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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** |
| **In conjunction with this risk assessment training / education and development of a relevant SOP may be required.** |
| **Step 1:** **Identify the hazard/s:**What do you believe are the hazards?(Refer Risk Assessment Guideline (015G) | **Step 2: Assess the risks:**What do you believe are the risks?(Refer *Risk Assessment Guideline (015G)* | **Step 3: Reducing the risk:**What do you believe can be done to reduce the risk?(Refer *Risk Assessment Guideline (015G)* |
| **What could cause harm?** | **What could go wrong?** | **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** | *
 | *
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| --- | --- | --- | --- | --- | --- |
| **Authorised by:** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

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| **Step 4: Monitor & review:**(Refer to hazard sheet)**Please tick Yes or No** |
| **Were the controls effective?** | **Were there any unforeseen hazards/ incidents?** | **New controls** |
| **Yes** | **[ ]**  | **No** | **[ ]**  | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **DETAILS** | **DETAILS** | **DETAILS** |
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| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  | **Date:** |  |