

Health, Safety and Wellbeing - Adjustment of Donor Chair

Things to look out for



Has the chair been adjusted as per healthy postures training?



Has the chair been adjusted by one of the two recognised methods?



Has there been good communication with the donor advising not to move?



Has the donor been asked to sit right back in the chair?



Has the donor been asked to keep their hands in the chair?



Has the donor been asked to tilt their head back and lift their feet when reclining?



Do the donor carers avoid bending or twisting?



Do the donor carers ask for help with larger donors?



Do donor carers avoid moving the table by taking donor to a left / right set up?

Immediate feedback

Feedback directly to the person you have observed
Have an open and honest conversation with the observee
Reinforce POSITIVE behaviour by telling them what they did well

A behavioural safety observation is the key to identifying hazards in the way people carry out tasks before an accident happens.

The idea is to visit your team and observe the work for a few minutes, identifying things that are good as well as bad and then discuss the points with your team. The information on the other side of this sheet may provide some guidance on what to look for.

Below is advice on how to carry out the conversation and what to look for in the observations.

Introduce yourself

- Advise the observee who you are if they don't know and why you are there
- Advise all observations are anonymous
- Watch the whole process you are observing
- Record good and poor practice
- Only interrupt if there is an immediate danger of injury or worse

Immediate feedback

- Feedback directly to the person you have observed
- Reinforce POSITIVE behaviour by telling them what they did well
- Have an open and honest conversation with the observee

Do this by asking the right question in the right way

- Highlight what they have done correctly and present any issues as a question for them to answer:

- Q. Does everyone do it that way?
- Q. What is slow / inconvenient uncomfortable about doing that safely?
- Q. What is the worst thing that could happen with that approach?
- Q. How would that affect your spouse, children, partner, children, friends, colleagues?
- Q. What could be done to address the issue highlighted?

Date	What was observed?
What went well?	
What didn't go well? - Please report all issues as near misses	
What could be better?	
How can we improve?	