

Risk Register - Worked Example

<Business Name>

Step 1. Identify hazards	Step 2. Assess risk	Step 3. Identify existing controls	Step 4. Treat risk	Step 5. Monitor and review
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				
Driver fatigue	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Drivers and schedulers are trained—at induction and at regular toolbox talks—in identifying and managing fatigue, work and rest limits, and recordkeeping. 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> A driver could have an accident resulting in serious injury or death for the driver and other road users. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Drivers are required to report any breaches for speeding. An in-vehicle monitoring system notifies the business when speed limits are exceeded. 	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> This could increase mechanical component wear, impact vehicle performance and damage infrastructure. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> It is a requirement that all new equipment purchased will be fitted with weight-measuring devices. 	<ul style="list-style-type: none"> Review a sample of weighbridge dockets to verify mass calculations are accurate. Check annually that all driver and loader inductions and training are up-to-date.

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Dimension				
Vehicle load is over dimension.	<ul style="list-style-type: none"> The load could hit another road user, pedestrian or piece of infrastructure (e.g. bridge, street sign or building). 	<ul style="list-style-type: none"> Loads are carried on appropriate vehicles with necessary permits. Load dimension is inspected before journey departure. 	<ul style="list-style-type: none"> Drivers and loaders are trained in dimension limits. 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> The load could fall from the vehicle and hit another road user or pedestrian or fall on the driver or person unloading. 	<ul style="list-style-type: none"> The load restraint procedure reflects standards in the <i>Load Restraint Guide</i>. Drivers and loaders are trained in correct load restraint procedure at induction and at regular toolbox talks. 	<ul style="list-style-type: none"> Load restraint is checked prior to departure and during the journey. 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> The vehicle could cause an accident or be unable to avoid an accident. 	<ul style="list-style-type: none"> Vehicles are serviced and components replaced within manufacturer specifications, or sooner if a fault is found. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> The third party provider could impact on the transport operation and cause a breach of the law. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Third party providers must complete contractor engagement checklist. 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> A driver could cause an accident while being distracted by a mobile device. 	<ul style="list-style-type: none"> Company policy is aligned with the law relating to mobile phone usage. Regular rest breaks allow drivers to make and return calls and texts. 	<ul style="list-style-type: none"> All employees are given training regarding the hazards of using a mobile device while driving and familiarisation with the company mobile device policy. 	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> An employee could be hit by a vehicle or piece of plant. 	<ul style="list-style-type: none"> The yard has designated pedestrian walkways and exclusion zones. Pedestrians in the yard must wear hi-vis clothing. 	<ul style="list-style-type: none"> All employees are given training in using walkways, exclusion zones and hi-vis clothing in the yard. 	<ul style="list-style-type: none"> Perform spot checks in the yard to see whether employees are using pedestrian walkways, observing exclusion zones and wearing hi-vis clothing.