bluesafe.

Utility Vehicle			
Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF 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:	

bluesafe.

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			
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	

Hierarchy of Controls (inverted pyramid):
Elimination — Remove the hazard.
Substitution — Replace the hazard.
Isolation — Isolate People from the hazard
Engineering — Isolate the hazard
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 the 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:
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 & Suitability	• Utility vehicles selected without proper assessment of suitability for terrain, loads, towing and work tasks (including rough and off-road conditions) • Lack of compliance with Australian Design Rules and WHS legislative requirements for plant and vehicles used at work • Insufficient rollover and occupant protection for rough terrain and all-terrain environments (e.g. lack of ROPS, side intrusion protection, seatbelts) • Inadequate safety features such as ABS, ESC, traction control, differential lock, off-road capability, reversing cameras and proximity sensors • Poor matching of tyres, suspension and ground clearance to off-road and uneven surfaces • Failure to consider ergonomics and visibility for drivers doing frequent entries/exits and long driving periods • No formal pre-purchase risk assessment or consultation workers and Health and Safety representatives (HSRs) regarding vehicle needs	High	• Establish a documented vehicle procurement procedure that requires WHS risk assessment and sign-off before purchase or lease of any utility vehicle • Specify minimum safety and compliance requirements in procurement documentation (e.g. ANCAP rating, ESC, ABS, traction control, ROPS where applicable, reversing camera, load barriers) • Undertake a formal suitability assessment for intended use, including rough terrain, off-road capability, maximum loads, towing requirements and passenger numbers • Ensure vehicles comply with relevant Australian Design Rules, road traffic legislation and WHS Act 2011 duties for provision of safe plant • Develop a standard specification for utility vehicles and all-terrain vehicles (ATVs/UTVs) used by the organisation, including rollover protection, seatbelts and occupant restraints • Consult drivers, supervisors and HSRs when selecting vehicles, particularly those used in remote or rough terrain conditions • Include ergonomic criteria (seat adjustability, entry/exit height, handholds, control layout, vibration exposure) in procurement decisions • Ensure tyres, suspension and protective accessories (bull bars, underbody protection) are selected based on risk assessment rather than solely operational preference • Include safety technology (GPS/telematics, in-vehicle monitoring systems, emergency beacons or duress alarms for remote work) in procurement scope where risk profile warrants • Require suppliers to provide documentation, manuals and safety information, including off-road operating limitations and service requirements	Medium
2. Governance, Policies & WHS Management System	• Absence of a formal vehicle safety policy aligned with WHS Act 2011 and WHS Regulations • Lack of clear allocation of responsibilities for utility vehicle safety (officers, PCBUs, managers, supervisors and workers) • No integrated system for managing vehicle-related risks (including all-terrain and rough-terrain use) within the organisation's WHS management system • Poor consultation mechanisms with workers and HSRs on vehicle safety issues and changes to systems of work	High	• Develop and implement a comprehensive Work-Related Driving and Utility Vehicle Safety Policy endorsed by senior management • Integrate vehicle use (on-road, off-road, all-terrain and rough terrain) into the organisation's WHS management system, including risk registers and objectives • Clearly define and document roles, responsibilities and accountabilities for vehicle safety at all levels (officers, PCBUs, managers, supervisors, workers) • Establish formal consultation processes with workers and HSRs on vehicle selection, procedures, and changes to journey management or terrain access rules • Implement a standardised process for reporting, recording and investigating vehicle incidents, near misses and mechanical failures, with root cause analysis • Schedule regular management reviews of vehicle safety performance, risk controls, and compliance with WHS legislation and organisational policies	Medium

bluesafe.

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
	• Inadequate incident and near-miss reporting and investigation processes for vehicle-related events • Failure to systematically review and update controls in response to incidents, audits or legislative changes • Inconsistent application of policies across different sites, regions or business units		• Develop organisation-wide procedures for the safe use of utility vehicles and ATVs, specifically covering rough terrain and off-road conditions • Ensure policies address fatigue, drugs and alcohol, mobile phone use, seatbelt use, load security and unauthorised passengers • Embed vehicle safety key performance indicators (KPIs) within management performance reviews and WHS plans • Maintain document control for all vehicle-related policies, procedures and forms to ensure workers access current versions	
3. Driver Competency, Induction & Training Systems	• Drivers operating utility vehicles or all-terrain vehicles without verification of licence validity or competency • Inadequate training in off-road and rough-terrain driving techniques, including hill ascents/descents and water crossings • Lack of specific competency-based training for side-by-side vehicles, buggies, and ATVs used on uneven or steep ground • No formal induction for new workers or contractors on organisational vehicle procedures and journey management requirements • Insufficient training on load management, towing risks and use of tray and canopy systems • Drivers unfamiliar with vehicle safety systems (ESC, traction control, differential locks) and their limitations • No ongoing competency checks or refresher training for infrequent drivers or those involved in prior incidents • Failure to assess medical fitness to drive for high-risk roles (e.g. rough terrain, remote area operations)	High	• Implement a driver competency and authorisation procedure requiring verification of current driver licence class, and driving record before authorising vehicle use • Require specific off-road and rough-terrain driving training for workers who access unsealed roads, tracks and steep or uneven ground • Develop or source accredited training for ATVs, side-by-sides and similar plant, including rollover risk and stability management • Provide a structured induction program for all new workers and contractors covering vehicle policies, reporting requirements, and safe use expectations • Include training modules on load restraint principles, towing limits, gross vehicle mass (GVM) and correct use of tray, canopy and roof systems • Train drivers in the correct use and limitations of vehicle safety technologies (ESC, hill descent control, traction aids, 4WD systems) • Introduce periodic refresher training based on risk (e.g. every 2–3 years, or earlier following incidents, near misses or observed unsafe behaviours) • Establish a medical fitness to drive assessment process for roles with high driving exposure, remote work or all-terrain activities • Maintain training and competency records and link driver authorisations to HR and fleet systems so only competent drivers can book vehicles • Provide toolbox talks and safety alerts addressing emerging vehicle risks, seasonal hazards (e.g. wet conditions) and lessons from incidents	Medium
4. Journey Management & Trip Planning	• Unplanned or ad hoc trips into rough terrain or remote areas without risk assessment	High		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
	• No formal journey management process for longer trips, night driving or isolated locations • Driving schedules that create pressure to rush, exceed speed limits or drive while fatigued • Lack of pre-trip assessment of weather, track conditions, flood risks and fire danger • Inadequate communication and check-in systems for workers operating alone or remotely • Poor route selection leading to use of unsafe shortcuts, unmaintained tracks or unauthorised properties • Insufficient contingency planning for breakdowns, bogging, getting lost or sudden changes in conditions				
5. Vehicle Allocation, Access Control & Use Authorisation	• Unrestricted access to utility vehicles by untrained or unauthorised workers or visitors • Poor matching of specific vehicles to particular tasks, terrain and loads • Inadequate control over use of high-risk vehicles such as ATVs and side-by-sides • No system to prevent use of vehicles that are overdue for service or have outstanding defects • Lack of clarity about private use, after-hours use and transport of non-employees • Sharing of keys or access cards without accountability	Medium			Low

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
6. Inspection, Maintenance & Defect Management Systems	• Lack of systematic inspection and preventive maintenance for utility vehicles used in rough terrain • Defects not reported, recorded or acted upon in a timely manner • Servicing not aligned with manufacturer recommendations or adjusted for harsh operating conditions • Use of non-genuine or inappropriate parts and tyres that compromise safety or performance • Vehicles operating with compromised braking, steering, suspension or structural integrity • No verification that external repairers meet safety and quality standards	High			Medium
7. Pre-Use Verification & Monitoring Systems	• No formal system for ensuring vehicles are fit for purpose prior to start of shift • Reliance on informal checks leading to missed critical issues before driving, especially after off-road work • Lack of management oversight on how vehicles are used, including speeding and harsh driving in rough terrain • Failure to detect emerging patterns of unsafe behaviour or recurring issues with specific vehicles or locations	Medium			Low

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. Load Management, Towing & Vehicle Configuration Controls	• Vehicles overloaded or loaded incorrectly, particularly on trays, canopies and roof racks • Centre of gravity altered by roof loads or uneven loading, increasing rollover risk in rough terrain • Towing trailers, plant or equipment without appropriate capacity assessment or training • Inadequate load restraint systems resulting in shifting loads during off-road travel • Uncontrolled modifications to suspension, bodywork or accessories affecting stability and braking performance	High		Medium
9. Accessing Vehicles in Rough Terrain & Site Controls	• Unsafe access and egress from vehicles on uneven, sloping or unstable ground • Vehicles parked in locations that increase risk of rolling, sliding or loss of support under tyres • No defined access or parking rules in rough terrain areas, leading to ad hoc parking and approach paths • Slip, trip and fall risks around vehicles due to mud, loose rock, vegetation or poor lighting • Lack of engineered controls for high-risk locations such as steep embankments, creek crossings and edges of tracks	High		Medium
10. Fatigue, Impairment & Behavioural Controls	• Workers driving utility vehicles while fatigued due to long shifts, overtime or extended travel times • Impairment from alcohol, drugs (including prescription medication) or other health conditions	High		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
	• Distracted driving due to mobile phones, in-vehicle technology or paperwork while driving • Risk-taking behaviours such as speeding, aggressive driving and unnecessary off-track driving • Normalisation of unsafe practices in remote or unsupervised locations				
11. Remote & Isolated Work, Emergency Preparedness & Recovery	• Workers stranded due to breakdown, bogging or rollover in remote or rough terrain areas • Delayed emergency response due to poor communication coverage or lack location information • Insufficient emergency equipment and supplies for extended or adverse weather • Lack of clarity in roles and procedures for vehicle recovery and vehicle management • Psychological stress and trauma following serious vehicle especially rollovers	High			Medium
12. Contractor, Visitor & Third-Party Management	• Contractors and visitors operating utility vehicles on sites without understanding local terrain hazards and rules • Inconsistent safety standards between principal and contractors, especially for all-terrain vehicle use	Medium			Low

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
	• Lack of clarity over responsibility for maintenance, training and incident reporting for contractor-supplied vehicles • Third-party pressure to continue work or travel in unsafe conditions (e.g. severe weather, track damage)			
13. Assurance, Audit & Continuous Improvement	• Systemic vehicle safety risks not identified due to lack of regular review or assurance • Non-compliance with WHS Act 2011 duties and supporting regulations over time • Controls becoming ineffective or outdated as technology, fleets and work locations change • Data on incidents, near misses and telematics not systematically analysed	Medi		Low

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 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-of-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/forms-and-resources/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.