

Drive Long Distances For Property Inspections Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	
Risk Rating & Required Action:								Notes on Hierarchy of Controls:	
4A Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.								Remember to apply controls in the preferred order shown by the coloured pyramid:	
3H Review and approve additional controls before task starts. Senior supervisor sign-off needed.								1. Eliminate	
2M Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.								2. Substitute	
1L Proceed, following standard operating procedures. Monitor and keep records.								3. Isolate	
								4. Engineering	
								5. Administrative	
								6. PPE	
Consequence Scale:								Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation				
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution				
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage				
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment				
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Inadequate planning, Fatigue	3H	<ul style="list-style-type: none"> - Schedule inspections with ample breaks. - Ensure adequate rest before travel. - Plan route to avoid peak traffic. - Check weather conditions. - Inform someone of your itinerary. - Ensure vehicle maintenance is up to date. - Carry necessary maps or GPS devices. - Arrange alternate driver if possible. - Limit daily driving hours. - Prepare all required inspection equipment in advance. 	2M
2. Vehicle Inspection	Breakdowns, Unsafe travel	3H	<ul style="list-style-type: none"> - Conduct a pre-trip vehicle inspection. - Check tire pressure and tread. - Ensure fluids are at recommended levels. - Inspect lights and indicators. - Verify functionality of brakes. - Carry basic tool kit and spare tyre. - Ensure valid vehicle insurance. - Keep roadside assistance contact handy. - Check vehicle service records. - Equip vehicle with safety kit including first aid. 	1L
3. Loading Equipment	Overloading, Injury from heavy lifting	3H	<ul style="list-style-type: none"> - Use proper lifting techniques. - Distribute weight evenly in vehicle. - Secure all equipment properly. - Avoid carrying excess weight. - Use ramps or mechanical aids where available. - Team lift when necessary. - Check load capacity of vehicle. - Leave clear space in driver's cabin. 	2M

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			<ul style="list-style-type: none"> - Ensure visibility is not obstructed. - Perform a final check before departure to ensure load is secure. 	
4. Start Journey	Distractions, Unfamiliar roads	3H	<ul style="list-style-type: none"> - Plan route in advance using reliable navigation system. - Avoid mobile phone use while driving. - Take regular breaks to avoid fatigue. - Ensure vehicle is in good condition before journey. - Wear seatbelts at all times. - Observe speed limits and road signs. - Stay alert and focused on the road. - Inform someone of your planned route and expected arrival time. - Check weather conditions before departure. - Adjust driving style according to road conditions. - Avoid driving under the influence of alcohol or drugs. 	2M
5. Highway Travel	Speeding, Driver fatigue	4A	<ul style="list-style-type: none"> - Adhere strictly to posted speed limits. - Monitor fatigue levels; take breaks every 2 hours or less if tired. - Avoid long periods of continuous driving without rest. - Stay hydrated and eat healthy snacks during travel. - If feeling drowsy, pull over safely and sleep before continuing. - Limit alcohol consumption before traveling. - Share driving responsibilities if possible. - Use cruise control cautiously on highways. - Regularly check mirrors and blind spots. - Avoid distractions like eating or drinking while driving. - Plan stops in advance along the route. 	2M
6. Rural Roads	Wildlife crossings, Unsuitable road conditions	4A	<ul style="list-style-type: none"> - Drive slowly and carefully through rural areas. - Be particularly vigilant for wildlife crossings. - Check for potholes or damaged road surfaces. - Adjust headlights and wipers for weather conditions. - Avoid sudden maneuvers or lane changes. - Give priority to vulnerable road users like cyclists and pedestrians. - Stay calm and composed in challenging situations. - Report any hazards encountered to relevant authorities. - Carry emergency contact information. - Know where to find emergency services in remote areas. 	2M

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7. Arrival at Inspection Site	Insecure site, Environmental conditions	3H		2M
8. Conducting Inspection	Slips, trips and falls, Exposure to hazardous materials	4A		2M
9. Post-Inspection Review	Missing critical observations, Documentation errors	3H		2M

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10. Return Journey	Night driving, Driver fatigue	4A		2M
11. Unloading Equipment	Strains from improper lifting, Equipment damage	3H		1L
12. Post-Trip Vehicle Check	Equipment malfunction, Minor vehicle damages	3H		1L

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13. Documentation and Reporting	Information loss, Incorrect data entry	3H		1L
14. Submit Findings	Delays, Loss of reports	3H		1L
15. Debrief and Continuous Improvement	Unaddressed issues, Lack of follow-up	3H		1L

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SAMPLE

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.