

Struck By Moving Vehicle 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	unfamiliarity with site layout, lack of safety signage	3H	<ul style="list-style-type: none"> - Conduct site induction - Install clear safety signage - Review traffic management plan - Ensure workers are familiar with escape routes - Brief workers on PPE requirements - Communicate emergency procedures - Provide maps of site layout - Limit vehicle access during setup - Provide site tour for all staff - Establish communication protocols 	2M
2. Site Inspection	hidden obstacles, congested areas	3H	<ul style="list-style-type: none"> - Perform thorough site walk-through - Identify and remove visible obstacles - Allocate specific work areas - Install temporary barriers around congested areas - Ensure adequate spacing between work zones - Mark all pedestrian pathways - Schedule work to minimise overlap - Use spotters to guide vehicles - Complete a dynamic risk assessment - Prepare alternative routes if needed 	2M
3. Vehicle Selection	incorrect vehicle choice, vehicle malfunction	3H	<ul style="list-style-type: none"> - Choose vehicles suitable for terrain - Perform vehicle maintenance checks - Ensure vehicles have valid registration - Verify all safety features are functional - Consult with drivers on performance history - Perform pre-start checks - Load vehicles within capacity limits - Maintain a log of vehicle maintenance 	1L

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			<ul style="list-style-type: none"> - Use vehicles with GPS for tracking - Ensure vehicles are equipped with emergency kits 	
4. Driver Training	inadequate training, non-compliance with protocols	4A	<ul style="list-style-type: none"> - Provide comprehensive training for all drivers, including defensive driving techniques and emergency procedures. - Implement a strict protocol for vehicle inspection and maintenance before each shift. - Establish a clear communication system between drivers and the control room. - Conduct regular safety drills and simulations. - Ensure all drivers are familiar with the vehicle's controls and emergency equipment. - Implement a system for monitoring driver fatigue and alertness. - Establish a strict protocol for handling emergencies and accidents. - Provide ongoing training and updates on safety procedures. - Implement a system for reporting and investigating incidents. - Establish a clear chain of command and communication. - Ensure all drivers are trained in first aid and CPR. - Implement a system for monitoring vehicle performance and fuel consumption. - Establish a strict protocol for handling hazardous materials. - Provide regular feedback and coaching to drivers. - Implement a system for tracking driver performance and safety. - Establish a clear protocol for handling customer complaints. - Ensure all drivers are trained in customer service and communication. - Implement a system for monitoring driver behavior and attitude. - Establish a strict protocol for handling difficult customers. - Provide regular training on customer service and communication. - Implement a system for tracking driver performance and safety. - Establish a clear protocol for handling emergencies and accidents. - Provide ongoing training and updates on safety procedures. - Implement a system for reporting and investigating incidents. - Establish a clear chain of command and communication. - Ensure all drivers are trained in first aid and CPR. - Implement a system for monitoring vehicle performance and fuel consumption. - Establish a strict protocol for handling hazardous materials. - Provide regular feedback and coaching to drivers. - Implement a system for tracking driver performance and safety. - Establish a clear protocol for handling customer complaints. - Ensure all drivers are trained in customer service and communication. - Implement a system for monitoring driver behavior and attitude. - Establish a strict protocol for handling difficult customers. - Provide regular training on customer service and communication. 	2M
5. Vehicle Operation	poor visibility, driver fatigue	4A	<ul style="list-style-type: none"> - Implement a strict protocol for vehicle inspection and maintenance before each shift. - Establish a clear communication system between drivers and the control room. - Conduct regular safety drills and simulations. - Ensure all drivers are familiar with the vehicle's controls and emergency equipment. - Implement a system for monitoring driver fatigue and alertness. - Establish a strict protocol for handling emergencies and accidents. - Provide ongoing training and updates on safety procedures. - Implement a system for reporting and investigating incidents. - Establish a clear chain of command and communication. - Ensure all drivers are trained in first aid and CPR. - Implement a system for monitoring vehicle performance and fuel consumption. - Establish a strict protocol for handling hazardous materials. - Provide regular feedback and coaching to drivers. - Implement a system for tracking driver performance and safety. - Establish a clear protocol for handling customer complaints. - Ensure all drivers are trained in customer service and communication. - Implement a system for monitoring driver behavior and attitude. - Establish a strict protocol for handling difficult customers. - Provide regular training on customer service and communication. 	2M
6. Loading/Unloading	improper procedures, overloading equipment	4A	<ul style="list-style-type: none"> - Implement a strict protocol for vehicle inspection and maintenance before each shift. - Establish a clear communication system between drivers and the control room. - Conduct regular safety drills and simulations. - Ensure all drivers are familiar with the vehicle's controls and emergency equipment. - Implement a system for monitoring driver fatigue and alertness. - Establish a strict protocol for handling emergencies and accidents. - Provide ongoing training and updates on safety procedures. - Implement a system for reporting and investigating incidents. - Establish a clear chain of command and communication. - Ensure all drivers are trained in first aid and CPR. - Implement a system for monitoring vehicle performance and fuel consumption. - Establish a strict protocol for handling hazardous materials. - Provide regular feedback and coaching to drivers. - Implement a system for tracking driver performance and safety. - Establish a clear protocol for handling customer complaints. - Ensure all drivers are trained in customer service and communication. - Implement a system for monitoring driver behavior and attitude. - Establish a strict protocol for handling difficult customers. - Provide regular training on customer service and communication. 	2M

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7. Traffic Management	conflicting vehicle and pedestrian paths, inadequate signalling	4A		2M
8. Environmental Considerations	weather conditions, poor road conditions	3H		1L
9. Emergency Procedures	inadequate response plans, unavailability of emergency exits	4A		2M

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10. Communication	poor communication systems, information overload	3H		1L
11. Monitoring and Review	failure to identify new hazards, ineffective risk mitigation	3H		1L
12. Incident Response	delayed response, lack of first aid	4A		2M

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13. Personal Protective Equipment (PPE)	inadequate PPE, incorrect use of PPE	4A		1L
14. Visitor Management	unfamiliarity with site rules, distraction to workers	3H		1L
15. Continuous Improvement	stagnation in safety culture, outdated practices	3H		1L

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16. Demobilisation	uncontrolled movement, reduced focus at end of task	3H		1L
17. Final Inspection	overlooked hazards, documentation errors	3H		1L

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) Regulation 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.