

**Limousine Driving 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:**

<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

**Consequence Scale:**

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **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. Vehicle Check	Mechanical failure, Defective brakes	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-trip inspection following the company checklist</li> <li>- Ensure brakes are checked and serviced regularly</li> <li>- Verify all fluid levels and pressures are correct</li> <li>- Check the condition and pressure of tyres</li> <li>- Confirm headlights, indicators, and windscreen wipers are operational</li> <li>- Ensure the vehicle's maintenance log is up to date</li> <li>- Report any defects immediately and avoid operating under unsafe conditions</li> <li>- Engage only certified mechanics for servicing</li> <li>- Use manufacturer-recommended parts and fluids</li> <li>- Ensure emergency breakdown kit is onboard and intact</li> </ul>	2M
2. Journey Planning	Route confusion, Traffic congestion	3M	<ul style="list-style-type: none"> <li>- Use updated GPS systems and maps</li> <li>- Plan alternate routes in advance</li> <li>- Monitor traffic updates for real-time conditions</li> <li>- Avoid known congested areas during peak hours</li> <li>- Allow sufficient time for travel to avoid rushing</li> <li>- Familiarise with the route beforehand</li> <li>- Keep contact details for emergency services readily available</li> <li>- Ensure mobile communication device is charged and functional</li> <li>- Communicate route plan to dispatch</li> <li>- Adhere to road signage and detours</li> </ul>	2M
3. Passenger Pickup	Traffic accidents while stopping, Passenger injury during entry	3H	<ul style="list-style-type: none"> <li>- Choose safe and legal parking spots for pickups</li> <li>- Use indicators and hazard lights when stopping</li> <li>- Assist passengers with boarding if necessary</li> <li>- Ensure doors are closed properly before departure</li> <li>- Instruct passengers to use seatbelts</li> <li>- Provide assistance for passengers with mobility needs</li> <li>- Avoid distractions from passengers while driving</li> <li>- Conduct a visual check to ensure surrounding traffic is aware</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Place signage in the vehicle informing passengers of safety protocols</li> <li>- Keep vehicle aisles and entryways clear of obstacles</li> </ul>	
4. Drive to Destination	Collisions, Fatigue	3H	<p>[REDACTED]</p>	2M
5. Passenger Drop-off	Traffic accidents during unloading, Trip and fall hazard	3H	<p>[REDACTED]</p>	2M
6. Refuelling Vehicle	Fuel spillage, Fire hazard	3H	<p>[REDACTED]</p>	2M

SAMPLE

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
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			[REDACTED]	
7. Vehicle Cleaning	Chemical exposure, Slip hazard	3H	[REDACTED]	2M
8. Maintenance Check	Injury from equipment, Heavy repair	3H	[REDACTED]	1L
9. Managing Driver Stress	Stress-induced errors, Fatigue	3H	[REDACTED]	2M

SAMPLE

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			[REDACTED]	
10. Emergency Response Preparation	Delay in emergency response, Inadequate first aid knowledge	4A	[REDACTED]	2M
11. Client Communication	Miscommunication, Unsatisfied client	2M	[REDACTED]	1L
12. Ensuring Legal Compliance	Fines due to non-compliance, Driver unavailability	3H	[REDACTED]	1L

SAMPLE

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			[REDACTED]	
13. Handling Difficult Passengers	Driver distraction, Passenger violence	3H	[REDACTED]	2M
14. Utilising Technology Tools	GPS device failure, Data security breach	3H	[REDACTED]	2M
15. Weather Monitoring	Driving in adverse conditions, Reduced visibility	3H	[REDACTED]	2M

SAMPLE

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			[REDACTED]	
16. Keeping Record Logs	Data loss, Unauthorised data access	3H	[REDACTED]	2M
17. Continuous Driver Training	Inadequate skills, Outdated knowledge	3H	[REDACTED]	2M

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 FOR 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-of-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/workplaces-and-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>

**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>

**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

**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.

