

Safe Work Instruction	Issue date: 16/11/10
Use of Stair Lift – Clyde Station	Review date: 01/11/13

<b>Document no.</b>	<b>Work description</b>	
SMS-06-SW-0900	Assist customers to travel up or down station stairs via the Stair Lift	
<b>Risk assessment ref:</b>	Scope: Use of a Stair Lift to assist customers with special needs to travel up or down stairs	
<b>Review date</b>	<b>References</b> ( <i>relevant legislation, codes or practice, Australian Standards or manufacturer's manual</i> )	
01/11/13	<ul style="list-style-type: none"> <li>• <a href="#">SMS-06-GD-0001 Guide to Manual Handling</a></li> <li>• Manual Handling Resource WorkCover NSW 2004</li> <li>• OHS Regulation 2001 clause 9 Employer to identify hazards</li> <li>• OHS Regulation 2001 clause 10 Employer to assess risks</li> <li>• OHS Regulation 2001 clause 11 Employer to eliminate or Control Risks</li> <li>• Manual Handling Risk Assessment – Use of a Stair Lift 27 November 2007</li> </ul>	
<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
Safety Shoes	On-site Training	N/A
<b>Tools and equipment required</b>		
Stair Lift, Wireless Remote Control, Portable Handset, Keys to Operate Landing Stations		

### Warning



1. Check the Stair Lift to make sure that it is in good condition, before use.
2. Stair Lift must be unfolded before user can embark onto travelling platform.
3. Avoid bending and twisting back.

<b>To Unfold Stair Lift</b>	<b>Note</b> <i>The wireless remote control cannot be used to unfold the unit at the parking location</i>
	<ul style="list-style-type: none"> <li>• Activate the landing station control unit by the key switch.</li> <li>• Apply continuous pressure on the down button and the Stair Lift will commence motion to travel to its pre-programmed position at the edge of the first step of the staircase along with the guard rail to the platform level</li> </ul>
<b>Assisting Customer to Embark Stair Lift</b>	<b>Note</b> <i>Make sure metal ramps are positioned correctly before assisting the user onto the Stair Lift</i>
	<ul style="list-style-type: none"> <li>• Make sure wheelchair aligns correctly with the ramp</li> <li>• Make sure wheelchair slowly boards ramp</li> <li>• Ensure wheelchair brake is on once it has embarked onto the Stair Lift</li> <li>• Advise user to grab safety handrail before the Stair Lift is in motion</li> <li>• Ensure wrap around barrier arm is secure to prevent the user from falling off the Stair Lift</li> </ul>

### Warning



- Employees are to avoid operating the Stair Lift during periods when people are interchanging between platforms.
- Employee is not required to determine the stopping location of the unit.

<b>Controlling Movement of Stair Lift</b>	<b>Note</b> <i>Make sure metal ramps are positioned correctly before assisting the user onto the Stair Lift</i>
	<ul style="list-style-type: none"> <li>• Stair Lift will operate only with constant pressure on the control button. Unit will stop whenever pressure is removed from the control button</li> <li>• Advise other customers to use other half of stairs when Stair Lift is in motion</li> <li>• Staff are to walk on the opposite side of the centre handrail when the Stair Lift is in operation</li> <li>• Stair Lift is pre-programmed to stop at its designated position.</li> <li>• Once stopped assist the user if required with alighting from the Stair Lift</li> </ul>

<b>Additional controls</b>	
	<b>Note</b> IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT AN OHS RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO <a href="#">SMS-06-SR-1479 OHS Risk Management</a>
If used frequently employee rotation is advisable to minimise the likelihood of causing repetitive injury to staff	