

# Risk Analysis and Management System

NAME:

DATE:

ACTIVITY/SITUATION: Transport

*Analysis*

*Description*

<b>RISKS</b>			
Accident, injury other forms loss		<ul style="list-style-type: none"> <li>-Vehicle damage / loss</li> <li>-People damage/loss</li> <li>-Trailer damage/loss</li> <li>-Injury to public/other users</li> <li>-Staff/centre fined/prosecuted</li> <li>-Mechanical failure</li> </ul>	<ul style="list-style-type: none"> <li>-Run out of fuel</li> <li>-Driver falls asleep</li> </ul>
<b>CAUSAL FACTORS</b>	Hazards, perils, dangers	<b>People</b>	<b>Equipment</b>
		<ul style="list-style-type: none"> <li>-Overloading vehicles</li> <li>-Students hanging out windows</li> <li>-Driver distraction</li> <li>-Speeding</li> <li>-Instructor tired</li> <li>-Instructor lack of driving skills (trailer load)</li> <li>-Time pressure</li> <li>-Students offending public</li> </ul>	<ul style="list-style-type: none"> <li>-WOF expired</li> <li>-Trailer hitch not on</li> <li>-Puncture</li> <li>-Overloading</li> <li>-Unsafe load</li> <li>-Steaming of window-screens, no demister</li> <li>-Registration/RVC expired</li> </ul>
			<b>Environment</b>
			<ul style="list-style-type: none"> <li>-Adverse reaction from public</li> <li>-Narrow roads</li> <li>-Gravel roads</li> <li>-Rush hour traffic</li> <li>-Wet conditions</li> </ul>
<b>RISK MANAGEMENT STRATEGIES</b>	Normal Operation	<ul style="list-style-type: none"> <li>-Limit numbers</li> <li>-Control of students as in activities</li> <li>-Self control of driver</li> <li>-Drive defensively</li> <li>-Treat transport as seriously as any other activity</li> <li>-Plan rests to stay alert</li> <li>-Put a stop to offensive behaviour towards public</li> <li>-Carry cell phone, call for help/assistance.</li> </ul>	<ul style="list-style-type: none"> <li>-Check WOF expiry dates</li> <li>-Check trailer before driving off</li> <li>-Check loading of trailer</li> <li>-Something to wipe windows</li> <li>-Safe limits of passengers</li> <li>-Trailer speed limit</li> <li>-Check rego/RVC</li> <li>-Check water, oil, fuel</li> </ul>
	Emergency	<ul style="list-style-type: none"> <li>-Drive defensively and to all road conditions and speed limits</li> </ul>	
		<ul style="list-style-type: none"> <li>-Stop vehicle if students unruly and rude</li> <li>-In an accident ensure safety of self and students/administer first aid</li> <li>-DO NOT ADMINISTER ANY GUILT</li> <li>-Swap names and addresses if third party involved</li> </ul>	

<p><b>RELEVANT INDUSTRY STANDARDS APPLICABLE</b></p>	<ul style="list-style-type: none"> <li>-Drivers licence – “P” endorsement <ul style="list-style-type: none"> <li>- Truck</li> </ul> </li> <li>-Passenger service license</li> <li>-WOF</li> <li>-RVC</li> <li>-Registration</li> <li>-Defensive driving course</li> </ul>
<p><b>POLICIES AND GUIDELINES RECOMMENDED</b></p>	<ul style="list-style-type: none"> <li>-Undergo driving orientation</li> <li>-Back trailers manually unless competent</li> <li>-Oil, water, fuel to be checked daily</li> <li>-No school students to drive vans</li> <li>-No Polytech or trainee instructors to drive loaded vehicles</li> <li>-Inform Jamieson Motors of defects which require repair</li> </ul>
<p><b>SKILLS REQUIRED BY STAFF</b></p>	<ul style="list-style-type: none"> <li>-Minimum drivers license required by staff is Class 1</li> <li>-Ability to back trailers</li> </ul>
<p><b>FINAL DECISION ON IMPLEMENTING ACTIVITY</b></p>	<p><i>Choose one....</i></p> <p><b>Accept</b> <input type="checkbox"/>      <b>Reject</b> <input type="checkbox"/></p> <p>Comments:</p>