



Parking Procedure

Procedure Number

CHC-PG-0053

Version Nos:

4

1. Purpose

This Procedure outlines the process by which West Coast District Health Board (WCDHB) will provide off-street parking for patients, visitors, staff members and emergency services.

2. Application

This Procedure is to be followed by all staff throughout WCDHB.

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

all **WCDHB/CHC Staff Members** are required to:

- consider parking away from the main entrances of WCDHB Facilities to allow parking space for patients and visitors.

5. Resources Required

This Procedure requires no specific resources.

6. Process

- 1.00 WCDHB will provide (within the limits of available resources) off-street parking for patients, visitors, staff members and emergency services.
- 1.01 WCDHB may designate specific parking areas as being for the use of specific groups only. Where this is done, adequate notices are required to be displayed informing individuals that the parking area is for the specific use of a specific group (e.g. visitors) only.
- 1.02 Areas designated as “no-parking” areas will be painted with broken yellow lines.
- 1.03 WCDHB staff members are to use only those parking areas designated for their use.
- 1.04 WCDHB reserves the right to police those parking areas that are designated for use by specific groups (as per Section 1.01).
- 1.05 Vehicles owners will be notified (in writing) that their vehicle is parked in an incorrect area.
- 1.06 After the 3rd notification (as per Section 1.05), WCDHB may remove the vehicle at the owners expense.

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7. Precautions And Considerations

- ➔ WCDHB may designate specific parking areas as being for the use of specific groups
- ➔ No-parking areas will be painted with broken painted yellow lines
- ➔ WCDHB may remove incorrectly parked vehicles at the owner's expense.

8. References

There are no references associated with this Procedure.

9. Related Documents

WCDHB Accident/Reporting Procedure

WCDHB Patient Property Procedure

Revision History	Version:	4
	Developed By:	Risk Manager
	Authorised By:	Chief Executive Officer
	Date Authorised:	July 2002
	Date Last Reviewed:	January 2011
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