

Procedure Title	Wheeled Chairs		
Date of Issue	June 6, 2001	Related Policy	
Revision Dates		Related Forms	
Review Date		Originator	System Administrative Team
References			

Procedure:

Rationale:

There have been several minor injuries or near miss incidents involving wheeled chairs. Older model office type chairs with four (4) caster wheels are very common in the schools and office areas of the Bluewater District School Board. The newer chairs have five (5) or six (6) wheels to provide greater stability.

Procedure:

Problem:

The chair can become unstable if the user tips backward, forward or sideward. This scenario is most common with four (4) wheeled chairs when the seated person is leaning directly centred between two wheels.

Welds on leg assemblies and tilter mechanisms may suddenly fail leaving the user in a precarious position on the floor.

Contributing factors:

- The type of wheels on the chair. Wheels are rated for use on soft (carpet) or hard (tile) floors.
- Height adjustment. A chair will tip more readily if the seat pan height is at the highest setting.
- Loose tilter mechanism and other components. Chairs are mechanical devices that suffer from daily wear and tear. Individual components, i.e., tilter, chair back, seat pan and arms loosen to the point that they can no longer be repaired.
- User tilting the chair back beyond the centre of gravity.

Solution:

Chairs should be treated as any other workplace tool. Regular inspections by the user and appropriate maintenance will ensure a proper working piece of equipment and will also extend the useful life of the chair. If necessary, change wheels to suit the type of floor covering.

New chairs should be purchased with a base of five (5) or six (6) wheels. Additional information on chair selection is available in the Board's Office Ergonomic guideline. The supplier should also provide the user with verbal and written instructions on how to adjust the new chair.

