

<b>Procedure Title</b>	Transporting of Clients on Oxygen
<b>Procedure Category</b>	Operational
<b>Number &amp; Version</b>	SVC-MSO-PO-102-01
<b>Procedure Owner</b>	Community Services
<b>Approval by</b>	CEO
<b>Effective date</b>	
<b>Date for review</b>	September 2021

## 1. STRATEGIC PURPOSE

Snowy Valleys Council is committed to ensuring the health and safety of its clients and work participants.

## 2. POLICY STATEMENT

To ensure that Snowy Valleys Council (Council) Community Transport Services provide safe transport for clients who are in need of oxygen.

## 3. DEFINITIONS

<b>Community Transport Services:</b>	A low-cost, accessible service for those in the community who may otherwise not be able to access the community.
<b>Commonwealth Home Support Program (CHSP):</b>	A joint initiative of the State and Commonwealth Governments aimed at preventing premature or inappropriate admission to residential care facilities.

## 4. CONTENT

Council will ensure that all drivers of Community Transport are aware of the conditions when transporting clients who use oxygen cylinder bottles. This is for the safety of all people travelling in our vehicles. For safety reasons, if it is felt the passenger and driver will not be safe because of the securing of the bottle, then transport will be refused.

#### 4.1 Responsibilities:

*Clients are responsible for:*

- Provision of a small oxygen bottle and all related equipment.
- If possible, to provide a small oxygenator for travel purposes.
- If possible, disconnection of oxygen whilst vehicle is moving.

*Drivers are responsible for:*

- Ensuring all bottles are securely fastened in the rear of the car, or the boot, if not in use during travel, or with the seat belt if in use.
- No large bottles of oxygen are transported in our vehicles. No bottle larger than a small fire extinguisher will be allowed in the vehicles.
- Making sure the oxygen bottle sign is displayed in the vehicle window.

#### 4.2 Training

Training will be given to all drivers to make sure they are aware of the size of bottles allowed and how they are to be secured in each vehicle.

### 5. ASSOCIATED LEGISLATION

Work, Health and Safety Act (2011)

### 6. ASSOCIATED COUNCIL DOCUMENTS

Nil

### 7. HISTORY

Date	Action	Name	Policy Number	Resolution Date	Resolution Number
	Superseded	Transporting Clients on Oxygen	TSC-MSO-PO-017-0 (Former Tumbarumba Shire Policy)		