|  |  |  |
| --- | --- | --- |
| Unifulllogo-wht2011_03r[1] | **DRIVING Vehicles While Working RISK MANAGEMENT** | **FORM WHS06** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **INSTRUCTIONS FOR USE:**This checklist is designed for use by those who plan, authorise and undertake long distance driving, driving for long periods of time or regular driving as part of their role to identify hazards associated with and prior to, their intended travel. When designing and planning travel and itineraries, the recommended risk controls listed below should be considered and incorporated where relevant to reduce the level of risk. Other controls not already covered that are unique to the travel should also be considered and recorded. **Refer to** [***Appendix 1 Risk Assessment Matrix***](#_Risk_Assessment_Matrix) **for explanation on risk ratings. Completed copies of this form are to be retained locally on SharePoint or shared drive and made accessible for audit purposes.**  |
| **Name of Staff Member:** Click here to enter text. | **Workplace:** Click here to enter text. | **Travel Destination(s):** Click here to enter text. | **Name of Authorised Person:** Click here to enter a date. | **Date checklist completed:** Click here to enter a date. |

 |
| ***Item*** | ***Hazard description*** | ***How exposed to hazard*** | ***Risk Rating – before controls******(High/Medium/ Low)*** | ***Recommended risk control measures – (when implemented these controls are designed to reduce risk to as low as reasonably achievable)*** | ***Select controls to be incorporated into travel plans***  |
|  | Road accident/ collision/ breakdown | * General road and traffic hazards
* Exceeding speed limits
* Inexperience
* Inattentive or passenger misbehaviour
* Un-roadworthy vehicle
* Use of mobile hand-held device while driving
* Under influence of alcohol/illicit drugs
 | H | * A current South Australian driving licence of the [appropriate class for the vehicle type](https://www.sa.gov.au/topics/driving-and-transport/drivers-and-licences/drivers-licence/driver-s-licence-classes) is held (i.e. Class C-car, Class LR-bus).
 |[ ]
|  |  |  |  | * A road worthy vehicle is used.
 |[ ]
|  |  |  |  | * Current road rules are adhered to.
 |[ ]
|  |  |  |  | * UniSA learnonline [Driving Safely](https://lo.unisa.edu.au/course/view.php?id=15393), [Safe driver/collision avoidance training](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/training/risk-specific-training/) is provided.
 |[ ]
|  |  |  |  | * Inexperienced drivers are supervised by experienced driver.
 |[ ]
|  |  |  |  | * A pre-operational check of the vehicle is conducted prior to departure. Any issues identified are rectified.
 |[ ]
|  |  |  |  | * Vehicle has Bluetooth or mobile phone cradle secured in a commercially fitted mounting affixed to the vehicle in accordance with [SA Road Laws](http://mylicence.sa.gov.au/road-rules/the-drivers-handbook/mobile_phones_while_driving).
 |[ ]
|  |  |  |  | * Individuals are reminded of the road laws prohibiting drink/drug driving.
 |[ ]
|  |  |  |  | * Expected behaviour of passengers (students) is communicated and action where non-compliant with requirements.
 |[ ]
|  |  |  |  | * Ensure drivers are authorised by UniSA and registered with Facilities Management.
 |[ ]
|  |  |  |  | * Ensure drivers are made aware of the university arrangements for roadside assistance 24/7 outlined in the LeasePlan EASY Guides located in the vehicle folder.
 |[ ]
|  |  |  |  | * Ensure drivers are made aware of the university requirement to [report vehicle accidents to FM Assist](http://i.unisa.edu.au/staff/facilities/fm-assist-services/transport/fleet-vehicles/faq---fleet-vehicles/#Roadsideassistance).
 |[ ]
|  |  |  |  | * Vehicle collisions are reported in the online [Hazard/Incident Reporting & Investigation system](https://safety.unisa.edu.au/unisa/#/main) within 12hrs where possible.
 |[ ]
|  |  |  |  | * Add other controls unique to your travel.
 |[ ]
| 2 | Long distance driving and fatigue | * Travelling for work or study purposes
* Driving long periods without sufficient rest breaks
* Heavy workload/time restraints
* No second driver
* Pre-existing medical condition requiring use of prescription medicine
 | H | * Explore other alternatives to driving i.e. video or tele-conferencing.
 |[ ]
|  |  |  |  | * Prepare itinerary incorporating work schedule, travel time, rest breaks and time off in lieu (TOIL) ahead of departure.
 |[ ]
|  |  |  |  | * Select the most appropriate vehicle for the purpose and conditions i.e. 4WD for off road, bus for transporting students
 |[ ]
|  |  |  |  | * Select vehicle with safety features i.e. ABS brakes, air bags, Bluetooth, GPS navigation system and any additional features required
 |[ ]
|  |  |  |  | * Ensure the vehicle contains a motoring first aid kit and other relevant additional outdoor kit i.e. for bites and stings.
 |[ ]
|  |  |  |  | * Organise safe driver/collision avoidance training for individuals required to drive long distances for work purposes.
 |[ ]
|  |  |  |  | * Ensure vehicle insurance is valid.
 |[ ]
|  |  |  |  | * Conduct a pre-operational check of the vehicle prior to departure. Any issues identified are rectified.
 |[ ]

| ***Item*** | ***Hazard description*** | ***How exposed to hazard*** | ***Risk Rating – before controls******(High/Medium/ Low)*** | ***Recommended risk control measures – (when implemented these controls are designed to reduce risk to as low as reasonably achievable)*** | ***Select controls to be incorporated into travel plans*** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | * Take regular 15 minute rest breaks every 2hrs to refresh.
 |[ ]
|  |  |  |  | * Prevent driving vehicles for greater than 10hrs/day, even if the driving is shared. Where a combination of the work day comprises working and driving, the work day should not exceed 12hrs.
 |[ ]
|  |  |  |  | * Drive with lights on and avoid night driving where possible. Break up long trips with overnight stopovers.
 |[ ]
|  |  |  |  | * Provide a second person for the trip to share the driving.
 |[ ]
|  |  |  |  | * Ensure drivers of buses operate within the [National Heavy Vehicle Driver Fatigue Management](https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management) and complete [electronic work travel diaries](https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/electronic-work-diary).
 |[ ]
|  |  |  |  | * Remind individuals to inform their supervisor of any prescribed medication they are taking for a pre-existing medical condition that may impact on their ability to drive safely and implement suitable controls.
 |[ ]
|  |  |  |  | * Add other controls unique to your travel.
 |[ ]
| 3 | Unknown remote work environment | * Lack of communication plan
* Unfamiliar with directions to meet destination
* Disorientation /unaware of physical location
* Poor road or weather conditions
 | M | * Prepare a communication plan that requires regular contact at least every 3 hours.
 |[ ]
|  |  |  |  | * Check communication tools are operational prior to departure i.e. satellite phone or other electronic device.
 |[ ]
|  |  |  |  | * Select vehicle with safety features i.e. ABS brakes, air bags, Bluetooth, GPS navigation system, bull bar or any additional features required for the work environment.
 |[ ]
|  |  |  |  | * Conduct a pre-operational check of the vehicle prior to departure. Any issues identified are rectified.
 |[ ]
|  |  |  |  | * Ensure the vehicle contains a motoring first aid kit and other relevant additional outdoor kit i.e. bites and stings.
 |[ ]
|  |  |  |  | * Ensure vehicle has a fitted GPS.
 |[ ]
|  |  |  |  | * Ensure emergency response plans are identified and communicated at the planning stage.
 |[ ]
|  |  |  |  | * Check weather forecasts in advance and factor into itinerary plan.
 |[ ]
|  |  |  |  | Add other controls unique to your travel. |[ ]
| 4 | Obstructed vision / Hit by moving object | * Inadequate loading/securing of equipment inside vehicle and/or on trailer
 | M | * Ensure loads are adequately stored away and safely secured to avoid movement while travelling.
 |[ ]
|  |  |  |  | * Ensure loads are out of the driver’s sight. Rear view mirrors are clear.
 |[ ]
|  |  |  |  | Add other controls unique to your travel. |[ ]
| 7 | Towing trailers | * Incorrect selection of trailer
* Inexperience
* Insecure attachment to vehicle
* Faulty connections
* Faulty lighting
* Un-roadworthy tyres
 | M | * Ensure the selection of trailer size allows for the load to be towed.
 |[ ]
|  |  |  |  | * Ensure the vehicle’s un-braked towing capacity is not exceeded unless a trailer braking system is fitted.
 |[ ]
|  |  |  |  | * Conduct a pre-operational check of the trailer and vehicle prior to departure. Ensure that the trailer is fitted securely to the vehicle and the trailer brake and turn indicator lights are operational.
 |[ ]
|  |  |  |  | * Organise safe driver training that incorporates safe towing practices.
 |[ ]
|  |  |  |  | * Ensure trailer loads are safely secured and do not block the driver’s rear vision.
 |[ ]
|  |  |  |  | Add other controls unique to your travel. |[ ]

**NOTE: Implementation of risk controls should be reviewed regularly to ensure they remain effective in minimising injury/illness.**

**APPENDIX 1**

# Risk Assessment Matrix – The risk matrix below is used to determine the level of risk for each hazard.

|  |  |
| --- | --- |
|  | **RISK SEVERITY/CONSEQUENCE** |
| **LIKELIHOOD** | **CRITICAL***(may cause severe injury or fatality - more than two weeks lost time)* | **MAJOR***(injury resulting in at least one day lost time)* | **MINOR***(medical treatment injury - back to work)* | **NEGLIGIBLE***(first aid treatment - no lost time)* |
| **VERY LIKELY***(exposure happens frequently)* | **High** | **High** | **Medium** | **Medium** |
| **LIKELY***(exposure but not frequently)* | **High** | **Medium** | **Medium** | **Low** |
| **UNLIKELY***(exposure could happen but only rarely)* | **Medium** | **Medium** | **Low** | **Very low** |
| **VERY UNLIKELY***(Exposure can happen but probably never will)* | **Medium** | **Low** | **Very low** | **Very low** |
|  |

Based on SafeWork SA risk assessment matrix April 2015

# Risk Priority Table

|  |  |  |
| --- | --- | --- |
| **Risk priority** | **Definitions of priority** | **Time frame** |
| **High** | Situation critical, stop work immediately or consider cessation of work process.Must be fixed today, consider short term and/or long term actions. | **Now** |
| **Medium** | Is very important, must be fixed urgently, consider short term and/or long term actions. | **1 – 3 weeks** |
| **Low** | Is still important but can be dealt with through scheduled maintenance or similar type programming. However, if solution is quick and easy then fix it today. | **1 - 3 Months** |
| **Very low** | Review and/or manage by routine processes | **Not applicable** |