

FORM 33

Detailed Risk Assessment

This assessment form is to be used to make a detailed assessment of any activity nominated on site that may have some level of risk. A Toolbox Talk or Training and Awareness Sessions must be conducted and recorded with all relevant workers/drivers to ensure risk control measures are known and understood by all affected workers: Toolbox Talk or Training Record to be attached to this Risk Assessment Record and filed in the site folder.

Detailed Risk:

Operator:

Location/site:

Prepared by: Date:

Risk assessment scores: 16+ High 10 – 15 Significant 4 – 9 Medium 1 – 3 Low

Activity description & location onsite: <i>(include equipment & materials)</i>	Likelihood					Severity					Risk Score
	Very likely	Likely	Possible	Unlikely	Very unlikely	Business Continuity or Fatality	Breach, Reputation or Permanent Disability	Business Restraints, Financial Hardship or Serious Injury	Treatment — Review — Restructure	Systems / Process — Resources / People	Likelihood MULTIPLIED by Severity
List hazards associated with the above task/activity: <i>(and potential cause)</i>	5	4	3	2	1	5	4	3	2	1	=
1. Unroadworthy vehicle (speed limiter/speedo not functional) – Driver not reporting the observed fault of this safety device.			✓			✓					15
2. Driver not understanding company policy, procedure or laws (knowledge and awareness) of telematics recording and traceability.			✓			✓					15
3. Vehicle being involved in an incident or accident and speed being a contributing factor.		✓				✓					20
4. Non-Training of Staff – Driver assessments not including speed awareness and non-communication with drivers about the potential electronic records and on road surveillance of speeding vehicles.			✓			✓					15
5. The request by authorities to provide information on the controller of a vehicle that has been intercepted by on road cameras.		✓				✓					20
6.											
7.											
8.											
List control measures to be taken for the hazards listed above:	Residual risk scores: <i>(Score after control has been implemented)</i>										Record below
1. Vehicles to be inspected by the Driver prior to each trip, as per the checklist provided. Sign completed inspection record on the Pre-Trip Record Book. Any faults observed during the work day are to be recorded on the Fault & Repair Report Book, Daily Worksheet or Electronic System advising the mechanic/service provider of the fault observed. Faults may include inoperative speed limiting devices and/or random control issues where the vehicle exceeds the legal speed. Speed limiters are to be tested and inspected at least every 12 months, and are to be scheduled in line with every B service or as nominated. Testing will be carried out by a qualified, competent service provider. The inspection must confirm that the speed limiter is compliant to the standards. Speed limiters are to be tested within the adequate servicing intervals and evidence retained.											9
2. All drivers trained and inducted to company policies and procedures, which includes the Speed Management Policy. All drivers are inducted to enforce the understanding of road laws and vehicles Electronic System reports. Drivers to acknowledge and sign off on the Speed Management Policy during company induction or staff training and disciplinary action. Drivers are aware of the consequences of speeding, including the legal and safety issues. The company does not tolerate repeat offenders in speeding.											9

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List control measures to be taken for the hazards listed above:	Residual risk scores: (Score <i>after</i> control has been implemented)	Record below
3. All staff to be site inducted to be aware of site controls and measures and advised of speed limits. Drivers are to attend toolboxes/pre-start meetings to understand changed conditions – Electronic Systems reporting. Drivers to be monitored in their ability to focus on a task and operate the heavy vehicle safely whether that be onsite or on a public roadway. Vehicle Electronic Systems with over speeding reports is monitored internally with regard to ongoing monitoring and pre-set electronic alerts advised (geofences) and speed will be assessed as part of any investigation (if applicable).		6
4. Drivers are to attend and complete training during the initial employee induction and/or staff training in understanding their Speed Management obligations. Training Register with licence information, levels and expiries to be maintained, in order to monitor that all drivers have current licenses. Copies of driver licences are to be retained within the company administration. All drivers are to undergo assessment of capabilities (VOC) and advised on legal vehicle control. Drivers are to attend Toolbox meetings with regard to any changes within the company policies and procedures. Drivers to receive training in speeding laws, and guidelines for planning work and rest times, in order to prevent speeding to stay within hours. Driver's trained in company expectations, Safe Work Method Statements and Speed policy/procedures. (Safe Driving Plans, Reporting Responsibilities). All drivers to be assessed for knowledge and application of road laws to be recorded.		6
5. Drivers are to be aware of disciplinary procedures during initial employee induction. Speed breaches to be investigated for underlying cause, and disciplinary action taken where deemed necessary. Disciplinary procedure to be followed to correct behaviour/non compliances, take corrective or preventative action when required and follow non-conformance process. Disciplinary procedures in place to deal with traffic infringements – speed violations. For repeat offenders or an excessive speed breach, loss of employment will occur.		9

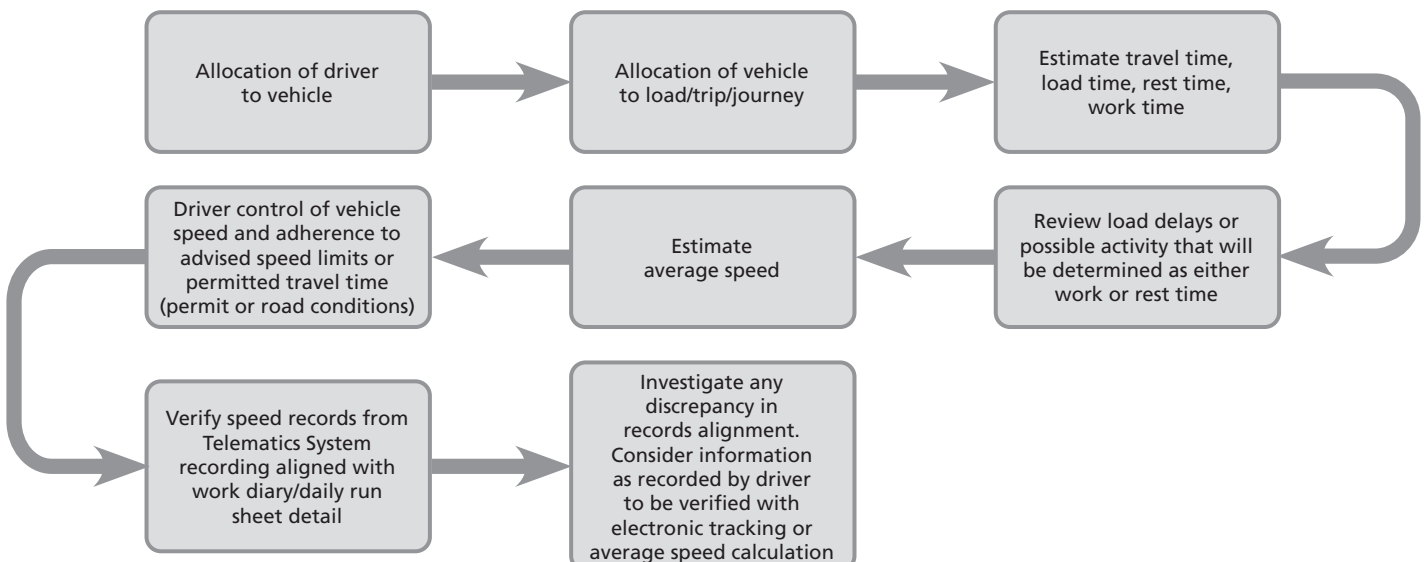
Reference Documents

Verification of Records
Verification of Competency
Training Records
Signed Policies and Procedures
Fault and Repair Report Book use
Manifests/Dockets – Dockets that have information of loading point and receiving point
Engine Management Module (ECM)
Electronic Breaking System (EBS)
In-vehicle telematics tracking speed and driver behaviour
Evidence of Speed Breach – Point to Point Cameras, receiving of penalty notices for company vehicles

STOP! Is this a High Risk Activity? For Residual scores of 16 or over you must complete the form below

Checklist for High Risk Activities that score 16 or more on the Risk Score Matrix	Tick below
1. Notify the relevant Manager/Supervisor or persons in control of the process	
2. Inform Company Assigned Manager for Equipment & Quality/Safety/Environmental requirements & needs	
3. Ensure we have a process specific SWMS or Safe Operating Procedure for the activity (attached, and signed by all workers)	
4. Record the activity in the Register of High Risk activities or as per the Hazard, Risk & Opportunity Register (FORM 31)	
5. Refer to below suggested process flowchart to determine if the activity will be performed as indicated	

Flow chart to communicate all risks/hazards and/or appropriate method or suggestion of minimisation or elimination.



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NAME	COMPANY & POSITION	SIGNATURE	DATE

Name:		Position:	
Company:		Date:	
Office use			
Date of future review:			
Nominated Representative:			