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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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DHS strategic objective:	Provide the best services

Accommodation Services

Safe Work Instruction

Repositioning a Person in a Wheelchair Using a Moderate Assist

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. Client injury 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 workers or clients 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 Client Support Plan.
- c. Do not over-reach or attempt to lift client.
- d. Check there is space to move wheelchair at every step of task, remove obstacles.
- e. Communicate with client and other workers at every step of this 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 client's Support Plan for specific information.

Operation		
Step	Worker Action	Diagram
<p>1. Stand beside client in wheelchair.</p>	<ul style="list-style-type: none"> • Ensure wheelchair brakes are on. • Worker to stand beside client, bending knees with a straight back. • Rear knee at client's hip and other foot is positioned with wide stance out at 45 degrees to direction of chair. 	
<p>2. Lean client to side to enable a pivot motion.</p>	<ul style="list-style-type: none"> • Assist client to sit forward in wheelchair. • With knees bent, worker to place arm around client's trunk (not pulling through shoulder) and lean them off their opposite pelvis towards worker. • After leaning, worker to assist client to pivot forward or backward in seat. 	
<p>3. Lean client to other side and repeat pivot motion in other direction.</p>	<ul style="list-style-type: none"> • Worker to move to other side of wheelchair. • Worker to repeat Step 2. • Repeat Step 2 on each side of client, continue repeats until client is sitting far enough forward or has been correctly repositioned. • If repositioning to the front of the wheelchair to stand, remove footplates first. 	
<p>4. When in correct position, assist client into an upright position.</p>	<ul style="list-style-type: none"> • When client in correct position, worker to ensure they are sitting upright. • If sitting forward, place client's feet flat on floor. • Make sure client is safe and comfortable. 	

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

Approval

Content Author:	Resource Custodian:	Delegated Authority:
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