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

Accommodation Services

Safe Work Instruction

Repositioning a Person in a Wheelchair 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 person not ready for task. Talk to team supervisor/team leader about other options.

Potential Hazards

1. Injury to the person being assisted from incorrect movement or posture.
2. Muscular or skeletal injury to worker from incorrect movement, posture or lifting.

Safety Provisions




To prevent risk of injury to the person being assisted or workers during this manual task:

- a. Follow **all** steps of this Safe Work Instruction (SWI).
- b. 1 to 2 staff to perform this task as per person's Support Plan.
- c. Do not overreach or attempt to lift the person.
- d. Check there is space to move wheelchair at every step of task, remove obstacles.
- e. **Communicate** with the person being assisted and other workers at every step of the task.


Instruction

Set Up

1. Check the wheelchair is in good condition, that tyres are inflated, wheels roll properly, and the brakes work correctly. Report any faults immediately and do not use.
2. Each time before moving wheelchair, make sure area and route is clear of obstacles.
3. Refer to the person's Support Plan for specific information.

Operation		
Step	Worker Action	Diagram
<p>1. Stand beside person in wheelchair.</p>	<ul style="list-style-type: none"> • Ensure wheelchair brakes are on. • Worker to stand beside and centred to the person, wide stance, knees bent, back straight. • Worker to place open flat hand on the person's buttock, upper outer quadrant. • Worker to place other open flat hand to the side of the person's lower thigh/knee. 	
<p>2. Assist the person to achieve a pivot motion.</p>	<ul style="list-style-type: none"> • Worker to instruct the person to look over their shoulder, as far as possible, away from the worker...while gently applying pressure to the side of the lower thigh/knee and buttock. • Worker to assist the person to pivot forward or backward in seat. 	
<p>3. Assist the person to achieve a pivot motion in other direction.</p>	<ul style="list-style-type: none"> • Worker to move to other side of wheelchair. • Worker to repeat Step 1. • Worker to repeat Step 2. • Repeats Steps 1 and 2 until the person is sitting far enough forward or has been correctly repositioned. • If repositioning to the front of the wheelchair to stand, remove footplates first. 	

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Operation		
Step	Worker Action	Diagram
4. When in correct position, assist the person into an upright position.	<ul style="list-style-type: none">• When the person is in correct position, worker to ensure they are sitting upright.• If sitting forward, place the person's feet flat on the floor.• Make sure the person is safe and comfortable.	 A diagram showing a person from the back, sitting upright in a wheelchair. The person is wearing an orange long-sleeved shirt and orange pants. The wheelchair is black with two large rear wheels and two smaller front wheels. The person's feet are flat on the floor.

Conclusion	
1. Safely conclude task.	<ul style="list-style-type: none">• Make sure the person is comfortable and safe.• Document any incident and report to team supervisor/team leader immediately.

Approval

Content Author:	Resource Custodian:	Delegated Authority:
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