

## Long Hours Driving Heavy Machinery 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	4A ACUTE	DO NOT PROCEED	Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE			Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE			Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE			Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH			Administrative Change	
						1L LOW	Monitor and keep records.	PPE	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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	
<b>Consequence Scale:</b>								4. Engineering	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative		
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE		
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.		
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.		
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				

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	Fatigue, Inadequate knowledge	3H	<ul style="list-style-type: none"> <li>- Conduct a comprehensive pre-operation briefing</li> <li>- Provide fatigue management training</li> <li>- Ensure operators have up-to-date certifications</li> <li>- Schedule regular breaks to prevent fatigue</li> <li>- Implement a buddy system for long shifts</li> <li>- Encourage reporting of fatigue symptoms</li> <li>- Ensure access to onsite rest areas</li> <li>- Review operation manual regularly</li> <li>- Limit shifts to a maximum of 12 hours</li> <li>- Use fatigue monitoring technology</li> </ul>	2M
2. Vehicle Inspection	Mechanical failure, Inadequate inspection	3H	<ul style="list-style-type: none"> <li>- Develop a standardised checklist for inspections</li> <li>- Train operators on vehicle inspection procedures</li> <li>- Conduct inspections before each shift</li> <li>- Record all inspection findings</li> <li>- Replace or repair faults immediately</li> <li>- Schedule regular professional maintenance</li> <li>- Verify inspection results by a supervisor</li> <li>- Use diagnostic equipment for thorough checks</li> <li>- Ensure availability of replacement parts</li> <li>- Implement a tagging system for faulty equipment</li> </ul>	2M
3. Route Planning	Unfamiliar routes, Traffic congestion	3H	<ul style="list-style-type: none"> <li>- Use GPS systems with real-time updates</li> <li>- Plan routes avoiding peak traffic times</li> <li>- Familiarise with alternate routes</li> <li>- Conduct dry runs of new routes when possible</li> <li>- Use traffic management plans</li> <li>- Ensure clear communication of chosen routes</li> <li>- Mark hazardous areas on maps</li> <li>- Schedule driving to avoid school zones</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Consult local authorities for road works</li> <li>- Provide maps with established truck paths</li> </ul>	
4. Loading Equipment	Overloading, Uneven load distribution	3H	<ul style="list-style-type: none"> <li>- Load equipment in a balanced manner</li> <li>- Use appropriate equipment for the job</li> <li>- Ensure equipment is properly secured</li> <li>- Use proper tie-down techniques</li> <li>- Avoid overloading the truck</li> <li>- Distribute load evenly across the truck</li> <li>- Use proper stacking techniques</li> <li>- Avoid blocking access to equipment</li> <li>- Use proper tie-down techniques</li> <li>- Avoid overloading the truck</li> <li>- Distribute load evenly across the truck</li> <li>- Use proper stacking techniques</li> <li>- Avoid blocking access to equipment</li> </ul>	2M
5. Secure Loads	Load movement, Inadequate securing	4A	<ul style="list-style-type: none"> <li>- Use proper tie-down techniques</li> <li>- Use appropriate equipment for the job</li> <li>- Ensure equipment is properly secured</li> <li>- Use proper tie-down techniques</li> <li>- Avoid overloading the truck</li> <li>- Distribute load evenly across the truck</li> <li>- Use proper stacking techniques</li> <li>- Avoid blocking access to equipment</li> <li>- Use proper tie-down techniques</li> <li>- Avoid overloading the truck</li> <li>- Distribute load evenly across the truck</li> <li>- Use proper stacking techniques</li> <li>- Avoid blocking access to equipment</li> </ul>	2M
6. Commence Driving	Fatigue, Poor visibility	4A	<ul style="list-style-type: none"> <li>- Take regular breaks</li> <li>- Use proper driving techniques</li> <li>- Ensure equipment is properly secured</li> <li>- Use proper tie-down techniques</li> <li>- Avoid overloading the truck</li> <li>- Distribute load evenly across the truck</li> <li>- Use proper stacking techniques</li> <li>- Avoid blocking access to equipment</li> <li>- Use proper tie-down techniques</li> <li>- Avoid overloading the truck</li> <li>- Distribute load evenly across the truck</li> <li>- Use proper stacking techniques</li> <li>- Avoid blocking access to equipment</li> </ul>	2M

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7. Continuous Driving	Driver fatigue, Distractions	4A		2M
8. Heavy Traffic Navigation	Close quarters, High traffic	3H		2M
9. Unloading Equipment	Falling loads, Manual handling injuries	3H		2M

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10. Vehicle Refuelling	Fuel spills, Fire	3H		2M
11. End of Day Checks	Inadequate shutdown, Missed faults	3H		2M
12. Reporting and Record Keeping	Incomplete records, Miscommunication	3H		1L

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13. Maintenance Scheduling	Overlooked maintenance, Equipment downtime	3H		2M
14. Emergency Response Planning	Delayed response, Lack of communication	4A		2M
15. Continuous Improvement	Complacency, Lack of feedback	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.