



SWI number:	SWI-OCC-008-2013
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

Disability Services

Safe Work Instruction

Lie to Sit Transfer

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 falling from bed.

Safety Provisions

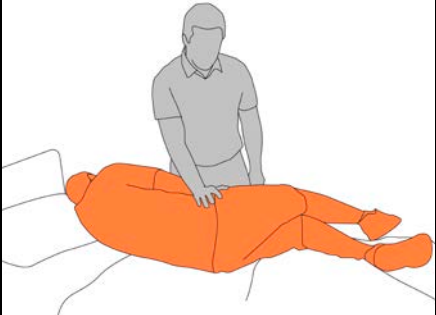




To prevent risk of injury to workers or clients during this manual task:

- a. Follow **all** steps of this Safe Work Instruction.
- b. Task as shown requires one worker to complete (refer to Client Support Plan).
- c. Be aware of movements during task, do not exceed your ability.
- d. Communicate with client and any other workers at every step of this task.


Instruction

Set Up

1. Refer to client's Support Plan for specific information.
2. Ensure handling is done with flat open hands (not grasping with opposing thumb and fingers).
3. If bed has brakes, check these are on.

Operation		
Step	Worker Action	Diagram
1. Position client onto their side.	<ul style="list-style-type: none"> Assist the client to roll onto their side, facing worker. 	
2. Slide client's legs off bed.	<ul style="list-style-type: none"> Move into position in front of client, to reassure them they will not fall out of bed. Place flat palm at front of client's hip joint (refer diagram). Use free hand to grasp underside of lower thigh, then slide client's legs forward toward worker's body, allowing lower legs to slide off the bed. 	
3. Worker to reposition themselves in front of client.	<ul style="list-style-type: none"> Facing client, now place hand nearest their knee onto the front of their hip joint, using a flat palm (refer diagram). Place other hand underneath client's neck and on upper shoulder, to support the client's head. 	
4. Worker to prepare to move client.	<ul style="list-style-type: none"> With hands still in place from Step 3, pivot your body so hips are facing down the bed. Feet should be facing towards the foot end of the bed. Adopt stance as in diagram. 	
5. Worker to assist client into sitting position.	<ul style="list-style-type: none"> Lunge forwards, leaning weight through the hand on client's hip to enable the effect of sitting up. Keep other hand and arm in place to support client's head and neck. Client can assist if possible, using own hands/arms to sit up. 	

Safe Work Instruction
Lie to Sit Transfer

Operation		
Step	Worker Action	Diagram
6. Maintain sitting position for client.	<ul style="list-style-type: none"> Assess client after sitting up. Make sure client is stable in sitting position before removing your hands. If client needs further assistance, leave hands in place to help them sit, and continue with the next task required. If client unable to be safe in the sitting position, lower back down and secure client back on bed. 	
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:
Date: February 2020	Date: February 2020	Date: February 2020
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