

**Driving Commercial Vehicles**

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.	Administrative Change	
								PPE	

  

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. Governance, WHS Duties and Legal Compliance	<ul style="list-style-type: none"> <li>• Failure of Officers and PCBUs to understand and discharge primary duties of care under WHS Act 2011 for commercial vehicle operations</li> <li>• Absence of a documented WHS management system specific to driving and road transport activities</li> <li>• Inadequate consultation with workers, HSRs and contractors regarding driving risks and control measures</li> <li>• No formal process for monitoring changes in legislation, Australian Standards, industry codes of practice and road transport regulations</li> <li>• Poor integration of WHS obligations with Chain of Responsibility (CoR) requirements under Heavy Vehicle National Law where applicable</li> <li>• Lack of clear delegation of authority and accountability for vehicle safety, journey management and route adherence</li> </ul>	High	<ul style="list-style-type: none"> <li>• Establish and maintain a documented WHS management system for commercial vehicle operations that aligns with WHS Act 2011 and relevant regulatory, codes of practice and guidance material</li> <li>• Define, document and communicate WHS policies, responsibilities and accountabilities for Officers, managers, schedulers, dispatchers, supervisors, drivers and contractors, including clear expectations regarding safe driving and adherence to approved routes</li> <li>• Implement a legislative compliance register covering WHS, road traffic, fatigue, chain of responsibility, load restraint, and vehicle standards, with assigned responsibility for quarterly review and update</li> <li>• Formally integrate commercial vehicle WHS risks into the organisation's risk management framework, including regular risk identification, assessment, control, and review specific to driving and route management</li> <li>• Establish governance forums (e.g. quarterly WHS and Transport Risk Committee) to review incident trends, near miss, telematics data, fatigue breaches, and non-compliance with approved routes</li> <li>• Ensure due diligence of Officers by providing regular briefings and reports on vehicle-related WHS performance, serious incidents, regulator notices and compliance audits</li> <li>• Embed consultation mechanisms (toolbox talks, pre-start meetings, driver forums, HSR meetings) focused on systemic driving risks, route hazards and improvement opportunities</li> <li>• Ensure contracts with labour hire, owner-drivers and transport subcontractors explicitly require compliance with the organisation's WHS policies, journey management procedures and approved route requirements</li> </ul>	Medium
2. Vehicle Procurement, Suitability and Safety Specifications	<ul style="list-style-type: none"> <li>• Procurement of vehicles that are not fit for purpose, leading to increased crash risk, driver fatigue and instability</li> <li>• Lack of minimum safety specifications (e.g. ABS, ESC, airbags, AEB, lane departure warning, telematics) for commercial vehicles</li> <li>• Inconsistent or ad hoc vehicle selection decisions influenced by cost over safety considerations</li> <li>• Insufficient assessment of route and task requirements (terrain, access roads, typical loads) when choosing vehicles</li> <li>• Use of older or poorly designed cabs and seating that contribute to fatigue, musculoskeletal disorders and reduced driver vigilance</li> </ul>	High	<ul style="list-style-type: none"> <li>• Develop and implement a formal vehicle procurement policy that mandates safety as a key decision criterion compliant with WHS duties and relevant Australian Design Rules</li> <li>• Set and document minimum safety specifications for all new or replacement commercial vehicles (e.g. ANCAP rating where relevant, ABS, ESC, AEB, lane departure warning, reversing cameras, proximity sensors, fatigue detection where practicable)</li> <li>• Require pre-purchase risk assessments that consider intended use, typical routes, loads, environmental conditions, and driver population (e.g. height, experience, special needs)</li> <li>• Standardise vehicle configurations where possible to simplify training, maintenance systems and risk controls</li> <li>• Include ergonomic and fatigue-reducing features (adjustable seating, climate control, noise reduction, low vibration, user-friendly controls) as mandatory selection criteria</li> <li>• Engage drivers, supervisors, fleet maintenance and HSRs in vehicle procurement decisions to ensure operational and safety requirements are addressed</li> <li>• Incorporate route-specific requirements into vehicle selection (e.g. engine braking, appropriate gearing, ground clearance, turning circles) for known and approved routes</li> <li>• Include WHS safety performance and compliance history as a key criterion when selecting vehicle suppliers, body builders and fit-out contractors</li> </ul>	Medium

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
3. Vehicle Maintenance, Inspection and Defect Management Systems	<ul style="list-style-type: none"> <li>• Systemic failure to maintain vehicles in roadworthy condition, increasing risk of mechanical failure and loss of control</li> <li>• No structured preventive maintenance program aligned with manufacturer schedules and regulatory requirements</li> <li>• Inadequate process for drivers and mechanics to report, track and rectify defects in a timely manner</li> <li>• Poor record keeping for servicing, inspections and repairs, limiting the ability to demonstrate compliance and identify trends</li> <li>• Pressure on drivers to operate vehicles with known defects due to production or delivery demands</li> </ul>	High	<ul style="list-style-type: none"> <li>• Implement a documented fleet maintenance strategy that includes scheduled servicing, safety inspections and roadworthiness checks aligned with manufacturer requirements and regulatory standards</li> <li>• Introduce a formal defect reporting and management procedure (paper or electronic) that allows drivers and workshop staff to log faults, assign priority and track rectification status</li> <li>• Prohibit operation of vehicles with critical safety defects through a clear 'do not drive' policy, including defined criteria for defects that trigger automatic grounding</li> <li>• Use a centralised maintenance management system to plan, record and monitor all servicing, inspections, repairs and safety critical component replacements</li> <li>• Conduct periodic independent audits of maintenance records, workshop practices and roadworthiness to verify system effectiveness</li> <li>• Align maintenance planning with known terrain and route requirements (e.g. braking systems for steep descents, cooling systems for hot climates, suspension for rough access roads)</li> <li>• Educate managers and schedulers that vehicles must not be dispatched in contravention of defect and maintenance policies with enforcement through performance management where necessary</li> <li>• Communicate maintenance responsibilities and escalation pathways to all drivers, including casuals and subcontractors</li> </ul>	Medium
4. Driver Competency, Licensing and Training Systems	<ul style="list-style-type: none"> <li>• Drivers operating commercial vehicles without appropriate licence class, endorsements or medical fitness</li> <li>• Inadequate induction and verification of competency for new or transferred drivers</li> <li>• Lack of structured training in defensive driving, fatigue management, load security, and emergency response</li> <li>• Insufficient assessment of driver understanding of organisational policies, procedures and route adherence requirements</li> <li>• Failure to manage language, literacy or cultural barriers that may affect comprehension of safety information</li> </ul>	High	<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>	Medium

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
5. Fatigue Management and Scheduling Systems	<ul style="list-style-type: none"> <li>• Work schedules and rosters that do not comply with fatigue legislation or good practice, increasing crash risk</li> <li>• No systematic monitoring of driving hours, breaks and night work for company drivers and subcontractors</li> <li>• Commercial and time pressures that encourage drivers to exceed safe hours or bypass rest breaks to meet delivery windows</li> <li>• Inadequate organisational policies regarding maximum shift length, night driving, cumulative hours and minimum rest periods</li> <li>• Insufficient training and support for recognising and reporting fatigue without fear of reprisal</li> </ul>	High	<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>	Medium
6. Journey Management and Route Planning (Including Adherence to Approved Routes)	<ul style="list-style-type: none"> <li>• Absence of a formal journey management system leading to unplanned, high-risk trips</li> <li>• Use of non-approved or unsuitable routes that may involve higher crash risk, poor road conditions, low bridges, weight-restricted roads or residential areas</li> <li>• Reliance on generic GPS routing that prioritises shortest time rather than safest or approved routes</li> <li>• Inadequate communication of approved routes, route-specific hazards and contingency options to drivers and schedulers</li> </ul>	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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
	<ul style="list-style-type: none"> <li>No systematic approval or review process when drivers deviate from agreed routes due to emergencies, road closures or other factors</li> <li>Failure to plan for weather, time-of-day, school zones, roadworks and other predictable route-based hazards</li> </ul>		[REDACTED]	
7. In-Vehicle Safety Policies and Technology Management	<ul style="list-style-type: none"> <li>Use of mobile phones and in-vehicle technology leading to distraction while driving</li> <li>Inconsistent application of policies, speed limits and in-vehicle safety rules across the fleet</li> <li>Under-utilisation or incorrect configuration of available safety systems such as telematics, in-vehicle cameras and driver-assist features</li> <li>Privacy concerns and poor communication regarding data captured from in-vehicle systems, leading to resistance or unsafe workarounds</li> </ul>	High	[REDACTED]	Medium

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
8. Contractor and Subcontractor Management for Transport Activities	<ul style="list-style-type: none"> <li>Commercial vehicle operations performed by contractors without equivalent WHS and journey management standards</li> <li>Lack of clarity about shared responsibilities and consultation duties between PCBU and transport contractors</li> <li>Inadequate due diligence on contractors' driver competency, fatigue management, maintenance and route control systems</li> <li>Payment or delivery terms that incentivise unsafe driving practices, excessive hours or deviation from approved routes</li> </ul>	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium
9. Incident Reporting, Investigation and Continuous Improvement	<ul style="list-style-type: none"> <li>Under-reporting of driving-related incidents, near misses and route deviations due to fear of blame or administrative burden</li> <li>Superficial investigations that focus on driver error rather than systemic and management causes</li> <li>Lack of trend analysis for telematics data, infringements and crash statistics to inform systemic improvements</li> <li>Failure to implement and review corrective actions, allowing repeat incidents</li> </ul>	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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
			[REDACTED]	
10. Emergency Preparedness, Breakdown and Deviation Management	<ul style="list-style-type: none"> <li>Lack of clear organisational procedures for breakdowns, crashes, medical emergencies and dangerous situations on the road</li> <li>Drivers uncertain about when and how they may deviate from approved routes in emergencies or unplanned events</li> <li>Inadequate communication equipment or protocols for remote or high-risk routes</li> <li>Insufficient post-incident support for drivers, leading to psychological harm and reduced fitness for further driving duties</li> </ul>	High	[REDACTED]	Medium

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 2025  
 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>

**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.