	C	D	N
<b>Performed the moving task</b> (TLR User Manual p92-93; client moving technique p95-150) <ul style="list-style-type: none"> <li>▪ one worker with or without an assistant(s), that worker's duties include: <ul style="list-style-type: none"> <li>▪ provided clear direction to the client</li> <li>▪ provided clear direction to the assistant(s)</li> <li>▪ ensured their hands were the only hands on the client</li> </ul> </li> <li>▪ two workers with or without an assistant(s), responsibilities were determined for each worker (e.g., lead, operating equipment controls, communication with client)</li> </ul> <b>Transfer belt</b> (used in mobilization testing and standing transfers) appropriately applied and used, upon completion of the moving task it was appropriately removed (TLR User Manual, Appendix D and with standing transfers)	C	D	N
<b>Completed the moving task</b> (TLR User Manual; client moving techniques p95-150) <ul style="list-style-type: none"> <li>▪ equipment secured</li> <li>▪ client positioned properly for comfort, safety, support and dignity</li> <li>▪ client's attachments and/or safety devices in place</li> <li>▪ returned mechanical lift, with attachments, to designated storage space</li> </ul>	C	D	N
<b>Evaluated</b> (TLR User Manual p66; client moving techniques p95-150) <ul style="list-style-type: none"> <li>▪ did the move compromise the workers safe body mechanics?</li> <li>▪ did the worker feel they were lifting?</li> <li>▪ was the client somewhat unstable during the move?</li> </ul>	C	D	N
<b>Communicated/documented</b> (TLR User Manual p66; client moving techniques p95-150) <ul style="list-style-type: none"> <li>▪ what went well</li> <li>▪ how risks were eliminated or managed</li> <li>▪ what the recommended moving technique should be</li> </ul>	C	D	N
<b>In the Moment Client Mobility Risk Assessment</b> (TLR User Manual p57-58)	C	D	N
<b>Specialized Client Mobility Risk Assessment</b> (TLR User Manual p59-60)	C	D	N
<b>Demonstrated safe use of sit/stand</b>	C	D	N
<b>Demonstrated safe use of total lift</b>	C	D	N

**Signatures**

TLR Buddy: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Provide comments on what went well, what needs to be improved along with recommendations.

**Action Plan**

topic/area	notes/timeline/etc.
communication of positive feedback with worker	
communication of requirement for areas to improve	
plan to achieve required improvements and timeline	
other	

**Supervisor:**

- retain completed checklist for due diligence
- track workers to ensure they are scheduled for TLR training post COVID-19 (sample form attached)
- share checklist with area/site TLR Trainer/s (if no trainer, share with TLR Instructor)