


**Work Health and Safety: Safe Work Practice: Transport**

**Conveying wheelchair client in car**

 Risks	Risk rating	Risk Controls
Manual handling injury to driver from incorrect lift/movement	Likelihood: D Consequence: 2 Rating = HIGH	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Ensure wheelchair is light and easily dismantled</li> <li><input checked="" type="checkbox"/> Where available use “for hire” wheelchair to avoid car transfers</li> <li><input checked="" type="checkbox"/> Cars with a boot where the wheelchair can be slid straight in (e.g. station wagon, hatchback) are preferred</li> <li><input checked="" type="checkbox"/> Place a folded towel/blanket on the lip/edge of the boot and slide the wheelchair into place rather than having to lift and hold the weight of the chair.</li> <li><input checked="" type="checkbox"/> Do not grip the wheelchair by placing fingers in spokes of wheel, grip the frame of the wheelchair instead</li> </ul>
Injury to staff from use of inappropriate or poorly maintained wheelchairs	Likelihood: E Consequence: 2 Rating = HIGH	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Ask client to provide suitable wheelchair</li> <li><input checked="" type="checkbox"/> Only assist client if they have the correct wheelchair for their needs</li> <li><input checked="" type="checkbox"/> Ensure tyres are properly inflated to optimise ease of movement</li> <li><input checked="" type="checkbox"/> Ensure wheelchair (especially brakes) are in good working order</li> </ul>
Emotional distress to client from a fall or inappropriate assistance	Likelihood: D Consequence: 4 Rating = LOW	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Only competent staff allowed to assist client in a wheelchair on to/off a bus</li> <li><input checked="" type="checkbox"/> Driver to explain each step of the procedure to client before/as it happens</li> <li><input checked="" type="checkbox"/> Driver to provide extra reassurance/explanation to clients who have never previously used the service</li> </ul>

**Equipment required:**

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Car, possibly a blanket Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support. <b>Personal Protective Equipment required:</b>	Client’s wheelchair

Activity	Worker behaviour	Client/other’s behaviour
1. Prepare	a. Park car safely off road where there is even and solid surface and sufficient room to open door (Use disability parking bays where possible). b. Ensure car seat is positioned to allow enough room for client to enter car c. Assess mobility requirements, e.g., client is able to weight bear and can transfer themselves in/out of car with use of appropriate equipment and minimal	a. Client to follow drivers instructions

Activity	Worker behaviour	Client/other's behaviour
	assistance; client not able to assist and needs handling equipment for car transfers (e.g. hoist lift on taxi or bus) d. Ensure appropriate equipment is available as required by client, e.g. swivel seat; height adjustable tailgate – disabled taxi	
2. Assist client enter car	a. Check that client is clear about what they are able to do to assist and that they are prepared to do so b. Open front passenger door c. Squat to remove footrests or move them out of the way (usually on floor behind driver's seat) d. Move the front of the wheelchair as close as possible to the car e. Apply wheelchair brakes f. Encourage client to: move their bottom to the front of the seat; place feet together and back towards chair; lean forward; use arms to push up from wheelchair armrests; steady self in a standing position grabbing the car frame; pivot so that their bottom is facing into the car and lower their bottom onto car seat. g. Ensure the clients does not bang head on car frame when entering car h. If necessary squat to lift clients legs, one by one, into the car i. Reverse process to be used when assisting client from car to chair	If client able to assist: a) Clarify with staff what tasks they can do unassisted b) Open front passenger door c) Remove footrests or move them out of the way. d) Move the front of the wheelchair as close as possible to the car e) Apply wheelchair brakes f) Move their bottom to the front of the seat; place feet together and back towards chair; lean forward; use arms to push up from wheelchair armrests; steady self in a standing position grabbing the car frame; pivot so that your bottom is facing into the car and lower your bottom onto car seat g) Ensure head does not hit car frame when entering car h) Client lifts legs, one by one, into the car i) Reverse process to be used when assisting client from car to chair
3. Transferring wheelchair into car boot <u>OR</u> Behind front car seat	a. Place a folded towel/blanket on the lip/edge of the boot b. Fold chair and if fitted detach quick release wheels and use collapsible handles c. Tilt top of wheelchair towards you and using your knee as a brace swing the lower end of the chair up onto the car boot	

Activity	Worker behaviour	Client/other's behaviour
	d. Slide the wheelchair into boot - using safe handling techniques and maintaining natural curves of the spine. <u>OR</u> a. Open backdoor of car b. Ensure adequate space between front and back seats e. Release the wheelchair brake and fold chair. If fitted detach quick release wheels and use collapsible a handles c. Lever the front wheels of chair into car behind car seat d. Grab handle and while maintaining natural curves of spine lift the rest of the wheelchair into the car using the front wheel as a base e. Ensure chair will not move or cause damage while in transit (may need to move front seat backwards)	
4. Transferring wheelchair out of car boot <u>OR</u> Behind front car seat	a. Place a folded towel/blanket on the lip/edge of the boot b. Slide the wheelchair out of boot and place on ground - using safe handling techniques and maintaining natural curves of the spine (avoid twisting and keep the load as close to the body as possible). <u>OR</u> a. Open backdoor of car b. Grab handles of wheelchair, pull chair towards self using front wheels as base and lowers back wheels to ground c. Flip chair backwards and lower the front wheels to the ground d. Open wheelchair, apply brakes and replace footplates	
5. Follow-up	a. Document any incident and report it to your Coordinator immediately	

**As at 05/01/2016 this Safe Work Practice is authorised for use in:**

<i>Service</i>	<i>Position</i>
Community Transport	Volunteer transport assistant and Driver
Day Centre	Activity Officer and Driver
Home Care Packages	Community Care Assistant and Coordinator
Home Support Program	Coordinator
National Disability Insurance Scheme	Coordinator

**Date for review of safe work practice:** January 2019 (or if injury or changes require)

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## COMPETENCY ASSESSMENT

### Conveying wheelchair client in car

Employee \_\_\_\_\_

Assessor \_\_\_\_\_

Date \_\_\_\_\_

**Desired Outcome:**

For staff to assist a wheelchair bound client in and/or out of a bus using a wheelchair lift without causing injury or distress to self or client

**Knowledge required:**

Performance Criteria	Competence demonstrated	Comment
<b>1. Prepare</b>		
a. Parks car safely off road where there is even and solid surface and sufficient room to open door (Uses disabled parking bays where possible).		
b. Ensures car seat is positioned to allow enough room for client to enter car		
c. Assesses client’s mobility requirements		
d. Ensures appropriate equipment is available as required by client		
<b>2. Assist client enter car</b>		
a. Checks that client is clear about what they are able to do to assist and that they are prepared to do so		
b. Opens front passenger door		
c. Squats to remove footrests or moves them out of the way.		
d. Moves the front of the wheelchair as close as possible to the car		
e. Applies wheelchair brakes		
f. Encourages client to: move their bottom to the front of the seat; place feet together and back towards chair; lean forward; use arms to push up from wheelchair armrests; steady self in a standing position grabbing the car frame; pivot so that their bottom is facing into the car and lower their bottom onto car seat.		
g. Ensures the client does not bang head on car frame when entering car		
h. If necessary squats to lift clients legs, one by one, into the car		
i. Reverses process to be used when assisting client from car to chair		
<b>3. Transferring wheelchair into car boot <u>OR</u> Behind front car seat</b>		
a. Places a folded towel/blanket on the lip/edge of the boot		

Performance Criteria	Competence demonstrated	Comment
b. Fold chair and is fitted detaches quick release wheels and uses collapsible handles		
c. Tilts top of wheelchair towards self and uses knee as a brace swing the lower end of the chair up onto the car boot		
d. Slides the wheelchair into boot - using safe handling techniques and maintaining natural curves of the spine.		
<b>OR</b>		
a. Opens backdoor of car		
b. Ensures adequate space between front and back seats		
c. Releases the wheelchair brake and folds chair - if fitted detaches quick release wheels and uses collapsible handles		
d. Levers the front wheels of chair into car behind car seat		
e. Grabs handle and while maintaining natural curves of spine lift the rest of the wheelchair into the car using the front wheel as a base		
f. Ensures chair will not move or cause damage while in transit (may need to move front seat backwards)		
<b>4. Transferring wheelchair out of car boot OR Behind front car seat</b>		
a. Places a folded towel/blanket on the lip/edge of the boot		
b. Slides the wheelchair out of boot and places on ground - using safe handling techniques and maintaining natural curves of the spine		
<b>OR</b>		
a. Opens backdoor of car		
b. Grabs handles of wheelchair, pulls chair towards self using front wheels as base and lowers back wheels to ground		
c. Flips chair backwards and lowers the front wheels to the ground		
d. Opens wheelchair, applies brakes and replaces footplates		
<b>5. Follow-up</b>		
a. Documents any incident and reports 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.....