

Bethany Care Ltd

Vehicle Hoists and Wheelchair Restraints

Policy & Procedure 54

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1. Object & Field of Application

- 1.1 This document details the process adopted by Bethany Care Ltd (BCL) to address the operation of hydraulic vehicle hoists and wheelchair restraints.

2. Legislation

- 2.1 Work Health And Safety Act 2011 (Qld)

3. General Policy

- 3.1. The following Procedure for the use of vehicle hoists is required to be followed by all employees when loading and unloading wheelchair clients in and from Bethany Care vehicles. The procedures follow Bethany Care's general commitment to safety for both clients and staff.
- 3.2. Bethany will provide training to all staff in the use of vehicle restraints and vehicle hoist operations.

4. Procedure

- 4.1 Park on level ground as far as possible.
- 4.2 Ensure only trained staff operate hoist. No clients are to operate hoist.
- 4.3 Maintain good communication with the client throughout the procedure.

5. Deployment of Hoist

- 5.1 Open rear van door, ensuring that clients are clear of door.
- 5.2 Clear area for the deployment of the hydraulic hoist.
- 5.3 Wheelchairs to be placed in the safest position adjacent to the vehicle.
- 5.4 Wheelchair brakes on and/or power off.
- 5.5 Ensure client's wheelchair restraint belts are in use (if applicable).
- 5.6 Ensure wheelchair or items on wheelchair do not contact sides or back of hoist.

6. Loading

- 6.1 Load wheelchair client from the safest point near the hoist wherever possible.
- 6.2 Press 'unfold' on hand control until hoist stops moving.
- 6.3 Press 'down' on hand control until hoist rests on the ground. (Use hand control on fixture in vehicle or on arm of hoist. It is not necessary to move hand control from fixture.)
- 6.4 Explain to client what is happening. Be reassuring.
- 6.5 Load wheelchair client onto hoist, facing forwards (except under exceptional circumstances)
- 6.6 Deploy wheelchair brakes or disengage power on electric wheelchair. Chair to be positioned correctly onto hoist. Enough clearance at the front to accommodate footplates and feet away from obstructions.
- 6.7 Chair is to be forward enough for safety flaps to fold to ensure safety of wheelchair client on loading.
- 6.8 **DO NOT LEAVE WHEELCHAIR CLIENT UNATTENDED**. Rest hand on wheelchair to reassure the client where appropriate.
- 6.9 Press 'up' on hand control or switch located on arm of hoist.

7. Entry Into Vehicle

- 7.1 Release brakes of the wheelchair or re-engage power to electric wheelchair.
- 7.2 Manoeuvre wheelchair client forwards into vehicle, or if able allow client to move into the position you have allocated to them in the vehicle.
- 7.3 Place brakes on or disengage power again to ensure client safety.
- 7.4 Staff member gains entry into vehicle from the side door.

8. Belts

- 8.1. Ensure wheelchair brake is on or power off.
- 8.2. Use Qstraint floor anchors to secure front of wheelchair (red button to the front of vehicle)
- 8.3. Connect to anchor points or frame on wheelchair on each corner.
- 8.4. After securing front grey straps pull chair back to ensure that straps are taut. Brakes on.
- 8.5. Place rear floor Qstraint anchors directly behind wheelchair being secured. Hook to anchor points or frame of wheelchair on the crossbars or any other solid part of the wheelchair. (Not on the wheels or any other detachable part of the wheelchair).
- 8.6. Rock wheelchair back and forth to tension tie-down belts.
- 8.7. Ensure that there is no movement in the wheelchair and that the wheelchair brakes are on and power disengaged where appropriate.
- 8.8. Place seatbelt around the waist of the client, ensuring that the belt is not twisted or restricted by any wheelchair encumbrances e.g. sidearm.
- 8.9. Adjust belt according to transport requirements. e.g. Buckle can be turned face down to prevent client from undoing it inappropriately. Buckle to be located low and to the left of the client.
- 8.10. If wheelchair fitted with module strap adaptations ensure they are used.
- 8.11. Press 'fold' on hoist control until the hoist stops (there will be a change in the sound the hoist makes). Close rear door.

9. Unloading

- 9.1. Open rear door and unfold hoist.
- 9.2. Unbuckle all transport straps / modular straps removing any straps which may prevent clear exit and store appropriately.
- 9.3. Release brakes and engage power where appropriate.
- 9.4. Staff to position themselves behind of manual wheelchair client and at power side of electric chair.
- 9.5. Explain and reassure client to what is happening.
- 9.6. Guide wheelchair fully onto hoist.
- 9.7. Put on brakes and/or disengage power.
- 9.8. Lower hoist. Release brakes / engage power.
- 9.9. Remove wheelchair client from hoist.
- 9.10. Raise hoist and fold to minimise disruption to other road users.
- 9.11. Staff not to stand directly behind hoist but to one side.
- 9.12. When taking client off hoist ensure that the client is placed in the safest position and that the wheelchair brakes applied and/or power disengaged.
- 9.13. **STAFF SUPERVISION IS REQUIRED. DO NOT LEAVE WHEELCHAIR CLIENT UNATTENDED.**

10. Malfunction of Hydraulic Hoist

- 10.1. Instructions for Manual operation are located in pump housing.
- 10.2. Decals on the hoist contain instructions for normal operation and safety precautions.

11. Belt Storage

- 11.1. When not in use between wheelchair transfers wheelchair belts to be placed inside the belt box.

N.B. POWERGLIDE / GLIDE / ROLLERGLIDE WHEELCHAIR'S CAN BE TRANSPORTED IN A RECLINED POSITION.

END