Template only MUST modify to site conditions

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| Site / Area: | |  | | Date of Assessment | |  | | Risk Assessment # | **033RA** |
| Completed by (name) | |  | | Signature | |  | | | |
| In Consultation with: | |  | | Signature | |  | | | |
| Identify / describe activity, equipment, area or event you are assessing: | | | | | | **WORK RELATED DRIVING** | | | |
| Authorised by: | |  | | Signature: | |  | | Date: |  |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** | | | | | | | | | |
| **Step 1:** **Identify the hazard/s / Impact:**What do you believe are the hazards? What could happen? | | | | **Step 2: Assess the potential risks:**  What do you believe are the risks?  How could this happen? | | | | **Step 3: Reducing the risk:**  What do you believe can be done to reduce the risk?  Controls | |
| **Psychological**   * Fatigue * Influence of drugs * Influence of alcohol * Excessive time pressure * Excessive workload | | | | * Stress / anxiety * Musculoskeletal injuries due to sustained static postures * Accidents * Serious injury * Death | | | | * Workers must abide by the worksites Policy / Procedure / Code of Conduct * Drivers must not be under influence of drugs &/or alcohol when driving * Where on prescription medication, must ensure their ability to drive long distances isn’t affected * Worker must not drive a vehicle where they have been diagnosed as medically unfit * Workers must be provided with relevant information and instruction * Drivers to ensure inform worksite of their expected travel plans – destination and expected time of arrival * When driving more than 2 hours, rest every 2 hours for at least 15 minutes * Check website to plan rest breaks at: <http://www.exploreaustralia.net.au/Stay/Rest-areas> * Stay in overnight accommodation where necessary * Driving at night should be avoided * Avoid driving at dawn and dusk * Drivers must not start a long trip after completing a full day’s work | |
| **Machinery & Equipment**   * Unroadworthy vehicle * Lack of maintenance | | | | * Vehicle breakdown/damage * Bold tyres * Stranded/isolated * Accidents * Serious injury * Death | | | | * Vehicles must have current registration and appropriate insurance * Cars / utes must have seatbelts * Vehicles must be maintained as per manufactures recommendations * Driver is able to call for assistance * Driver must not transport more passengers than allocated seatbelts in the vehicle * Ensure vehicle is matched to the operational requirements of the trip e.g. driving off road | |
| **Machinery & Equipment**   * Modification to vehicle (e.g. towing trailer) | | | | * Accident * Loads could be lost   Trailers not attached securely | | | | * Ensure brake / indicator lights are working properly on the item attached (trailer / float etc.) * Load must not exceed the capacity of the trailer * The trailer and its load must not exceed the capacity of the towing vehicle * The load must be restrained / secured properly to make sure that driving the vehicle is still safe * The load must not cover number plates, lights and reflectors * Requirements for towbars, couplings, braking systems and safety chains can be checked at: * <http://mylicence.sa.gov.au/road-rules/the-drivers-handbook/towing> | |
| **Extreme Temperatures**   * Extreme heat * Cold * Rain * Lightening * Floods * Bushfires | | | | * Road closures due to floods, bushfires or adverse weather can result in poor driving conditions and increase risk of accidents * Accidents * Wet / slippery roads | | | | * Check traffic and adverse weather conditions (e.g. floods, bushfires and road closures) * Check following websites: CFS Warnings and Incidents at: <http://www.cfs.sa.gov.au/site/warnings_and_incidents.jsp> * CFS Bushfire Information Hotline 1300 362 361 * ABC Radio * Vehicles have fire blankets, first aid kits * Drivers ensure they take adequate water and have appropriate communication (consider need for satellite phones) | |
| **Manual Tasks**   * Storage of luggage or equipment | | | | * Sprains / strains | | | | * Luggage and equipment to be stored in the boot of the vehicle and / or secured as required. * Where SUV’s are used, cargo barriers must be installed or items secured to prevent movement in the event of suddenly stopping * Workers trained in correct manual handling techniques | |
| **Other**   * Driver competency | | | | * Accidents * Serious injury * Death | | | | * Drivers must have appropriate licence for class of vehicle being driven * Familiarity of roads * Abide by procedures * Workers not familiar with Australian country roads, worker may be required to attend defensive driver awareness training | |
| **Other**   * Traffic conditions | | | | * Gravel / unsealed road * anxiety | | | | * Drivers to check traffic conditions prior to leaving for their trip to check on expected arrival time * Communicate to worksite of any expected delays | |
| **Other**   * Remote locations (isolation) | | | | * Anxiety from getting lost * Accidents * Death | | | | * Worker must provide workplace with a copy of their itinerary * Check that there is adequate phone coverage for the area travelling to, If necessary, satellite phone must be taken * Driver must maintain regular contact with a responsible person at the workplace * First aid kit is available * Adequate water is taken * When travelling in remote locations, it’s recommended to inform local police. If entering national parks, APY lands, ensure appropriate permits are obtained at:   <http://www.environment.sa.gov.au/parks/Home> or  <http://www.anangu.com.au/>   * Identify location of fuel stops before leaving at:   <http://www.raa.com.au/motoring-and-road-safety/fuel-station-locator> Ensure enough food and water is taken for any unforeseen circumstances | |
| **Other** | | | |  | | | |  | |
| **Review hazard / risk assessment if task or circumstances change & at intervals appropriate to the level of risk (minimum 5 years)** | | | | | | | | | |
| **Step 4: Monitor & Review:** | | | | | | | | | |
| Were the controls effective? | | | | Were there any unforeseen hazards / incidents? | | | | New controls | |
| Yes |  | No |  | Yes |  | No |  |
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