

Procedure



Health
Northern Sydney
Local Health District

CYCLING PROCEDURE - NSLHD

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| Document Number | PR2016_035 |
| Publication Date | 28 September 2016 |
| Intranet location/s | Support – Population / Public Health / Planning & Performance – Health Promotion; Corporate – Travel |
| Summary | A procedure to promote safe and supportive conditions and practices for NSLHD staff who cycle to/from and during work |
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| Sector/Service | NSLHD |
| Audience | All staff |
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| Previous Reference No. | PO2012_001 Cycling Policy - NSLHD, PO2010_002 |
| Related Policy/s | PD2008_042 - Healthy Workforce: Policy on Improving Health of Public Service Employees NSLHD OH&S Policies and Procedures |
| Key Words | cycling, active transport, bike fleet, bicycle fleet, incidental physical activity, risk management |
| Status | Active |

Title: Cycling Procedure - NSLHD

1. Scope of Practice

- All NSLHD staff wishing to cycle to/from work and during work.
- All other people, including workers and visitors, who wish to cycle to/from NSLHD premises.

2. Expected Outcome

It is expected that this procedure will contribute to:

- a safe and supportive cycling environment for staff and other people working in or visiting NSLHD premises; and
- the promotion of cycling as a form of active transport among staff and other people working in or visiting its premises.

These outcomes are aligned with the targets of the NSW Healthy Eating Active Living Strategy: Preventing overweight and obesity in New South Wales 2013-2018 which aims to encourage and support the community 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. One of the seven targets of the strategy is to 'more than double the mode share of bicycle trips made in the Greater Sydney region, at a local and district level by 2016'

The NSLHD Cycling procedure is also directly aligned with EQulP standard 2.4.1 and the NSW Health Healthy Workforce Policy (2008) which states that the Health Service should set an example to other employers by enabling staff to live a healthy and active lifestyle.

3. Definitions

Active transport: relates to physical activity undertaken as a means of transport. This includes walking, cycling and the use of public transport (which often involves some walking or cycling to pick-up and from drop-off points). Active transport is recognised as an essential element of sustainable transport systems in the world's most liveable cities (Healthy Urban Development Checklist, NSW Department of Health 2009).

Bicycle Fleet: Bicycles that are acquired by an organisation for the use of staff generally, or for specific staff members for work-related travel.

Incidental Physical Activity: includes the forms of physical activity in which people take part as they go about their day to day lives, generally using large skeletal muscle groups, for example, using stairs and domestic tasks (Kent, Thompson and Jalaludin, 2011).

4. Procedure

4.1 Policy Statement/Rationale

The Cycling procedure intends to:

- provide a framework for action to provide a safe and supportive cycling environment for staff and other people working in or visiting the hospital premises; and
- clarify roles and responsibilities to assist in a coordinated effort and a consistent approach across NSLHD.

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4.2 Requirements

- Safe and secure bicycle parking
- Convenient end-of trip facilities for staff including showers, lockers and change rooms

4.3 Actions

- Northern Sydney Local Health District (NSLHD) has a commitment to achieve and maintain the best possible standard of health, safety and welfare for all staff, patients and visitors, and other people working in or visiting its premises.
- NSLHD is committed to:
 - providing a safe and supportive cycling environment for staff and other people working in or visiting the hospital premises; and
 - promoting cycling as a form of active transport among staff and other people working in or visiting its premises.
- NSLHD Health Promotion will work with relevant stakeholders to:
 - provide safe and secure bicycle parking that is in reasonable proximity to major entry points of facilities;
 - provide end-of-trip facilities with showers, lockers and change rooms
 - advocate for the improvement of environmental conditions for cycling such as the provision of dedicated on-road and off-road cycle paths;
 - make available information on local services offering training and services available to staff to maintain bicycle safety and improve cycling skills.
 - Monitor usage of bicycle parking facilities
 - Provide opportunities that encourage staff to increase cycling
- Managers are encouraged to inform staff of of bicycle parking and end-of-trip facilities at NSLHD sites.
- The NSLHD Cycling Procedure will work to address the obligations set out by the Government Resource Efficiency Policy (GREP) which aims to reduce the operating costs of NSW Government agencies and ensure that they provide leadership in resource productivity. The Cycling Procedure supports the use of bicycles in place of motorised vehicles and hence be included as a strategy to incorporate resource-efficiency across the organisation and also focus on working towards the challenge posed by the rising cost of clean air management.

5. References

1. NSW Healthy Eating and Active Living Strategy: Preventing overweight and obesity in New South Wales 2013-2018.
<http://www.health.nsw.gov.au/health/Publications/nsw-healthy-eating-strategy.pdf>
2. Healthy Urban Development Checklist: A guide for health services when commenting on development policies, plans and proposals, NSW Department of Health 2009, pp149
3. Kent J; Thompson SM and Jalaludin B (2011) Healthy Built Environments: a review of the literature, Sydney: Healthy Built Environments Program, City Futures Research Centre, UNSW. ISBN: 978-0-7334-3046-6

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4. Department of Health, NSW 2008. Healthy Workforce: Policy on Improving the Health and Well-Being of Public Sector Employees
http://www.health.nsw.gov.au/policies/pd/2008/pdf/PD2008_042.pdf
5. EQulP Standard 2.4: *The organisation promotes the health of the population.*
Criterion 2.4.1: Better health and wellbeing for consumers / patients, staff and the broader community are promoted by the organisation.
6. NSLHD Bicycle Fleet Procedures 2016. Health Promotion, Northern Sydney Local Health District
<http://intranet.nslhd.health.nsw.gov.au/ClinicalNet/healthprom/programs/Documents/GoActive/BikeFleetProceduresManual.pdf>

6. Risk of Procedure Non Compliance (list risks)

Failure to provide a safe and supportive cycling environment may result in:

- reduced cycling
- greater on-site traffic and parking problems,
- increased likelihood of cycling-related accidents
- increased incidence of chronic health problems related to insufficient physical activity
- reduced staff satisfaction
- a less favourable public image of NSLHD.

NSLHD Health Promotion will use a risk management framework to:

- plan and implement procedures and provisions to ensure safe cycling conditions and practices and
- monitor, evaluate and control risks associated with:
 - Cycling for work including the journey to work for employees
 - Operating a bicycle pool for employees
 - Conducting of, or referral to, cycling proficiency training

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