

BICYCLE FLEET - CHW

PROCEDURE[®]

DOCUMENT SUMMARY/KEY POINTS

This document outlines the procedure to be followed by SCHN staff who wish to take advantage of the CHW bike fleet including:

- Roles and responsibilities for use of the bicycle fleet
- Information on training and services available to staff to maintain bicycle safety and improve cycling skills

Providing a safe and supportive cycling environment for SCHN staff aligns with the following plans and strategies:

- [SCHN's Sustainability Plan 2017 – 2022](#)
- [NSW Healthy Eating Active Living Strategy](#): Preventing overweight and obesity in New South Wales 2013-2018
- [Workforce Strategic Plan 2015-2020](#)– Ensure a safe workplace, good culture and healthy people
- [PD2018_013 – Work Health and Safety: Better Practice Procedures](#)

CHANGE SUMMARY

- Not applicable – new procedure

READ ACKNOWLEDGEMENT

- Read Acknowledge Only – all SCHN staff registering to use the CHW Bike Fleet

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st January 2019	Review Period: 3 years
Team Leader:	Sustainability Officer	Area/Dept: Executive

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Policy Statement

This policy aligns with [SCHN's Sustainability Plan 2017 – 2022](#), objective 2.3 “Minimise the environmental impact associated with staff, visitor and patient travel” and also supports the [NSW Healthy Eating Active Living Strategy](#): Preventing overweight and obesity in New South Wales 2013-2018 which aims to encourage and support its staff to make healthy lifestyle changes at a personal level, and create an environment that supports healthier living through better planning, built environments and transport solutions.

SCHN has a commitment to achieve and maintain the best possible standard of health, safety and wellbeing for its staff.

Procedure

Purpose

This procedure intends to:

- provide a framework for action to provide a safe and supportive cycling environment for SCHN staff
- clarify roles and responsibilities for use of the bicycle fleet

Operation of Bicycle Fleet

How do I register for the bicycle fleet?

Complete the following forms on the SCHN intranet:

- <http://intranet.schn.health.nsw.gov.au/sustainable-hospitals/book-bike-chw>
- Bicycle Fleet Registration form
- Physical Demands Checklist for riding a bicycle form
- Pre-cycling Health Check form

How do I book a bicycle?

Complete the booking form on the intranet:

- <http://intranet.schn.health.nsw.gov.au/sustainable-hospitals/book-bike-chw>
- You can book a bike for up to two weeks at a time.

How do I collect my bicycle?

- i. Go to Transport on level 1 (open 7am-4pm) to pick up the bike fleet ID security pass, bike accessories and the combination code for the bike lock.
- ii. Bicycles are located in the CHW Bicycle Facility located on level 1 P17 carpark. Use the bike fleet ID security pass to gain entry to the bike cage.

Do I supply my own helmet?

Ideally yes, as this ensures the correct size and fit for the individual. Your helmet should be in good condition, no more than 3 years old and meet the Trade Practices Consumer Product Safety Standard - Bicycle Helmets Regulations 2001. The Transport Department also has a limited number of helmets for shared use. All staff must wear a helmet when cycling.

What are the hours of operation of the Transport Department?

7am – 4pm Monday to Friday

What accessories come with the bicycles?

- Bicycle lock
- Pump
- Pannier bags which can hold your water bottle, diary and other belongings
- Cycling computer (speed & odometer)

Do I need to secure the bicycle?

Always secure the bicycle if you are leaving it unattended. The bicycle should be secured with the lock provided.

Lock the bike frame to a bike rack or other immovable object (for example a pole), including the back wheel.

What do I do when returning the bicycle?

Return and lock the bike in the CHW Bicycle Facility located on level 1 P17 carpark.

Return bike accessories to Transport. Any delays experienced in returning the bike by the due date, please contact Transport.

What do I do in the event of an incident/accident?

Seek medical attention and support – from your own doctor and/or Westmead ED

Report the accident to your Supervisor or Manager as soon as practicable &/or within 24 hours;

Complete a Staff incident report on IIMS (Safety at Kids application);

Report to police as appropriate and in accordance with the Motor Vehicle policy.

Am I insured in the event of an accident?

All SCHN staff are covered in the event of an incident whilst travelling for work related purposes, **this does not include travel to and from work, or travel during breaks.** Should you require workers compensation then please follow the [Injury Management process](#) on the Intranet.

It is strongly recommended that staff and students who are commuting by bicycle to and from work or riding for recreation take out insurance:

- Personal Accident Insurance for incidents that happen to you while riding

- Public Liability and Third Party Property Insurance should you accidentally hurt another person or damage their property

Refer to the [cycling to CHW intranet page](#) for more information.

What if I notice a problem with the bike?

Report the issue by email to [Transport](mailto:Transport@health.nsw.gov.au), SCHN-CHW-Transport@health.nsw.gov.au, including details of maintenance issues to ensure that the concern is addressed and the bikes remain in safe working order.

In the event of theft or vandalism, contact:

- Security and lodge an incident report.
- Transport to advise of theft/vandalism
- CHWBUG (SCHN-CHW-BicycleUserGroup@health.nsw.gov.au)

For more information relating to cycling to CHW, refer to the [cycling to CHW intranet page](#).

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