

General Light Vehicle and Company Car Driving

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			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 for the task parts. 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:

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 Procurement, Design & Safety Standards	<ul style="list-style-type: none"> Procurement of vehicles that do not comply with ANCAP 5-star safety standards Fleet specification not suitable for long-distance property inspections or mixed urban / construction environments Insufficient consideration of visibility, blind-spot elimination and driver cabin ergonomics at procurement stage Lack of standard fitment of driver assist technology (ABS, ESC, AEB, lane departure warning, reversing cameras, parking sensors) Inadequate climate control and cabin comfort features leading to fatigue and discomfort on long drives or in extreme weather No standard for load restraint systems, roof racks and light bars resulting in unsafe modifications Procurement driven purely by cost without WHS risk assessment under WHS Act 2011 (primary duty of care not considered) 	4A	<ul style="list-style-type: none"> Develop and implement a formal Fleet Procurement policy that mandates ANCAP 5-star vehicles or safest reasonably practicable alternative Specify minimum safety and ergonomic standards for vehicles including ESC, ABS, AEB, reversing camera, parking sensors and blind-spot mirrors or detection systems Require factory fitted or engineered solutions for roof racks, tow bars and load restraint points, assessed by a competent person Include adjustable seating, steering wheels, lumbar support and effective climate control as mandatory criteria to support health, comfort and reduce fatigue risk Undertake a documented WHS risk assessment and consultation with workers, HSRs and PCBUs before new vehicle types are introduced to the fleet Include visibility and blind-spot assessment (for construction sites, urban traffic and narrow spaces) as part of vehicle selection criteria Ensure supplier contracts specify legislative compliance with Australian Design Rules and WHS Act 2011 duties, including provision of safety information and manuals 	2M
2. Driver Competency, Licensing & Training Systems	<ul style="list-style-type: none"> Drivers operating company vehicle without valid or appropriate class of licence Lack of formal verification of competency before authorising workers to drive for work Insufficient training in long-distance driving, fatigue management and night-time operation Inadequate understanding of Australian road rules and state-by-state transport regulations Limited training in low-visibility driving, adverse weather, and heavy traffic navigation 	4A	<ul style="list-style-type: none"> Establish a Driver Authorisation Procedure requiring licence checks, competence verification and management sign-off before any worker drives a company vehicle Implement periodic licence validation (e.g. every 6–12 months) and maintain secure records in the HR or fleet management system Provide structured driver training covering road rules, state-wise transport regulations, defensive driving, intersection navigation, safe turning, and speed management Introduce targeted training modules for long-distance driving, fatigue awareness, night-time driving and operation in poor visibility or extreme weather conditions Deliver specific training for driving on or near construction sites, navigating roadworks and operating around plant and pedestrians Assess driver competence via an on-road evaluation by a suitably qualified trainer for higher-risk roles (e.g. regular long-distance or remote driving) Ensure refresher training is scheduled (e.g. every 2–3 years or after incidents) with attendance tracked in the learning management system 	2M

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	<ul style="list-style-type: none"> No structured induction for driving in construction environments or around roadworks Over-reliance on prior experience rather than documented skills assessment 			
3. Fatigue Management & Long-Distance Driving	<ul style="list-style-type: none"> Excessive driving hours for property inspections and regional travel without adequate rest breaks Scheduling that requires early starts, late finishes or consecutive long-distance days Drivers working full days on site and then driving long distances home, leading to fatigue-related crashes Inadequate policies for maximum driving time, night driving and rest requirements Insufficient consideration of sleep disorders, health issues or medication that may impact alertness Lack of monitoring or comparison of actual driving hours compared to planned journeys 	4A	<ul style="list-style-type: none"> Implement a Fatigue Management Policy that sets limits on daily driving hours, total work hours and minimum rest periods between shifts Require journey planning for all trips over a defined distance or time threshold (e.g. >2 hours one way), including scheduled rest stops and, where needed, overnight accommodation Prohibit workers from driving after extended work days beyond agreed hour limits except in emergencies subject to management approval and documented risk assessment Mandate rest breaks at defined intervals (e.g. at least 15 minutes every 2 hours of driving), supported by journey plans and time sheets Train workers and supervisors in recognising fatigue indicators and implementing stop-work or alternative transport arrangements Integrate fatigue risk checks into pre-start or sign-on processes, including declarations of fitness for duty Monitor driving and work patterns using logs, telematics or electronic scheduling data to identify non-compliance and trends requiring corrective actions 	2M
4. Journey Management & Route Planning	<ul style="list-style-type: none"> No formal journey planning for long-distance, regional or unfamiliar routes Inadequate consideration of speed limits, traffic density, roadworks and construction zones Failure to identify alternate routes in case of road closures, extreme weather or incidents Excessive time pressure to complete multiple property inspections in one day Lack of procedures for night driving or travel in high-risk areas and poor visibility conditions Inadequate identification and planning for safe stopping locations and rest areas 	3H	<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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			[REDACTED]	
5. Use of Navigation & In-Vehicle Technology	<ul style="list-style-type: none"> • Driver distraction when programming or following GPS or navigation apps while driving • Over-reliance on navigation systems leading to unsafe routing (e.g. through narrow rural lanes or unsuitable construction detours) • Poor mounting or placement of navigation devices obstructing driver field of vision • Use of mobile phones or tablets for navigation without hands-free or approved mounting, creating distraction and enforcement risk • Lack of training on safe use of driver assist technology (lane assist, adaptive cruise, collision warning) 	3H	[REDACTED]	1L
6. Vehicle Maintenance, Inspection & Mechanical Integrity	<ul style="list-style-type: none"> • Lack of systematic servicing leading to tyre, brake or steering failures • No formal pre-start or periodic inspection regime for company vehicles • Failure to identify defects affecting safe driving distance, stopping performance and night-time visibility • Repairs not undertaken by competent or authorised service providers • Poor record keeping resulting in missed services and unrectified safety defects • Inadequate inspection of vehicles used on construction sites, unsealed roads or heavy traffic conditions 	4A	[REDACTED]	2M
7. Vision, Blind Spots & Field of View Management	<ul style="list-style-type: none"> • Inadequate elimination of blind spots leading to collisions while changing lanes, overtaking or manoeuvring through narrow spaces 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> Poor mirror adjustment and lack of training in mirror use and scanning techniques Obstructed windscreens or windows from signage, mounted devices, loads or equipment Dirty or damaged windows, mirrors and lights, reducing visibility in rain, dust or night-time conditions Insufficient management of sight obstructions around construction sites or when working near plant and pedestrians 		[REDACTED]	
8. Speed Management & Safe Following Distance	<ul style="list-style-type: none"> Systemic tolerance of speeding or 'making up time' to complete schedules Lack of clear policy on adherence to posted speed limits and conditions-based speed reduction Inadequate emphasis on maintaining safe following distances in heavy traffic or adverse weather Incentive structure (KPIs, job counts) that indirectly encourage speeding or risky overtaking Insufficient supervision or monitoring of actual driving behaviour and speed 	3H	[REDACTED]	1L
9. Adverse Weather, Poor Visibility & Night Driving Management	<ul style="list-style-type: none"> Driving in heavy rain, fog, dust, heat or storms without clear decision-making criteria Inadequate controls for operating in poor visibility and at night, especially on rural or high-speed roads Lack of process for postponing or modifying journeys when extreme weather warnings exist Insufficient training in adjusting driving technique and speed for adverse conditions 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> No requirement to use lights appropriately in rain, fog or low light, leading to reduced conspicuity 		[REDACTED]	
10. Traffic, Intersections, Overtaking & Roadworks Navigation	<ul style="list-style-type: none"> Complex intersection navigation and turning in high-traffic urban environments Risky overtaking on rural roads and during long-distance drives for inspections Inadequate management of interactions with heavy vehicles in congested traffic Poor systems for communicating temporary traffic arrangements and roadworks detours Lack of guidance for manoeuvring through narrow spaces, work zones and lane closures 	3H	[REDACTED]	1L
11. Construction Site & High-Risk Environment Interface	<ul style="list-style-type: none"> Driving light vehicles on access roads to construction sites without traffic management plans Interaction with motorcyclists, trucks and pedestrians where sight lines are obstructed Lack of clarity on right-of-way, speed limits and parking locations on worksites Poor coordination of vehicle movements during deliveries, inspections and site visits Insufficient induction of visiting drivers to site-specific traffic rules and hazards 	3H	[REDACTED]	1L
12. Health, Fitness for Duty & Ergonomic Cabin Setup	<ul style="list-style-type: none"> Drivers working while unfit due to illness, medication, drugs or alcohol Musculoskeletal strain from poorly adjusted seats, steering wheels and mirrors during long-distance driving 	3H	[REDACTED]	1L

SAMPLE

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	<ul style="list-style-type: none"> Undeclared medical conditions (e.g. sleep apnoea, vision impairment) affecting safe driving Lack of management oversight of fitness-for-duty for workers whose role includes substantial driving Inadequate support for reporting health issues without stigma or job insecurity concerns 		[REDACTED]	
13. Communication, Emergency Response & Remote Driving	<ul style="list-style-type: none"> Inadequate communication systems when driving in rural or remote areas for property inspections Delayed emergency response due to lack of trip monitoring or check-in procedures Drivers not trained in emergency actions after breakdowns, crashes or severe weather events No process for escalation when a driver fails to arrive or check in as planned Insufficient information for vehicles about emergency contacts, incident reporting and breakdown services 		[REDACTED]	1L
14. Policies, Procedures, Supervision & Safety Culture	<ul style="list-style-type: none"> Absence of a consolidated Driving for Work Policy outlining expectations and responsibilities Inconsistent application of driving procedures across teams and regions Supervisors not adequately trained or resourced to manage driving-related WHS risks Poor reporting culture leading to under-reporting of near misses, breaches and fatigue issues 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> Lack of consultation with workers about practical driving risks and control effectiveness 		[REDACTED]	
15. Incident Reporting, Investigation & Continuous Improvement	<ul style="list-style-type: none"> Failure to report minor collisions, near misses and infringements involving company vehicles Superficial incident investigations focused on driver blame rather than systemic causes Lack of data analysis to identify trends in speeding, fatigue, intersection crashes or construction site incidents No mechanism to update procedures, training or procurement standards following incidents Inadequate feedback to workers on lessons learned and corrective action implemented 	3H	[REDACTED]	1L

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.