


Work Health And Safety: Safe Work Practice: Transport

Transporting client with oxygen equipment

|  Risks | Risk Level | Risk Controls |
|--|--|--|
| Manual handling injury to staff or volunteer from over reaching or incorrect lifting of oxygen equipment | Likelihood D Consequence 2 Rating = HIGH | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Only staff competent allowed to assist client with oxygen equipment <input checked="" type="checkbox"/> Allow plenty of time, don't be rushed <input checked="" type="checkbox"/> Staff use a semi-squat or kneel position to maintain natural curves of the spine when lifting/securing equipment <input checked="" type="checkbox"/> Wheel oxygen equipment as close to vehicle as possible before handling |
| Injury from ignition/explosion of oxygen | Likelihood E Consequence 3 Rating = MODERATE | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Client/carer to ensure oxygen equipment is regularly maintained <input checked="" type="checkbox"/> Driver to ask whether regulator and equipment are well maintained <input checked="" type="checkbox"/> Driver to visually inspect equipment <input checked="" type="checkbox"/> Check compliance tag on oxygen equipment regulator <input checked="" type="checkbox"/> Ensure area around client is flame-free <input checked="" type="checkbox"/> Store equipment away from car doors (in case of impact) |
| Driver/passenger injured from loose oxygen equipment especially if vehicle stops suddenly | Likelihood E Consequence 3 Rating = MODERATE | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure oxygen equipment is secured appropriately – do not transport client if oxygen equipment cannot be secured <input checked="" type="checkbox"/> Equipment to be secured with metal clips or using a vehicle seat belt <input checked="" type="checkbox"/> Trolley to be restrained with tie downs, where applicable <input checked="" type="checkbox"/> Driver to indicate designated seating near where oxygen equipment is secured |
| Emotional distress to client from oxygen equipment handled inappropriately | Likelihood E Consequence 4 Rating = LOW | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Driver to provide extra reassurance/explanation to clients who have never previously used the service whilst using oxygen <input checked="" type="checkbox"/> Only competent staff to transport client using oxygen <input checked="" type="checkbox"/> Driver to explain each step of the procedure before/as it happens |

Equipment required:

| <i>Mercy Services equipment</i> | <i>Others equipment</i> |
|---|---|
| Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support and alcohol wipes. Personal Protective Equipment required: Rubber gloves | Oxygen equipment, Trolley/carry case |

| Activity | Worker behaviour | Client/other's behaviour |
|--------------------------------|--|---|
| 1. Preparation | <ul style="list-style-type: none"> a. Check with Coordinator or office that client is aware of oxygen equipment procedure b. If using a bus, check vehicle allocated has oxygen equipment holder c. Be aware of specific seating for client in different vehicles d. Ask client/carer if oxygen equipment is in good repair | <ul style="list-style-type: none"> a. Client/carer to ensure oxygen equipment is in good repair, e.g., ensure compliance tag is visible. b. Client to follow driver's instructions |
| 2. Load oxygen equipment | <ul style="list-style-type: none"> a. Explain to client each step before/as you complete these b. Ask client if they need help to wheel/carry oxygen equipment to vehicle c. Tell/show client their designated seating before client enters vehicle d. Ask client if they need help moving the equipment into vehicle – and assist as appropriate e. Ensure client is comfortably seated with seatbelt coupled before securing oxygen equipment f. Place oxygen equipment on the floor behind the client's seat or another location where it will not become a projectile in the event of a sudden stop g. Confirm with client that oxygen flow is continuing and they are comfortable h. Explain to the client that they should wave or ask for assistance if they need assistance during transit | <ul style="list-style-type: none"> a. If client does not require help to wheel/carry oxygen equipment to vehicle, driver to follow client to vehicle. b. Client to follow driver's instructions |
| 3. Transport client and oxygen | <ul style="list-style-type: none"> a. Ensure appropriate ventilation of vehicle b. Regularly check that client and oxygen equipment are travelling well | <ul style="list-style-type: none"> a. Client to communicate if they need assistance b. Client to follow drivers instructions |
| 4. Assist client from vehicle | <ul style="list-style-type: none"> a. Explain to client each step before/as completing these b. Reverse procedure ensuring client understands each step. | <ul style="list-style-type: none"> a. Client to follow drivers instructions |
| 5. Follow-up | <ul style="list-style-type: none"> a. Document any incident and report it to Coordinator immediately – if applicable b. Document any variances in procedure that may have been used and report it to Coordinator immediately. | |

As at 25/08/16 this Safe Work Practice is authorised for use in:

| <i>Service</i> | <i>Position</i> |
|----------------------|--------------------------|
| Community Transport | Driver |
| Home Care Packages | Community Care Assistant |
| Home Care Packages | Coordinator |
| Home Support Program | Coordinator |

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

COMPETENCY ASSESSMENT***Transporting client with oxygen equipment***

Employee _____

Assessor _____

Date _____

Desired Outcome:

To ensure drivers are able to safely transport clients with an oxygen equipment

Knowledge required:

| Performance Criteria | Competence demonstrated | Comment |
|--|-------------------------|---------|
| 1. Preparation | | |
| a. Checks with Coordinator or office that client is aware of oxygen equipment procedure | | |
| b. If using a bus, checks vehicle allocated has oxygen equipment holder | | |
| c. Is aware of specific seating for client in different vehicles | | |
| d. Asks client/carer if oxygen equipment is in good repair | | |
| 2. Loads oxygen equipment | | |
| a. Explains to client each step before/as completing these | | |
| b. Asks client if they need help to wheel/carry oxygen equipment to vehicle | | |
| c. Tells/shows client their designated seating before client enters vehicle | | |
| d. Asks client if they need help moving the equipment into vehicle – and assists as appropriate | | |
| e. Ensures client is comfortably seated with seatbelt coupled before securing oxygen equipment | | |
| f. Places oxygen equipment on the floor behind the client's seat or another location where it will not become a projectile in the event of a sudden stop | | |
| g. Confirms with client that oxygen flow is continuing and they are comfortable | | |
| h. Explains to the client that they should wave or ask for assistance if they need assistance during transit | | |

| Performance Criteria | Competence demonstrated | Comment |
|--|-------------------------|---------|
| | | |
| 3. Transport client and oxygen | | |
| a. Ensures appropriate ventilation of vehicle | | |
| b. Regularly checks that client and oxygen equipment are travelling well | | |
| 4. Assist client from vehicle | | |
| a. Explains to client each step before/as completing these | | |
| b. Reverses procedure ensuring client understands each step. | | |
| 5. Follow-up | | |
| a. Documents any incident and reports it to Coordinator – if applicable | | |
| b. Document any variances in procedure that may have been used and report it to 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.....