



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



10c. Positioning in a chair from the front - 2 workers

This procedure is used for dependent clients who require a slight adjustment in position once in a chair. The hoist should be used to re-position as much as possible prior to using this procedure.

TASK STEPS

Preparation

1. Check the position of the chair to ensure adequate access for workers 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 can remain in position or be removed if they present an obstacle.
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. As two Workers are assisting with the procedure, nominate a team leader (known as Worker 1). Check understanding of instruction READY, BRACE, MOVE with other Worker.
5. Worker 1 explains to the client what the workers are going to do and what they want the client to do.

Doing the task

1. Workers stand on either side of the chair, close to and facing the side of the chair. The workers back hips are in line with the client's shoulder.
2. Workers assume a wide stance, maintain the three natural curves of the spine as they soften their knees and sink at their hips.
3. Workers position their back hand onto the back of the client's shoulder blade that is closest to them.
4. Workers position their front hand onto the front of the client's shoulder that is closest to them.
5. Workers assume a side lunge position with their weight transferred onto their back legs.



Please turn over for Task Steps continued...

6. Worker 1 uses the cues “READY, BRACE, MOVE”. On “MOVE” both workers transfer their weight onto their front legs as they assist the client’s trunk to lean forward.
7. Worker 2 swivels to stand facing the front corner of the chair. Maintain the three natural curves, soften, sink and stabilise and keep close to the task. Both workers shift the client’s weight towards worker 2. The client is now leaning forward with their weight off the hip on the side of Worker 1 and supported by worker 2.
8. Worker 1 stands close to and beside the chair facing the client. Approximately level with the client’s knees.
9. Worker 1 steps their outside leg forward, maintains the three natural curves of the spine, and softens, sinks and stabilises.
10. Worker 1 positions their outside hand onto the front of the client’s hip and their inside hand onto the front of the client’s knee. The worker’s hand that is on the knee is positioned firmly around and under the client’s knee cap. Check for any contra- indications for pressure onto the client’s hip and knee.
11. Worker 2 maintains the client’s position forwards with their weight off the hip Worker 1 is about to move.
12. On the cue “READY, BRACE, SLIDE” Worker 1 uses a forward lunge by transferring their weight from their back leg to the front leg as they slide the client’s hip back into the chair. This is achieved by applying gentle pressure to the client’s knee and hip.
13. Workers remain on the same side of the chair and reverse roles to re-position the client’s other hip.
14. Return the client to an upright sitting position.



Concluding task

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

Note:

The addition of a slide sheet can assist this procedure (see 10e Positioning in a Chair Using a Slide Sheet from the Side – 2 Workers) for information on how to position and remove the slide sheet.