

# Appendix A – Sample Terms of Reference – Safe Client Handling Multidisciplinary Committee

## Goals of the committee:

1. To support the organization's goal of increased staff and client safety
2. To provide the best quality of care to clients while assisting them with positioning and mobility needs
3. To reduce the number and severity of staff incidents/accidents related to client handling

## Purposes of the Committee:

1. To develop policies and procedures related to safe client handling
2. To identify desired outcomes based on policies, procedures and best practice
3. To participate in the selection of client mechanical lift equipment
4. To assess learning needs of clinical staff related to safe client handling
5. To develop a training program for clinical staff based on the learning-needs assessment and desired outcomes
6. To coordinate the implementation of the training program for clinical staff
7. To conduct an evaluation of the training program based on the desired outcomes
8. To develop an ongoing training program for staff education annually

## Accountability:

The Committee is accountable to the senior team through the Client Handling Program Leader. The Committee provides timely progress reports to the senior team, the Joint Occupational Health and Safety Committee and other committees deemed appropriate by the organization (e.g., Quality Practice Committee).

## Membership:

- Senior management
- Communications/PR support
- Client Handling Program Leader
- Educational/clinician
- Managers/supervisors
- Environmental/plant maintenance

- Front-line staff
- Union representation
- JHSC
- Purchasing/financial support
- Physiotherapy and/or Occupational Therapy

**Quorum:**

A majority of members

**Agenda and Minutes:**

1. An agenda will be circulated prior to each meeting of the committee
2. Minutes of the meetings will be distributed to members following each meeting