


Work Health Safety: Safe Work Practice: Transport

Walking frames/wheelchairs in vehicle without cargo area

 Risks	Risk Level	Risk Controls
Driver/passenger injured from loose walking frame especially if vehicle stops suddenly	Likelihood E Consequence 3 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure adequate number of tie downs <input checked="" type="checkbox"/> Ensure suitable of tie downs <input checked="" type="checkbox"/> Ensure staff use tie downs appropriately <input checked="" type="checkbox"/> Limit number of walking frames in vehicle
Injury to staff or volunteer from over reaching or incorrect lifting of wheelchair	Likelihood E Consequence 3 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Only staff competent allowed to assist client with wheelchair <input checked="" type="checkbox"/> Allow plenty of time, don't be rushed <input checked="" type="checkbox"/> Staff use a semi-squat or kneel position to maintain natural curves of the spine.

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:	Client's walking frame or wheelchair

Activity	Worker behaviour	Client behaviour
1. Preparation	<ul style="list-style-type: none"> a. Staff organizing transport will limit the number of walking frames or wheelchairs to be conveyed on any one trip according to capacity of the vehicle b. Driver will ensure there are enough straps and tie-downs for the requirements of the trip (or for the day's trips). 	
2. Handling walking frame or wheelchair	<ul style="list-style-type: none"> a. Driver will report to the Scheduler/Co-ordinator any discrepancy between client needs encountered on the run, and the schedule as provided. b. In consultation with the driver, the Scheduler/Co-ordinator will decide how to proceed: e.g. not take unscheduled walking frames or wheelchairs, not take the client or organise separate transport for the client c. Walking frames and wheel-chairs will be picked up a semi-squat or kneel position (<i>after removing wheelchair footplates</i>) d. Walking frames and wheel-chairs will be carried close to your body e. Walking frames and wheel-chairs will be placed in vehicle using "waiters bow" or similar posture to reduce bending and reaching f. Walking frames and wheel-chairs will be restrained so that they cannot move in transit 	
3. Afterwards	<ul style="list-style-type: none"> a. Complete an Incident Report Form – if necessary 	

As at 21/06/17 this Safe Work Practice is authorised for use in:

<i>Service</i>	<i>Position</i>
Community Transport	Driver
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 2020 (or if injury or changes require)

COMPETENCY ASSESSMENT

Walking frames/wheelchairs in vehicle without cargo area

Employee _____

Assessor _____

Date _____

Desired Outcome:

To ensure drivers are able to transport clients with wheelchairs or walking frames without causing injury to self or passengers

Performance Criteria	Competence demonstrated	Comment
Preparation		
a. Limit the number of walking frames or wheelchairs to be conveyed on any one trip		
b. Ensure there are enough straps and tie-downs for the requirements of the trip (s)		
Handling wheelchairs/walking frames		
a. Report any discrepancy between client needs, and the schedule as provided		
b. Consult with Scheduler/Co-ordinator so they can decide how to proceed		
c. Walking frames and wheel-chairs picked up using a semi-squat or kneel position (<i>after removing wheelchair footplates</i>)		
d. Walking frames and wheel-chairs carried close to your body		
e. Walking frames and wheel-chairs placed in vehicle using “waiters bow” or similar posture to reduce bending and reaching		
f. Walking frames and wheel-chairs restrained so that they cannot move in transit		
Afterwards		
a. Complete an Incident Report Form – if necessary		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee..... Date.....

Signature of assessor Date.....