

CAR PARK MANAGEMENT PLAN (FLEET VEHICLES) - GOSFORD HOSPITAL

3. Capacity of Car park (including post works)
 - a. The current capacity of the car park is 86 vehicles.
 - b. The capacity after the planned works is estimated to be 120 (Appendix 1)
4. Traffic flow in car park
 - a. Traffic enters from the southern boundary and moves in a clockwise direction until exiting through a security boom gate also located on the southern boundary.
 - b. The amended plan will have the same traffic flow but with improved layout.
5. Use of facility
 - a. Current usage is for 80 fleet vehicles and 6 spaces for Area Executives fleet vehicles.
 - b. Expected usage will be 120 fleet vehicles including spaces for Area Executives. This is an increase of 34 vehicles in line with the additional staff employed at the Central Coast Regional Cancer Centre (staff specialists, APAC and Allied Health staff).

Identified Problem

The fleet car park currently operates with a gradient greater than the Australian Standards which is listed below:

2.4.6.1 The maximum gradients within a parking module including a motorcycle parking area shall be as follows:

- (a) Measured parallel to the angle of parking—1 in 20 (5%).*
- (b) Measured in any other direction—1 in 16 (6.25%).*

The work package planned for the fleet car park does not include altering the gradient, only increasing the capacity of the car park to accommodate the needs generated from the additional staff employed through CCRCC.

To achieve compliance with current standards, extensive retaining walls need to be constructed to terrace the site; this is cost prohibitive and not in-line with proposed future expansion plans.

There are no other available locations that would be suitable for fleet services as per policy.

PD2007_029 Motor Vehicles – Use of within NSW

7.2 Security of Vehicles – (Garaging and Safety)

The following applies to NSW Health vehicles being utilised for business purposes (pool cars and business/private mix):

- *During official use, vehicles shall be parked at a location convenient to the needs of NSW Health.*

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Fleet Car Park Operational Management Plan – Risk Assessment (Appendix 2)

- a) Potential adverse impacts of the use of the facility
 - a. Car movement if un-secured
 - b. Difficult for staff to open & close car doors on angle
 - c. Not able to increase the capacity
 - d. Difficulty for immobile staff to safely access fleet cars

- b) Strategies and actions to appropriately minimise potential adverse impacts
 - a.
 - i. Redesign the parking area (map attached) which by its design will contain the unplanned movement of vehicles due to the increased car allotments and the re-alignment of the parking bays (less angle impediment).
 - ii. All fleet vehicles will be checked to ensure all have mechanism where the driver will not be able to remove the key unless the car is engaged in the Park mode. Even without the handbrake, the Park mode will brake the vehicle from any movement.
 - iii. Instruction to users of fleet vehicles by notices and verbal instruction to ensure that the handbrake is engaged.
 - iv. Flooding is minimised due to the large drains in Hospital Road and the raised curbs at the entrance.
 - b. Realigned parking spaces will reduce the angle of the vehicle minimise the difficulty in opening doors
 - c. The new layout will have increased capacity to accommodate the additional vehicles.
 - d. Fleet service or security escort immobile staff to, and from car

- c) Security plan
 - a. Boom gate swipe card access only
 - b. Area is fully fenced with 3 metre fencing
 - c. Area is visible both day and night
 - d. Area is secured at end of day with regular inspections by fleet staff during the day
 - e. Adequate lighting at night
 - f. Security patrols during the evening
 - g. Staff escorts to cars if required
 - h. Incorporated into the overall *Gosford Hospital Security Policy PO 2009_011*

- d) Emergency response procedure (Appendix 3)

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Appendix 2 – Risk Assessment

Identification						Analysis			Risk Rating 1			Treatment
Risk ID	Date Raised	Risk Name	Risk Type	Status	Risk Owner	Cause(s)	Effect / Consequence	Existing Controls	C	L	Risk Rating	List further Tasks required to Reduce Risk to acceptable criteria
1		Car Movement if un-secured	Operations & OH&S	Open	Manager Fleet services	The existing layout has the vehicles pointing down the slope.	The vehicle could move due to not engaging the brake	Car safety features preventing keys being removed if brake is not engaged.				1. Redesign the parking area (map attached) which by its design will contain the unplanned movement of vehicles due to the increased car allotments and the re-alignment of the parking bays (less angle impediment). 2. All fleet vehicles will be checked to ensure all have mechanism where the driver will not be able to remove the key unless the car is engaged in the Park mode. Even without the handbrake, the Park mode will brake the vehicle from any movement. 3. Instruction to users of fleet vehicles by notices and verbal instruction to ensure that the handbrake is engaged. 4. Flooding is minimized due to the large drains in Hospital Road and the raised curbs at the entrance.
2		Difficult for staff to open & close car doors on parked angle	Operations & OH&S	Open	OH&S core consulting group		The doors can possibly close on the driver / passenger due to the alignment of the vehicle.	Nil - due to the current layout of the site.				Realigned parking spaces will reduce the angle of the vehicle minimize the difficulty in opening doors
3		Not able to increase the capacity with the existing layout	Operations	Open	Manager Fleet services		Fleet vehicles will not have enough parking - will have to park in the multistorey car park	Nil - additional parking is not available.				The new layout will have increased capacity to accommodate the additional vehicles.
4		Difficult access for immobile staff to safely access fleet cars	Operations & OH&S	Open	OH&S core consulting group	Slope of carpark can make it difficult for limited mobility staff to safely enter and exit car	Physical and emotional trauma to affected staff member	Fleet service or security escort immobile staff to, and from car				The new layout will improve access for staff by reducing the effective slope of parked car.

CONSEQUENCE RATINGS					
	S1	S2	S3	S4	S5
L1	A	D	J	P	S
L2	B	E	K	Q	T
L3	C	H	M	R	V
L4	F	I	N	U	X
L5	G	L	O	Y	Y

S1 L1 1- Extreme Further Tasks required to Reduce Risk
 S2 L2 2 - High Free Format
 S3 L3 3 - Medium
 S4 L4 4 - Low
 S5 L5 -

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Appendix 3 - Emergency Response Procedure flow charts



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