



1g. Stand to sit from the front and side - 1 or 2 workers

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"> 1. Use of unsafe actions, postures and movements to complete the tasks. 2. Clients unable to weightbear or partially weightbear. 3. Clients with fluctuating medical, mobility or behavioural status. 4. Poor communication between workers. 5. Worker(s) not trained in the manual handling principles and techniques which support the safe application of this procedure. 6. Worker(s) not trained/instructed in this safe work procedure. 	<ol style="list-style-type: none"> 1. Use the techniques of manual handling as outlined in this safe work procedure. 2. Review Client Manual Handling Plan. 1-2 Workers will be required to assist with the transfer depending on the client's level of dependence and behaviour. 3. Ensure both workers are aware of the transfer technique to be used. Practice effective team communication during the task as per this procedure. 4. Worker(s) should receive training/instruction in the principles of manual handling to safely perform this task. 5. Worker(s) must receive appropriate on site training/instruction in this procedure prior to performing this task.
<p>Ongoing review requirements</p> <ul style="list-style-type: none"> • Review the relevance and currency of this procedure to the client as part of the client review process. • If an injury/incident occurs relating to this particular task. • If changes are made to the workplace that may affect implementation of this procedure. 	<p>Reviewed by:</p> <p>Reason for review:</p> <p>Review date:</p> <p>Manager's Signature:</p> <p>Date:</p>

Please turn over for Task Steps...

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This procedure requires 1 or 2 workers

TASK STEPS

Preparation

1. Ensure brakes are applied to the bed or chair the client is to sit on.
2. Check the height of the bed or chair is appropriate for the client. Adjust as required.
3. Ensure the client is positioned squarely in front of the bed or chair. The back of the client's knees should be touching the bed or chair.
4. Explain the task to the client and inform them of what they are to do during the transfer.
5. If two workers are assisting with the transfer, nominate a team leader (known as worker 1). Check the understanding of instructions "READY, BRACE, STAND" with worker 2.

Doing the task

Option 1 - From the front

1. Worker stands in front of and facing the client. Worker steps one foot forward (usually the one on the clients weaker side, if they have one) so it is positioned outside the clients foot. When there are 2 Workers the workers step their outside foot forward.
2. Worker(s) assumes a duck position with the hand on the client's weaker side (See P3). When there are 2 workers both assume the duck position with their inside hand. Worker(s) slide their duck hand up the client's thigh to rest in the groin crease near the hip joint.
3. Worker(s) position their other hand over the client's shoulder and onto the back of the client's shoulder blade. When there is 1 Worker, they position their hand onto the client's opposite shoulder blade.



Please turn over for Task Steps continued...

4. The worker(s) soften the knees, sink the hips and stabilise the pelvic floor and lower abdominals.
5. The worker(s) transfer their weight onto their back foot.
6. Ask the client to look down and reach back for the armrests of the chair or to the bed as appropriate.
7. On the cue “READY, BRACE, SIT” the worker(s) transfer their weight to their front foot as they apply gentle pressure into the client’s hip(s) and pull the client in a forwards direction at the shoulder(s). The worker(s) sinks into a deeper lunge as the client sits onto the chair or bed.

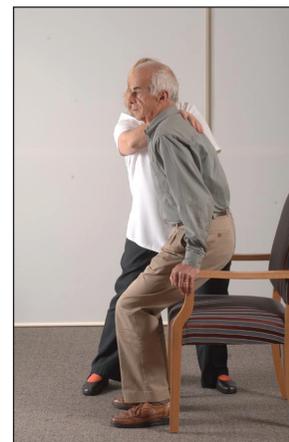
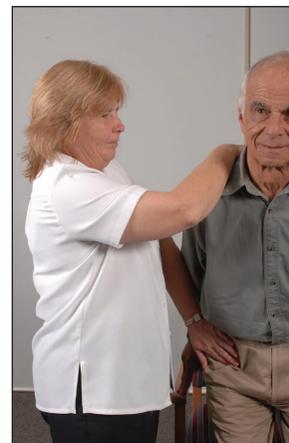
Option 2 - From the side

1. Worker(s) stand alongside the client facing the side of the chair with their front hip in line with clients shoulder(s). Stand with a wide base of support with the workers back foot in line with the back of the chair. Soften (the knees), Sink (at the hips) and Stabilise (the pelvic floor and lower abdominals). Worker(s) stand in a side lunge position with the weight on the front foot.
2. Worker (s) position their back hand(s) in front of the client’s hip joint(s) on the same side. The worker(s) front hand(s) is placed over the top of the clients shoulder(s) onto their shoulder blade(s).
3. Both workers are in a side lunge position with their weight on the front leg(s). Using the cues “READY, BRACE, SIT’ workers
 - (a) Apply pressure in a backwards direction at the client’s hip(s) and a forwards direction at the client’s shoulder(s).
 - (b) Transfer their body weight from their front leg to their back leg using a sideways lunge. Worker(s) sink into a deeper lunge as the client sits down.

Concluding task

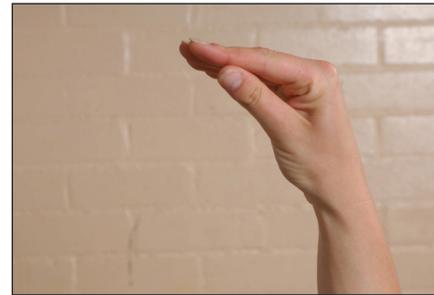
1. Ensure client is positioned correctly in the chair or on the bed.
See procedures for Positioning in Chairs.

Please turn over for notes on the ‘Duck Position’...



The 'Duck' Position

- This position eliminates strain on the workers wrist.
- The wrist is in a neutral position i.e. the back of the hand is level with the wrist.
- Bend the fingers to 90° at the knuckles.
- The fingers remain straight.
- The thumb is positioned under the index finger.
- Pressure is applied across the back of the fingers to the client's body.



Acknowledgement to Lynn Varcin Coad for the 'Duck' Position