



## 2e. Negotiating steps - 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. Client unable to weightbear or partially weight bear. Clients who are inconsistently weightbearing.</li> <li>2. Client with fluctuating medical, mobility or behavioural status.</li> <li>3. Slip/trip hazards.</li> <li>4. Worker not trained in manual handling principles and techniques which support the safe application of this procedure.</li> <li>5. Worker not trained/instructed in this safe work procedure.</li> </ol>	<ol style="list-style-type: none"> <li>1. If the client has difficulty weightbearing, use an alternative method to mobilise the client.</li> <li>2. Review Client Manual Handling Plan or Manual Handling Procedures.</li> <li>3. Ensure that the path is clear of slip/trip hazards.</li> <li>4. Worker should receive training/instruction in the principles of manual handling to safely perform this task.</li> <li>5. 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...

## 2e. Negotiating steps - 1 worker



This procedure requires 1 worker

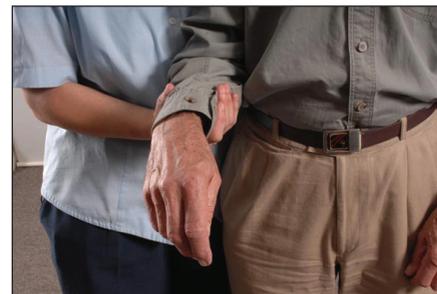
### TASK STEPS

#### Preparation

1. Ensure the client is wearing appropriate footwear.
2. Ensure the path is clear of all slip/trip hazards.
3. Explain the task to the client, and inform the client of what they are to do.
4. Worker stands on the client's weaker side if they have one.
5. The client holds the rail (if there is one) with their stronger hand.
6. Worker places their arm closest to the client around the back of the client putting their hand on the client's far hip or shoulder blade.
7. If the worker is on the client's weakest side and the client cannot grip with their weaker arm the Worker positions their outside hand on the front of the client's shoulder girdle as required or the worker uses their outside arm to support the client's forearm which should be bent at the elbow. If the client can grip with their weaker arm, the Worker positions their outside arm as follows: elbow bent and close to their side with the shoulder relaxed, upright fist with the thumb tucked in, wrist in neutral for the client to grip as a walking stick.
8. The client should be merely resting their hand on the Worker's fist, and not leaning on them.

#### Note:

If there is no rail the worker stands on the client's weaker side. Refer to point 7 above for hand position.



Please turn over for Task Steps continued...

## Doing the task

### Going down steps

1. Client and worker are standing side by side at the top of the steps.
2. To go down the steps, the client's weaker leg goes down first. (Bad foot to hell.)
3. The client then steps their stronger leg down onto the step or through to the next step.
4. The worker can control the client's direction of movement by directing at the hip with the hand that is behind the client.



### Going up steps

1. Worker and client are standing side-by-side at the bottom of the steps.
2. To go up steps, the client steps up with their good leg first. (Good foot to heaven.)
3. The client then steps up onto the same step with their weaker leg.
4. The worker can control the client's direction of movement by directing at the hip or shoulder blade with the hand that is behind the client.



## Concluding task

1. Worker continues to mobilise the client supporting them at the hip and shoulder girdle or arm as required until the destination is reached.