



SWI number:	SWI-OCC-009-2013
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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

#### Use of a Wheelchair

##### 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 skeletal injury to clients and workers from incorrect use of wheelchair.
2. Injury to clients or workers from use of poorly maintained wheelchair.
3. Injury to client resulting from a fall from wheelchair.

#### Safety Provisions

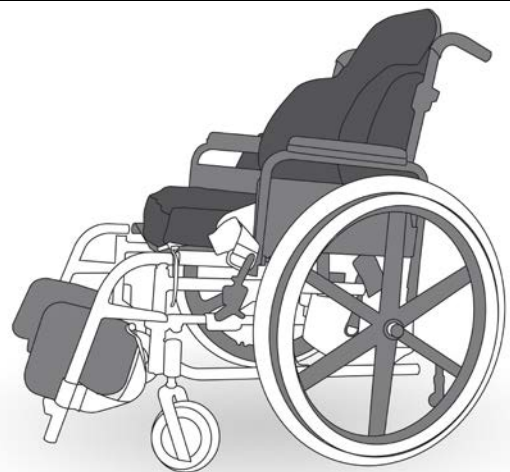
To prevent risk of injury to workers or clients during this manual task:



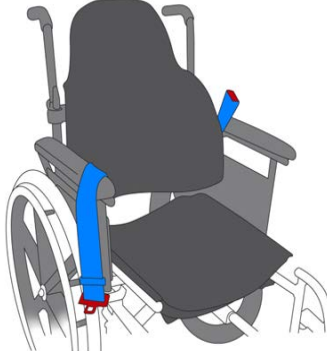

- a. Follow all steps of this Safe Work Instruction (SWI).
- b. Each time before moving wheelchair, make sure area and route is clear of obstacles.
- c. Use forward and backward steps to push wheelchair, allow free flow of wheels.
- d. Communicate with client and other workers at every step of this task.

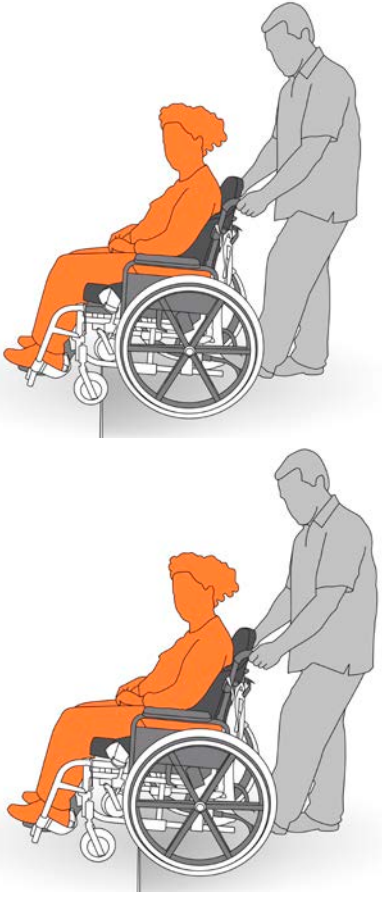


#### Instruction


##### 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. If wheelchair has restraint, check for signs of wear. If any faults, report immediately and **do not use**.
3. Ensure knowledge of wheelchair operation. If unsure, review Standard Operating Procedure for this Wheelchair. Report immediately if SOP not available.
4. Refer to client's Support Plan for specific information.



Operation		
Step	Worker Action	Diagram
1. Seating a non-ambulant client in a wheelchair.	<ul style="list-style-type: none"> <li>• Make sure wheelchair brakes are on.</li> <li>• Use a ceiling or portable hoist to complete this step. <b>Please refer to relevant SWI for hoist.</b></li> <li>• Make sure 2 staff perform this step.</li> </ul>	
2. Seating an ambulant client in a wheelchair (refer to <b>Stand Transfer SWI</b> ).	<ul style="list-style-type: none"> <li>• Make sure wheelchair brakes are on.</li> <li>• Worker to stand as close to wheelchair as possible.</li> <li>• Provide guidance to client during step.</li> </ul>	
3. Fastening safety restraints and tray top.	<ul style="list-style-type: none"> <li>• Make sure restraints are clear of seat before client sits down.</li> <li>• Once client seated, position restraints and tighten.</li> <li>• Ensure tray top secured in place if required. Remove tray for travel in vehicles.</li> </ul>	
4. Pushing the wheelchair.	<ul style="list-style-type: none"> <li>• Worker to stand in upright position, maintaining natural curve of spine.</li> <li>• Have firm grasp of handles, with arms extended forward slightly.</li> <li>• Take forward, even steps, push from thighs; let the wheels do the work.</li> <li>• Keep a steady, slow pace when walking. Walk with the chair, do not reach.</li> <li>• Avoid coarse, gravel paths.</li> </ul>	

Operation		
Step	Worker Action	Diagram
<p>5. Tilting a wheelchair to manage a slight elevation.</p>	<ul style="list-style-type: none"> <li>• Sometimes, a wheelchair has to manage an elevation, such as crossing a doorway threshold.</li> <li>• Failure may result in wheelchair jerking to a stop or tipping forwards and causing major injury.</li> <li>• Stop the wheelchair, just touching raised elevation.</li> <li>• Apply foot pressure at the tipping lever. This provides weight relief for the front castors allowing the wheelchair to lift slightly.</li> <li>• Push forward, allowing front wheels to make contact with elevation, rear wheels will follow motion.</li> <li>• <b>Do not attempt this action on a step.</b> Wheelchairs are not to be manoeuvred down or up steps.</li> </ul>	
<p>6. Pushing a wheelchair up a slight incline or ramp.</p>	<ul style="list-style-type: none"> <li>• <b>Avoid steep inclines and plan another route.</b></li> <li>• To manage a slight incline, stand close to rear of wheelchair, keep back straight.</li> <li>• Push from thighs and lower body while walking, staying close to wheelchair.</li> <li>• <b>Do not</b> take weight of chair.</li> </ul>	
<p>7. Pushing a wheelchair down an incline or ramp.</p>	<ul style="list-style-type: none"> <li>• <b>Avoid steep inclines and plan another route.</b></li> <li>• Stand close to rear of wheelchair, hold handles firmly.</li> <li>• Lean back slightly when walking and place feet so as to slow movement of wheelchair (<b>refer diagram</b>).</li> <li>• Move slowly with wheelchair until at bottom of incline.</li> <li>• <b>Do not</b> take weight of chair.</li> </ul>	

Operation		
Step	Worker Action	Diagram
8. Stopping a wheelchair.	<ul style="list-style-type: none"> <li>When stopping a wheelchair momentarily to perform another task, first apply the brakes and ensure the wheelchair does not move.</li> <li>At end of route, stop wheelchair and apply brakes.</li> <li>Make sure area is safe and free of hazards.</li> </ul>	
Conclusion		
1. Safely conclude task.	<ul style="list-style-type: none"> <li>Make sure brakes are on and client is comfortable.</li> <li>If required, release restraints on wheelchair.</li> <li>Document any incident and report to supervisor immediately.</li> </ul>	

### Approval

Content Author:	Resource Custodian:	Delegated Authority:
Date: February 2020	Date: February 2020	Date: February 2020
Name: Sharon Donnison Position: Training Manager	Name: Verna Armstrong Position: Manager Practice and Quality	Name: Joe Young Position: Executive Director Disability Services