

Pro\_108

## Operation of the Wheelchair Loader

In the interests of protecting our workers, and participants, from the high risk of injury associated with recurrent manual handling, and transport of people. Life Choice has established a procedure to reduce the risk of incidents resulting from manual handling when conducting loading and unloading of participants from the wheelchair bus using the installed Tieman TD350 Wheelchair Loader.

### Record of policy development

Version	Date approved	Date for review
2020/1		

### Responsibilities and delegations

<b>This policy applies to</b>	CEO, managers and supervisors, workers ( <i>inclusive of volunteers</i> ).
<b>Specific responsibilities</b>	<p><b>Governing body:</b> responsible for ensuring the organisation has systems in place to adequately identify, assess, manage and monitor manual handling risks involving the movement and transport of participants.</p> <p><b>CEO/Leader:</b> responsible for ensuring loading / unloading activities are undertaken according to current policies and procedures, and that appropriate training is provided to workers.</p> <p><b>Direct supervisor:</b> responsible for using the hazard identification and control processes to assist identify &amp; report, assess, manage, and monitor risks associated with loading / unloading activities. Responsible for preparing and overseeing worker risk control implementation.</p> <p><b>Workers:</b> responsible for using the hazard identification and control processes to assist identify, assess, manage, and monitor risks associated with loading / unloading activities. Responsible for using established risk control measures and using the appropriate lifting / moving aids.</p>
<b>Policy approval</b>	Quality & Risk Committee

### Policy context – this policy relates to:

<b>Standards</b>	<ul style="list-style-type: none"> <li>AS/NZS ISO 45001:2018 Occupational health and safety management systems-Requirements with guidance for use</li> <li>Code of Practice – How to Manage Work Health &amp; Safety Risks</li> <li>Code of Practice – Hazardous Manual Handling</li> <li>Code of Practice – Manual tasks involving the handling of people</li> </ul>
<b>Legislation</b>	<ul style="list-style-type: none"> <li>Queensland Work Health and Safety Act and Regulations</li> </ul>
<b>Organisation policies</b>	<ul style="list-style-type: none"> <li>Risk Management</li> <li>Manual Handling</li> </ul>
<b>Forms, record keeping, other documents</b>	<ul style="list-style-type: none"> <li>Manufacturer's Manual (<i>Operating Instructions p11 – p16</i>) (<i>Maintenance p17 – p20</i>)</li> <li>General Risk Assessment</li> <li>Prestart Checklist</li> </ul>

## Definitions

### Manual Handling

Means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or load.

### People handling

Refers to those workplace activities requiring the use of force exerted by a worker to hold, support, transfer (*lift, lower, carry, push, pull, slide*), or restrain another person at a workplace.

### Restraint

Refers to restraint needed as an adjunct to a people handling activity such as when transferring or assisting a person. It does not cover handling aggression, where aggression is the major hazard (*e.g. in the Police Service*).

### Transfer

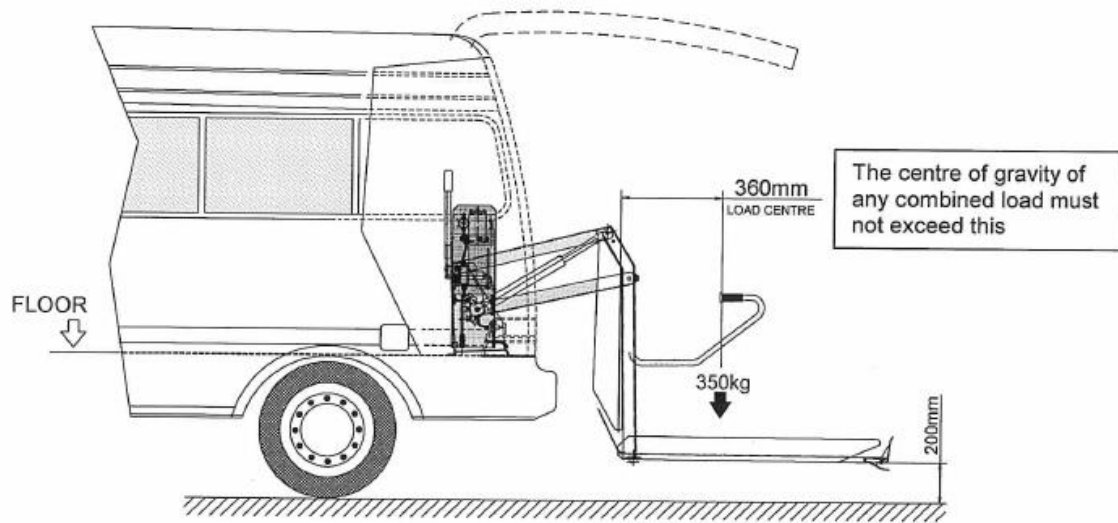
Refers to the physical moving of a person from one position to another. It includes lifting, lowering, carrying, pushing, pulling and sliding.

## Procedure

Improper use and operation of this Wheelchair Loader may result in serious personal injury. Do not operate this item unless you have been properly instructed in its use and operation. Prior to operation, the support worker is to conduct a “Pre-start Check” on the vehicle and Wheelchair Loader.

- You must ensure the vehicle engine is turned off prior to using the Wheelchair Loader
- Ensure the vehicle is parked safely in gear with the park brake on, and on level ground prior to using the Wheelchair Loader
- The wheelchair **MUST** approach the platform from the kerbside when loading into the vehicle
  - Similarly when unloading from the vehicle, the support worker is **MUST** ensure that the wheelchair can be rolled off the platform to the kerbside of the roadway.
- All wheelchairs **MUST** be loaded and unloaded with the wheelchair participant facing forward
- The support worker is to ensure the wheelchair participant is well balanced in the wheelchair so as to avoid the wheelchair toppling backwards.
- If you must ride the platform to assist a participant in a wheel chair, do so with care.
- Do not overload the platform.
- Do not stand in or move through, or allow other persons to stand in or move through, the immediate area of operation of the Wheelchair Loader.
- Do not place yourself or others persons between any part on the Wheelchair Loader and the vehicle body.
- The Wheelchair Loader should operate smoothly and the only noise you should hear during operation is the pump unit. If any other noises are heard, or oil leaks are identified you should contact the authorised service person to investigate before any damage may occur.
- The support worker is to ensure that the wheelchair has adequate tie down points to fit the restraint system. If not, the wheelchair cannot be secured into the vehicle.
- When correctly positioned, the wheelchair is to be secured / restrained into position
- It is the support workers responsibility to ensure the loading and securing of the wheelchair and participant is restrained as per required regulations.
- Do not attempt to correct or repair any part of the Wheelchair Loader, you are to contact the authorised service person.
- Maintenance of the Wheelchair Loader must be done at regular intervals to ensure effective and safe operation. For high cycle or heavy load environments, service should be carried out every three (3) months. For medium or low cycle environments, service should be carried out every six (6) months.

The capacity of this Loader is generally allows for an 80kg wheelchair, and a combination of the participant and the support worker of 180kg.



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