

COVER SHEET



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KEY TERMS	Safety risks, offsite transportation
SUMMARY	This procedure has been developed to assist staff to identify safety risks and implement controls prior to or whilst undertaking offsite transportation of patients.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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1. BACKGROUND

This procedure has been developed to assist staff to identify additional safety risks and considerations that may be specific to transportation of patients. As this procedure is specific for offsite transportation of patients, staff will need to ensure that they comply with [SESLHDPR/230 Work Health and Safety - Risk Management for Staff Working Offsite Procedure](#).

Although this procedure is designed for transportation under the control of Local Health District (LHD) workers for patients, there may be times where we are required to either assist or engage assistance from third party for transportation purposes. Where third party are involved, consultation is to take place about potential safety risks or transport considerations, workers are required to assist with sharing of risk assessments and information.

The procedure is generic due to the broad range of services and locations within the organisation that are involved in the offsite transportation of patients. Services/Departments will need to develop a Local Business Rule for the implementation of relevant sections of this procedure.

NOTE – This is only for non-emergency health-related transport, emergency transportation should be undertaken by NSW Ambulance and arranged through the Triple-Zero emergency telephone service. Specific transport arrangement of Mental Health patients will need to be implemented in line with the [Mental Health Act 2007 - Guidebook Transport of People Who are Mentally Ill Memorandum of Understanding - Mental Health Emergency Response 2007](#).

2. RESPONSIBILITIES

- 2.1 Workers will:** comply with Workplace Health and Safety (WHS) and Incident Management (IM) procedures; and any workplace systems or measures put in place to protect health and safety in the work environment.
- 2.3 Line Managers will:** implement and comply with WHS and IM procedures.
- 2.4 District Managers/ Service Managers will:** establish and maintain WHS and IM Procedures to achieve WHS policy objectives
- 2.5 Chief Executive will:** ensure WHS and IM procedures are in place to achieve our WHS policy objectives

For further detail, refer to:

[SESLHDPR/212 Work Health and Safety - Risk Management Procedure](#)
[SESLHDPR/271 Work Health and Safety - Statement of Commitment Procedure and Poster](#)

3. DEFINITIONS

Line Manager: refers to the supervisor in a Service i.e. Team Leader, Nursing Unit Manager, Department Manager, persons acting in a supervisors role.

Contact Person: refers to nominated contact person/position that is the contact for emergencies relating the staff member's safety while working alone and/or in isolation.

Third Parties or other PCBU's: Services that are involved in the health and welfare of the client, may include but not limited to departments within LHD, NSW Police, NSW Ambulance, Department of Community Services and other health community support services/parties.

Significant other/s: A person of significant importance to the patient. These may include but not limited to, relatives, children of patient, mentor, de-facto or life partners.

Assistance animal: For the purposes of this, an assistance animal is a dog or other animal:

- a) accredited under a law of a State or Territory that provides for the accreditation of animals trained to assist a persons with a disability to alleviate the effect of the disability; or
- (b) accredited by an animal training organisation prescribed by the regulations for the purposes of this paragraph; or
- (c) trained:
 - (i) to assist a person with a disability to alleviate the effect of the disability; and
 - (ii) to meet standards of hygiene and behaviour that are appropriate for an animal in a public place.

[Disability Discrimination Act 1992](#)

4 PROCEDURE

There is a wide range of considerations that need to be assessed prior to workers agreeing to provide transport to patients. Where it has been assessed that transportation by LHD staff is not suitable for the patient's specific needs, LHD staff should advise on alternate transportation through a third party if appropriate.

The regular risk management principles apply to all department/services arranging offsite transportation of patients

- Identifying potential risks or transport considerations
- Assess risks or transport considerations against [Appendix 1- Transport Assessment Tool](#)
- Assess suitability of motor vehicle/s against patient needs
- Vehicle risk assessment
- Implementing controls for transportation.
- Ensure local emergency arrangements and controls are in place prior to conducting transportation.

4.1 Identifying potential risks or transport considerations

There are three broad categories of potential risks,

- Patient related risks
- Suitability of vehicle for the planned travel
- Worker availability and suitability to conduct transportation.

Patients need to be assessed on an individual basis for their suitability for each specific transport trip that is to be conducted, the collection of information may be done through the use of Pre Home Risk Assessment Form SEI060.140 alternatively a service or locally developed assessment form may assist. See below [Table 1](#), containing a list of some potential risks and considerations for transportation that may not be included on Pre Home Risk Assessment Form SEI060.140.

TABLE 1

This list is a guide only and other local considerations should also be taken into account.

Potential risks or transport considerations
Current Medication and Medical Condition
Other medical issues i.e. motion sickness, anxiety, seizures.
Patient behaviour (level of supervision)
Infections
Patients mobility level and Aide's required
Continence
Child Protection Arrangements
Other persons (such as spouse, children)
Transportation of equipment (Aide's etc.)
Suitable restraints (baby capsules, booster seats.)
Service dogs and pets as therapy animals
Cultural considerations
Environmental (weather, location, access etc.)
Length of the transport (how long will the trip take)
Is client suitable should break be required for driver fatigue management
Availability of enough appropriately trained workers

Other offsite activities (excursions)

Where transportation is for the purposes of a planned excursion (such as a rehabilitation and diversionary activity) the location should be assessed for suitability and the needs of the patient/s attending or shared risk assessment can be seen at [Other Offsite Activity Safety Checklist](#). This initial assessment should ideally be conducted without patients, so staff have time to adequately assess the environmental issues. Assessments must be updated where new issues or safety risks are identified and can be shared with other workers, see 4.2 Sharing of risk assessments.

[Appendix 2 – Excursion Assessment Tool](#), is a resource that can be used or modified to your services/department needs to create a more detailed and patient specific resource. Some considerations that may need to be included in the environmental assessment should include –

- Lighting (natural and artificial)
- Terrain (un-even, sloping, sealed roadway etc.)
- Distance (being travelled, how far from a hospital emergency department)
- Parking (distance to area, cost)
- Others persons (is it too busy, will patient feel comfortable and vice versa).

4.2 Sharing risk assessments

Completed risk assessments (other offsite activity and excursion assessments) can be shared and viewed on the intranet via [Other Offsite Activity Safety Checklist](#).

To submit a new or updated risk assessment –

1. Email the risk assessment to a WHS member of the [District WHS Team](#)
2. Ensure you clearly identify the suburb, the type of location and any common names (where there is more than one name include all of these details in the email)
E.g. Kogarah – High school, Cook High
3. Risk assessments will be catalogued according to suburb.

4.3 Risk Assessment Tool

To assist with determining if transport can be provided through the LHD, the **TRANSPORT ASSESSMENT TOOL** has been developed as a guide.

[Appendix 1- Transport Assessment Tool](#)

How to use:

- Step 1 - Identify the most serious consideration (either from the list or from other sources)
- Step 2 - Use assessment section to determine the level of seriousness for the Consideration
- Step 3 - Based on the seriousness you can determine the Risk Level and Safety Actions.

Example – A child under the age of 7 years requires transportation, for which a fitted child restraint is mandatory. If the department does not have a child restraint for their car then the following would be assessed as –

1. Consideration = Suitable restraints
2. Assessment = Significant safety issue exists
3. Safety Action = Fitting of new/hired restraints, risk level is YELLOW when action is implemented.

Managers and staff are to consult on identified risks and transport considerations and agreement is to be reached on the most appropriate transport available using the Transport Assessment Tool. In some cases the manager may need to assist staff with engaging third parties for assistance.

4.4 Vehicle risk assessment

The vehicles used by workers for transportation of patients should be assessed prior to purchasing to determine the limitations and suitability for specific patient transportation needs. Where a department uses a vehicle that they have not assessed at purchase, they should assess the vehicle to determine the limitations and is it suitability for the specific patient prior to conducting transportation. This information about specific car makes and models should be shared locally with other departments/services.

[Appendix 3 - Patient Transport Vehicle Assessment](#) can be used as a resource for assessing vehicles against the specific needs of the patient.

4.5 Controls for transportation

To assist in the process of planning and conduction transportation, there are a range of considerations included in this procedure however there may be additional local issues and patient needs to consider.

Medication and Medical Condition (including infections)

The types of medication and current medical condition of a patient may determine or limit the types of transport arrangements that can be made for the patient. Arrangements must be made to ensure access to any specific medications that the patient may be required to uses during or whilst in our care, before transport begins.

Where staff are aware of a patient having a current infection and plan to use LHD vehicle to transport the patient, it may be advisable to use disposable car seat covers to reduce cleaning. The staff members will be responsible for cleaning the vehicle as per infection control guidelines immediately after the transportation is complete (before vehicle is returned to the fleet or pool). Refer to infection control services for further advice.

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In cases where the LHD vehicle is not fitted with appropriate equipment on board (i.e. heart monitors, oxygen) these patients should be transported through NSW Ambulance Transport.

Continence

Where an issue with continence exists with a patient, consideration should be given to fitting fresh garments and disposable car seat covers.

Transporting significant others

LHD staff will need to assess on an individual case bases if transportation of significant other/s is provided as they must accompany the patient for the whole trip. Where LHD staff are unsure they should seek advice from their manager, as other arrangements may be more suitable for the significant other/s.

Some considerations to help determine if transportation is to be approved:

Consideration/Issue	Examples
Will transportation of significant other/s with/without patient have an adverse affect on the patient?	Dementia patient Threatening significant other
Can patient be separate from significant other/s?	Mother with a number of children
Availability of more than one motor vehicle?	More than 4 persons to be transported (including LHD staff)

Child restraints

It is a legal requirement to have correctly installed child restraints and seats for person under the age of 7 years. NSW RTA website is a useful resource for current information about fitting and appropriate restraints. One potential risk is the location of child restraints such as baby capsules in vehicles with manufacturer fitted side impact airbags.

[Transport for NSW Centre for Road Safety](#)

Cargo barriers

In accordance with [SESLHDPD/285 Motor Vehicle Policy](#) Section 6 Work Health & Safety; all station wagons are to be fitted with steel cargo safety barriers or barriers that comply with Standard AS/NZS 4034-2008.

Equipment transportation

All equipment being transported with a patient must be secured so it cannot move during travel or be used to harm the people in the vehicle. Purchasing and installing purpose built equipment brackets is one thing that should be considered if regularly transporting specific equipment i.e. sharps containers, medical gas cylinders, wheelchairs.

Refer to [SESLHDPD/285 Motor Vehicle Policy](#) Section 6 Work Health & Safety; regarding non-standard accessories for vehicles.

Local escort and staffing arrangements

Services/departments should establish local escorting arrangements based on current clinical policies and other specific patient needs. To ensure adequate staffing is available before undertaking transportation, where possible the following is to be addressed by local arrangements -

- Pre-planning for additional staff to be available
- Staff involved in transportation have appropriate training to the specific needs of the patient (i.e. managing difficult behaviours, use of lifting equipment)
- Vehicle availability is pre-arranged.

Placement of patients

Where possible it is advised not to seat the patient or significant other/s directly behind the driver. There are a number of factors that need to be considered in placement of patients and their significant other/s in the motor vehicle -

- Ability to access motor vehicle
- Child restraints (and airbags)
- Level of supervision and observation required
- Behavioural issues.

Assistance animals

Where possible, assistance animals will be transported with patients and where this is not possible through uses of LHD vehicles other arrangements are to be made by workers.

For transportation animals provided by Assistance Dogs Australia and Guide Dogs NSW/ACT, will have an introduction card issued by the organisation to verify that they are an assistance animal. For safety of the animal and vehicle occupants, these dogs are trained to lie down on the floor in the front passenger seat area. For more information see contact details for organisations *Other Information, Resources*.

Where an animal does not meet the specific definition (i.e. accredited, trained animal that assists a person with a disability) we will not be able to provide transportation however may be able to provide assistance with making arrangements for care of the animal. See *Other Information, Resources*.

Medical and Confidential Records

It is the responsibility of worker to ensure all records are stored and secured so that this information is not easily accessible by others being transported.

Long Distance Travel and Fatigue/Driver Management

Refer to [SESLHDPD/285 Motor Vehicle Policy](#) Section 6 Work Health & Safety.

Where the travel is scheduled to take longer than two hours, consideration must be given to how driver breaks will affect the patient and their suitability to be managed during rest breaks. Consideration must also be given to the patient's ability to handle long trips and the types of breaks them may require, i.e. is their suitable toilet facilities available for the patients needs.

4.6 Emergency strategies / Procedures

Workers must remember that their personal safety is the priority to the organisation and although we have a duty of care to our patients we must be mindful not to place ourselves in a position of harm or high risk. In cases where a life or property threatening, time critical emergency situations occurs workers must immediately dial Triple Zero (**000**) or from a mobile if there is no service/coverage One One Two (**112**) for police, fire or ambulance for assistance.

Outlined in [SESLHDHB/016 Work Health and Safety - Safety When Working Offsite Handbook](#) is a range of strategies for managing emergency situations that may occur during transportation, which includes personal threat when in parked motor vehicle, road rage incident, medical emergency and fire/smoke.

Should a patient during transportation flee from care, staff must not give chase where they place themselves in a position of harm or leave other patients unattended, they are to immediately dial Triple Zero (**000**) or from a mobile if there is no service/coverage One One Two (**112**) for police assistance.

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Where identified communication black spots are known (i.e Mobile, two way radio) alternate communication options must be put in place.

It is a requirement under [SESLHDPD/285 Motor Vehicle Policy](#) to have a first aid kit in the vehicle (paragraph 5.4.14) and this may be a useful resource in a medical related emergency.

Motor Vehicle Accidents

Refer to [SESLHDPD/285 Motor Vehicle Policy](#) Section 6 Work Health & Safety; Motor Vehicle Accidents.

4.7 Other Information, Resources

At times there may be a need to have quick access to specific information and contact numbers in the planning and management of patient transportation. Some of these are provided below in **Table 2**

Table 2 Assistance Organisations

Organisation	Services	Contact details
Patient Transport Services (PTS)	Non-critical patient transportation.	1300 233 500
Guide Dogs NSW/ACT	Provide assistance and trained dogs to people who are blind or partially sighted.	https://www.guidedogs.com.au Ph - 02 9412 9300
Assistance Dogs Australia	Provide assistance and trained dogs to people with physical disabilities	http://www.assistance-dogs.org.au Ph - 1800 688 364
Pets of older persons POOPs	Emergency temporary care for pets while older persons are in hospital etc. (Sydney Metropolitan area)	https://www.rspcansw.org.au Ph - 02 9782 4408
Transport for NSW Centre for Road Safety	Authorised Restraint Fitting Stations	http://roadsafety.transport.nsw.gov.au/cgi-bin/index.cgi?action=authrestraintfitting.form
Disability Council of NSW	Information on disability services	http://www.disabilitycouncil.nsw.gov.au Ph - 02 8879 9100
Police Assistance Line	Reporting of accidents (non-emergency)	131 444

5 EDUCATION AND TRAINING

All managers must ensure that workers involved in provision of transportation of patients, receive information, instruction and training with regards to local emergency procedures. This education and any necessary training must be incorporated into the induction process and formal performance review for new and existing staff. Training records are to be kept and maintained by the Manager [F129 - Department Training Register](#).

Regular testing of emergency procedures developed as part of the Local Business Rules should be conducted through mock emergencies at least annually.

6 DOCUMENTATION

- [District Form F129 - Department Training Register](#)
- [F004 - Other Offsite Activity Safety Checklist](#)

7 AUDIT

Implementation of local procedures will be evidenced by availability of local or departmental procedures Pre Home Risk Assessment Form SEI060.140 and [F129 - Department Training Register](#)

8 REFERENCES

External

- [Work Health and Safety Act 2011 No 10](#)
- [Work Health and Safety Regulation 2017](#)
- [Code of Practice - Managing the Work Environment and Facilities](#)

Ministry of Health

- [IB2013_024 Protecting People and Property: NSW Health Policy and Standards for Security Risk Management](#)
- [PD2016_017 Work Health and Safety Audits](#)
- [PD2005_139 Transport of People Who are Mentally Ill](#)
- [PD2006_068 Transport for Health](#)

Internal

- [SESLHDPR/212 Work Health and Safety - Risk Management Procedure](#)
- [SESLHDPR/230 Work Health and Safety - Risk Management for Staff Working Off Site Procedure](#)
- [SESLHDPR/342 Work Health and Safety - Development of Safe Work Practices Procedure](#)
- [SESLHDPD/285 Motor Vehicle Policy](#)
- [F038 - Generic Risk Assessment](#)
- [F129 - Department Training Register](#)

9. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
May 2010	DRAFT	SESLIAHS Network Safety and Injury Management Services WHS Committees
September 2010	1	Approved by Director, Workforce Development
March 2011	2	Troy Williams, WHS Officer, Area Workforce Safety & Injury Management Service. Amended to reflect change to Local Health Network.
November 2012	3	Changes for Compliance with new WHS Act and Regulations. Approved by Sharon Litchfield, Director Workforce Services
August 2017	4	Desktop Revision and Links Update - John Parkinson, WHS Consultant
October 2017	4	Updates endorsed by Executive Sponsor

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APPENDIX 1- TRANSPORT ASSESSMENT TOOL

Note - Risk assessment tool and colouring system has been developed in accordance with NSW Health Risk Management Matrix

<p>How to use : Step 1 - Identify the most serious Consideration (either from the list or from other sources) Step 2 - Use Assessment section to determine the level of seriousness for the Consideration Step 3 – Based on the seriousness you can determine the Risk Level and Safety Actions.</p>	<p>Impact on Service/ Department : Serious - Unable to put appropriate controls in place to provide service. Significant – Requires complex planning of controls to provide service Potential – Requires minimal controls to provide service</p>
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1. Considerations should include (but not limited to):

Medication and Medical Condition	Patient behaviour (level of supervision)	Other persons (such as spouse, children)	Infections
Child Protection Arrangements	Patients mobility level and Aide's required	Suitable restraints (baby capsules, booster seats.)	Cultural considerations
Service dogs and pets as therapy animals	Environmental (weather, location, access etc.)	Transportation of equipment (Aide's etc.)	Continence
Length of Trip	Driver fatigue management		

2. Assessment	Risk level	3. Safety Actions
<p>A serious safety issue exists in workers providing transportation. <i>For example the patient/client:</i> bariatric lifting equipment not available, physical aggression against an individual or persons including LHD workers, very difficult access to location, Additional other workers required for Child Protection reasons, lack of additional appropriately trained workers being available.</p>	<p>HIGH = Orange</p>	<p>Service provision is to be provided by third party. LHD workers will assist with making arrangements and provide staff assistance where possible.</p>
<p>A significant safety issue exists in workers providing transportation. <i>For example the patient/client:</i> has 4 or more significant others that have to be transported at the same time, child restraints are not available and need to be arranged/hired, assistance required from additional staff due to patient needs <i>i.e.</i> - manual handling, behaviour or mobility issues</p>	<p>MEDIUM = Yellow</p>	<p>Transport can be provided by LHD workers once additional controls are in place. I.e use of alternate vehicle or multiple vehicles, fitting of new restraints, additional staff for assistance (i.e. mobility).</p>
<p>No safety issue or potential safety issue exists in providing transportation. <i>For example the patient/client:</i> will have difficulty in accessing the normal vehicle used by the department/service, alternate vehicle used to safety transport patient and their mobility aides, child restraints required.</p>	<p>LOW = Green</p>	<p>Transport can be provided by LHD workers once minimal controls are in place. I.e use of alternate vehicle, fitting of existing restraints, pick up from alternate location.</p>

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APPENDIX 2 - EXCURSION ASSESSMENT TOOL

This tool is based on Area "Other Offsite Activity Form" and a range of Rehabilitation Therapy service documents. It is designed to help staff assess the suitability of an excursion for their patients and prepare for the safety requirements of the specific off-site activities.

Activity Date :	Location/Venue :		
Address :	Contact number :		
Staff Member completed form :	Date form completed :		
Costs :			
Current known risk level associated with providing this Visit/Service – Refer to Risk Assessment Tool	Orange <input type="checkbox"/>	Yellow <input type="checkbox"/>	Green <input type="checkbox"/>
Assessment and controls approved by manager	Managers Name		

Pre-visit assessment

• Is location easy to identify eg. a visible number, directional signage, lighting?	Y	N	N/A
• Are there any special entry or security instructions eg. Boom gates, intercoms?	Y	N	N/A
• Is free parking available and close to where you will be visiting?	Y	N	N/A
• Is there mobile phone reception in the area (check before leaving vehicle)?	Y	N	N/A
• Is vehicle parking available in a well lit area?	Y	N	N/A
• What is the closest cross street? (If Triple Zero require location information)			
• What is the closest Public Hospital Emergency Department?			
COMMENTS :			

Environmental Assessment

ACCESS AND FACILITIES	GENERAL			WHEEL CHAIR		
• Parking/Access (is close enough for patients to walk to area)? Comments/Controls:	Y	N	N/A	Y	N	N/A
• Steps (can patients negotiate number of steps)? Comments/Controls:	Y	N	N/A	Y	N	N/A
• Gradient (is area too steep for patients to walk)? Comments/Controls:	Y	N	N/A	Y	N	N/A
• Terrain (walkways sealed, unsealed)? Comments/Controls:	Y	N	N/A	Y	N	N/A
• Other Persons (Is location appropriate / too busy for the patients)? Comments/Controls:	Y	N	N/A	Y	N	N/A
• Lighting (is lighting adequate for time of day visit will occur)?	Y	N	N/A	Y	N	N/A

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Comments/Controls:						
• Toilets (availability and open when visit will occur)? Comments/Controls:	Y	N	N/A	Y	N	N/A
• Seating (adequate and appropriate for patient needs)? Comments/Controls:	Y	N	N/A	Y	N	N/A
• Eating Area (availability and open when visit will occur)? Comments/Controls:	Y	N	N/A	Y	N	N/A
• Shelter from weather (availability and open when visit will occur)? Comments/Controls:	Y	N	N/A	Y	N	N/A
Other : Comments/Controls:						

Control Plan

What controls require implementation?	Who will do it?	By when?	Date completed

Post visit

• Has Contact Person been notified that the visit is completed and safety status?	Y	N	N/A
• Have any injuries or safety issues from the visit been reported to Contact Person?	Y	N	N/A
• Do any safety risks from the visit need to be controlled before future visits to same clients/location? If YES, , you must record details BELOW	Y	N	N/A
• Has the safety assessment been updated to reflect new / current safety risks?	Y	N	N/A
Post visit safety notes (includes safety issues identified during visit) –			

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Appendix 3 - Patient Transport Vehicle Assessment

This tool has been developed to assist managers and staff in assessing vehicles suitability for specific patient's needs, along with patient and staff safety prior to conducting transportation in LHD vehicles.

The vehicle reviewed in this check is a:

- Model _____
- Make _____
- Body type – 3 Door 4 Door 5 Door

<input type="checkbox"/> Sedan	<input type="checkbox"/> Hatch	<input type="checkbox"/> Wagon	<input type="checkbox"/> Van	<input type="checkbox"/> Bus
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Date of assessment: ___/___/___

How to Complete: Fill in each section relevant to the patient and their transport needs. Where issues have been identified, mark with a cross (×) or NA if the item is not applicable.

Vehicle Access	
Is minimal bending of knees and hips required by patient to enter vehicle	
Is the angle of door when open, sufficient to allow mobility aids to be used close to vehicle	
There is enough foot space	
There is enough headroom	
There are sufficient secure handholds to assist getting in and out	
Do any raised seat edges restrict access when getting client in or out of vehicle.	
From a seated position, are door pull handle easy to reach with the door fully open.	
Is patient required to use steps to enter the vehicle (side step, fitted steps)	
Is a grab rail installed in the vehicle	
Is there an allocated space for transporting patients in their wheelchairs	
Is vehicle fitted anchor points and tie downs for securing wheelchairs in place	
Is appropriate lifting equipment available for moving patients (ie – mobility aids, wheelchairs)	
Controls and displays	
Do rear doors have child locks (if required)	
Can driver easily access the central locking controls	
Can windows be locked from the drivers position	
Storage <i>consider the range of items you may want to carry and check: -</i>	
Does the boot have sufficient space for you to store equipment or other items?	
Is cargo barrier fitted (in wagon)?	
The depth of the rear bumper/bodywork is small so you don't have to stretch to the boot.	
The lip at the bottom of the boot that you will have to lift objects over is not too high.	
The boot aperture is wide enough to load larger items.	
The boot aperture is wide enough to avoid awkward postures when loading larger items.	

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Does the boot lid or tailgate open high enough to avoid stooping or banging your head.	
The boot lid catch does not project and pose a risk of you banging your head.	
Tie down loops are provided?	
A cargo net is provided or available as an accessory?	

The summary section will help when assessing what types of patients will be suitable to use this specific vehicle. Make your notes and comments based on the issues identified with the cross (✕) mark above.

Summary - Patient Suitability	
Notes/Comments	
Maximum number of seats available in vehicle	
Number of suitable restraints available (baby capsules, booster seats.)?	
Storage area (small, medium or large items can be stored safely)	
Minimum patient mobility for this vehicle is (i.e. minimal/full assistance)	
What level of security does vehicle provide for patients behavioural needs (i.e. electric door locks, electric window locks)	

Below you can list any Controls/Plans that can be provided for patient's specific needs.
I.e. – Access to a child restraint from maternity unit.

Concerns/Issues	Controls/Plans

Department Name: _____

Managers Name: _____

Staff Consulted Name/s: _____
