


Work Health and Safety: Safe Work Practice: Transport

Loading and unloading wheelchair client on bus (Coaster or Rosa)

 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"> <input checked="" type="checkbox"/> Ensure lift equipment is well maintained <input checked="" type="checkbox"/> Driver not to lift or twist the wheelchair <input checked="" type="checkbox"/> Driver to bring wheelchair to bus on a gradient where client is unlikely to fall from wheelchair <input checked="" type="checkbox"/> Roster 2 or 1 very experienced/strong staff to assist heavy or difficult to move clients <input checked="" type="checkbox"/> Walk around wheelchair rather than reach across it <input checked="" type="checkbox"/> Ensure lift tray is flat and appropriately positioned on the ground as much as possible
Emotional distress to client from a fall or inappropriate assistance	Likelihood: D Consequence: 4 Rating = LOW	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Only competent staff allowed to assist client in a wheelchair on to/off a bus <input checked="" type="checkbox"/> Driver to explain each step of the procedure to client before/as it happens <input checked="" type="checkbox"/> Driver to provide extra reassurance/explanation to clients who have never previously used the service or used the wheelchair lift
Physical harm to client from a fall or injury during the lift	Likelihood: D Consequence: 4 Rating = LOW	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure the clients arms, feet and legs are in a position where they will not be hit or crushed during the lift <input checked="" type="checkbox"/> Ensure wheelchairs brakes are on and effective before lifting <input checked="" type="checkbox"/> If available apply the safety strap before starting the lift

Equipment required:.

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Bus with wheelchair lift, Q straint restraint system, vehicle tie-down points. 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 wheelchair

Activity	Worker behaviour	Client/other’s behaviour
1. Prepare	a. Park bus safely off road where there is sufficient room to operate lift/open door b. Apply brakes and activate hazard lights c. In coaster bus ensure quick release seats are upturned and firmly secured to allow enough room for wheelchair d. Open bus door and operate the lift controls as outlined in the Braun Lift Operator’s Manual. e. Stand clear while lowering the lift.	a. Client to follow drivers instructions

<p>2. Assist client use lift to enter bus</p>	<ul style="list-style-type: none"> a. Explain to client each step before/as these steps are completed b. Check with client if there is a personal restraint on wheelchair for their use c. Bring the client in the wheelchair to the bus. d. Place wheelchair in a secure position. e. Engage the wheelchair brake. f. Check that the outboard rollstop is in a lowered position. g. If rollstop is not completely lowered, repeat operation until outboard roll stop is lowered. h. Driver to determine whether client on the lift should face into or away from the bus and whether the strap be placed behind the client – consider client comfort, and driver’s assessment of safest method given client and equipment weight and centre of balance. i. Release wheelchair brake and push client in wheelchair onto lift platform. j. Re-engage brakes on manual wheelchair or turn off power on electric wheelchair k. Use the lift as per Operator’s Manual l. The driver may accompany the client on the lift only when they have identified a safety requirement to do so. 	<ul style="list-style-type: none"> a. Client to follow drivers instructions b. If in an electric wheelchair client may drive onto the lift when instructed by staff c. If in an electric wheelchair client to turn off chair before lift is operated. d. If client has strong upper body strength they can manoeuvre wheelchair upon direction from staff e. Client only to disengage wheel chair brake when instructed to do so by staff
<p>3. Use of Q straints</p>	<ul style="list-style-type: none"> a. Explain to client each step before/ as these steps are completed b. Place wheelchair into position centring the chair in tie down area facing forwards c. Ensure the brakes on a manual wheelchair or turn off power on an electric wheelchair. d. Ensure the Q straints are locked securely in floor tracking e. Attach Q straint hooks to solid anchor points on chair f. Adjust Q straints so they are tensioned g. Ensure Q straint lap belt is fitted and tensioned appropriately (client should say they are comfortable) 	<ul style="list-style-type: none"> a. Client to follow drivers instructions
<p>4. Assist client use lift to exit bus</p>	<ul style="list-style-type: none"> a. Reverse above procedure ensuring client is secure while opening doors and preparing lift before moving the wheelchair onto the lift. 	<p>As above</p>
<p>5. Follow-up</p>	<ul style="list-style-type: none"> a. Document any incident and report it to your Coordinator immediately 	

As at 07/12/16 this Safe Work Practice is authorised for use in:

<i>Service</i>	<i>Position</i>
Community Transport	Driver
Day Centre	Driver

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

COMPETENCY ASSESSMENT

Loading and unloading wheelchair client on bus (Coaster or Rosa)

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:

Manual handling

Performance Criteria	Competence demonstrated	Comment
1. Prepare		
a. Parks bus safely where there is sufficient room to operate lift and open door		
b. In coaster bus ensures quick release seats are upturned and firmly secured to allow enough room for wheelchair		
c. Opens bus door and operates the lift controls as outlined in the Braun Lift Operator’s Manual.		
d. Stands clear while lowering the lift.		
2. Assist client use lift to enter bus		
a. Explains to client each step before/as these steps are completed		
b. Checks with client if there is a personal restraint on wheelchair for their use		
c. Brings the client in the wheelchair to the bus.		
d. Places wheelchair in a secure position.		
e. Engages the wheelchair brake.		
f. Checks that the outboard rollstop is in a lowered position.		
g. If rollstop is not completely lowered, repeats operation until outboard roll stop is lowered.		
h. Driver determines whether client on the lift should face into or away from the bus and whether strap is needed.		
i. Releases wheelchair brake and pushes client in wheelchair onto lift platform.		

j. Re-engages brakes on manual wheelchair or turns off power on electric wheelchair		
k. Uses the lift as per Operator’s Manual		
l. The driver may accompany the client on the lift only when they have identified a safety requirement to do so.		
3. Use of Q straints		
a. Explains to client each step before/as these steps are completed		
b. Places wheelchair into position centring the chair in tie down area facing forwards		
c. Ensures the brakes are engaged on a manual wheelchair or turns off power on an electric wheelchair.		
d. Ensures the Q straints are locked securely in floor tracking		
e. Attaches Q straint hooks to solid anchor points on chair		
f. Adjusts Q straints so they are tensioned		
g. Ensures Q straint lap belt is fitted and tensioned appropriately (client should say they are comfortable)		
4. Assist client exit bus using lift		
a. Reverses above procedure ensuring client is secure while opening doors and preparing lift before moving the wheelchair onto the lift.		
5. Follow-up		
a. Documents any incident and reports it to 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.....