



10b. Positioning in a chair from the side - 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. Using this procedure for large clients with minimal trunk control. 2. Chair moving during procedure. 3. Brakes on wheeled chairs not working. 4. Weight moved and forces exerted in awkward postures. 5. Worker not trained in manual handling principles and techniques which support the safe application of this procedure. 6. Worker not trained/instructed in this safe work procedure. 	<ol style="list-style-type: none"> 1. Review Client Manual Handling Plan. Use an alternative procedure. 2. Ensure brakes are applied. Position chair against a wall where possible. Position chairs in their longest wheelbase (see preparation). 3. Complete an OHS Hazard Report Form or maintenance request. Do not use chair. 4. Apply safe manual handling techniques as per this procedure. 5. Worker should receive training/instruction in the principles of manual handling to safely perform this task. 6. 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...



10b. Positioning in a chair from the side - 1 worker

TASK STEPS

Preparation

1. Check the position of the chair to ensure adequate access for a worker to both sides.
2. Position the chair against a wall where possible. Apply brakes on the chair. Ensure wheelchairs and commode chairs are positioned in their longest wheel base i.e with the long side of the front castors facing directly forward. Armrests remain in position.
3. If on a commode or wheelchair the client's feet remain positioned on the footplates. The client's knees must be level with or slightly higher than their hips for this procedure to be effective.
4. Explain to the client what you are going to do and what you want them to do.

Doing the task

1. Apply the following techniques of manual handling:
 - Maintain the three natural curves of the spine
 - Soften (the knees), Sink (at the hips) and Stabilise (the lower abdominals and pelvic floor)
 - Keep the action in the lower body
 - Keep the task close.
2. Stand close to and facing the side of the chair. The worker's back shoulder and hip are in line with the client's shoulder.
3. The worker positions their front hand across the client's chest so their hand rests on the front of the client's opposite shoulder. Ensure the arm is across the client's chest not their neck.
4. The worker's back hand is positioned onto the client's shoulder blade that is closest to them.



Please turn over for Task Steps continued...

5. The worker uses a sideways lunge to transfer their weight from their back to their front leg as they lean the client forward and towards them. The client is supported by the worker's front arm. The client's weight is now forward and off the hip furthest from the worker.
6. The worker re-positions their back hand under the client's sitting bone that is furthest from the worker.
7. The worker uses a side lunge to transfer their weight from their front to back leg as they slide the client's buttocks back in the chair.
8. The worker transfers their weight back to their front leg. Use a sideways lunge to transfer the weight from the front to the back leg as the client's trunk is positioned upright in the chair.
9. The worker re-positions themselves on the other side of the chair and repeats this procedure.

Concluding task

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

