



10a. Positioning in a chair using a hoist – 1 or 2 workers

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. Inappropriate and/or poor fitting hoist sling. 2. Hoist sling incorrectly positioned on client. 3. Chair incorrectly positioned when lowering hoist. 4. Hoist and chair brakes not working. 5. Unsafe actions, postures and movements when applying force to a heavy load. 6. Worker(s) not trained in manual handling principles and techniques which support the safe application of this procedure. 7. Worker(s) not trained/instructed in this safe work procedure. 	<ol style="list-style-type: none"> 1. Ensure sling is appropriate for the client's needs. Use prescribed sling as per the Client Manual Handling Plan. 2. Check correct sling position prior to hoisting the client as per procedures for hoisting. 3. Position chair as per this procedure. 4. Complete an OHS Hazard Report Form and/or maintenance request. Do not use chair or hoist. 5. Apply techniques of manual handling as per this procedure. 6. Worker(s) should receive training/instruction in the principles of manual handling to safely perform this task. 7. Worker(s) 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...



10a. Positioning in a chair using a hoist – 1 or 2 workers

This procedure follows on from the procedures for hoist transfers to and from chair or bed. Ensure the hoist sling is correctly positioned prior to hoisting the client as this will affect positioning in the chair.

TASK STEPS

Preparation

1. Position the chair the client is to be transferred into as close to the bed or chair as possible.
2. Move the hoist the minimum distance required and bring the chair to the hoist.
3. Client is suspended in the sling above the chair.
4. Apply the brakes on the chair.
5. Leave the hoist brakes off to allow movement of the hoist into the correct position as the hoist lowers.

Positioning on the chair 1 Worker

1. The Worker stands in a forward/backward lunge. Maintain the three natural curves of the spine. Soften (the knees), Sink (at the hips) and Stabilise (the pelvic floor and lower abdominals).

Option 1

2. Worker stands close to and behind the chair.
3. Use the positioning loops of the sling to guide the client into the chair. If there are no loops the Worker holds the sides of the sling. Worker keeps their shoulders relaxed and elbows close to their body.
4. Worker operates the hoist to lower the client onto the seat.

Option 2

5. The Worker stands in front of the client and applies gentle pressure at the front of the client's knee or at the hip to guide them into the chair.
6. Lower the client onto the seat until the hoist straps are slack. Do not remove the straps.
7. Check the client's position in the chair. If the client is not correctly positioned raise the hoist so the client just clears the seat and repeat steps 1-5.



Please turn over for Task Steps continued...

Positioning on the chair 2 Workers

1. Worker 1 stands close to and behind the chair and holds the loops on the back of the sling. If there are no loops the Worker holds the sides of the sling. Worker 1 keeps their shoulders relaxed and elbows bent and close to the body.
2. Worker 2 stands close to, and in front of the client and applies gently pressure at the front of the client's knee and/or hip.
3. Both workers stand in a forward/backward lunge. Maintain the three natural curves of the spine. Soften (the knees), Sink (at the hips) and Stabilise (the pelvic floor and lower abdominals).
4. Worker 1 or 2 operates the hoist to lower the client onto the seat.
5. As the hoist lowers, Worker 1 pulls the client back into the seat using the loops on the sling and Worker 2 guides the client's hips into the seat using their knee or hip.
6. Lower the client onto the seat until the sling straps are slack. Do not remove the straps.
7. Check the client's position in the chair. If the client is not correctly positioned raise the hoist so the client just clears the seat and repeat steps 1-7.



Removing the sling

1. Once the client is positioned correctly on the seat lower the hoist so the sling loops are slack and can be easily removed from the hoist.
2. The hoist can be moved slightly back from the client to allow the sling loops to be removed easily. Disconnect the sling.
3. Remove the hoist to allow easy access to the client.
4. Leave sling in position if appropriate or remove sling as required.



Please turn over for Task Steps continued...

Removing the Leg Straps

Option 1

1. To remove the leg straps the worker stands close to and facing the side of the chair at the client's thigh. Maintain the three natural curves of the spine. Soften (the knees), Sink (at the hips) and Stabilise (the pelvic floor and lower abdominals).
2. Grasp the end of the leg strap and tuck it back under itself so the strap slides on itself to remove. This may eliminate the need to lift the client's leg to free the strap.
3. Pull the leg strap along the seat towards the back of the chair.
4. Move to the other side of the chair and repeat with the other leg strap.



Option 2

1. To remove the leg straps the worker stands close to and in front of the client's knee. Maintain the three natural curves of the spine. Soften (the knees), Sink (at the hips) and Stabilise (the pelvic floor and lower abdominals).
2. Position the client's knee/thigh between the worker's thighs to hold the leg whilst removing the sling.
3. Grasp the end of the leg strap and tuck it back under itself so the strap slides on itself to remove (as option 1).
4. Pull the leg strap along the seat towards the back of the chair.



Removing the Sling from Behind the Client

Note:

The positions actions and movements are the same if 1 or 2 workers are completing the task.

1. Worker(s) stand close to and facing the side of the chair. The worker(s) back hip is in line with the client's shoulder.
2. Worker(s) assume a wide stance, maintain the three natural curves of the spine as worker(s) soften their knees and sink at the hips.

Please turn over for Task Steps continued...

3. Worker(s) position their back hand onto the back of the client's shoulder blade that is closest to them.
4. Worker(s) position their front hand onto the front of the client's shoulder that is closest to them. If one worker, position the front hand across the client's chest onto their opposite shoulder.
5. Worker(s) assume a side lunge position with their weight transferred onto their back leg.
6. Worker 1 uses the cues "READY, BRACE, MOVE". On "MOVE" both workers transfer their body weight into their front legs as they assist the client's trunk to lean forward. Maintain contact at the shoulders throughout the movement.
7. Worker 1 removes the hoist sling from behind the client.
8. Both workers reverse the side lunge from their front to their back leg to position the client upright in the chair.

Should the client require further positioning (see 10b-10e Positioning in Chairs).

Concluding task

1. Ensure the client is comfortable and position any lap belts, chest straps etc.

