



This procedure requires 2 workers

10d. Positioning in a chair using a slide sheet from the front and back - 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. Client slipping on side sheet if not positioned correctly. 5. Workers not trained in manual handling principles and techniques which support the safe application of this procedure. 6. Workers not trained/instructed in this safe work procedure. 	<ol style="list-style-type: none"> 1. Ensure brakes are applied. Position chairs in their longest wheelbase (see preparation). 2. Complete a OHS Hazard Report Form or maintenance request. Do not use chair. 3. Apply safe manual handling techniques as per this procedure. 4. Ensure correct positioning of slide sheet as per this procedure. 5. Workers should receive training/instruction in the principles of manual handling to safely perform this task. 6. 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...



10d. Positioning in a chair using a slide sheet from the front and back - 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. This procedure is not recommended for use on shower commode chairs. Where access to the back of the chair is limited use 10e Positioning in a Chair Using a Slide Sheet from the Side – 2 Workers

TASK STEPS

Preparation

1. Check the position of the chair to ensure adequate access for one worker at the front and one at the back.
2. Apply brakes on chair. Ensure wheelchairs 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. Use a small slide sheet and position the slide sheet onto the chair. The slide sheet is folded in half with the open side facing the back of the chair. The front edge i.e the folded edge of the slide sheet is positioned approx two thirds across the seat from the back edge. The open edges of the side sheet are fed through the slit between the backrest and the seat of the chair.
4. Client is hoisted onto the chair and positioned as well as possible using the hoist.
5. If on a 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.
6. 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.
7. Worker 1 explains to the client what the workers are going to do and what they want the client to do.



Please turn over for Task Steps continued...

Doing the task

1. Workers stand close to and facing the side of the chair. The workers back hips are in line with the client's shoulders.
2. Workers assume a wide stance, maintain the three natural curves of the spine and soften their knees and sink at the 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 transformed onto their back legs.
6. Worker 1 uses the cues "READY, BRACE, MOVE". On "MOVE", both workers transfer their body weight onto their front legs as they assist the client's trunk to lean forward.
7. Worker 2 moves to the front of the client. Worker 2 supports the client's shoulders to maintain the trunk in the leaning forward position.
8. Worker 1 moves to the back of the chair. Worker 1 adopts a forward/backward lunge position.
9. Worker 1 grasps the top layer of the slide sheet as close to the client's sitting bones as possible with their hands level with the seat of the chair. To grasp the sheet, the worker slides their hands in from the sides so the wrists are in neutral with thumbs up. Elbows remain bent and close to the worker's body.
10. Worker 1 uses the cues "READY, BRACE, SLIDE". On "SLIDE" Worker 1 uses a backwards lunge by transferring their weight from their front to back leg as they pull the slide sheet straight back in the chair. The slide sheet must be pulled parallel to the seat and not upwards. The worker keeps their elbows in and uses leg action to do the task. Worker 2 supports the client as they slide.
11. Both workers assist the client to sit upright in the chair using the client's shoulders to re-position.



Please turn over for Task Steps continued...

Concluding task

1. Remove the slide sheet by pulling the bottom layer down towards the back of the chair. Use lower body action to complete this task. Worker 2 can support the client at the knees whilst the slide sheet is removed.
2. Ensure the client is comfortable and position any lap belts or chest straps, etc.

