Risk Register - Worked Examples (Basic)
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<td>Consider how the hazard or risk could cause <strong>harm or loss</strong>.</td>
<td>Look at your existing controls to <strong>eliminate or minimise</strong> the risk so far as is reasonably practicable.</td>
<td>Try to eliminate the risk first but, if that’s not possible, put <strong>additional controls</strong> in place to minimise the risk so far as is reasonably practicable.</td>
<td><strong>Regularly</strong> monitor and review the controls you’ve put in place to make sure they’re working as planned.</td>
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**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**

**Driver fatigue**

- A driver could have an accident resulting in serious injury or death for the driver and other road users.
- A driver could forget to do something properly, like restrain a load or do a pre-start check.
- Drivers must be fit for duty and are assessed for signs of fatigue before leaving the yard.
- Random drug and alcohol testing is conducted in line with the Drug and Alcohol Policy.
- Schedules are planned within work and rest limits and are flexible so that drivers aren’t pressured to drive while fatigued.
- Drivers can stop and rest whenever they need to without fear of getting into trouble.
- Drivers and schedulers are trained—at induction and at regular toolbox talks—in identifying and managing fatigue, work and rest limits, and recordkeeping.
- Review a sample of trip records every month to check whether they are consistent with the scheduling and rostering procedure and compliant with work and rest hour limits.
- Check annually to make sure all driver inductions and training are up-to-date.
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**Speed**

- **Drivers exceeding safe speed limits**
  - A driver could have an accident resulting in serious injury or death for the driver and other road users.
  - Schedules allow time for delays and don’t encourage drivers to speed.
  - Drivers are trained in maintaining safe speeds and informed of changes to speed limits on route.
  - Drivers are required to report any breaches for speeding.
  - An in-vehicle monitoring system notifies the business when speed limits are exceeded.
  - Check a sample of trip records every month to make sure they provide enough time for the journey to be completed safely.
  - Check annually to make sure all driver inductions and training are up to date.

**Mass**

- **A vehicle could be overloaded or a load not positioned properly.**
  - This could increase mechanical component wear, impact vehicle performance and damage infrastructure.
  - Vehicle mass limits are identified before loading and actual mass are determined before each journey.
  - Drivers and loaders are trained in calculating and recording ‘gross’ and ‘axle’ weights.
  - Drivers and clients are advised that company policy is to not pick up over-mass loads.
  - It is a requirement that all new equipment purchased will be fitted with weight-measuring devices.
  - Review a sample of weighbridge docket to verify mass calculations are accurate.
  - Check annually that all driver and loader inductions and training are up-to-date.
### Step 1. Identify hazards
Identify anything that could potentially cause **harm** or **loss**.

- Dimension
  - Vehicle load is over dimension.
    - The load could hit another road user, pedestrian or piece of infrastructure (e.g. bridge, street sign or building).
    - Loads are carried on appropriate vehicles with necessary permits.
    - Load dimension is inspected before journey departure.
    - Drivers and loaders are trained in dimension limits.
    - Check annually that all driver and loader inductions and training are up-to-date.
    - Investigate any instances where a vehicle or load is over dimension.

- Loading
  - Incorrect load restraint
    - The load could fall from the vehicle and hit another road user or pedestrian or fall on the driver or person unloading.
    - The load restraint procedure reflects standards in the Load Restraint Guide.
    - Drivers and loaders are trained in correct load restraint procedure at induction and at regular toolbox talks.
    - Load restraint is checked prior to departure and during the journey.
    - Check annually that all driver and loader inductions and training are up-to-date.
    - Check a sample of loads once a fortnight to make sure they are properly restrained.

- Vehicle standards
  - Operating an unroadworthy vehicle
    - The vehicle could cause an accident or be unable to avoid an accident.
    - Vehicles are serviced and components replaced within manufacturer specifications, or sooner if a fault is found.
    - Drivers complete a daily check on their vehicle before starting a journey.
    - Drivers report identified faults on their vehicle before starting or during a journey.
    - Check records every week to make sure all daily checks are being completed.
    - Check vehicle maintenance records every quarter to make sure all vehicle servicing is up-to-date.

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### Third party interactions

A third party provider doesn’t believe they are a party in the Chain of Responsibility (CoR) and therefore the safety duties in the legislation don’t apply to them.

- The third party provider could impact on the transport operation and cause a breach of the law.
- Third party providers are given CoR reference material and shown how their services or requests can impact on the operation.
- The third party provider is directed to the NHVR website for more information and encouraged to develop an SMS to manage the risks.
- Third party providers must complete contractor engagement checklist.
- Check engagement checklist responses and SMS documents and records prior to entering into a contract.
- Check records to make sure there have been no contraventions of the safety duties legislation/HVNL.

### Driver distraction

Driver distracted by mobile device

- A driver could cause an accident while being distracted by a mobile device.
- Company policy is aligned with the law relating to mobile phone usage.
- Regular rest breaks allow drivers to make and return calls and texts.
- All employees are given training regarding the hazards of using a mobile device while driving and familiarisation with the company mobile device policy.
- Perform spot checks on mobile device usage. Take disciplinary action for breaches in line with mobile device policy.

### Other hazards

Employees and machines are operating together in the yard.

- An employee could be hit by a vehicle or piece of plant.
- The yard has designated pedestrian walkways and exclusion zones.
- Pedestrians in the yard must wear hi-vis clothing.
- All employees are given training in using walkways, exclusion zones and hi-vis clothing in the yard.
- Perform spot checks in the yard to see whether employees are using pedestrian walkways, observing exclusion zones and wearing hi-vis clothing.