



This procedure requires 1 worker

3a. Assisting a weightbearing client into/out of a car - 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. Client unable to support most or all of their body weight throughout the transfer. 2. Worker not trained in manual handling principles and techniques which support the safe application of this procedure. 3. Worker not trained/instructed in this safe work procedure. 	<ol style="list-style-type: none"> 1. Check Client Manual Handling Plan. If client has difficulty weightbearing use an alternate method of transferring the client. 2. Worker should receive training/instruction in the principles of manual handling to safely perform this task. 3. 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...



3a. Assisting a weightbearing client into/out of a car - 1 worker

This procedure applies to clients who have walked up to the car and are transferring in and out. It also applies to clients who do a standing transfer from a wheelchair.

TASK STEPS

Preparation

For clients standing from a wheelchair.

1. Ensure there is adequate space beside the passenger side door for wheelchair access and one worker. The car must be parked on level ground.
2. Open the passenger door as wide as possible. Wind down the window.
3. Position the passenger seat so that the front edge of the backrest is just behind the door frame.
4. Position the wheelchair beside the car so that the front of the tyre is level with the door frame. The wheelchair is as close to the side of the car as possible.
5. Ensure the wheelchair is positioned in its longest wheelbase i.e with the longest side of the front castor facing directly forwards.
6. Apply brakes to the wheelchair.
7. Raise the wheelchair footplates and swing them out of the way.

For clients standing and transferring in

1. Ensure there is adequate space beside the passenger side door for the client and worker to access. The car should be parked on as level ground as possible.
2. Open the passenger door as wide as possible. Wind down the window.
3. Position the passenger seat so that the front edge of the backrest is just behind the door frame.



Please turn over for Task Steps continued...

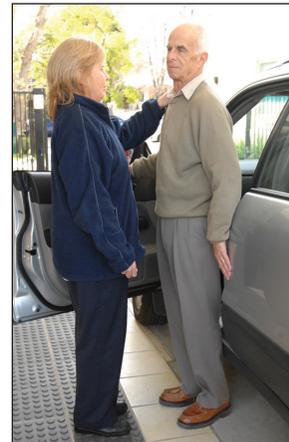
Doing the task

Standing a Client from a Wheelchair

1. See Section 1 - Standing Transfers and select the appropriate procedure as per the Clients Manual Handling Plan.
2. Once the client is standing, the client holds the door frame and the passenger door (window open). The Worker stabilises the door with their hip as required.

Transferring Into the Car (All clients once standing)

1. The client is standing beside the car or facing the car.
2. Assist the client to turn around so they have their back to the car. The back of their legs should be touching the car (see procedure 1h for Stand and Pivot (or Step) Transfer).
3. Assist the client to sit onto the seat (see procedure 1g Stand to Sit from the Front and Side).
4. The client reaches for the car door frame.
5. Once the client is seated ask them to move back on the seat or provide assistance as required. To assist, ask the client to lean off the hip to be moved back. Assist at the hip or knee to slide the client's hip back on the seat. Ask the client to lean to the opposite side and repeat.
6. Once the client is positioned far enough back on the car seat, assist with positioning their legs into the car if required. Maintain the three natural curves of the spine. Soften (the knees), Sink (at the hips) and Stabilise (the pelvic floor and lower abdominals).
7. Client puts on their seatbelt. If assistance is required the Worker applies the seat belt as far as they can comfortably reach and then fastens it from the driver's side to avoid over reaching and twisting.



Please turn over for Task Steps continued...

Transferring Out of the Car

Clients Transferring to a Wheelchair

Complete Steps 1- 7 in preparation above.

All clients

1. The client releases their seatbelt. If assistance is required the Worker releases the seatbelt whilst on the driver's side.
2. The Worker moves to the passenger side of the car.
3. The client swings one or both legs out of the car. The Worker assists as required. Maintain the three natural curves of the spine. Soften (the knees), Sink (at the hips) and Stabilise (the pelvic floor and lower abdominals).
4. The client moves forward on the seat so their feet are firmly on the ground. If assistance is required ask the client to lean off the hip to be moved forward. The Worker assists to slide the client's hip forward. The client leans to the other side and repeats.
5. Assist the client to stand. (See Section 1- Procedures for Sit to Stand Transfers) and select the appropriate procedure as per the client's Manual Handling Plan.
6. If the client is transferring to a wheelchair assist the client to turn so their back is to the chair and their legs are touching the seat. (See 1h Stand and Pivot (or step) Transfer).
7. Assist the client to sit (see 1g Stand to Sit)
8. If the client is walking or using a walking aid. (See Section 2 - Procedures for Walking).

Concluding task

1. Move the client and/or the wheelchair a safe distance from the car. Close the car door.

Note:

Placing a folded slide sheet on the car seat can assist the client to turn on the seat. Make sure the slide sheet is at least 10cm from the edge of the seat to avoid the client slipping off. Remove the slide sheet before driving off.

