


Work Health Safety: Safe Work Practice: Personal & Medical

Assisting client to toilet

 Risks	Risk rating	Risk Controls
Injury to client or others from client fall/trip	Likelihood: C Consequence: 3 Rating = HIGH	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Never give more help than is required – encourage independence. <input checked="" type="checkbox"/> Only staff competent allowed to assist client with walking aid to walk <input checked="" type="checkbox"/> Staff to ensure client is attentive to where/how they are walking <input checked="" type="checkbox"/> Allow plenty of time, don't rush the client. <input checked="" type="checkbox"/> Staff to help a client to steady themselves if they lose balance, but never attempt to catch them if they are falling. <input checked="" type="checkbox"/> Never allow client to use a walking frame to pull up from sitting in a chair or for balance when taking a seat in a chair. Use the arms of the chair, if any.
Infection from contact with body fluids, waste or germs	Likelihood: D Consequence: 4 Rating = LOW	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Client to undress and clean self with minimal or no assistance from staff <input checked="" type="checkbox"/> Staff to wear gloves if they need to assist clean client <input checked="" type="checkbox"/> Wash hands

Equipment required:.

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support. Personal Protective Equipment required: gloves	Walking aid – if applicable

Activity	Worker behaviour	Client/other's behaviour
1. Prepare	<ul style="list-style-type: none"> a. Encourage the client to use the walking aids they have. b. Ensure the environment is safe before the client starts walking. c. Remove distractions so the client can concentrate on walking. d. Assist only one client at a time. e. Assist client to get up from chair. f. When sure client has balance, assist client to walk to the toilet. 	<ul style="list-style-type: none"> a. client to use the aids they have b. client to wear appropriate footwear for walking c. other clients who may be a distraction are to stay out of area so the client can concentrate on walking.
2. Assist client to toilet	<ul style="list-style-type: none"> a. Only if necessary, assist client to sit on toilet. b. Wait outside until client calls. c. Only if necessary, assist client to get up from toilet. 	<ul style="list-style-type: none"> a. client to concentrate on task b. client to use own strength to stay balanced and to move her/himself c. client to undress and clean self with minimal or no

		assistance from staff
3. Afterwards	<ul style="list-style-type: none"> a. Wash hands (staff member or volunteer as well as client) before leaving the wash-room. b. Assist client to walk to area and resume their previous activity 	<i>As above</i>
3. Follow-up	a. Document any incident and report it to your Coordinator immediately	

As at 30/06/14 this Safe Work Practice is authorised for use in:

<i>Service</i>	<i>Position</i>
Day Centre	Activity Officer and Coordinator
Home Care Packages	Community Care Assistant
Home Support Program/NDIS	Community Care Assistant
Residential Aged Care	Assistant in Nursing

Date for review of safe work practice: June 2017 (*or if injury or changes require*)

COMPETENCY ASSESSMENT

Assisting client to toilet

Employee _____

Assessor _____

Date _____

Desired Outcome:

For staff to assist a client toilet without causing injury or distress to self or client

Knowledge required:

SWP – Assisting client with walking aid

SWP – Accompanying client on walk

SWP - Assisting client to move from or into a chair

Performance Criteria	Competence demonstrated	Comment
1. Prepare		
a. Encourage the client to use the walking aids they have.		
b. Ensure the environment is safe before the client starts walking		
c. Remove distractions so the client can concentrate on walking		
d. Assist only one client at a time.		
e. Assist client to get up from chair.		
f. When sure client has balance, assist client to walk to the toilet.		
2. Assist client to toilet		
a. Only if necessary, assist client to sit on toilet.		
b. Wait outside until client calls.		
c. Only if necessary, assist client to get up from toilet.		
3. Afterwards		
a. Wash hands (staff member or volunteer as well as client) before leaving the wash-room.		
b. Assist client to walk to area and resume their previous activity		
c. Wash hands (staff member or volunteer as well as client) before leaving the wash-room.		
4. Follow-up		
a. Document the incident and report it to your Coordinator immediately		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee Date.....

Signature of assessor Date.....