Safe Work Procedure

**NOTE: DO NOT use this machine unless you have been trained in its safe use and operation.**

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| Description of Work: | Using a Wheelchair (Non-Powered) |
| **manual wheelchair** | **Potential Hazards:**Ergonomics hazard with the potential to cause harm through entanglement, impact and cutting, friction and slip, trips and falls. |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): |
| hand protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | face shieldWelding Mask | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective Clothing |
| [ ]  | [ ]  | [ ]  | [ ]  | [x]  | [ ]  | [ ]  |
|  **Safe Work Procedure Checklist:** |
| 1. PRE-Operation/Task:* Visually inspect seating, rubber tyres and moving parts for possible damage.
* Ensure seat and footplates are in the correct position, and wheel brakes applied prior to person being seated.
* If possible, get another person to hold the handles of the wheelchair so that it will not move when a person is being seated. If this is not possible operator should stand behind the chair and hold the handles.
* Ensure walkway / routes to be taken are clear of hazards.
* Ensure users have appropriate manual handling training.

2. Operation/Task:* Ensure brakes are disengaged prior to use.
* Ensure heavy items are not placed on back of wheelchair.
* Ensure wheelchair is not used in unsuitable locations and areas.
* Inspect terrain for hazards on an ongoing basis.
* Move down backward when pushing an occupied wheelchair down a kerb.
* Move up forward when pushing an occupied wheelchair up a kerb.
* Always keep the wheelchair occupant informed about what is going to be done.
* Ensure appropriate manual handling techniques are employed when wheelchair is in use.
* Ensure that appropriate wheelchair access/egress is available.

3. POST-Operation/Task:* Ensure seat and footplates are in the correct position and wheel brakes applied prior to person exiting the wheelchair.
* Ensure wheelchair is appropriately secured and stored during transport or when not in use.
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| **Competent Person(s):** (The following persons are authorised to operate, supervise and test students on the equipment/process). |
| **Name:** | **Title:** | **Contact Details:** |
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