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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | Health & Safety traffic management risk assessment Form |

| **Ra No./ERMS Ref:**       | **Date:**       | **Version No.:**       | **Review Date:**       | **Authorised by:**       |
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| STEP 1 – ENTER INFORMATION ABOUT THE expected traffic, the LOCATION and the activities Step 2: Select a Risk Rating Method |
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| Assessed by:      | **HSR/Employee representative**      | **Date:**      |
| Mobile plant or vehicle (Description of type) |       |
| Purpose of mobile plant or other vehicle |       |
| How does the mobile plant/vehicle traffic interact with other mobile plant/vehicles and/or pedestrians? |       |

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| Workplace conditions (Describe layout, physical conditions) |       |
| List any operations outside of normal conditions

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| ● Non-standard use ● Unusual loads● Unusual deliveries |

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| List systems of work for using the mobile plant or other vehicles● Training ● SOPs ● Job instructions● Manufacturer’s information and instructions● Inspections ● Emergency situations |       |
| Is there past experience with mobile plant or other vehicular traffic that may assist in the assessment? ● Existing controls ● Industry standards ● Training● Legislation & Codes ● Guidance material● Incidents/near-hits ● Incident investigations ● SOPs |       |

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| Step 2: RISK RATING – RISK MATRIX AND DEFINITIONS |



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| **Likelihood** |  | **Consequence** |
| Almost certain – will occur in most circumstances when the activity is undertaken (greater than 90% chance of occurring) |  | Insignificant –First aid treatment, minor injury, no time off work |
| Likely - will probably occur in most circumstances when the activity is undertaken (51 to 90% chance of occurring) |  | Minor – Single occurrence of medical treatment, minor injury, no time off work |
| Possible – might occur when the activity is undertaken (21 to 50% chance of occurring) |  | Moderate – Multiple medical treatments, non-permanent injury, less than 10 days off work |
| Unlikely – could happen at some time when the activity is undertaken (1 to 20% chance of occurring) |  | Major – Extensive injuries requiring medical treatment (e.g. surgery), serious or permanent injury/illness, greater than 10 days off work |
| Rare – may happen only in exceptional circumstances when the activity is undertaken (less than 1% chance of occurring) |  | Severe – Severe injury/illness requiring life support, actual or potential fatality, greater than 250 days off work |

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| **Risk Rating Priority for Action** |
|  | **Risk acceptance guide** | **Action** | **Recommended action time frame** |
| **Extreme** | Not acceptable | Cease or isolate source of riskImplement further risk controlsMonitor, review and document controls | ImmediateUp to 1 monthOngoing |
| **High** | Generally (in most circumstances) not acceptable | Implement risk controls if reasonably practicableMonitor, review and document controls | 1 to 3 monthsOngoing |
| **Medium** | Generally (in most circumstances) acceptable | Implement risk controls if reasonably practicableMonitor, review and document controls | 3 to 6 monthsOngoing |
| **Low** | Acceptable | Monitor and review | Ongoing |

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| STEP 3 – Identify hazards and associated risk Scores and controls |

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| Instructions* Tick the box if the task involves any of the following hazards.
* Determine and record an **inherent risk score** using the risk matrix;
* In the **comments** box, describe when and where the hazard is present;
* Specify the risk **control type**, for each current or proposed risk control;
* Provide a **control description** for each current or proposed risk control;
* Where **proposed risk control(s)** have been identified complete a [Health & Safety: Action plan](http://safety.unimelb.edu.au/__data/assets/word_doc/0005/1795028/health-and-safety-action-plan.docx);
* Determine the **residual risk score** using the risk matrix.
 | Hierarchy of Control (Control Type)El – EliminationS – SubstitutionEn – Engineering Is – Isolation G – GuardingSh – ShieldingA – Administrative T – Training In – InspectionM – Monitoring H – Health MonitoringP – PPE |

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| Separation:Do vehicles and pedestrians interact when vehicles…? |[ ]  Inherent Risk score | Comments (when and where hazard is present) | Control Type | Proposed controls | Residual Risk Score |
| Enter the loading/unloading area |       |       |       |       |       |
| Exit the loading/unloading area |       |       |       |       |       |
| Reverse |       |       |       |       |       |
| Are used to unload |       |       |       |       |       |
| Are used to load |       |       |       |       |       |
| Transit within the building  |       |       |       |       |       |
| Transit outside the building  |       |       |       |       |       |

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| Blind spots:Do operators of mobile plant and vehicles experience blind spots…? |[ ]  Current Risk score | Comments (when and where hazard is present) | Control Type | Proposed controls | Residual Risk Score |
| Driving forward |       |       |       |       |       |
| Reversing |       |       |       |       |       |
| Insufficient light (night/early morning) |       |       |       |       |       |
| Excessive light (sunrise/sunset) |       |       |       |       |       |

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| Travel paths:Do pedestrians enter vehicle travel paths from…? |[ ]  Current Risk score | Comments (when and where hazard is present) | Type | Proposed controls | Residual Risk Score |
| External/internal footpaths |       |       |       |       |       |
| Blind corners |       |       |       |       |       |
| Entrance/exit doors from buildings  |       |       |       |       |       |

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| Warning systems:What systems alert vehicle operators and pedestrians to the risk? |[ ]  Current Risk score | Comments (when and where hazard is present) | Type | Proposed controls | Residual Risk Score |
| Do pedestrians cross vehicle travel paths without the aid of clearly marked pedestrian crossings and walkways? |       |       |       |       |       |
| Is vehicular traffic speed uncontrolled? (controls include governor, restriction signage, speed humps) |       |       |       |       |       |
| Are shared vehicle and pedestrian travel paths/zones un-signed? |       |       |       |       |       |
| Are vehicle audible warning devices absent or inoperable? |       |       |       |       |       |
| Are vehicle visual warnings devices absent or inoperable? |       |       |       |       |       |

| STEP 4 – ImpleMEntation and consultation process |
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| Determine the person responsible for reviewing and implementing the risk assessment including the identified controls. Ensure a [Health & Safety: Action plan](http://safety.unimelb.edu.au/__data/assets/word_doc/0005/1795028/health-and-safety-action-plan.docx) has been completed, reviewed and signed off where proposed controls have been identified.Obtain the authorisation of the management representative.Ensure the HSR (if applicable) has been consulted. Ensure the employees undertaking the activity have been consulted. **Record below the names of the persons consulted.** |
| Management representative |       | HSR/Employee representative |       |
| Employee(s) |       | Employee(s) |       |
| Employee(s) |       | Employee(s) |       |
| Person Responsible for implementation or escalation |       |

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| **Extra writing room - use this page to enter extended comments or descriptions** |
|       |

For use in conjunction with the [Health & Safety: Risk management requirements](http://safety.unimelb.edu.au/__data/assets/word_doc/0003/2077581/Health-and-safety-risk-management-requirements.docx).

For further information, refer to <http://safety.unimelb.edu.au/management/implement> or contact your [Health and Safety Business Partner](http://safety.unimelb.edu.au/people/community).