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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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Confidentiality:	Public
DHS strategic objective:	Provide the best services

Accommodation Services

Safe Work Instruction

Performing a Stand Transfer with a Person 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 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 Client Support Plan.
- c. Check the immediate area is free of obstacles, with enough space to move.
- d. Communicate with client and other workers at every step of this task.

Instruction

Set Up

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

Operation		
Step	Worker Action	Diagram
1. Workers to stand on either side of client.	<ul style="list-style-type: none"> Workers to stand to side of client with a wide stance. Workers to use their foot to block client's foot, and their knee or thigh to block client's knee. 	
2. Prepare client to stand.	<ul style="list-style-type: none"> Workers link their forward arm under client's arm, placing the slightly extended back of hand on clients back near the shoulder blade. This posture will facilitate upper body movement for the client both forwards and slightly down. Workers to place hand furthest from client on the client's pelvis for forward control of the hips. 	
3. Assist client to stand.	<ul style="list-style-type: none"> Lean client forward and assist them to stand by pushing forwards on their lower back. This movement enables normal movement to stand. Support client and do movement in a smooth, steady action. Do not attempt to lift client or take their weight with either hand. 	
4. Complete stand transfer.	<ul style="list-style-type: none"> When client is standing, continue to support them to maintain their balance. If client can walk independently, workers are to remove arm from the side of torso support position. 	

Operation		
Step	Worker Action	Diagram
5. Assist client to walk (if necessary).	<ul style="list-style-type: none"> • Does client require some assistance to walk? • If so, grasp client by their hand and arm as illustrated. • Refer to safe work instruction on Assisting a Person to Walk. 	
6. Prepare client to sit down.	<ul style="list-style-type: none"> • Workers link their forward arm under client's arm, placing the slightly extended back of hand on upper back near the client's shoulder blade. • Workers to place hand furthest from client on client's front of hip to push backwards and effect bending at the hip. 	
7. Assist client to sit.	<ul style="list-style-type: none"> • Workers to lean torso forward while gently pushing backwards on client's hip. • At same time guide client back and down into chair. • Support client and do movement in a smooth, steady action. • Make sure client is seated as far back into chair as possible. Using knees to block again will assist moving hips back into chair whilst sitting. • Do not attempt to hold client or take their weight. 	
8. Complete transfer.	<ul style="list-style-type: none"> • When client safely seated, release torso support hold. • Check that client is in a safe posture. 	

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

Approval

Content Author:	Resource Custodian:	Delegated Authority:
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