



SWI number:	SWI-OCC-015-2013
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Applies to:	Accommodation Services staff
Issued by:	Accommodation Services
Delegated authority:	Joe Young Executive Director Disability Services
Resource custodian:	Clarissa Bourne Manager Practice and Quality
Due for review:	February 2023
Confidentiality:	Public
DHS strategic objective:	Provide the best services

## Accommodation Services

### Safe Work Instruction

#### Assisting a Person from the Floor with Aid of Chairs

##### Stop, Think, Assess, Review

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

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

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

**Review** other options available if client not ready for task. Talk to supervisor/manager about other options.

##### Potential Hazards

1. Muscular or soft-tissue injury to client from incorrect handling, movement or posture.
2. Muscular, soft-tissue or skeletal injury to workers from incorrect movement, posture, over-reaching or lifting the weight of the client.
3. Client injury from falling during task.

##### Safety Provisions



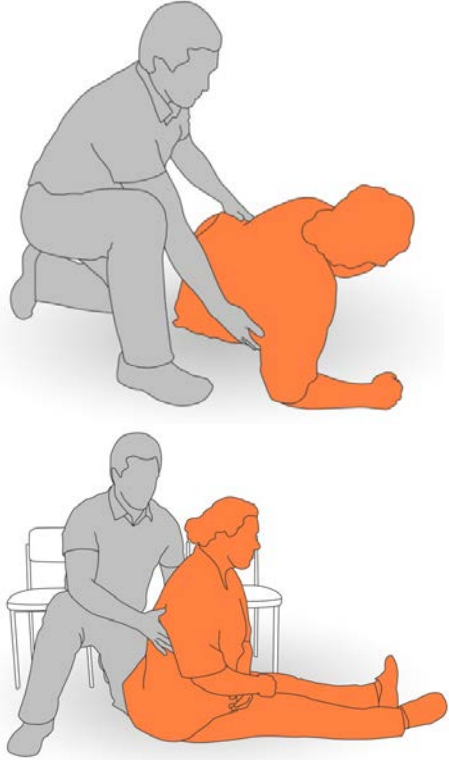
To prevent risk of injury to workers or clients during this manual task:

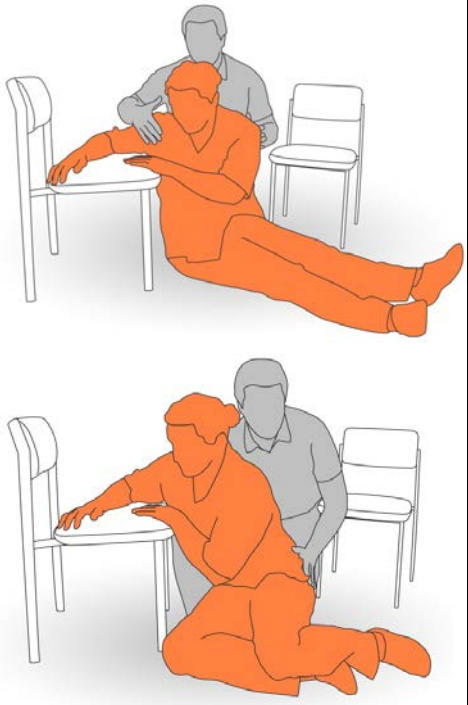


- a. Follow **all** steps of this Safe Work Instruction (SWI).
- b. Check client for signs of injury if on the floor due to a fall. If injured, seek medical assistance and apply first aid. If client injured, **do not attempt to move client**.
- c. This instruction details how to complete this task with one worker.
- d. Be aware of movements during task, do not exceed your ability.
- e. Communicate with client and other workers at every step of this task.

##### Instruction

##### Set Up

1. Refer to client's Support Plan for specific information.
2. Ensure all handling is done with flat open hands.
3. Make sure there are two chairs available to use in this task. Carry chairs over to client before commencing task. Modify task if only one or no chairs.

Operation		
Step	Worker Action	Diagram
1. Assist client to roll to side.	<ul style="list-style-type: none"> <li>• First, check the client for any injury. If injured, do not move client, get medical assistance.</li> <li>• Request and assist client to roll away from worker.</li> <li>• Place client's upper arm's hand in front of chest.</li> </ul>	
2. Assist client to lean onto their elbow.	<ul style="list-style-type: none"> <li>• Assist client to roll their upper torso forwards to rest on elbow.</li> <li>• With elbow stabilising pelvis, use hand to lever down and forwards at elbow, with other hand under client's lower shoulder.</li> <li>• Do not lift up sideways but create a forward roll of torso into leaning on elbow.</li> </ul>	
3. Bring client into a sitting position.	<ul style="list-style-type: none"> <li>• Place an open palm on client's lower chest, near armpit.</li> <li>• At same time, using an open palm, apply downward pressure to the front of the client's pelvis, to gradually bring them into a sitting position.</li> </ul>	

<b>Operation</b>		
<b>Step</b>	<b>Worker Action</b>	<b>Diagram</b>
<p>4. Place client's arm and opposite hand onto chair for support and assist to move into a kneeling position.</p>	<ul style="list-style-type: none"> <li>• Bring "head-end" chair forward.</li> <li>• Ask and assist client to place their arm onto chair for support.</li> <li>• Assist client to reach with other hand onto the same chair.</li> <li>• Prompt the client to begin turning to face the chair, which may include helping to turn them through the shoulders.</li> <li>• Support the pelvis as shown and ask the client to move up onto their knees.</li> </ul>	
<p>5. Assist client into a half kneeling position.</p>	<ul style="list-style-type: none"> <li>• With client now facing towards chair, assist client to lift up one leg to be in a half kneeling position.</li> <li>• Move second chair into place behind client, place under buttock of the leg that is raised.</li> </ul>	
<p>6. Assist client to sit up into chair.</p>	<ul style="list-style-type: none"> <li>• Assist client to lean forward and to use their hands for support to push hips back.</li> <li>• Assist them to sit back safely into the second chair.</li> </ul>	
<b>Conclusion</b>		
<p>1. Safely conclude task</p>	<ul style="list-style-type: none"> <li>• Make sure client is comfortable and safe.</li> <li>• Reassess client before attempting further movement.</li> <li>• Document any incident and report to supervisor immediately.</li> </ul>	

## Approval

<b>Content Author:</b>	<b>Resource Custodian:</b>	<b>Delegated Authority:</b>
Date: February 2020	Date: February 2020	Date: February 2020
Name: Sharon Donnison Position: Training Manager	Name: Clarissa Bourne Position: Manager Practice and Quality	Name: Joe Young Position: Executive Director Disability Services