

Engaging Vehicle In Four-Wheel Drive Mode Risk Assessment

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

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE 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:

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	Slips and trips, Muscle strain	3H	<ul style="list-style-type: none"> - Ensure work area is clear of obstacles and hazards. - Carry out a pre-start check of personal protective equipment (PPE). - Use correct manual handling techniques to transport equipment. - Ensure adequate lighting in working area. - Review safe work procedures before starting tasks. - Conduct a briefing to communicate risks involved. - Ensure all team members are fit for work. - Identify safe entry and exit points. - Clear any debris from work area. - Wear appropriate footwear with good grip. 	2M
2. Vehicle Inspection	Vehicle malfunction, Injury from faulty parts	3H	<ul style="list-style-type: none"> - Conduct a pre-operational check of the vehicle. - Ensure all vehicle documentation is up to date. - Check tyre pressure and condition. - Inspect undercarriage for leaks or damage. - Verify the functionality of all lights and indicators. - Confirm the operational status of the four-wheel drive system. - Inspect brakes and steering components. - Check for any warning lights on the dashboard. - Ensure first aid kit and emergency supplies are on board. - Report any defects immediately. 	2M
3. Enter Vehicle	Slips, Falls	2M	<ul style="list-style-type: none"> - Use three points of contact when entering the vehicle. - Ensure the step is clear of mud and debris. - Adjust seat and mirrors before start. - Confirm all passengers are seated and belted. - Perform entry in a controlled and deliberate manner. - Use the grab handles if necessary. - Ensure door is secure after entering. - Place feet securely on steps. 	1L

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			<ul style="list-style-type: none"> - Avoid carrying items in both hands while entering. - Remove any obstructions in door pocket. 	
4. Start Vehicle	Carbon monoxide exposure inside enclosed spaces, Uncontrolled vehicle movement	3H	<ul style="list-style-type: none"> - Ensure the vehicle is in a well-ventilated area. - Check for leaks in the exhaust system. - Do not run the engine for extended periods. - Use carbon monoxide detectors. - Ensure the vehicle is properly secured. - Follow manufacturer's instructions. - Use proper starting technique. - Avoid idling. - Check tire pressure. - Ensure the parking brake is engaged. 	2M
5. Engage Four-Wheel Drive Mode	Gearbox damage, Insufficient lubrication	3H	<ul style="list-style-type: none"> - Check the oil level. - Use the correct oil grade. - Engage 4WD slowly. - Avoid shifting while driving. - Check for leaks. - Follow manufacturer's instructions. - Use proper driving technique. - Avoid driving on wet or slippery surfaces. - Check the transfer case. - Ensure the vehicle is properly maintained. 	1L
6. Conduct Initial Drive Test	Loss of control, Unexpected terrain changes	4A	<ul style="list-style-type: none"> - Drive slowly. - Avoid sudden maneuvers. - Check the terrain. - Use proper driving technique. - Avoid driving on wet or slippery surfaces. - Check the vehicle's condition. - Follow manufacturer's instructions. - Use proper driving technique. - Avoid driving on wet or slippery surfaces. - Check the vehicle's condition. 	2M

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7. Travel Planning	Inaccessible paths, Navigation errors	3H		2M
8. Load Equipment	Overloading, Improperly secured item	3H		2M
9. Perform Communications Check	Communication failure, Emergency signal misinterpretation	2M		1L

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10. Brief Team Before Departure	Miscommunication, Inadequate instructions	3H		1L
11. Begin Route Following	Route deviation, Navigation errors	3H		2M
12. Handle Adverse Weather Conditions	Reduced visibility, Increased braking distance	4A		2M

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13. Manage Unexpected Obstacles	Collision, Vehicle damage	4A		2M
14. Refuel Vehicle	Fuel spillage, Fire hazards	4A		2M
15. Conclude Journey	Fatigue, Miscommunications	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.