

## STANDARD

To ensure patients / clients of Bay of Plenty District Health Board (BOPDHB) have the best possible access to health and disability services, while ensuring safety and meeting the operational needs of staff and emergency services.

## STANDARDS TO BE MET

1. BOPDHB does not guarantee the availability of parking for any user group. BOPDHB does not take any responsibility for damage / theft incurred to any vehicles parked.

### 2. Roles and Responsibilities

2.1 **GM Property Services, in consultation with the Chief Operating Officer (COO)** is responsible for:

- a) Setting policy for vehicle control and space allocation within BOPDHB properties.
- b) Establishing and implementing the parking guidelines for individual sites.
- c) Liaising with, and providing advice and direction to, user groups.
- d) Overall management of enforcement activity but will work in conjunction with the Business Leader, Hospital Support Services and Duty Managers.

2.2 **Departmental Managers** are responsible for:

- a) Ensuring staff are familiar with BOPDHB's Parking policy.
- b) Complying with BOPDHB's Parking policy.

2.3 **Property Services Facilities Manager, Buildings & Grounds** is responsible for:

- a) Assisting with parking compliance.
- b) Ensuring emergency vehicle access is kept clear.
- c) Monitoring that allocated disability parking is being used by those certified to do so.

2.4 **All Staff of BOPDHB** are responsible for reporting inconsiderate or inappropriate parking to Security.

### 3. Emergency Vehicles

3.1 Parking will be allocated and clearly marked for the access and parking of emergency vehicles.

3.2 Access and parking for emergency vehicles will be kept clear at all times.

### 4. Enforcement Action

#### 4.1 Authority to take Enforcement Action

- a) All restricted parking areas are to be clearly sign-posted as such.
- b) Signage must be present advising those parking in that area that if they lack authorisation they risk enforcement action, i.e. the car will be removed by a towing company.
- c) The decision to take enforcement action will be made by the Facilities Manager Buildings & Grounds. This may include towing of the vehicle at the owners expense.

#### 4.2 Blocking Emergency Access

Where a vehicle is blocking access for emergency vehicles the offending vehicle may be towed immediately.

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## 5. Allocated Parking

*Availability of spaces in allocated areas is not guaranteed.*

### 5.1 Staff Attending in Emergencies

- a) Provisions will be made for dedicated parking areas for staff attending in emergencies.
- b) These areas will be clearly marked and strictly policed.
- c) Where staff are parked in allocated emergency parking and it is ascertained that they are not attending an emergency their vehicle may be towed.

### 5.2 Disability Parking

BOPDHB will provide dedicated disability parking giving the user unimpeded access to BOPDHB facilities.

### 5.3 PM Shift Parking

- a) Limited designated parking will be made available for staff working an afternoon shift (1445 to 2215 hours). This parking is on a first come basis.
- b) Security staff will escort staff between their workplace and parking areas as required. Whilst the escorts will be immediate on some occasions a staff member may have to wait for an officer to be available.

### 5.4 Senior Medical Staff Parking

- a) Where contractual obligations require the provision of dedicated on-site parking, those individuals are issued with swipe card access to designated parking.

### 5.5 Departmental Patient / Client Parking

- a) Where specific departments have allocated parking for patients, these parks must be clearly marked and publicised.
- b) On-call and Disability parking will be given first priority for parking
- c) Patients, especially mobility compromised, will be given priority after the above.

### 5.6 Outpatient and Visitor Parking

The remaining parking is available for the use of outpatients and visitors to the site. There is visitor parking in front of the DHB building and in the Clarke Street car park and opposite the main entrance / ED (known as the top carpark) at Tauranga.

### 5.7 Fleet Vehicles

- a) Where operational requirements are that hospital vehicles must be parked within hospital grounds, specific parking will be set aside and clearly marked for that purpose.
- b) When not required, hospital vehicles should be placed in allocated secure parking if available.

### 5.8 General Staff Parking for Both Sites

Staff are not permitted to park in the main public carpark areas.

- a) Tauranga
  - i. Staff not entitled to allocated parking must utilise parking areas adjacent to hospital grounds e.g. 17<sup>th</sup> Avenue carpark.
  - ii. Hospital Clarke Street carpark is available for staff to use after 1600 hours on weekdays, and all day on weekends and public holidays. There is designated parking marked for RMOs working long shifts.
- b) Whakatane
  - i. At the rear of the site.

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## 6. Security

- 6.1 Parking areas will be regularly patrolled by Security staff.
- 6.2 Where emergency access is impeded the vehicle will be removed without notice.
- 6.3 Where no emergency access is impeded but a vehicle is parked in an unauthorised area a parking violation warning notice will be placed on that vehicle.
- 6.4 Staff vehicles in unauthorised parking may result in enforcement action being taken.
- 6.5 Provide Security escort to parking spaces.

## 7. Closed Circuit Television (CCTV)

The Bay of Plenty District Health Board may use CCTV to monitor parking areas (refer policy 5.5.1 Security).

## REFERENCES

- Health & Safety in Employment Act 1992 and amendments
- Fire Safety and Evacuation of Buildings Regulations, 1992

## ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 5.5.2 Parking
- Bay of Plenty District Health Board policy 5.5.1 Security
- Bay of Plenty District Health Board policy 5.1.6 Transport – BOPDHB Vehicle Fleet

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