



1h. Stand and pivot (or step) transfer - 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"> 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 not trained in the manual handling principles and techniques which support the safe application of this procedure. 6. Worker 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. If the client has difficulty weight bearing on standing, return him/her to the chair and use an alternate method of transferring the client. 3. Review Client Manual Handling Plan or Manual Handling Procedures for an alternative procedure. 4. Ensure effective communication method with client. 5. Worker should receive training/instruction in the principles of manual handling to safely perform this task. 6. Worker 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 is only appropriate for clients who are able to support most or all of their body weight in standing and can assist throughout the transfer process.

TASK STEPS

Preparation

1. Ensure the chair/bed to be transferred onto is positioned prior to the commencement of this transfer.
2. If transferring the client to a wheelchair, ensure the brakes are applied and footplates removed or swung away.
3. Transfer the client so they lead with their strongest side.
4. Ensure the client is wearing appropriate footwear.
5. Explain the task to the client, and inform the client of what they are to do in the transfer.

Doing the task

Standing the client (see procedures for Standing Transfers)

1. Client is standing. Worker is standing in front of the client. The Worker's hands are positioned on either side of client's hips. The Worker stands with a wide base of support, bracing the client's weak knee if required with their own knee.
2. The Worker assists the client to transfer their weight off the leg to be moved by guiding the hips towards the opposite side. The client's weight will shift off the leg to be moved.



Please turn over for Task Steps continued...

3. If able, the client steps with their foot or the worker can use their own foot to move the client's weaker foot by nudging it.
4. The Worker repositions their own feet to ensure a stable base of support as they step around with the client.
5. Transfer the client's weight to the other side and repeat steps 2 and 3.
6. Continue until the client is positioned appropriately to sit down. i.e. with the back of their knees in contact with the bed or chair they are to sit onto.

Concluding task

1. Continue to support the client in standing prior to commencing sitting the client.

Sitting the client (see Procedure 1g Stand to Sit Transfers)

