

## Driving In Extreme Weather Conditions 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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	

### Risk Rating & Required Action:

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.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

### Consequence Scale:

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

### Notes on Hierarchy of Controls:

Remember to apply controls in the preferred order shown by the coloured pyramid:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- PPE

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

*aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.*

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	lack of equipment checks, inadequate route planning	3H	<ul style="list-style-type: none"> <li>- Conduct full vehicle inspection before trip</li> <li>- Ensure all weather-related equipment is functional</li> <li>- Plan routes that have safe stops and exits in adverse weather</li> <li>- Check weather forecasts and updates frequently</li> <li>- Ensure all communication devices are charged and functional</li> <li>- Have emergency contact information readily accessible</li> <li>- Provide training on weather conditions driving</li> <li>- Verify road closure or detour information</li> <li>- Evaluate personal fitness for driving under conditions</li> <li>- Have essential supplies such as food and water</li> </ul>	2M
2. Monitoring Weather Conditions	sudden weather changes, incorrect weather data	3H	<ul style="list-style-type: none"> <li>- Use multiple weather data sources for accuracy</li> <li>- Install weather apps on all communication devices</li> <li>- Regularly update GPS and weather-centric apps</li> <li>- Have a designated person for weather data updates</li> <li>- Provide training on interpreting weather data</li> <li>- Establish communication protocol for sharing updates</li> <li>- Check bulletins from official meteorological organisations</li> <li>- Install vehicle dashboard weather detection systems</li> <li>- Review known storm paths beforehand</li> <li>- Cross-reference weather alerts with traffic updates</li> </ul>	2M
3. Vehicle Loading	incorrect weight distribution, unsecured loads	3H	<ul style="list-style-type: none"> <li>- Use official guidelines for weight distribution</li> <li>- Verify cargo securing techniques with reliable sources</li> <li>- Conduct load inspection post-loading</li> <li>- Provide specific training on safe loading practices</li> <li>- Use tamper-evident seals for cargo security</li> <li>- Label cargo with weight indicators</li> <li>- Use load balancing equipment</li> <li>- Check all securing equipment for wear and tear</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Assign an experienced loader for guidance</li> <li>- Implement redundancies for critical securing systems</li> </ul>	
4. Driver Briefing	lack of knowledge in procedures, overconfidence	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough briefing before departure</li> <li>- Ensure all drivers are familiar with the route and any potential hazards</li> <li>- Provide clear instructions on vehicle operation and emergency procedures</li> <li>- Verify understanding through questions and answers</li> <li>- Document the briefing process</li> <li>- Assign a supervisor to monitor driver performance during initial operations</li> <li>- Provide ongoing training and updates on procedures</li> <li>- Establish a communication system for reporting issues or concerns</li> <li>- Review and debrief after each shift</li> <li>- Encourage a safety culture where drivers feel comfortable reporting mistakes</li> <li>- Regularly update procedures based on feedback and incidents</li> <li>- Implement a system for tracking driver performance and identifying areas for improvement</li> <li>- Consider additional training modules for specific scenarios</li> <li>- Utilize simulation exercises to build confidence and skills</li> <li>- Foster teamwork and mutual support among drivers</li> <li>- Establish a mentorship program for new drivers</li> <li>- Regularly review and reinforce key safety points</li> <li>- Encourage drivers to take responsibility for their own actions</li> <li>- Promote a proactive approach to risk management</li> <li>- Implement a system for recognizing and rewarding safe driving behavior</li> <li>- Consider external audits or assessments to validate the effectiveness of the training program</li> </ul>	2M
5. Departure	poor visibility, distracted driving due to controls	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-departure inspection of the vehicle and equipment</li> <li>- Ensure all lights and signals are functioning correctly</li> <li>- Verify that the vehicle is properly secured and loaded</li> <li>- Confirm that the driver is alert and focused on the task</li> <li>- Establish a clear communication protocol between the driver and the control room</li> <li>- Implement a system for monitoring driver performance during departure</li> <li>- Provide clear instructions on how to handle low visibility conditions</li> <li>- Establish a designated area for waiting if visibility improves</li> <li>- Implement a system for notifying the control room of any delays or issues</li> <li>- Review and debrief after each departure</li> <li>- Encourage a safety culture where drivers report any distractions or impairments</li> <li>- Regularly update procedures based on feedback and incidents</li> <li>- Implement a system for tracking driver performance and identifying areas for improvement</li> <li>- Consider additional training modules for specific scenarios</li> <li>- Utilize simulation exercises to build confidence and skills</li> <li>- Foster teamwork and mutual support among drivers</li> <li>- Establish a mentorship program for new drivers</li> <li>- Regularly review and reinforce key safety points</li> <li>- Encourage drivers to take responsibility for their own actions</li> <li>- Promote a proactive approach to risk management</li> <li>- Implement a system for recognizing and rewarding safe driving behavior</li> <li>- Consider external audits or assessments to validate the effectiveness of the training program</li> </ul>	2M
6. Driving in Rain	hydroplaning, reduced friction	4A	<ul style="list-style-type: none"> <li>- Reduce speed significantly when rain begins to fall</li> <li>- Increase following distance from other vehicles</li> <li>- Avoid sudden braking or steering maneuvers</li> <li>- Test brakes gently before exiting the rain</li> <li>- Stay centered in the lane</li> <li>- Avoid potholes and debris on the road</li> <li>- If hydroplaning occurs, ease off the accelerator and steer straight until tires regain contact with the road</li> <li>- Pull over safely if visibility becomes too poor to continue</li> <li>- Wait until the rain has stopped before resuming travel</li> <li>- Report any weather-related incidents to the control room</li> <li>- Review and debrief after the incident</li> <li>- Encourage a safety culture where drivers report any weather-related challenges</li> <li>- Regularly update procedures based on feedback and incidents</li> <li>- Implement a system for tracking driver performance and identifying areas for improvement</li> <li>- Consider additional training modules for specific scenarios</li> <li>- Utilize simulation exercises to build confidence and skills</li> <li>- Foster teamwork and mutual support among drivers</li> <li>- Establish a mentorship program for new drivers</li> <li>- Regularly review and reinforce key safety points</li> <li>- Encourage drivers to take responsibility for their own actions</li> <li>- Promote a proactive approach to risk management</li> <li>- Implement a system for recognizing and rewarding safe driving behavior</li> <li>- Consider external audits or assessments to validate the effectiveness of the training program</li> </ul>	2M

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7. Driving in Snow	skidding, reduced visibility	4A		2M
8. Driving in Fog	reduced visibility, increased stopping distance	4A		2M
9. Driving in High Winds	vehicle instability, flying debris	4A		2M

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10. Emergency Protocols	communication breakdown, panicking	4A		2M
11. Mid-Route Inspection	undetected damages, tyre issues	3H		2M
12. Refuelling	fuel spills, driver fatigue	3H		2M

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13. Road Sharing	unexpected wildlife, aggressive driver behaviour	4A		2M
14. Night-time Driving	drowsiness, limited pedestrian visibility	4A		2M
15. Debriefing	incomplete post-assessment, lack of data collection	3H		2M

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16. Vehicle Maintenance	mechanical failures, undetected wear	3H	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	2M



## 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>

### 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>

### 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>

### 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.

### 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>

### 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>

### 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