



SWI number:	SWI-OCC-017-2013
Version:	2.0
Date of version:	21 February 2020
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 into a Vehicle

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 falling, due to: unsteady gait or sudden movement.
2. Muscular, soft-tissue or skeletal injury to workers due to being pulled by falling client.
3. Client injury from incorrect sitting or restraint in vehicle.

Safety Provisions

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


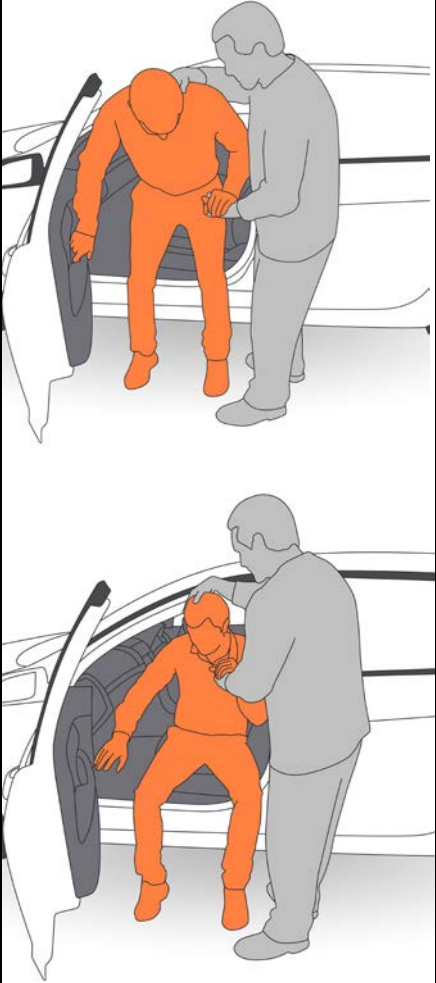
- a. Follow **all** steps of this Safe Work Instruction.
- b. Ensure area around vehicle is free of tripping hazards.
- c. Ensure there is enough space around vehicle to open its door wide and for workers and client to manoeuvre.
- d. Where possible, clients who require assistance should be seated on the left-hand side of the vehicle.
- e. Communicate with client and other workers at every step of this task.

Instruction



Set Up

1. Ensure vehicle is parked on level ground, with enough room to open doors fully.
2. This instruction only describes how to assist an ambulant client into a vehicle. This instruction **does not apply** to a client remaining in a wheelchair to travel.
3. Refer to client's Support Plan for specific information.

Safe Work Instruction
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Operation		
Step	Worker Action	Diagram
<p>1. Position client beside vehicle.</p>	<ul style="list-style-type: none"> • Walk with client to vehicle. • If client requires assistance to walk, assist them as outlined in the Assisting a Person to Walk SWI. • Unlock vehicle and open door. • Position client beside open door of vehicle as in diagram. 	
<p>2. Assist client to sit back into vehicle.</p>	<ul style="list-style-type: none"> • Worker to place client's left palm into their hand, with workers thumb through for client to grip (thumb-hand grip). • Ask client to use their other hand to grip inner handle of vehicle door for support. • Worker to place their free hand at base of client's neck. • Explain all steps to client as proceeding. • Ask client to lean forward, bending their knees (see diagram). • Worker to ensure client does not bump their head on vehicle roof as they sit down. • Once client safely seated, release hand grip. 	

Safe Work Instruction
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Operation		
Step	Worker Action	Diagram
3. Lift client's legs into vehicle.	<ul style="list-style-type: none"> Worker to position themselves in front of seated client. Using a bended knee stance, place both hands on client's leg nearest door, then lift leg slowly up into vehicle, placing foot firmly on floor. Do not grasp leg with fingers, rather use open palm pressure. Worker to repeat process with other leg. Ensure client has turned their torso to face forward with legs. 	
4. Apply seatbelt around client.	<ul style="list-style-type: none"> Worker to ensure client is comfortably seated in vehicle seat, with legs and torso all facing forward for travel. Worker to secure lap-sash seatbelt around client (or allow client to do if capable). Close door of vehicle. 	
Conclusion		
1. Safely conclude task.	<ul style="list-style-type: none"> Make sure client is comfortable and secure Document any incident and report to supervisor immediately. Worker to get into vehicle, ready for transportation. 	

Approval

Content Author:	Resource Custodian:	Delegated Authority:
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