



# 1a. Moving forward on a chair – 1 worker

## How to use this form:

This procedure must be reviewed for appropriateness in the immediate workplace by the supervisor/manager in consultation with the staff doing the task.

## Staff contributing to the review of the procedure for the immediate workplace:

## Date:



Identified risks for this task	Risk controls
<ol style="list-style-type: none"> <li>1. Use of unsafe actions, postures and movements to complete the task.</li> <li>2. A client with poor trunk control or who is unable to assist.</li> <li>3. A client with challenging behaviour.</li> <li>4. Unstable chair.</li> <li>5. Worker not trained in the manual handling principles and techniques which support the safe application of this procedure.</li> <li>6. Worker not trained/instructed in this (safe work procedure).</li> </ol>	<ol style="list-style-type: none"> <li>1. Use the techniques of manual handling as outlined in this safe work procedure.</li> <li>2. Review Client Manual Handling Plan or Manual Handling Procedures for an alternative procedure.</li> <li>3. Choose an alternative procedure whereby the worker is not positioned in front of the client.</li> <li>4. Apply breaks, position wheelchairs in their longest wheelbase. See preparation.</li> <li>5. Worker should receive training/instruction in the principles of manual handling to safely perform this task.</li> <li>6. Worker must receive appropriate on site training/instruction in this procedure prior to performing this task.</li> </ol>
<p><b>Ongoing review requirements</b></p> <ul style="list-style-type: none"> <li>• Review the relevance and currency of this procedure to the client as part of the client review process.</li> <li>• If an injury/incident occurs relating to this particular task.</li> <li>• If changes are made to the workplace that may affect implementation of this procedure.</li> </ul>	<p><b>Reviewed by:</b></p> <p><b>Reason for review:</b></p> <p><b>Review date:</b></p> <p><b>Manager’s Signature:</b></p> <p><b>Date:</b></p>

Please turn over for Task Steps...



## 1a. Moving forward on a chair – 1 worker

**This procedure is only appropriate for clients who are able to assist in transferring their body weight from side to side and front to back.**

### TASK STEPS

#### Preparation

1. Explain the task to the client, and inform the client of what they are to do.
2. Apply brakes to wheeled chairs. If the client is on a wheelchair ensure it is positioned in its longest wheelbase i.e. with the longest side of the front castor facing directly forwards.
3. Position chair so there is clear access to the client from the front.

#### Doing the task

1. The worker stands in front of the client in a wide stance. Maintain the three natural curves of the spine. Soften (the knees), Sink (at the hips) and Stabilise (the pelvic floor and lower abdominals).
2. The worker asks the client to lean sideways away from the hip to be moved. If the client requires assistance the worker holds the client at the shoulders and leans the clients weight off the hip that is to be moved by shifting the shoulders sideways. If the client can lean forward as well this makes the task easier.
3. The client supports their weight in this position whilst the worker positions their hand (palm down) under the clients sitting bone that is to be moved forward.
4. The worker slides the client's buttock forward by gently sliding the sitting bone forward. The worker pivots slightly to maintain the three natural curves of their spine.
5. Repeat steps 1 –4 on the opposite side.
6. Continue to repeat steps 1-4 on each side until the client is far enough forward in the seat.
7. Assist client to sit upright again.

