


Work Health Safety: Safe Work Practice: Support

Assisting client in & out of chair

 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"/> Staff to ensure clients 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"/> Client to wear non-slip footwear <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.

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.	No-slip footwear
Personal Protective Equipment required:	

Activity	Worker behaviour	Client/other's behaviour
1. Prepare	<ul style="list-style-type: none"> a. Remove distractions so the client can concentrate on task. b. Check that client is ready 	a. other clients who may be a distraction are to stay out of area so the client can concentrate on task.
2. Assist client to sit	<ul style="list-style-type: none"> a. Client to move to the front of their chair. b. Client's feet best placed approximately 10 cm behind the line of their knees. c. Client's feet hip-width apart and flat on floor. d. Client should bend at waist and bring shoulders forward. e. Staff member is to stand close to the client. f. Staff member's feet should be in a lunging position. g. Staff member should bend at the hips, not the knees. Do not stoop. h. Staff member is to never twist – always step around. i. Staff member is to keep head up and looking in direction he or she is going to go. j. Staff member is to always try to support the 	<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. other clients who may be a distraction are to stay out of area so the client can concentrate on task

Activity	Worker behaviour	Client/other's behaviour
	<p>natural curves of his or her back.</p> <p>k. Ensure that, if the chair has arms, the client uses the arms of the chair to steady themselves as they stand or sit. Never use the walking aid for this purpose.</p> <p>l. When standing, ensure the client is standing as straight as possible and balanced, before taking any steps.</p>	
3. Assist client to stand	<p>a. Before sitting, ensure the client is standing steadily and balanced.</p> <p>b. Ensure that, if the chair has arms, the client uses the arms of the chair to steady themselves as they stand or sit. Never use the walking aid for this purpose.</p> <p>c. Staff member is to always try to support the natural curves of his or her back.</p> <p>d. Staff member is to keep head up and looking in direction he or she is going to go.</p> <p>e. Staff member is to never twist – always step around.</p> <p>f. Staff member should bend at the hips, not the knees. Do not stoop</p> <p>g. Staff member's feet should be in a lunging position.</p> <p>h. Staff member is to stand close to the client.</p> <p>i. Client should bend at waist and bring shoulders forward.</p> <p>j. Client's feet hip-width apart and flat on floor.</p> <p>k. Client's feet best placed approximately 10 cm behind the line of their knees.</p> <p>l. Client to sit first on the front of the chair and then move their bottom to the back of the chair.</p>	<i>As above</i>
4. 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>
Community Transport	Driver
Day Centre	Activity Officer and Coordinator
Home Care Packages	Community Care Assistant
Home Support Program/NDIS	Community Care Assistant
Mercy Foster Grandparents	Project Officer, Volunteer and Coordinator
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 in & out of chair

Employee _____

Assessor _____

Date _____

Desired Outcome:

For staff to assist a client move from sit to stand (and vice versa) without causing injury or distress to self or client

Knowledge required:

Performance Criteria	Competence demonstrated	Comment
1. Prepare		
a. Remove distractions so the client can concentrate on task.		
b. Check that client is ready		
2. Assist client to sit		
a. Client to move to the front of their chair.		
b. Client's feet best placed approximately 10 cm behind the line of their knees.		
c. Client's feet hip-width apart and flat on floor.		
d. Client should bend at waist and bring shoulders forward.		
e. Staff member is to stand close to the client.		
f. Staff member's feet should be in a lunging position.		
g. Staff member should bend at the hips, not the knees. Do not stoop.		
h. Staff member is to never twist – always step around.		
i. Staff member is to keep head up and looking in direction he or she is going to go.		
j. Staff member is to always try to support the natural curves of his or her back.		
k. Ensure that, if the chair has arms, the client uses the arms of the chair to steady themselves as they stand or sit. Never use the walking aid for this purpose.		
l. When standing, ensure the client is standing as straight as possible and balanced, before taking any steps.		

Performance Criteria	Competence demonstrated	Comment
3. Assist client to stand		
a. Before sitting, ensure the client is standing steadily and balanced.		
b. Ensure that, if the chair has arms, the client uses the arms of the chair to steady themselves as they stand or sit. Never use the walking aid for this purpose.		
c. Staff member is to always try to support the natural curves of his or her back.		
d. Staff member is to keep head up and looking in direction he or she is going to go.		
e. Staff member is to never twist – always step around.		
f. Staff member should bend at the hips, not the knees. Do not stoop		
g. Staff member’s feet should be in a lunging position.		
h. Staff member is to stand close to the client.		
i. Client should bend at waist and bring shoulders forward.		
j. Client’s feet hip-width apart and flat on floor.		
k. Client’s feet best placed approximately 10 cm behind the line of their knees.		
l. Client to sit first on the front of the chair and then move their bottom to the back of the chair.		
3. 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.....