












# SWP-SPH-WHEELCHAIR FOLDING UNFOLDING

Description of Task: Folding and unfolding wheelchair	
Position/Job: 1 Healthcare Worker (HCW)	Department/Unit: All Patient Care Areas
<b>Potential Hazards</b>	<b>Personal Protective Equipment Required</b>
<input type="checkbox"/> Risk for Injury (check all that apply)	<i>Specify Type, Manufacturer, Model</i>
<input type="checkbox"/> Biological (puncture/spill/splash/exposure)	<input type="checkbox"/> Head Protection:
<input type="checkbox"/> Caught In/Under/Between Wall, Equipment	<input type="checkbox"/> Eye Protection:
<input type="checkbox"/> Chemical/Hazardous Substance/Medication	<input type="checkbox"/> Hearing Protection:
<input type="checkbox"/> Contact with Hot/Cold Object/Substance	<input type="checkbox"/> Face Protection:
<input type="checkbox"/> Contact with Sharp Object (not biological)	<input type="checkbox"/> Hand Protection:
<input type="checkbox"/> Electrical	<input type="checkbox"/> Foot Protection:
<input type="checkbox"/> Falling or moving equipment/material	<input type="checkbox"/> Respirator/Fit Test:
<input type="checkbox"/> Moving machinery / parts	<input type="checkbox"/> Body Protection:
<input checked="" type="checkbox"/> MSI-Awkward / sustained postures	<input type="checkbox"/> Hi Visibility Apparel:
<input checked="" type="checkbox"/> MSI-Forceful exertions	<input type="checkbox"/> Other:
<input type="checkbox"/> MSI-Repetitive motions	<b>Equipment and/or tools required to perform task</b>
<input type="checkbox"/> Noise	Wheelchair
<input type="checkbox"/> Surfaces/Objects causing slips, trip or falls	
<input type="checkbox"/> Task requires more than 1 worker	
<input type="checkbox"/> Violent, Aggressive or Reactive Behaviours	<b>For machine operation tasks complete the following</b>
<input type="checkbox"/> Working Alone or in Isolation	Machine Description and Safety Features:
<input type="checkbox"/> Working at Heights	
<input checked="" type="checkbox"/> Other: Infection Transmission, Pinch Points	
Patient/Client/Resident Related Tasks - be knowledgeable of patient specific hazards (CARE Alert, Falls Risk, Patient Handling Assessment, Isolation Precautions, etc.)	<i>Set-up and maintenance of this equipment is only to be performed by trained/authorized staff following the manufacturer's manual.</i>
<b>Training and Proficiency:</b>	
Staff who perform this task must be trained as indicated below in this safe work procedure prior to performing it. Training must be documented. This SWP must be available to staff.	
<input checked="" type="checkbox"/> Read Procedure and Sign	<input type="checkbox"/> Other Required Training: <i>Specify</i>
<input type="checkbox"/> Demonstrated Competency	<input type="checkbox"/> Watched Video
<b>Responsibilities</b>	
<b>Manager/Supervisor or Designate:</b> Ensure all staff are trained and that duties are performed in accordance to training, established health and safety regulations, guidelines, policies and procedures (e.g. following safe work procedures).	<b>Staff performing task:</b> Perform task in accordance to training, established health and safety regulations, guidelines, policies and procedures (e.g. following safe work procedures). Follow process for reporting hazards, injuries, occurrences and patient safety events.

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Approved by		Original Effective Date	Revised Effective Date	Reviewed Date
Provincial Workplace Safety & Health Working Group		March 2021	March 2021	January 2022
This safe work procedure was created by The Provincial Workplace Safety and Health MSIP Subcommittee and will be reviewed any time the task, equipment or materials change and at a minimum of every three years from the last revision date.				
<b>Notes/Other Considerations:</b>				
Prior to each use, ensure that the wheelchair is in proper working order.				
<b>Steps to be taken to complete task safely: Unfolding Wheelchair</b>				
1	Remove wheelchair from storage to an open area, ensure the wheelchair positioned on an even/solid surface and apply the brakes.			
2	Position body in front of wheelchair with one foot forward and one foot back, keeping the back straight and hands placed on seat surface along rails, push downward until the seat is flat.	  		
3	Position your body in front of the wheelchair in a half kneel, with back straight, and place the foot rests onto the wheelchair as per manufacturer's instructions.	 		

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Steps to be taken to complete task safely: Folding Wheelchair	
1	<p>Position your body in front of the wheelchair in a half kneel, with back straight, if able remove the foot rests as per manufacturer's instructions.</p>  
2	<p>Position your body in front of the wheelchair slightly off to the side of wheelchair with knees and hips bent and keep back straight with a wide stance. Grasp the seat surface with both hands and lift upwards in a slow controlled motion.</p>   
Related Materials:	
References:	