



4b. Handling powered 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's limbs protruding from the chair and being knocked. 2. Faulty equipment e.g. flat tyres, batteries and brakes not working. 3. Handling the wheelchair using awkward postures, actions and movements. 4. Manually turning the chair in a confined spaces. 5. Pushing an occupied powered chair manually. 6. Worker not trained in 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. 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, brakes and/or batteries that do not work. 3. Apply the principles and techniques of manual handling as per this procedure. 4. Do not attempt to lift the wheelchair to turn it in tight turning spaces, instead use the power control of the wheelchair. 5. Use power control. 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> <p style="text-align: right;">Please turn over for Task Steps...</p>

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TASK STEPS

Preparation

1. Ensure the wheelchair is in good working order. Check brakes, tyres and battery.
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. If the client is standing up or sitting down from the wheelchair always turn wheelchair power off, engage motor locks/clutches to prevent wheels from moving and apply brakes (if present).

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

Changing a power wheelchair from power operation to manual operation using wheel hubs:

Disengaging the motor (free wheeling)

- Pull out the engagement knob and rotate it approximately 1/6-turn until the pins of the engagement knob fall into place on the wheel hub.

Engaging the motor (driving)

- Pull out engagement knob. Rotate engagement knob approximately 1/6 – turn until the pins on the engagement knob fall into the holes in the wheel hub and axle. Gently rock the wheelchair until the engagement knob snaps into place.



Please turn over for Task Steps continued...

Changing a power wheelchair from power operation to manual operation using motor lock levers:

Disengaging the motor (free wheeling)

- Pull motor lock lever into up position

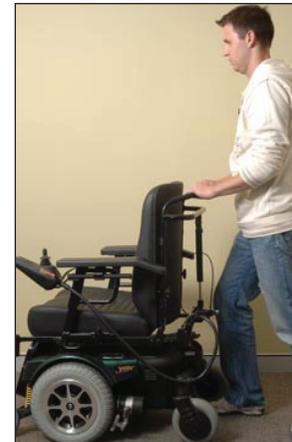
Engaging the motor

- Push motor lock lever into down position.



Pushing a power wheelchair (unoccupied)

- Change the wheelchair from power to manual operation as outlined above.
- Stand close to the wheelchair.
- Keep your elbows close to your body with the shoulders relaxed.
- Maintain the three natural curves of the spine.
- Use your bodyweight and momentum whenever possible to initiate movement of the chair.
- You may need to use a wide stance to push the wheelchair initially to get the wheels rolling, push the wheelchair using lower body action.



Please turn over for Task Steps continued...

Pushing an unoccupied power wheelchair using the wheelchair power control

- Where no other option exists (or the wheelchair is too heavy to push manually) to manually transport the wheelchair between rooms the power control can be used.
- Ensure that the hallways and doorways provide adequate access to enable a worker to walk alongside the wheelchair and guide it through the house
- Ensure that the pathway is clear
- Stand on the same side of the wheelchair as the control
- Set the wheelchair speed at its lowest speed
- Walk alongside the wheelchair guiding it using the power control
- When guiding the wheelchair through a doorway, ensure that you position yourself just inside the doorway to the side of the wheelchair. Guide the wheelchair into the room as slowly as possible, ensuring that you position yourself to the side of the wheelchair not in front of it.

Tilting a power wheelchair

- Using the power tilt option or 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.

Community Access

- Do not use an escalator to move a power wheelchair between floors – elevators only should be used.
- Do not attempt to negotiate kerbs or steps with a powered chair. Use ramp access only.
- Use wheelchair accessible vehicles to transport wheelchairs due to their large size and very heavy weight (see Section 3 – Vehicle Transfers).