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| Site access audit template |
| 2.1 – Sustainable transport in health care |
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# Introduction

This site access audit template helps a health service to review a site’s transport and access infrastructure and facilities.

You may wish to add your organisation’s branding or logo to the header or footer. Or you may prefer to copy and paste the audit into your organisation’s Word template.

# Site access audit

## How to complete this audit

Look at Google maps and Google Street View and any site maps to identify:

* access, convenience and issues for people walking, bike riding, using public transport (PT) and driving
* nearby destinations and public transport stops/stations and how close they are to the workplace.

Walk around the site and the local area (up to 1 km radius, depending on nearby destinations) to:

* assess the infrastructure, facilities and access routes for people walking and bike riding
* get a ‘feel’ for how easy it is to use different travel options.

Take photos to show access routes, facilities (such as bus stops) and any issues. Use these to illustrate your audit and travel plan.

Talk with colleagues who work on-site to collect information about site policies, car park access and bike end-of-trip facilities (secure bike racks, showers, change rooms and lockers), if any.

You may want to attach a site map showing on-site access and main transport options available to the site.

You can adjust the height of table rows if you want to complete the audit by hand. If completing it electronically (such as on a computer, tablet or mobile phone), rows will automatically increase to accommodate your notes.

## Site

| Question | Answer |
| --- | --- |
| Site (workplace) name |  |
| Location |  |

## Site characteristics

| Questions | Things to consider | Your notes |
| --- | --- | --- |
| Total employees working at this site | Employees and on-site contractors |  |
| Number on-site each day (estimate) | Operational number |  |
| Site operating hours and shift times (if any) | Arrival and departure times |  |
| Do other organisations share the site?  | Include these in employee site numbers |  |
| Main staff access points for arriving to work | Access and distance from car or bike parking, public transport stops |  |
| Other on-site facilities | Such as childcare |  |

## On-site access

| Question | Things to consider | Your notes |
| --- | --- | --- |
| Walking routes between buildings on-site | * Signed speed limits less than 20km
* Are all routes paved?
* Curb-side ramps for wheelchairs and prams
* Lighting
* Shelter from rain and sun
* Obstructions
* Accessible
 |  |
| Wayfinding | Is it clear and well-signed? |  |
| Any conflict points | * Between pedestrians and vehicles
* Safe crossings in place
 |  |

## Site facilities – bike parking and end-of-trip facilities

| Questions | Things to consider | Your notes |
| --- | --- | --- |
| Numbers of secure parking | Number and location of secure bike parking  |  |
| Convenience and secure access | * Ease of access to building entry
* Shelter from rain
* Well lit
* CCTV
 |  |
| Number of bike hoops | Number and location of unsecure parking  |  |
| Showers available for staff | * Number and location
* Ease of access from parking
 |  |
| Staff lockers | * Number and location
* Staff access (such as all or only clinical staff)
 |  |

## Site facilities – car parking

| Questions | Things to consider | Your notes |
| --- | --- | --- |
| Number on-site car parks | Number and location of car parking |  |
| Leased off-site car parks | Any leased off-site parking for staff? |  |
| Parking fees | Fees paid by employees for parking on-site |  |
| Parking access | * Open or secure
* Employee application process
* Waitlist
 |  |
| Current on-site car park availability | * Is it often full or over-subscribed?
* Staff issue?
* How significant?
* Much staff parking in local streets?
 |  |
| Near future car park availability | Is projected growth likely to impact demand for car parks? |  |
| Local congestion | Traffic congestion issues around the site? |  |
| Local council interactions | Any issues raised by council about staff car parking? |  |

## Site facilities – motorcycle and scooter parking

| Question | Things to consider | Your notes |
| --- | --- | --- |
| Numbers of secure parking | Number and location of secure parking |  |
| Convenience and secure access  | * Ease of access to building entry
* Shelter from rain
* Well lit
* CCTV
 |  |
| Staff lockers | * Number and location
* Staff access (such as all or only clinical staff)
 |  |

## Local access – public transport (bus, train, tram)

Identify all services within at least 800 metres. Include train stations that are within 1.5 km of the site.

You can add more rows by tabbing in the last cell of the table.

| Service | Nearest stop or station | Peak service frequency | First and last service time | Walk time and distance to site (estimate) |
| --- | --- | --- | --- | --- |
| Example: Bus 774 | Yuille St, Frankston Tennis Club  | 20 minutes |  | 7 minutes, 650 metres |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Local access to the site – walking and bike riding networks

| Question | Things to consider | Your notes |
| --- | --- | --- |
| Local destinations | Availability and distance to shops and services |  |
| Walking routes to main off-site locations (such as shops or public transport) | * Topography (steep/flat)
* Are all routes paved?
* Lighting
* Shelter from rain and sun
* Obstructions
* Accessible
 |  |
| Wayfinding | * Can you work it out without signs?
* Any signs?
 |  |
| Road crossings | * Are there pedestrian crossings on main walking routes?
* Conflict points
 |  |
| Roads and traffic speeds | Speed limits of roads that are walking routes to local destinations  |  |
| Bike lanes and shared paths | Identify roads with on-street bike lanes and shared paths that access the site.* Are they continuous?
* What condition?
* Are the routes steep or flat?
 |  |

## Site policies relating to access and travel

| Question | Things to consider | Your notes |
| --- | --- | --- |
| Salary packaging | * Are people offered the option to salary sacrifice a car or other travel options (such as an annual myki card)
* Before or after tax?
 |  |
| Free parking | * Any staff offered free parking?
* Any staff offered a car as part of their position?
 |  |
| Parking fees | Parking fees deducted before or after tax? |  |
| Flexible working arrangements | * Availability to staff
* Level of use
* Ease of application process
 |  |
| Technology to support remote work | * Technology available to staff for remote access
* Ease of use
* Telehealth services
 |  |
| Business travel options | * Videoconferencing policy
* Business travel
 |  |
| Fleet cars or bikes available for business travel | Number of vehicles and booking system  |  |
| Public transport cards for business | A system to give staff myki cards for business travel |  |
| Commuter Club | Myki Commuter Club for staff?  |  |
| Shuttle buses | Organisation-run shuttle service to any destinations? |  |
| Travel plan coordinator | Staff member available to prepare and implement travel plan?How many hours a week? |  |
| Resources | Any resources allocated for a travel plan? |  |
| Working group | Level of interest and support?* Existing committee that could facilitate a travel plan?
* People who can help or are interested?
 |  |

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