Safe Work Procedure

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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 protection Gloves | | dust mask Face Masks | | safety gogglesEyeProtection | face shield Welding Mask | | foot protection Appropriate  Footwear | | hearing prot Hearing Protection | safety apron Protective Clothing | |
|  | |  | |  |  | |  | |  |  | |
| **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. | | | | | | | | | | | |
| **Competent Person(s):** (The following persons are authorised to operate, supervise and test students on the equipment/process). | | | | | | | | | | |
| **Name:** | **Title:** | | | | | | | **Contact Details:** | | |
|  |  | | | | | | |  | | |
|  |  | | | | | | |  | | |