



### 3f. Securing and releasing wheelchair restraints in vans

#### 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. Overreaching, bending and twisting:               <ul style="list-style-type: none"> <li>• When attaching the Qstraint to the tracking situated on the floor</li> <li>• When accessing the front right Qstraint on the wheelchair behind the drivers seat</li> <li>• Under the wheelchair to attach J hooks</li> <li>• To fasten seatbelts and harnesses securely around the client</li> </ul> </li> <li>2. Repetitive actions on small joints under force:               <ul style="list-style-type: none"> <li>• When releasing or pulling the restraint strap (when using the QRT. Standard Model Restraint – two hand operation)</li> </ul> </li> <li>3. Prolonged stooping               <ul style="list-style-type: none"> <li>• When walking into the van (low ceiling) and to secure or release restraints</li> <li>• When manoeuvring within the van (limited circulation space)</li> </ul> </li> <li>4. Awkward postures               <ul style="list-style-type: none"> <li>• Due to the lack of space inside of the van and in between wheelchairs.</li> </ul> </li> <li>5. Worker(s) not trained in manual handling principles and techniques which support the safe application of this procedure.</li> <li>6. Worker(s) not trained/instructed in this safe work procedure.</li> </ol>	<ol style="list-style-type: none"> <li>1. Attach J hooks to the wheelchair (for the 2 front restraints)- utilising the available length of the Qstraint cable- before the wheelchair is wheeled into position. “Prop” with one hand (especially for release of the J hook) while releasing the hook with the other hand.</li> <li>2. Replace QRT standard model restraint – two hand operation with QRT Deluxe - one handed operation.</li> <li>3&amp;4. Apply the techniques of manual handling as per this procedure.</li> <li>5. Worker(s) should receive training/instruction in the principles of manual handling to safely perform this task.</li> <li>6. Worker(s) 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> <p style="text-align: right;">Please turn over for Task Steps...</p>

## 3f. Securing and releasing wheelchair restraints in vans



This procedure requires 1 or 2 workers

### TASK STEPS

#### Preparation

Ensure all Qstraint equipment and seatbelts are stored in an accessible compartment in the van (to eliminate trip hazards). Do not leave them on the van floor

#### Doing the task

During all procedures, apply the following techniques of manual handling:

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
5. Face the task

#### Step 1: Mounting Qstraint onto Tracking

Equipment: Floor tracking and Qstraints

1. Access van cabin via side sliding door.
2. Retrieve Qstraints and seatbelts from compartment.
3. Attach the front Qstraints for the wheelchair directly behind the drivers seat to the floor tracking system.
4. Adhere to principles of safe manual handling when attaching Qstraints to floor tracking.

Please turn over for Task Steps continued...

## Step 2: Securing Wheelchair with Qstraint (one handed – QRT Deluxe)

Equipment: Wheelchair, Qstraints, J hook straps

### Note:

Right and left of the wheelchair are referred to as if you are facing the front of the van.

#### Front

1. Wheel the wheelchair into position so that the fully extended Qstraint strap will attach to the front of the chair.
2. Position self at front left of wheelchair.
3. Press lever (for release) of J hook strap. Attach J hook to the front of the wheelchair. Use the techniques of manual handling, whilst propping on the wheelchair with the (R) hand to reach the front right Qstraint with the (L) hand.
4. Repeat to attach (L) Qstraint to the front left of the wheelchair.
5. Wheel the wheelchair forward into position. Apply wheelchair brakes.



#### Back:

1. Position self as close as possible behind the wheelchair to avoid overreaching.
2. Attach Q-strait to the floor tracking system.
3. Use the techniques of manual handling whilst pressing lever (for release) of J hook strap.
4. Pull strap and attach to back of wheelchair.
5. Repeat to attach the second Qstraint.



Please turn over for Task Steps continued...

### Step 3: Securing Wheelchair with Qstraint (two handed – QRT Standard)

Equipment: Wheelchair, Qstraints, J hook straps

Front (right Qstraint):

1. Wheel the wheelchair into position so that the fully extended Q-strait strap will attach to the front of the chair.
2. Position self at front left of wheelchair.
3. Use the techniques of manual handling.
4. Prop on the wheelchair with the (R) hand to reach the front right Qstraint with the (L) hand.
5. Hold lever (for release) of J hook strap with left hand.
6. Whilst holding the lever, pull the strap and attach to the wheelchair with the right hand.

Front (left Qstraint):

1. Use the techniques of manual handling whilst accessing the lever (for release) of J hook strap.
2. Whilst holding the lever, pull the strap and attach to the wheelchair.
3. Wheel the wheelchair forward into position. Apply wheelchair brakes.

Back:

1. Position self as close as possible behind wheelchair, to avoid overreaching.
2. Attach Q-strait to the floor tracking system.
3. Use the techniques of manual handling whilst accessing the lever (for release) of J hook strap.
4. Whilst holding the lever, pull the strap and attach to the back of the wheelchair.
5. Repeat to attach second Qstraint.

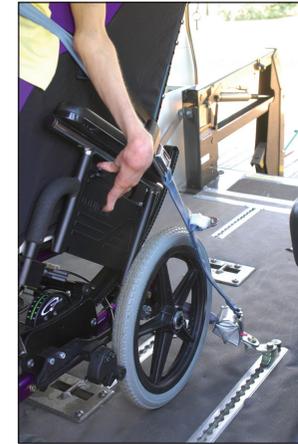


Please turn over for Task Steps continued...

#### Step 4: Doing up client's seatbelts/harness

Equipment: Wheelchair, Qstrains, Seatbelts/harness.

1. Position self behind wheelchair.
2. Use the techniques of manual handling, whilst attaching seatbelt and or harness to bolt on Qstraint.
3. Carefully move seatbelt around client.



#### Step 5: Releasing Qstraint

Equipment – Qstrains, Floor tracking

1. Use the techniques of manual handling whilst detaching J hook straps from wheelchair.
2. Guide J hook straps back to Qstraint



#### Concluding the task

1. Carefully detach all Qstrains and belts. Ensure all Qstraint equipment and seatbelts/ harnesses are stored back into the accessible compartment in the van, do not leave them on the floor.

