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Issued by:	Accommodation Services
Delegated authority:	Joe Young Executive Director Disability Services
Resource custodian:	Muriel Kirkby Director Accommodation Services
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DHS strategic objective:	Provide the best services

Accommodation Services

Safe Work Instruction

Performing a Stand Transfer with a Person requiring Minimal Support

Stop, Think, Assess, Review

Stop before you begin, you **must review** the Support Plan of the person being assisted.

Think about the task, any equipment needed and the readiness of the person. Think about other options if this task cannot be done safely.

Assess the person by watching/talking to them to see if they are willing and able to participate in the task.

Review other options available if the person not ready for task. Talk to team supervisor/team leader about other options.

Potential Hazards

1. Injury to the person being assisted from sudden or incorrect movement and from falling.
2. Muscular, soft-tissue or skeletal injury to workers from incorrect movement, posture or lifting the weight of the client.

Safety Provisions




To prevent risk of injury to workers or clients during this manual task:




- a. Follow **all** steps of this Safe Work Instruction (SWI).
- b. Use 1 or 2 workers for this task, as per the person's Support Plan.
- c. Check the immediate area is free of obstacles, with enough space to move.
- d. **Communicate** with the person being assisted and other workers at every step of this task.



Instruction

Set Up

1. Check that the person is ready to perform task.
2. Check workers are ready and able to perform this task. Avoid lifting or straining.
3. Refer to person's Support Plan for specific information.

Operation		
Step	Worker Action	Diagram
1. Workers to stand on either side of the person.	<ul style="list-style-type: none"> Workers to stand, with a wide stance, to side of the person. Workers to use their foot to block the person's foot. 	
2. Prepare the person to stand.	<ul style="list-style-type: none"> Workers to place their hands, open and flat, at the rear and front of the person's shoulder. Request the person look downwards while gently supporting the person to lean forward. This posture will facilitate upper body movement for client both forwards and slightly down. Do not grip the person's shoulder. 	
3. Assist the person to stand.	<ul style="list-style-type: none"> Workers to lower their hand from the rear of the person's shoulder to their lower back/hip. Request the person to look up while assisting the person to stand by pushing forwards on their lower back, supporting the person's shoulder from the front. This facilitates the natural body movement when standing. Support the person to complete the movement in a smooth, steady action. 	

<p>4. Complete stand transfer.</p>	<ul style="list-style-type: none"> • When the person is standing, continue to support them to maintain their balance. • If the person can walk independently, workers are to remove support. 	
<p>5. Assist the person to walk (if necessary).</p>	<ul style="list-style-type: none"> • Does the person require some assistance to walk? • If so, grasp the person by their hand and arm as illustrated. • Refer to safe work instruction on Assisting a Person to Walk. 	
<p>6. Prepare the person to sit down.</p>	<ul style="list-style-type: none"> • Ensure the person is positioned within very close proximity to the chair. • Workers to stand, with a wide stance, to side of the person. • Workers to use their foot and knee to block the person's foot and knee. • Workers to place their hands, open and flat, at the rear of the person's shoulder and front of the hip. 	

<p>7. Assist the person to sit.</p>	<ul style="list-style-type: none"> Request the person to look down and to lean forward while gently pushing backwards on their hip. At same time guide the person back and down into chair. Do this movement in a smooth, steady manner. Make sure the person is seated as far back into the chair as possible. Using knees to block will assist moving hips back into chair whilst sitting. 	
<p>8. Complete transfer.</p>	<ul style="list-style-type: none"> Ensure the person that is now seated is safe and with a comfortable and appropriate posture. 	
<p>Conclusion</p>		
<p>1. Safely conclude task.</p>	<ul style="list-style-type: none"> Make sure the person is safe and comfortable. Ensure workers have done task correctly. Document any incident and report to team supervisor/team leader immediately. 	

Approval

<p>Content Author:</p> <p>Date: November 2020</p>	<p>Resource Custodian:</p> <p>Date: November 2020</p>	<p>Delegated Authority:</p> <p>Date: November 2020</p>
<p>Name: David Healey Position: Manager Practice and Quality</p>	<p>Name: Muriel Kirkby Position: Director Accommodation Services</p>	<p>Name: Joe Young Position: Executive Director Disability Services</p>