



Safe Work Procedure (SWP)

Name of Task: Repositioning in Chair

Description of Task: One person assist to reposition client back in a chair/wheelchair.

Position/Job : HCA, ISW, RA, nurse

Department/Unit: WRHA Home Care

Equipment and/or Tools required:

Wheelchair/chair
Proper footwear for client
May be used: Transfer belt, sit-stand lift, floor or overhead lift

Personal Protective Equipment Required:

Appropriate footwear and clothing for staff

Potential Hazards: Forceful movements, awkward/sustained positions, infection transmission, violent and/or aggressive behavior

Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

Considerations:

If client requires more than minimal assist for hip walk, use equipment available for transferring client.

Note: Client should never be manually lifted back in wheelchair/chair to reposition.

Steps to be taken to complete task safely:

Method 1: Supervised Assist Chair Repositioning (“Hip Walk”)

- Ask client to put feet underneath knees, push on armrests and lean forward.
- Ask client to lean side to side and position buttock back in chair one at a time.

Method 2: Minimal Assist Chair Repositioning (“Assisted Hip Walk”)

- Stand in front of client, with wide base of support one foot in front of the other or half kneeling.
- Ask client to lean to one side. Place hands on client's lower thigh and shift weight forward to position client back into chair. Repeat the procedure by alternating sides until client is sitting at back of chair.



Method 3: Assist to Stand with Transfer Belt

USE ONLY IF CLIENT IS APPROPRIATE FOR TRANSFER BELT

- Apply and use transfer belt to assist client to stand.
- Ask client to take small steps back until receiving surface can be felt against back of legs.
- Ask client to reach for armrests and assist client to sit to the back of the chair.



Method 4: Assist with Sit-Stand Lift

USE ONLY IF CLIENT IS APPROPRIATE FOR SIT-STAND LIFT

- Use sit-stand lift to raise client to a standing position.
- Reposition chair behind client so that it touches back of client's legs.
- Lower client back into chair in proper position.



Method 5: Assist with Mechanical Lift (Floor or Overhead)

USE ONLY IF CLIENT IS APPROPRIATE FOR MECHANICAL LIFT

- Use mechanical lift to raise client off the chair.
- Reposition chair behind client so that it touches back of client's legs.
- Lower client back into chair in proper position.



Responsibilities

Managers/Supervisors Or Designate: Ensures all duties are performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. following safe work procedures)

HCW performing task: Perform task in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. following safe work procedures). Notify Manager/Supervisors or Designates of all occurrences, incidents, injuries, illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.

Completion and Review

This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years from the last revision date

Approved by: Pending approval by PWHSWG and PHRLC

Created by: Home Care Safe Client Handling Committee

Last revision date: February 2020