

## Vehicle Moving On Site 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>
<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. <b>Eliminate</b>		
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.					2. <b>Substitute</b>		
1L	Proceed, following standard operating procedures. Monitor and keep records.					3. <b>Isolate</b>		
<b>Consequence Scale:</b>						4. <b>Engineering</b>		
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			
						Always document <b>why</b> 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 understanding of traffic flow, Inadequate signage	3H	<ul style="list-style-type: none"> <li>- Conduct site induction for all staff</li> <li>- Ensure clear communication of traffic management plan</li> <li>- Install adequate and visible signage</li> <li>- Use barriers to designate pedestrian paths</li> <li>- Conduct a daily briefing to discuss traffic arrangements</li> <li>- Provide training in vehicle spotters</li> <li>- Develop emergency protocols</li> <li>- Ensure visibility through high-visibility clothing</li> <li>- Develop checklists for vehicle checks</li> <li>- Ensure radio communication tools are operational</li> </ul>	2M
2. Vehicle Pre-start Inspection	Vehicle malfunction, Engine smoke	4H	<ul style="list-style-type: none"> <li>- Implement daily vehicle inspection routines</li> <li>- Maintain a logbook of inspections and repairs</li> <li>- Train operators in fault recognition and reporting</li> <li>- Establish a maintenance schedule for vehicles</li> <li>- Verify operational condition of brakes</li> <li>- Use licensed mechanics for major repairs</li> <li>- Create standard forms for issues reporting</li> <li>- Ensure proper tyre pressure and tread before operating</li> <li>- Validate that lights and mirrors are functioning correctly</li> <li>- Conduct random audits on inspection procedures</li> </ul>	2M
3. Loading and Unloading	Overloading vehicles, Falling objects	4A	<ul style="list-style-type: none"> <li>- Utilize weight scales for loads</li> <li>- Load only to vehicle rated capacity</li> <li>- Use appropriate fastening and securing methods</li> <li>- Train staff in safe loading practices</li> <li>- Establish exclusion zones during these operations</li> <li>- Inspect loads for stability before movement</li> <li>- Have spotters in place during operations</li> <li>- Conduct regular reviews of loading procedures</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Use lifting aids where possible</li> <li>- Implement policies for proper equipment usage</li> </ul>	
4. Driving on Site	Collisions with pedestrians, Loss of vehicle control	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
5. Working near Vehicles	Being struck by vehicle, Noise hazards	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L
6. Refuelling Vehicles	Fuel spills, Fire hazards	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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7. Vehicle Maintenance	Exposure to moving parts, Chemical exposure	3H		1L
8. Emergency Situations	Inadequate emergency response, Delayed medical assistance	4A		1L
9. Parking Compliance	Unauthorised parking, Blocked access routes	3H		2M

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10. Vehicle Departure	Inattention to surroundings, Sudden pedestrian movement	3H		2M
11. Night Operations	Poor visibility, Fatigue	4A		2M
12. Inclement Weather	Slippery surfaces, Reduced visibility	4A		2M

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13. Off-site Vehicle Travel	Prolonged travel increases fatigue, Road traffic hazards	4A		2M
14. Remote Site Work	Remote location delays emergency response, Lack of immediate support	4A		1L
15. End of Day Procedures	Incomplete security checks, Unreported issues	2M		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.