

# STORAGE, HANDLING AND TRANSPORTATION OF MEDICAL GAS CYLINDERS PROCEDURE<sup>®</sup>

## DOCUMENT SUMMARY/KEY POINTS

- Details the safe storage, handling and transportation of medical gas cylinders.
- Identifies manager and employee responsibilities regarding the transportation of compressed gas cylinders.
- Used or nominally empty cylinders shall be afforded the same precautions as full cylinders.

### Related Information

- **Work Health Safety Risk Management Procedure:**  
<http://chw.schn.health.nsw.gov.au/o/documents/policies/procedures/2007-8037.pdf>
- **Safe Work Practice Transportation of Medical Gas Cylinders:**  
[http://chw.schn.health.nsw.gov.au/ou/ohs/resources/safe\\_work\\_practices/transportation\\_of\\_oxygen\\_cylinders\\_for\\_beds.doc](http://chw.schn.health.nsw.gov.au/ou/ohs/resources/safe_work_practices/transportation_of_oxygen_cylinders_for_beds.doc)

<b>Approved by:</b>	SCHN Policy, Procedure & Guideline Committee	Original endorsed by SCHN HCQC
<b>Date Effective:</b>	1 <sup>st</sup> September 2016	<b>Review Period:</b> 3 years
<b>Team Leader:</b>	WHS Manager	<b>Area/Dept:</b> Work Health Safety

## CHANGE SUMMARY

- N/A – new document.

## READ ACKNOWLEDGEMENT

- Discretionary – [local manager to determine which staff, if any, are to read and acknowledge the document or acknowledge the document only.]

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## Introduction

- This document will assist staff and managers to ensure correct storage, handling and transportation of medical gas cylinders.
- The Work Health and Safety Act (2011) impose obligations on workers and person conducting a business or undertaking (The Employer) to identify foreseeable work health and safety hazards in the workplace. This procedure will assist in meeting these obligations.

## Responsibilities

### Managers/Supervisors

- Ensure compliance with the requirements of this procedure.
- Consult with workers and WHS Committee or Health and Safety Representatives in the identification, assessment and control of risks associated with the storage, storage and transportation of medical gas cylinders.
- Ensure workers receive appropriate training and education if required.
- Supervise workers to ensure compliance with this procedure.

### Employees

- A worker has a duty to take reasonable care for their own health and safety while at work and also to take reasonable care so that their conduct does not adversely affect the health and safety of other persons at the workplace.
- Report WHS hazards/risks in the workplace.
- Comply with WHS instructions, procedures and safe work practices.
- Attend training as required for the management of WHS hazards/risks in the workplace.
- Participate, as required, in the consultative process when workplace safety is being addressed.
- Cooperate with managers in the interests of health and safety.

## Storage

- All medical gases cylinders, including empty cylinders, must be protected from being knocked over or falling.
- Never leave medical gases cylinders unrestrained.
- Keep all medical gas cylinders in secured holders or storage rack to protect against impact damage.
- If the medical gases cylinder is stored with the regulator connected to the cylinder, the valve and regulator must be turned off.

- Medical gases cylinders storage area shall be separated by a wall from other areas in the clinical area.
- Medical gases cylinders storage must be separated from other minor stores of gases or other dangerous goods stores by a minimum distance of 5 meters.
- Medical gases cylinders must be kept away from oils and grease.
- Ignition sources shall not be located in a store containing flammable gases.
- Rotate cylinders in storage to ensure that they are not stored for excessive periods.
- Full medical gases cylinders must be stored separately from empty and in use medical gas cylinders.
- Cleaning Services Department must be contacted if there are an excess of cylinders for the number of storage racks or holders available.

## Handling and Transportation

- Do not lift medical gases cylinders by their caps or regulator.
- Do not handle medical gases cylinders with oily hands.
- Medical gases cylinders must not be dropped or rolled.
- Medical gases cylinders and their fittings must be checked regularly for leaks.
- A suitable trolley or lifting device shall be used for moving cylinders.
- Medical gas cylinders should be securely restrained during transportation and positioned so that the valve and the regulator is protected from being knocked or damaged.

## References

1. Work Health and Safety Act 2011
2. AS4332:2004 The Storage and Handling of Gases in Cylinders

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