



10e. Positioning in a chair using a slide sheet from the side - 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 slide 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 chair against a wall where possible. Position chairs in their longest wheelbase (see preparation). 2. Complete an 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...



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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.

TASK STEPS

Preparation

1. Check the position of the chair to ensure adequate access for a worker on both sides.
2. Position the chair against a wall where possible. Apply brakes on the chair. Ensure wheelchairs are positioned in their longest wheel base i.e. with the long side of the front castors facing directly forward. Armrests are removed to gain access to the side of the chair.
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.
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 the front corner of the wheelchair facing the client.
2. Both workers maintain the three natural curves of the spine as they Soften their knees and Sink at the hips. Workers assume a forward/backward lunge position with their weight in their back leg.
3. With their 'outside' hand both workers firmly grasp the top layer of the slide sheet next to the client's hip and close to the seat. To grasp the sheet the worker slides their hand in from the end so the wrist is in neutral thumbs up. Elbows remain bent and close to the workers body.
4. Workers position their front hands onto the client's knees. The workers 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 knee.
5. Worker 1 uses the cue "READY, BRACE, SLIDE". Both workers forward lunge by transferring their weight from their back to their front legs as they slide the client back in the seat. This is achieved by applying pressure on the knees and pulling back with the slide sheet at the hip. Pull the slide sheet straight back and parallel to the seat.

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 seat belts or chest straps, replace armrests.

