



3d. Assisting a weightbearing client into/out of a van - 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 weight bearing 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...

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



This procedure requires 1 worker

This procedure applies to clients who have walked up to the van and are transferring in and out.

TASK STEPS

Preparation

1. Ensure there is adequate space beside the rear sliding passenger side door for the client and worker to access. The van should be parked on as level ground as possible.
2. Open the door as far as possible.
3. Pull out or position step at the door.
4. Ensure there is clear access to the seat the client is to sit on.

Doing the task

Transferring Into the Van

1. The client is standing facing the rear sliding passenger door of the van. The client is as close to the step as possible.
2. The worker is usually standing behind the client. If the client requires assistance the worker positions their hands onto both of the client's hips.
3. Encourage the client to hold onto any grab rails for assistance. The client should be in a position where they are leaning forward i.e with their shoulders in front of their hips. If the position of the grab rails means they are leaning backwards encourage them to hold onto something that is stable and further in front of them.
4. The client steps up onto the step with their good foot first, and then brings their second foot onto the step.



Please turn over for Task Steps continued...

5. Once securely positioned on the step check if the client needs to change their hand position before negotiating the next step. Encourage them to hold something that is close to them and stable.
6. The client then steps up onto the floor of the van with their good foot first, and then brings their second foot onto the van floor.
7. The worker can provide assistance by guiding and supporting the client at the hips however, should not support most or all of their body weight. The worker can step onto the first step as the client steps onto the van floor in order to keep close to the task.
8. The client sits on their seat. The worker is generally unable to assist due to limited space.
9. Client puts on their seatbelt. The Worker checks the seatbelt is fastened.



Transferring out of the Van

1. The client releases their seatbelt. If assistance is required the Worker releases the seatbelt.
2. The client stands from their seat and moves to the rear side passenger sliding door.
3. The Worker is outside the van, perhaps standing on the step waiting to assist the client. If the step is small or unstable, the worker can stand with one foot on the step and the other on the ground.
4. Encourage the client to hold the grab rails or something stable within their reach before they attempt to negotiate the steps. The Worker should avoid letting the client hold onto them.
5. The client steps off the van floor onto the step with their weakest leg first and then brings their other foot onto the step.
6. Once securely positioned on the step check if the client needs to change their hand position before negotiating the next step. Encourage them to hold something that is close to them and stable.

Please turn over for Task Steps continued...

7. The client then steps onto the ground with their weakest leg first, and then brings their other leg down onto the ground.
8. The worker can provide assistance by guiding and supporting the client at the hips however, should not support most or all of their body weight. The worker can step one foot onto the first step as the client steps from the van floor in order to keep close to the task.

Concluding task

1. Move the client a safe distance from the van. Close the van door.

