



4a. Handling manual wheelchairs - 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 limbs protruding from the chair and being knocked. 2. Faulty equipment e.g. flat tyres and brakes not working. 3. Handling the wheelchair using awkward postures, actions and movements. 4. Worker not trained in manual handling principles and techniques which support the safe application of this procedure. 5. Worker not trained/instructed in this safe work procedure. 	<ol style="list-style-type: none"> 1. Ensure client keeps their hands on their laps and their limbs within the boundaries of the chair especially when going through doorways. 2. Worker to lodge an OHS Hazard Report Form and/or maintenance request. Do not use wheelchairs with flat tyres and brakes that do not work. 3. Apply the principles and techniques of manual handling as per this procedure. 4. Worker should receive training/instruction in the principles of manual handling to safely perform this task. 5. 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...



4a. Handling manual wheelchairs - 1 worker

TASK STEPS

Preparation

1. Ensure the wheelchair is in good working order. Check brakes and tyres.
2. Ensure the client is seated well back in the chair.
3. Fasten lap belts, chest straps, calf straps, position lateral supports etc where present.
4. If the client is standing up or sitting down from the wheelchair apply the brakes and have the foot plates up and swung back against the wheelchair.
5. Ensure the wheelchair is positioned in its longest wheelbase i.e. with the longest side of the castors facing directly forwards.
6. Ensure the client does not attempt to reach objects if they have to move forward in the seat, or pick them up off the floor by reaching down between their knees. To ensure the stability of the chair it is recommended the client not lean past the arm rests of the chair to reach an object.

Doing the task

During the following tasks use the techniques of manual handling:

1. Maintain the three 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

Folding a Wheelchair:

- Stand at the side of the wheelchair. Soften (the knees), Sink (at the hips), Stabilise (the pelvic floor and lower abdominals).
- If handles are provided at each side of the seat, use these to pull upwards, otherwise fold the chair by holding the midpoint of the seat at the front and back, pull upwards. Use lower body action.



Please turn over for Task Steps continued...

Unfolding a Wheelchair

- Stand in front of the chair Soften (the knees), Sink (at the hips), Stabilise (the pelvic floor and lower abdominals), maintain the three natural curves of the spine.
- Push down on both sides of the seat making sure you keep your fingers clear of the edges of the seat frame. Use lower body action.



Pushing a Wheelchair

- Stand close to the wheelchair with your hands on the push handles.
- Keep your elbows bent and close to the body with the shoulders relaxed.
- Maintain the three natural curves of the spine.
- Use your bodyweight and momentum whenever possible to push the chair. Use lower body action.
- Always push the chair where possible rather than pull.



Tilting a Wheelchair Back

- Always warn the occupant of your intention.
- Using the tipping lever located on the chair, push down and under with your foot. At the same time pull back and down on the handles.

Going up a Kerb/Step

- Face the front of the chair to the kerb, tip the chair onto its back wheels (use tipping lever), place the front castors onto the pavement and then push the wheelchair up onto the pavement by rolling the back wheels over the kerb.
- Stay close to the wheelchair keep your elbows bent and close to the body with the shoulders relaxed.
- Maintain the three natural curves of the spine, use lower body action.



Please turn over for Task Steps continued...

Going down a Kerb/Step

- Reverse the wheelchair to the edge of the step.
- Lower the rear wheels down the step followed by the castors.



Pushing a Wheelchair -Up and Down Hill

- Stand close to the wheelchair; keep your elbows close to the body with your shoulders relaxed.
- Maintain good posture, use your body weight as momentum whenever possible. Use lower body action to push the chair.
- If the gradient is very steep it may be advisable to go down backwards to prevent the occupant from tipping out.
- Travel slowly and safely down inclines, in order to maintain control of the wheelchair.
- Keep the weight of the body forward when propelling the chair up an incline.



Reclining a wheelchair

- Using the tilt lever behind the back rest, tilt the chair back.
- Tilting the back rest back enables gravity to assist with positioning the client towards the back of the wheelchair when hoisting or repositioning.

Loading and Unloading a Wheelchair from a Car -

(See Section 3 - Vehicle Transfers.)