10 Commandments of Body Mechanics

1. Clue the Person In

- Be sure the person knows what you're going to do, how you're going to do it, and ask how he/she can help.

2. Get Help

- If the load (equipment or person) to be lifted is more than you can handle, ask for assistance.

3. Check Your Footing

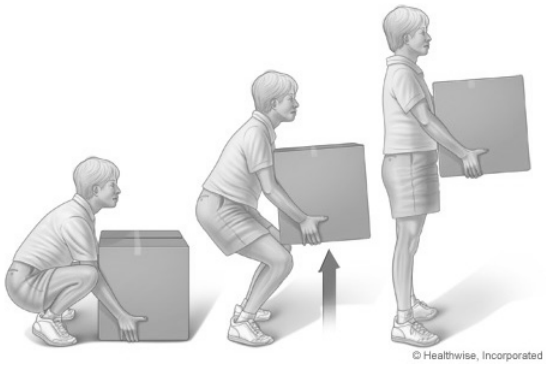
- Keep a wide-base of support. Your feet should be shoulder-width apart, with one foot slightly ahead of the other.

4. Move Close

- Hold the load as close to your body as possible, at the level of your belly button.

5. Squat

- Squat down, bending at the hips and knees only, and keep your back straight. Do not use your back muscles or attempt to lift by bending forward. If necessary, put one knee to the floor and your other knee in front of you, bent at a right angle (half-kneeling).



6. Lift

- Slowly lift by straightening your hips and knees (not your back). Keep your back straight, and don't twist as you lift.

7. Be Smooth & Synchronized

- Avoid strain & injury produced by jerky movements. If someone is helping you, count 1, 2, 3 to coordinate the lift or transfer.

8. Turn, Do Not Twist

- Avoid turning or twisting your body while lifting or holding a heavy object. Shift the position of your feet to turn.

9. Do Not Lift

- When you can pull or push an object, do so before lifting. It is safer and easier that way.

10. Teach & Preach

- Pass on the "good word" to others. That way, all of us will lift well and safely!

Lifting & Transferring – Do's & Don'ts



DO have a transfer surface that is clear of objects.

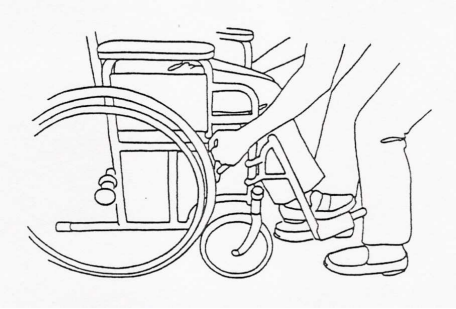
DO have a stable transfer surface.



DO NOT have objects on the transfer surface.



DO NOT have an unstable transfer surface.



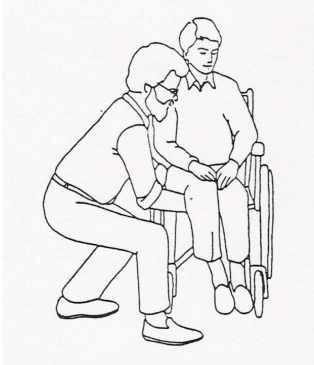
DO lock the wheelchair brakes whenever moving the child in or out of the wheelchair.

DO tell the child what you are going to do.

DO wear non-skid, low-heeled footwear.

DO keep feet apart for a wide-base of support.

DO remember to unfasten all seat belts and harnesses.

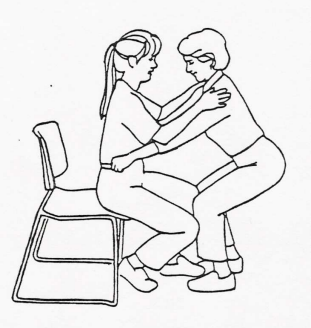


DO bend at the hips and knees.

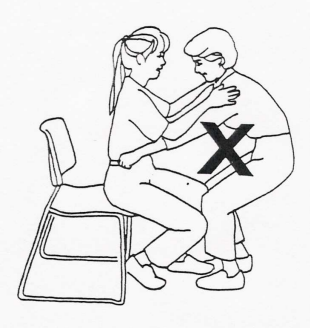


DO NOT bend forward at the hips while standing with the knees straight.

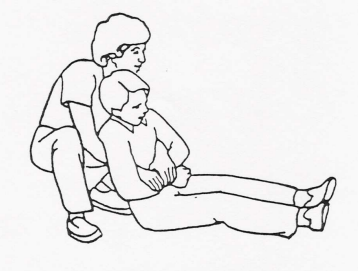
Lifting & Transferring – Do's & Don'ts



DO keep your back straight.



DO NOT relax your back and let it round.



DO lift by holding the child at the waist or by holding the child's crossed arms.



DO NOT lift with the child's arms.



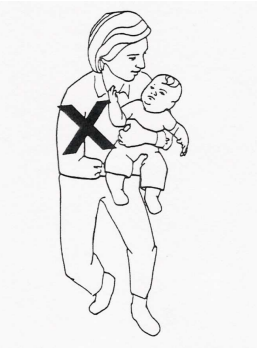
DO hold the child as close to you as possible.



DO NOT hold the child away from you.



DO complete the lift before turning.



DO NOT twist your body while lifting.

Assisted Standing Transfer & Pivot Turn

Prepare the Wheelchair

1. Remove the footrests or flip them up.
2. Place the wheelchair as close as possible to the transfer surface and at a 90-degree angle.
3. Lock the wheelchair brakes.
4. Unfasten the seatbelt and leave the belt hanging at the sides of the chair, not on the seat.

Getting Into Position

1. Stand in front of the wheelchair facing the child.
2. Ask the child to move to the edge of the wheelchair or move the child forward in the chair by holding under the shoulders and assisting the child to shift the weight from one side to the other.
3. Ensure the child's feet are on the floor.
4. Place your leg that is closest to the transfer surface on the outside of the child's leg. Place your other leg between the child's legs.

The Lift

1. Grasp the child firmly on the sides of his/her waist or on the child's back. (Fig-1)
2. Bend your knees. (Fig-2)
3. Ask the child to lean forward.
4. If able, ask the child to place their hands on the armrest and push up to stand or reach forward to hold onto your waist (not your shoulders or neck). (Fig-3)
5. Ask the child to help stand up on the count of three.
6. Assist the child to stand by extending your knees. (Fig-4)
7. Pivot your body and the child's body so the child is standing parallel to the transfer surface. Lead with the outside foot and turn slowly so feet do not become entangled. (Fig-5)
8. Ask the child to lean forward and reach back for the transfer surface.
9. Slowly lower the child to the transfer surface by bending your knees.(Fig-6)



Fig-1



Fig-2



Fig-3



Fig-4



Fig-5



Fig-6

Transfer from Sitting – 1 Person Lift

Caution: Only lift by yourself if you are sure you can do it safely (recommended the child be less than 50 lbs.)

Prepare the Wheelchair

1. Lock the wheelchair brakes.
2. Remove the armrest on the side from which you are lifting.
3. Remove footrests to allow for your foot placement.
4. Unfasten the seatbelt and any other supports.

Getting Into Position

1. Ensure the transfer surface is clear.
2. Place one arm under the child's knees and the other arm behind the child's back. (Fig-1)



Fig-1

The Lift

1. Bend your knees.
2. Lift straight up on the count of three keeping the child's body as close to you as possible. (Fig-2)
3. Complete the lift before turning. (Fig-3)
4. Position yourself next to the transfer surface. (Fig-4)
5. Slowly lower the child to the transfer surface by bending your knees while keeping your back straight. (Fig-5)



Fig-2



Fig-3

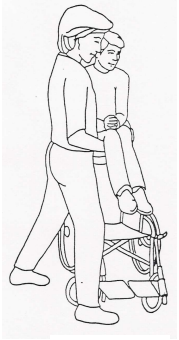


Fig-4

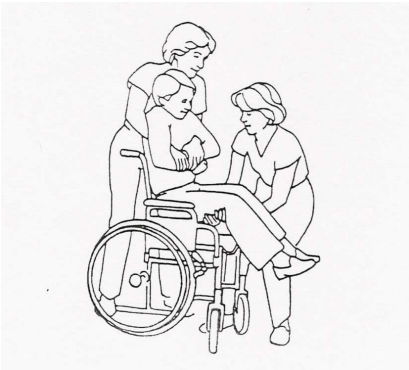


Fig-5

Wheelchair to Floor – 2 Person Lift

Prepare the Wheelchair

1. Lock the wheelchair brakes.
2. Remove the footrests or flip them up.
3. Check to see if any other wheelchair parts can be removed to make the transfer easier (e.g., handles, etc.)
4. Unfasten the seatbelt and any other supports.



Getting Into Position

1. The taller person stands behind the person in the wheelchair.
2. This person reaches under the child's arms and holds the child's forearms which are crossed over the chest.
3. The other person places both arms under the child's thighs.
4. Ensure that the surface is prepared for the transfer.

The Lift

1. On the count of three, simultaneously, both people lift the child upward as they stand straight up. (Fig-1).
2. The person who is holding the child's legs moves one hand down to the child's calf. (Fig-2).
3. Both people step sideways to clear the wheelchair.
4. Lower slowly until the child is safely resting on the floor – remember to use your legs, not your back! (Fig-3)



Fig-1



Fig-2

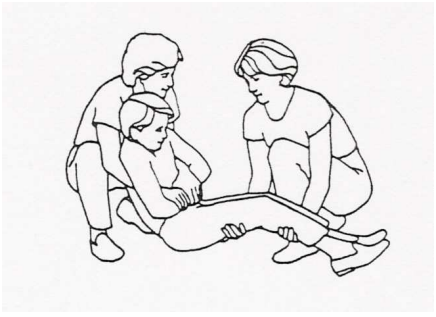


Fig-3

Floor to Wheelchair – 2 Person Lift

Prepare the Wheelchair

1. The wheelchair is placed parallel to the child.
2. Lock the wheelchair brakes.
3. Remove the footrests or flip them up.
4. Check to see if any other wheelchair parts can be removed to make the transfer easier (e.g., handles, etc.)
5. Unfasten the seatbelt and leave the belt hanging at the sides of the chair, not on the seat.



Getting Into Position

1. The child is in a sitting position on the floor.
2. The taller person squats behind the child, reaches under the child's arms, and holds the child's forearms which are crossed over the chest.
3. The other person squats beside the child and supports the child's legs, placing one hand under the thighs and the other hand under the lower legs.

The Lift

1. Lifting the child slowly, they stand straight up. (Fig-1)
2. The person who is supporting the child's legs moves both hands to support the child's thighs. (Fig-2)
3. They carry the child to the wheelchair, position the child over the seat, and lower slowly until the child is resting on the seat. (Fig-3)
4. Position the child properly in the chair and replace the seat belt and wheelchair adaptations.



Fig-1



Fig-2



Fig-3

Floor to Standing Assist

Getting Into Position

1. The child is in a sitting position on the floor with knees bent.
2. Squat behind the child, reach under the child's arms, and hold the child around the waist. (Fig-1)
3. If the child is tall, you will be able to lift easier if you hold the child's crossed arms. (Fig-2)



Fig-1

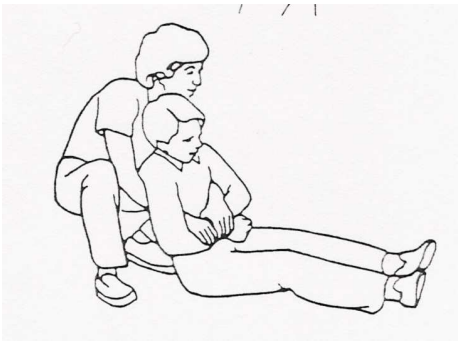


Fig-2

The Lift

1. On the count of three, assist the child to come to a stand by lifting *forward over the child's feet and up.* (Fig-3)

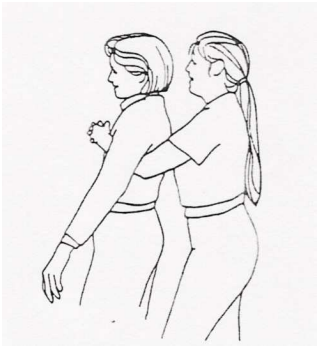


Fig-3