| **Step 1. Identify hazards** | **Step 2. Assess risk** | **Step 3. Identify existing controls** | **Step 4. Treat risk** | **Step 5. Monitor and review** |
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| Identify anything that could potentially cause **harm** or **loss**. | Consider how the hazard or risk could cause **harm** or **loss**. | Look at your existing controls to **eliminate** or **minimise** the risk so far as is reasonably practicable. | Try to eliminate the risk first but, if that’s not possible, put **additional controls** in place to minimise the risk so far as is reasonably practicable. | **Regularly** monitor and review the controls you’ve put in place to make sure they’re working as planned. |
| **Instructions** | | | | |
| < Identify hazards and record them in this column. > | < Record the risk(s) created by the hazard in this column. You can also make notes of how much of a risk you think something is. > | < It’s likely you already have some controls in place for the different risks you’ve identified. If so, detail them here. > | < You may consider the risk unacceptable with the existing controls, so you need to put in place some additional controls. Detail them here. > | < When you’ve decided on the methods you’ll use to monitor and review the effectiveness of your controls, record them in this column. With this information you can create a checklist or review schedule to document the results when you actually undertake the monitoring or review activity. > |
| **Transport activities** | | | | |
| **Fatigue** |  | | | |
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| **Speed** |  | | | |
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| **Mass** |  | | | |
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| **Dimension** |  | | | |
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| **Loading** |  | | | |
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| **Vehicle standards** |  | | | |
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| **Third party interactions** |  | | | |
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| **Driver distraction** |  | | | |
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| **Other hazards** |  | | | |
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