



# 3c. Loading and unloading a wheelchair 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"> <li>1. Exerting force in awkward postures when dismantling the wheelchair.</li> <li>2. Holding, supporting or restraining the wheelchair whilst putting it into the boot of the car.</li> <li>3. Wheelchair bulky and awkward shape to hold and move. Largest component weighs &gt; 14kg.</li> <li>4. Lifting wheelchair into boot and pushing wheelchair into boot whilst bending or twisting the back.</li> <li>5. Worker not trained in manual handling principles and techniques which support the safe application of this procedure.</li> <li>6. Worker not trained/instructed in this safe work procedure.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use the techniques of Manual Handling as per this procedure.</li> <li>2. Follow this procedure and/or use assistive equipment.</li> <li>3. Obtain lightweight wheelchair, organise alternative transport, hire wheelchair at destination, use a second person.</li> <li>4. Ensure car is parked on flat even surface. Use the techniques of Manual Handling as per this procedure. Use assistive equipment.</li> <li>5. Worker should receive training/instruction in the principles of manual handling to safely perform this task.</li> <li>6. 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...

## 3c. Loading and unloading a wheelchair into/out of a car - 1 worker



This procedure requires 1 worker

### TASK STEPS

#### Preparation

1. Wheelchair and car on level surface.
2. Open the boot.
3. Position self safely behind vehicle.

#### Doing the task

When performing the task it is important that the techniques of safe manual handling be implemented.

1. Maintain the 3 natural curves of the spine
2. Soften (the knees), Sink (at the hips), Stabilise (the pelvic floor and lower abdominals)
3. Action in the lower body
4. Keep the task close

#### Loading the wheelchair into the boot

Remove detachable items of wheelchair

1. Applying the techniques of safe manual handling, lower yourself to the level of the wheelchair, and remove detachable items (i.e. footrests, armrests, wheels). Place detached pieces in the boot.



Please turn over for Task Steps continued...

Fold the wheelchair and put on the brakes

1. Standing to the side of the wheelchair, fold the wheelchair by lifting the fabric seat up so that wheelchair folds together. Use action in the legs to avoid the use of the upper body. Put on the brakes.
2. Position the side of the wheelchair parallel to the car boot, approx 50cm away



Prepare boot of car – and place the wheelchair into the boot

1. Place blanket (if available) over boot lip.
2. Grasp the wheelchair at the push handles and a fixed section of the frame. Holding the load close to the body and using leg action, stand and bring the wheelchair up to the boot.
3. Rest the wheelchair on the boot lip over the blanket.
4. Maintaining correct posture, guide the load into the boot by sliding it across the boot (do not lift).



Please turn over for Task Steps continued...

## Unloading the Wheelchair from the Boot

1. Prop with one hand on the boot lip to assist in reaching the wheelchair frame.
2. Holding the wheelchair handles and a fixed section of the frame, slide the wheelchair onto the boot lip. Move close to load.
3. Lift, using leg action. Lower the wheelchair to ground level.
4. Standing to the front of the wheelchair, soften, sink and stabilise as you unfold the wheelchair from the seat by pushing on the frame at either side of the seat. Place brakes on.
5. Remove detached items from the boot and reattach.



Please turn over for Task Steps continued...

## Loading a Wheelchair into a Station Wagon

1. Remove detachable items (except wheels) and fold the wheelchair as for loading a wheelchair into a boot.
2. Wheel the chair close to the rear of the car with the castors facing the car, line the chair up to one side of the boot.
3. Place a blanket over the back edge of the car if available.
4. Holding the push handles tilt the wheelchair onto its back wheels and place the castors into the back of the car.
5. Roll the wheelchair up whilst slowly pushing the castors forward. The rear wheels roll over the back into the car.
6. Keep the wheelchair as close to the rear of the car as possible, so as to keep the load close.
7. Using a sideways lunge lie the wheelchair onto its side.



## Unloading a Wheelchair from a Station Wagon

1. Slide the wheelchair into position. The push handles and rear wheels should be close to the back of the car.
2. Place a blanket over the back edge of the car if available.
3. Using a side lunge stand the wheelchair up.
4. Holding the push handles roll the rear wheels over the edge of the car onto the ground.
5. Tilt the wheelchair back to lift the castors over the back edge of the car.
6. Continue to wheel the chair back, slowly lowering the castors to the ground.
7. Unfold the chair and re attach removable parts.

## APPENDIX A

There are several assistive devices for loading and unloading a wheelchair from a car.

Available for viewing on line at [www.ilcnsw.asn.au](http://www.ilcnsw.asn.au). - Product search; Transport; Lifters; Carriers and Trailers.