



3b. Assisted sliding board transfer 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. Client has no upper body balance or control. 2. Uneven car and chair height. 3. Car parked on uneven/sloping surface. 4. Brakes on chair not applied during transfer. 5. Incorrect positioning of sliding board and wheelchair. 6. Worker not trained in the manual handling principles and techniques which support the safe application of this procedure. 7. Worker not trained/instructed in this safe work procedure. 	<ol style="list-style-type: none"> 1. Check Client Manual Handling Plan. Use alternative procedure. 2. Ensure car and chair height are as even as possible. 3. Ensure car is parked on flat even surface. 4. Apply brakes to wheelchair. 5. Position wheelchair and sliding board as per this procedure. 6. Worker should receive training/instruction in the principles of manual handling to safely perform this task. 7. 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...



3b. Assisted sliding board transfer into/out of a car - 1 worker

This procedure applies to clients who require minimal assistance with sliding board transfers. The Worker can assist by holding the sliding board, guiding the client's hips and with leg positioning. The Worker should not support most or all of the client's body weight during the transfer.

TASK STEPS

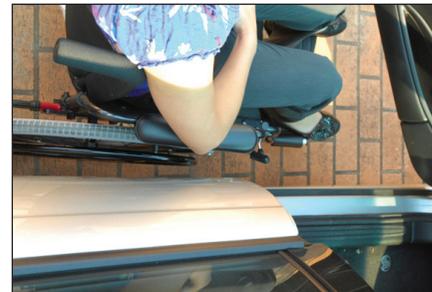
Preparation

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.
3. Position the passenger seat so that the front edge of the backrest is just behind the door frame.

Positioning the wheelchair

Option 1:

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. This option is preferred when the client requires assistance with their legs. The client must have a long sliding board for this option. Ensure the wheelchair is positioned in its longest wheelbase i.e. with the longest side of the front castor facing directly forwards.



Option 2:

Position the Wheelchair at an angle to the side of the car as far forward as possible. The client can position their legs independently and does not require assistance from the front. This option is safest when the client has a shorter sliding board.

4. Apply brakes to the wheelchair.



Please turn over for Task Steps continued...

Doing the task

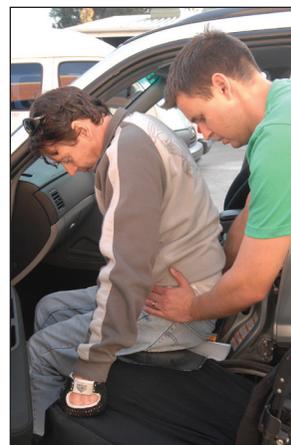
Positioning the sliding board

1. Assist as required to move the client forward in the chair (see procedure 1a Moving Forward in a Chair). The worker can position one knee between the client's knees to brace the cushion so it does not slide forward. The client should be far enough forward so they will slide in front of the wheelchair tyre and door frame.
2. Remove the wheelchair armrest on the side the client is transferring towards.
3. If using option 1 the Worker stands in front of the client in a wide stance. For option 2 the Worker is behind the wheelchair. Maintain the three natural curves of the spine. Soften (the knees), Sink (at the hips) and Stabilise (the pelvic floor and lower abdominals).
4. Ask the client to lean away from the side they are going to transfer to. This gets the weight out of the buttocks. The client supports their weight in this position whilst either the client or the worker positions the sliding board. The board is positioned under the sitting bone by sliding it under at an angle. The board must be flat and just in front of the tyre and reach at least 10 -15cm onto the car seat.
5. The client returns to an upright position.
6. The client positions one hand onto the car end of the sliding board and the other hand on the chair near their hip or on the wheelchair armrest. Alternatively the Worker can hold the board (from behind) and the client uses the door frame or roof handle as support.



Sliding Wheelchair to Car

1. The worker stands behind 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 client leans forward "nose over knees", looks up and leans away from the direction of travel. This keeps the weight out of the buttocks they are trying to move.
3. The worker uses the cues "READY, BRACE, SLIDE".



Please turn over for Task Steps continued...

4. The client's buttocks leads the movement across the board.
5. The worker provides guidance as required and should not move most or all of the client's weight unaided. Assistance can be provided by stabilising the board and/or guiding the client at the hips making sure the client clears the door frame and tyre.
6. The slide is completed in two movements. After the first slide the client repositions their hands so one is on the wheelchair end of the board and the other on the car seat. The worker can assist to hold the board. The Worker may also need to re-position in order to maintain the three natural curves of the spine.
7. Once the client is positioned far enough onto the car seat, move to the front and assist. To remove the board. Ask the client to lean away from the side the board is to be removed from. Worker or client removes the board.
8. Release wheelchair brakes and remove chair.
9. Assist as required with positioning the clients legs into the car. Maintain the three natural curves of the spine. Soften (the knees), Sink (at the hips) and Stabilise (the pelvic floor and lower abdominals).
10. Ensure seat belt is fastened and close the door.



Transfer car to wheelchair

Preparation

1. As for transfer wheelchair to car

Doing the task

Positioning the sliding board

1. The worker stands in front of the wheelchair facing the side of the car 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).

Please turn over for Task Steps continued...

2. Ask the client to lean away from the side they are going to transfer to. This gets the weight out of the buttocks. The client supports their weight in this position whilst the worker or client positions the sliding board. The board is positioned under the sitting bone by sliding it under at an angle. The board must be flat and just in front of the tyre and door frame.
3. The client returns to an upright position.
4. Some clients will prefer to transfer with one leg out. Assist to position the client's legs as preferred.
5. The Worker moves behind the wheelchair.
6. The client positions one hand onto the wheelchair end of the sliding board and the other hand on the car seat near their hip or holds the roof handle or door frame for support. The worker can assist to hold the sliding board.



Sliding Car to Wheelchair

1. The worker stands behind the wheelchair 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 client leans forward “nose over knees”, looks up and leans away from the direction of travel. This keeps the weight out of the buttocks they are trying to move.
3. The worker uses the cues “READY, BRACE, SLIDE”
4. The client's buttocks leads the movement across the board.
5. The client must be able to initiate the movement independently. The worker is not in a safe position to assist. Assistance can be provided by stabilising the board.
6. The slide is completed in two movements. After the first slide the client repositions their hands so one is on the car end of the board and the other on the wheelchair. The worker can assist to hold the board and guide the client's hips ensuring they clear the door frame and tyre.



Please turn over for Task Steps continued...

7. Once the client is positioned far enough onto the wheelchair, move to the front and assist with positioning their legs onto the wheelchair footplates 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).
8. To remove the board ask the client to lean away from the side the board is to be removed from. Worker or client removes the board.
9. Replace wheelchair armrest.
10. Release wheelchair brakes and remove chair from the side of the car.

Positioning in wheelchair

1. Assist the client to adjust their position as required. (See procedure 1b Positioning in Chairs – 1 Worker from the side).