

**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.	<b>Administrative</b> Change	
								<b>PPE</b>	

  

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. Vehicle Procurement and Suitability	<ul style="list-style-type: none"> <li>Inadequate process for selecting vehicles suitable for task, terrain and load requirements</li> <li>Procurement decisions driven solely by cost without WHS risk considerations</li> <li>Lack of consultation with workers and health and safety representatives on vehicle selection and fit-out</li> <li>Failure to specify minimum safety standards (e.g. ANCAP rating, safety technology, load restraints)</li> <li>No formal assessment of compatibility with existing fleet management and maintenance systems</li> <li>Inadequate consideration of special needs (e.g. disability access, remote work requirements, harsh environments)</li> </ul>	High	<ul style="list-style-type: none"> <li>Develop and implement a formal vehicle procurement policy that explicitly incorporates WHS duties under the WHS Act 2011 and applicable Codes of Practice</li> <li>Specify minimum safety design requirements for all vehicles (e.g. 5-star ANCAP where reasonably practicable, ABS, ESC, side-curtain airbags, reversing cameras/sensors, fatigue and collision warning systems where relevant)</li> <li>Ensure procurement specifications include task and environment analysis (e.g. off-road capability, crash protection, rollover risk, climate control, communications for remote areas)</li> <li>Require suppliers to constrain vehicle compliance with Australian Design Rules (ADRs) and relevant Australian Standards</li> <li>Establish a consultation process with workers, health and safety representatives and fleet users when defining procurement requirements and evaluating options</li> <li>Include requirements for safe storage and securing of loads, tools and equipment (e.g. compliant cargo barriers and storage systems) in all procurement documents</li> <li>Integrate WHS reviews into all vehicle lease or purchase contracts, including responsibilities for maintenance, safety features, modifications and end-of-life disposal</li> <li>Conduct pre-commissioning WHS inspection of all new or replacement vehicles before they are released into service</li> </ul>	Medium
2. Governance, Policy and WHS Management System Integration	<ul style="list-style-type: none"> <li>Absence of a documented fleet safety policy endorsed by senior management</li> <li>Vehicle safety risks not integrated into the organisation's WHS management system and risk register</li> <li>Unclear allocation of WHS duties and responsibilities for vehicles between PCBUs, managers, supervisors and workers</li> <li>Lack of documented procedures for managing vehicle-related incidents, near misses and corrective actions</li> <li>Poor coordination where multiple PCBUs share vehicles, sites or road transport activities</li> <li>Failure to review vehicle WHS performance at management level, resulting in systemic issues being overlooked</li> </ul>	High	<ul style="list-style-type: none"> <li>Develop and implement a fleet safety policy that clearly sets expectations, roles and responsibilities for vehicle WHS in line with the WHS Act 2011</li> <li>Integrate vehicle and driving risks into the organisation's WHS management system, including hazard identification, risk assessment, consultation, training, incident management and continuous improvement processes</li> <li>Assign clear accountability for fleet safety at executive and line management levels, with position descriptions reflecting WHS obligations for vehicles</li> <li>Establish and maintain a vehicle safety risk register capturing key systemic risks, existing controls, and required improvement actions, reviewed at least annually</li> <li>Implement formal consultation mechanisms with workers and health and safety representatives regarding vehicle policies, changes, and identified risks</li> <li>Develop and document procedures covering vehicle allocation, use of private vehicles for work, and after-hours or on-call driving</li> <li>Create a process for coordination and information sharing between PCBUs where vehicles, drivers or worksites are shared (e.g. contractor management procedures, joint safety meetings)</li> <li>Include vehicle safety indicators (e.g. incident rates, damage trends, maintenance compliance, licence and training status) in regular WHS performance reporting to management</li> </ul>	Medium

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3. Driver Competency, Licensing and Fitness for Work	<ul style="list-style-type: none"> <li>• Drivers not holding the correct, current licence class for the vehicle type or configuration</li> <li>• Insufficient assessment of driving competence, particularly for high-risk vehicles (e.g. heavy vehicles, 4WD, towing)</li> <li>• Inadequate systems to verify ongoing licence validity and driving history</li> <li>• No formal process to manage fitness for work factors (e.g. fatigue, medical conditions, medications, substance use, vision)</li> <li>• Lack of clear rules and monitoring for mobile phone use and in-vehicle distractions</li> <li>• Inadequate procedures to restrict or manage inexperienced or high-risk drivers</li> </ul>	High	<ul style="list-style-type: none"> <li>• Implement a documented driver management procedure defining licensing requirements, competency standards and fitness for work expectations for all drivers using vehicles for work</li> <li>• Establish a licence verification system, including collection and periodic checking of driver licences and, where reasonably practicable, driving history and demerit status</li> <li>• Define additional competency standards and training requirements for higher-risk vehicle use (e.g. defensive driving, 4WD, towing, heavy vehicles, elevated risk environments)</li> <li>• Introduce a fitness for work policy addressing fatigue, alcohol and other drugs, medical conditions and medications that may impair driving ability, with clear reporting and assessment processes</li> <li>• Require disclosure and assessment of relevant medical conditions in consultation with health professionals, ensuring privacy and anti-discrimination obligations are met</li> <li>• Implement a clear mobile phone and distraction policy (e.g. no texting, limitations on hands-free use) supported by communication and supervision practices</li> <li>• Define and enforce restrictions for young, inexperienced or high-risk drivers (e.g. supervised use, vehicle type limitations, night driving restrictions where practicable)</li> <li>• Integrate driver competency and fitness checks into induction, periodic refresher programs and performance reviews</li> </ul>	Medium
4. Training, Induction and Information	<ul style="list-style-type: none"> <li>• Drivers unaware of organisational vehicle policies, expectations and procedures</li> <li>• No structured induction for workers or contractors using vehicles for work</li> <li>• Insufficient training on specific vehicle types, safety features and onboard technologies</li> <li>• Lack of awareness of legal obligations under road traffic laws and the WHS Act when driving for work</li> <li>• Training provided once but not refreshed or updated when risks, vehicles or systems change</li> <li>• Inadequate records of training making it difficult to verify competency and compliance</li> </ul>	High	<p>[REDACTED]</p>	Medium

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5. Vehicle Maintenance, Inspection and Defect Management Systems	<ul style="list-style-type: none"> <li>No formal, scheduled maintenance program for vehicles, leading to unsafe mechanical condition</li> <li>Reliance on ad hoc reporting of faults without a structured defect management process</li> <li>Inadequate oversight of maintenance performed by external providers or hire/lease companies</li> <li>Poor record-keeping, making it difficult to demonstrate maintenance history and safety compliance</li> <li>Vehicles remaining in service despite known safety-critical defects</li> <li>Lack of standardised pre-use inspection systems across the fleet</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
6. Journey Management and Fatigue Risk Management	<ul style="list-style-type: none"> <li>Excessive driving hours or distances without adequate breaks, leading to fatigue-related incidents</li> <li>Unrealistic scheduling and time pressures that encourage speeding/risk-taking</li> <li>Lack of planning for high-risk journeys (e.g. remote areas, night driving, severe weather, wildlife)</li> <li>Inadequate systems for monitoring worker location and wellbeing during remote or isolated travel</li> <li>Use of private vehicles for work without assessing suitability, condition or insurance</li> <li>Insufficient consideration of non-work travel, shift patterns and cumulative fatigue</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

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			[REDACTED]	
7. Vehicle Load Management, Fit-Out and Modifications	<ul style="list-style-type: none"> <li>• Vehicles loaded beyond their safe capacity or outside manufacturer specifications</li> <li>• Poorly designed or installed vehicle fit-outs (e.g. racking, tool storage, aftermarket accessories) creating crush, impact or rollover risks</li> <li>• Inadequate systems to control modifications and ensure they remain compliant with ADRs and roadworthy standards</li> <li>• Lack of guidance on safe carriage of hazardous substances, gas cylinders and other dangerous goods in vehicle</li> <li>• Unsecured items in passenger or cargo areas becoming projectiles during braking or collision</li> <li>• No oversight of third-party modifications or blending (e.g. mirrors, bull bars, tow systems) that may affect crash performance</li> </ul>	High	[REDACTED]	Medium
8. Technology, Telematics and Data Management	<ul style="list-style-type: none"> <li>• Introduction of in-vehicle technology (e.g. GPS, telematics, driver assist systems) without proper risk assessment and change management</li> <li>• Over-reliance on technology leading to complacency or misunderstanding of system limitations</li> <li>• Telematics data collected but not reviewed or acted upon to address unsafe driving behaviours</li> <li>• Poor management of privacy, data security and surveillance concerns</li> </ul>	Medium	[REDACTED]	Low

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	<ul style="list-style-type: none"> <li>leading to reduced trust and non-cooperation</li> <li>Lack of integration between telematics systems, maintenance records and incident reporting</li> <li>Use of non-approved apps and devices that create distraction or data integrity issues</li> </ul>		[REDACTED]	
9. Incident, Near Miss and Insurance Management	<ul style="list-style-type: none"> <li>Under-reporting of vehicle incidents, near misses and damage due to fear of blame or complex processes</li> <li>Lack of systematic investigation of vehicle-related incidents to identify root causes and systemic failings</li> <li>Inadequate coordination between WHS, fleet management, HR and insurance providers in responding to incidents</li> <li>Repeat incidents involving the same drivers, vehicles or routes without targeted intervention</li> <li>Insurance arrangements that incentivise rapid repair and return to service without full safety review</li> <li>Insufficient processes to support workers following traumatic vehicle incidents</li> </ul>	High	[REDACTED]	Medium
10. Emergency Preparedness and Remote/Isolated Work	<ul style="list-style-type: none"> <li>Workers not prepared or equipped to respond effectively to breakdowns, crashes or medical emergencies while driving for work</li> <li>Inadequate emergency communication systems in remote or low-coverage areas</li> </ul>	Medium	[REDACTED]	Low

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	<ul style="list-style-type: none"> <li>• No clear procedures for escalation, rescue and retrieval in the event of a serious incident</li> <li>• Lack of alignment between organisational emergency plans and local emergency services capabilities</li> <li>• Workers unaware of expectations regarding safe stopping, securing the scene and personal safety during roadside emergencies</li> <li>• Insufficient review of emergency responses to ensure continual improvement</li> </ul>		<div style="background-color: black; height: 15px; width: 100%;"></div>	

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.