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| Occupational Health and Safety plans |
| Non emergency patient transport |
| OFFICIAL |

# Reference

Non-Emergency Patient Transport Regulations 2016 Division 2A

# Introduction

Occupational Health and Safety (OH&S) plans are important to allow organisations to improve safety performance and to comply with relevant OH&S legislation and safety standards. By complying with relevant legislation and standards an environment is created which protects people by eliminating or better managing health and safety risks.

# Developing an OH&S plan

Amendments to the Non-Emergency Patient Transport Regulations 2016 (the regulations) specify that every licence holder of Non-Emergency Patient Transport (NEPT) is required to develop, maintain, and comply with an OH&S plan

* This plan must be accredited by an external accreditation agency for certification.
* This certification must be supplied to the Department of Health (The department) when applying for a licence.

## Specific content of the OH&S plan

All OH&S plans must include specific provisions:

* Maintenance of a hazard register
* Incident reporting and management
* Risk evaluation
* Staff safety when manually handling patients
* Recording of incidents and resulting actions
* Copies of current safety data sheets required to be kept under the Occupational Health and Safety Regulations (2017) in relation to hazardous chemicals used in NEPT

# Compliance and Audit

* All NEPT licence holders must maintain and comply with their accredited OH&S plan
* If at any time, a licence holder’s OH&S plan is audited by an accreditation body, the audit report must be supplied to the department within 14 days of receiving the report
* If an audit report identifies a high probability of harm or injury to a patient or staff member the department must be notified within 24 hours of receiving the report
* If the accreditation of the OH&S plan is revoked, suspended or expired, then a licence holder must not operate the NEPT service and immediately report this to the department.

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