


Work Health Safety: Safe Work Practice: Transport

Transporting children in vehicle

 Risks	Risk rating	Risk Controls
Injury to worker or client from lifting/ maneuvering movements	Likelihood: D Consequence: 3 Rating = H	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Staff members do not transport children unaccompanied by a parent or carer <input checked="" type="checkbox"/> Avoid an non-essential transportation of children <input checked="" type="checkbox"/> Wherever possible clients take responsibility for placing their children in car seats and ensuring that they are properly strapped in <input checked="" type="checkbox"/> Older children are encouraged to climb into car unassisted where possible <input checked="" type="checkbox"/> Where workers need to assist children into seats, parents /carers are asked to check that child is properly restrained <input checked="" type="checkbox"/> Leave car seats in vehicle, where possible, to avoid unnecessary transitioning of car seats <input checked="" type="checkbox"/> Only competent and capable staff to fix child seats into vehicles; and assist children into or out of a vehicle <input checked="" type="checkbox"/> Staff members use a semi-squat position to maintain natural curves of the spine when lifting <input checked="" type="checkbox"/> Where possible sit or kneel on seat next to the child restraint when fixing restraint to car, or doing up child restraints. Avoid twisting movements wherever possible. <input checked="" type="checkbox"/> Reassess situation if it is too difficult to get car seats / children in and out of car.
Injury to client or others by passing vehicle	Likelihood: E Consequence: 1 Rating = H	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Park vehicle on side of road that clients needs to access (eliminating the need for them to cross road) <input checked="" type="checkbox"/> Ensure adequate supervision of additional children while client assisting child into vehicle <input checked="" type="checkbox"/> Ensure that bags, parcels etc are safely stowed in car boot.

Equipment required:

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Motor vehicle Approved baby car seats Approved child restraints	Child restraint owned by client.

Activity	Worker behaviour	Client/other's behaviour
1. Prepare	a. Check with client that the outing is going ahead. b. Ensure that appropriate child restraints are available for each child, depending on the size/ age of children c. Ensure that child car restraints are fitted correctly using manufacturer's	a. Possible cancellation of appointment or change in number of people being transported

Activity	Worker behaviour	Client/other's behaviour
	instructions. Alternatively installation can be checked by an approved child restraint installer.	
2. Support / Assistance at car	<ul style="list-style-type: none"> a. Park in a safe easily accessible place b. Where possible park car close to curb for easier access c. Make sure front passenger seat is moved forward as far as possible to maximise room in the back seat for access d. Use semi squat position if needing to assist children in or out of car e. Give clear and simple instructions to the client re checking that children's restraints are fixed securely f. Ensure that other children are supervised near the road g. Ensure that bags, parcels etc are stored in a safe place h. Engage child safety lock, if required 	<ul style="list-style-type: none"> a. Other children may distract client from the task b. Other children unsafe near the road while parental attention is distracted c. Bags, parcels left lying around may be hazardous
4. Follow-up	<ul style="list-style-type: none"> a. Document any incident and report it to your Coordinator immediately 	

As at 27/09/16 this Safe Work Practice is authorised for use in:

Service	Position
AOD & Family Services	AOD Counsellors, Family Workers, Parenting Support Workers
Community Transport	Driver
Support Coordination	Case Manager and Coordinator

Date for review of safe work practice: September 2019 *(or if injury or changes require)*

COMPETENCY ASSESSMENT

Transporting children in vehicle

Employee _____

Assessor _____

Date _____

Desired Outcome:

For staff to support /assist clients to get children in and/or out of a car without causing injury to self or client

Performance Criteria	Competence demonstrated	Comment
1. Prepare		
a. Assess that the outing is to go ahead and check the number of people to be transported.		
b. Ensure that suitable child restraints are available for each child		
2. Assist client at a car		
a. Park vehicle in position where it is safe for client and children to enter		
b. Park car close to curb for easier access.		
c. Make sure front passenger seat is moved forward as far as possible to maximise room in the back seat for access		
d. Ensure that child car seats are fitted correctly		
e. Advise client to : -use semi-squat position when lifting smaller children into car -to sit or kneel on car seat next to the child restraint (where possible) to secure restraints -avoid twisting torso whenever possible (Staff members follow same directives)		
f. Give clear and simple instructions to the client re checking that children are safely restrained		
4. Follow-up		
a. Document any incident and report it to your Coordinator immediately		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee Date.....

Signature of assessor Date.....