

# Sample Risk Assessment



## Introduction

This is an example of a risk assessment that can be undertaken for long trips (eg Alice Springs to Darwin return). It can also be adapted to suit transport operations which involve multiple short trips over a roster period, for example, road work construction or day trip tourist operations. The document can be used as a means of checking that fatigue is being managed in line with the guiding principles of the Northern Territory Road Transport Fatigue Management Code of Practice.

Whilst it is not necessary to undertake a risk assessment for each long trip or roster which follows a routine schedule, an initial risk assessment should be undertaken and then reviewed at regular intervals as part of the normal review process for the fatigue management system. Risk assessments should also be conducted for trips/rosters which involve irregular schedules or factors (eg flood-affected roads, new drivers). Records of risk assessments should be retained for the purpose of reviewing the fatigue management system.

### How to use this risk assessment:

1. Fill out sections A to E;
2. Complete the risk assessment sheet in section F.

#### A - Trip/Roster/Itinerary Details

1. Scheduled start date:
2. Scheduled finish date:
3. Route of trip/itinerary: 


#### B - Transport Task Details

1. Type of freight or operation:
2. Are dangerous goods being transported?  YES  NO

#### C - Driver Details

1. Drivers name:
2. Licence details: No.:  Class:  Expiry:
3. Is a dangerous goods or 'h' endorsed licence required?  YES  NO
4. Date driver notified of trip/roster/itinerary:

5. List driver's scheduled workload / rest taken two days prior to start of trip/roster:


6. Is the driver is returning from leave?  YES  NO
- If 'Yes', has the driver been made aware of the increased risks of longer working hours?  YES  NO

7. List driver's scheduled workload / rest taken two days after trip/roster/itinerary:


8. What rest days has the driver had allocated in the past 14 days?

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9. Has the driver travelled this route, or undertaken this task, before (recently)?  YES  NO
- If 'no', what extra instruction has been given?


**D - Vehicle Details**

1. Is the vehicle maintained to a standard which provides a safe and comfortable working environment?  YES  NO
2. Is air conditioning fitted?  YES  NO
3. Is the vehicle fitted with a sleeper bunk or cab?  YES  NO
- If 'Yes', is the sleeper fitted with separate air conditioning?  YES  NO

4. If the vehicle has no sleeper, list accommodation to be provided for rest during the trip:


**E - Typical Trip/Roster/Itinerary Schedule**

Day	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
<b>Day 1</b>			

<b>Day 2</b>			

<b>Day 3</b>			

<b>Day 4</b>			

*This is a sample trip schedule which can be used when conducting risk assessments. Times are flexible depending on the condition of the driver at the time, although many trips will follow a schedule or plan. The aim of using this schedule to plan a routine trip, roster or itinerary is to ensure that sufficient time has been allocated for the trip. If an operator has a similar recording system in place (such as a prepared itinerary), there is no need to duplicate this record. This sample trip schedule does not replace a driver’s work record. (See Sample Driver’s Diary.)*

Day	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
<b>Day 5</b>			

<b>Day 6</b>			

<b>Day 7</b>			

<b>Day 8</b>			

<b>Day 9</b>			

Day	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
<b>Day 10</b>			

<b>Day 11</b>			

<b>Day 12</b>			

<b>Day 13</b>			

<b>Day 14</b>			

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## F - Risk assessment

In this section, use information recorded in sections A to E to assess the risk of fatigue in line with the guiding principles from the Northern Territory Road Transport Fatigue Management Code of Practice.

No.	Guiding Principle	Satisfactory / Unsatisfactory (S/U)	Comment / Proposed Action
1	Does driver have the appropriate licence? ( <i>Check C(1 – 3) Driver Details.</i> )		
2	Are drivers given time to plan for the work schedule? ( <i>Check C(4) ‘Date driver notified of trip/roster/itinerary’ is at least 24 hours before A(1) ‘Scheduled start date’.</i> )		
3	Is driver sufficiently rested and fit for work? ( <i>Check C(5) for driver’s work schedule prior to this trip.</i> )		
4	Are drivers returning from leave made aware of the risks of longer working hours? ( <i>Check C(6) for drivers returning from leave.</i> )		
5	Is there adequate time allocated for sleep and rest following each trip? ( <i>Check C(7) for the driver’s scheduled work and rest after the trip/roster/itinerary.</i> )		
6	Has the driver been allocated at least 2 days off in the last 14 day period? ( <i>Check C(8) for allocated rest days.</i> )		
7	Have appropriate rest periods been allocated in the last 14 days? ( <i>Check C(5), (7) and (8) to determine rest/work schedule, and ensure adequate periods of rest are planned over 14 day period.</i> )		

No.	Guiding Principle	Satisfactory / Unsatisfactory (S/U)	Comment / Proposed Action
8	Are drivers given clear instruction when unfamiliar work is to be undertaken (eg, new destinations or carrying different loads)? <i>(Check C(9) Has the driver travelled this route, or undertaken this task, before?)</i>		
9	Are minimum vehicle accommodation standards maintained? <i>(Check D Vehicle Details.)</i>		
10	Is early morning driving avoided where possible in consideration of increased risk factors between midnight and sunrise? <i>(Check E Typical Trip Schedule for overnight driving hours.)</i>		
11	Do schedules take into account the need for drivers to take rests? <i>(Check E Typical Trip Schedule.)</i>		
12	Where midnight to sunrise work exceeds two consecutive nights are provisions made for the driver to recover sleep debt? <i>(Check E Typical Trip Schedule for night work against C(7) and (8) for allocated rest.)</i>		

This risk assessment was undertaken by:

Name

Signature

Date

Driver participation:

YES

NO

Name

Signature

Date

Verified (Manager etc, if applicable):

Name

Signature

Date

