

# Assisting Persons in Wheelchairs Into & Out of Vans

Assisting a person using a wheelchair into and out of a van should be performed carefully to prevent injury to the client and caregiver.

- 1 Prepare for the workday by warming-up. Stretch between driving and unloading, as well.
- 2 Park on level surface away from moving traffic and place a cone to raise awareness to passing vehicles. Ensure the client is positioned out of passing traffic. Work with a buddy and only allow one client to wait near the vehicle at a time.
- 3 Lower the lift. Keep your body clear of the lift movement.
- 4 Face the wheelchair in a forward position and secure the straps. Only allow one foot on the lift at a time to prevent falling. Maintain proper body mechanics.
- 5 After the wheelchair brakes are locked, raise the lift. Hold onto the wheelchair, but do not stand on the lift and keep your body out of the lift path.
- 6 Secure the client. When attaching the belts, use proper body mechanics.
- 7 Make sure your path is clear. Remove the wheelchair brake and straps using proper body mechanics.
- 8 Reduce the number of times you bend and stand by planning the buckling process (work in the same direction around the client and buckle both back buckles at the same time).
- 9 Kneel on one or two knees, or sit on the van ledge, instead of bending at the waist.
- 10 Support your torso weight by placing your elbows or hands on your thighs or a secure surface.
- 11 When standing up, hold onto the wheelchair handles or parts of the van and pull yourself up.
- 12 Do not step on the lift to prevent falling.
- 13 Test the straps by gently tugging, do not pull hard.

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Please reference our Safety Center at [www.bhhcsafetycenter.com](http://www.bhhcsafetycenter.com) for reference images. Please contact the Loss Control team at: [losscontrol@bhhc.com](mailto:losscontrol@bhhc.com) for any further questions.