Australian Government
Department of Agriculture and Water Resources

# Health and safety risk assessment

Refer to the Department of Agriculture and Water Resources (the department) Guideline: *Hazard identification and risk management*, Work Instruction: *Conducting a risk assessment* and Reference: *Legislation, regulations, codes of practice and standards register.*

## Activity description

Enter activity details in the table below.

| | |
|---|---|
| **TRIM number:** (Generated on completion) | |
| **Risk management number:** | |
| **Assessment team:** (Names and titles) | Julie Monk, Jahn Giolitto, Vic Hatch, Jane Lord |
| **Work activity, equipment, substance or situation and, where relevant, location:** (e.g. tailgate inspection, manual tasks, boarding at sea) | Using e-Logbook System in Vehicles |
| **Description of work activity, equipment, substance, situation:** (Refer: relevant activity work instruction) | e-Logbook use in vehicles |
| **Division, Program, Region:** | |
| **Responsible area:** | |
| **Workers/PCBU consulted:** (names) | Plant Export-ISG |
| **Date of assessment:** | |
| **Next review date:** | |
| **Current version:** | Draft 3 |
| **Issue date:** | |
| **Risk manager:** (SES (officer) or director) | |
| **Reference documents:** (Guideline, work instruction, Legislation Regulations Codes of Practice and Standards Register, instructional material, relevant training) | Safe Driving Guidelines (and Example of a Trip Itinerary & Plan): http://mylink.agdaff.gov.au/PeopleEmploy/OHS/Environ/Pages/SafeDrivingGuidelines.aspx Vehicles - Fleet Management Services:http://mylink.agdaff.gov.au/PolProc/Vehicles/Pages/default.aspx Vehicle and Driver Safety:http://www.finance.gov.au/vehicle-leasing-and-fleet-management/vehicle-and- |

| | |
|---|---|
| | driver-safety.htmlhttp<br>Relevant State Road Transport/Police Acts/Regulations<br>Lumley Insurance - Driving with mobile phones:<br>http://mylink.agdaff.gov.au/team/IML/IML/Driving with mobile phones.pdf<br>NavMan operations Manual and associated information<br>MyLink -"Driving Long Distances":<br>http://mylink.agdaff.gov.au/PeopleEmploy/OHS/Environ/Risks/Risk/Pages/Driving.aspx<br>Fleet vehicle management for all staff Guideline:<br>http://mylink.agdaff.gov.au/team/IML/IML/Fleet%20vehicle%20management%20for%20all%20staff.pdf#search=vehicles |

## Part 1: Identify the hazard (create a numbered list of the hazards identified including a description)

**Note:** this page may be detached to facilitate reference to hazard numbers when completing Part 3.

Refer: **Attachment 1: Hazard inspection checklists** for guidance on potential hazards.

| Hazard | Description |
|---|---|
| 1. Psychosocial<br>concern over the ultimate "use" of the system<br>increase in time to undertake the task<br>difficulty with change/learning rate<br>faulty equipment/installation | Anxiety/stress/reluctance to use |
| 2. Physical-<br>Physical distraction, visual distraction, cognitive distraction | Physical injuries, damage |
| 3. Physical<br>faulty equipment/installation<br>location of the navman unit may need to change depending upon the vehicle-with regard to airbag deployment and safety | Physical Injury/Psychosocial |
| 4. | |

## Part 2: Assess any risks

**2.1** Considering the consequences—what are the consequences or potential consequences of the hazard, incident or near miss?

### Health consequences

| Category | Descriptor | Legislation |
|---|---|---|
| Catastrophic | Life threatening injury or death. | Serious breach of regulatory duty resulting in prosecutions against the department and/or individuals or prohibition notice issued against critical infrastructure. |
| Major | Injuries requiring hospitalisation. | Non-compliance with work health and safety (WHS) legislation resulting in notifiable incident or prohibition notice against non-critical infrastructure (no major operational impact). Dangerous incident as defined in WHS Act. |
| Moderate | Injuries requiring ongoing medical treatment. Greater than five consecutive days off work. Potential illness requiring health monitoring. | Non-compliance with WHS legislation to which a penalty applies (fines, improvement notice etc). |
| Minor | Injuries or potential illness requiring medical review. Up to five consecutive days off work. | Non-compliance with WHS legislation (excluding notifiable incidents). |
| Insignificant | No injuries or injury requiring first aid or equivalent only. No lost time off work. | Non-conformance with non-regulatory requirement. |

**2.2** Consider the likelihood—what is the likelihood of the hazard consequence in Part 2.1 occurring.

| Category | Description |
|---|---|
| Almost certain | Expected to occur in most circumstances. |
| Likely | Will probably occur in most circumstances. |
| Possible | Should occur at some time. |
| Unlikely | The event could occur at some time. |
| Remote | May occur only in exceptional circumstances. |

**2.3** Calculate the risk

To calculate the risk, complete the following:

- Take the rating from 2.1 and select the appropriate column in the matrix below.
- Take the rating from 2.2 and select the correct row in the matrix.
- Use the risk score where the two ratings cross on the matrix.

| Likelihood | Insignificant consequence | Minor consequence | Moderate consequence | Major consequence | Catastrophic consequence |
|---|---|---|---|---|---|
| Remote | Low | Low | Low | Medium | Medium |
| Unlikely | Low | Medium | Medium | Medium | High |
| Possible | Low | Medium | High | High | High |
| Likely | Medium | Medium | High | High | Extreme |
| Almost certain | Medium | High | High | Extreme | Extreme |

## Part 3: Risk level with existing controls

### Section 1: Identify the risk

| | |
|---|---|
| **Hazard number** | 1 |
| **Description of risk** | Reluctance to use new technology |
| **Hazardous condition or practice** | Lack of information, lack of communication |
| **Nature of the injury or condition** | Anxiety/stress/reluctance to use |

### Section 2: Control the risk

**List the current controls that are in place:**

Communication Plan being developed and implemented
Pilot Program prior to full implementation-opportunity for feedback and changes to the system
Contact person readily contactable in each location for staff with any issues (VCO)
Information Sessions/Training for staff in the use of the Unit
Draft FAQ's
SharePoint page on Mylink with information
Hazard /Incident Reporting Guidelines
Early Intervention Guidelines /EAP Services available
Mylink article

### Section 3: Identify the risk rating

| Consequences | Likelihood | Risk rating |
|---|---|---|
| Minor | Unlikely | Medium |

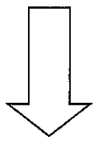
### Section 4: Review the controls

| | |
|---|---|
| **Effectiveness of the control:**<br>**I = ineffective**<br>**M = moderate**<br>**A = adequate** | |
| **Are the controls acceptable?** | Yes although some improvement will assist |

## Section 5: Residual risk level with additional controls

**(to be used when existing controls are not acceptable or further risk mitigated)**

**Hierarchy of control**

| | |
|---|---|
| **Most effective**<br>  <br>**Least effective** | • **Eliminate** the hazard. |
| | • **Substitute** the hazard with something safer.<br>• **Isolate** the hazard from workers.<br>• **Reduce** the risk through engineering controls. |
| | • **Reduce exposure** to the hazard using administrative controls.<br>• **Use personal protective equipment** (PPE) and clothing, where appropriate. |

**Identify the residual risk level**

| | |
|---|---|
| **Hazard number** | 1 |
| **Description of the risk** | Reluctance to use new technology, concern over use |
| **Required controls** | • Communication Plan for pilot and departmental implementation-including exactly what the E Logbook will be used for in the various locations-updated for full implementation<br>• Training/Driver Education for all staff using departmental vehicles fitted with the devices ( face to face training where indicated)<br>• Clear Instructions and guidelines on use for the vehicle user and Managers/Team Leaders, short instructions available in vehicles)<br>• Clear reporting lines (with telephone contact numbers) for any equipment faults with timeframes for repairs etc-Contact person in each Area/Stream<br>• Continuation of short term On-line reporting for staff to provide comments/feedback on the use of the Navman system<br>• Departmental guidelines on such issues as who has access to the data and what data will be used. This may need to include further consultation with Employee representatives as the further use of available data is considered. |
| **Treatment** | Yes / No |

**Residual risk rating**

| Consequences | Likelihood | Risk rating |
|---|---|---|
| Insignificant | Unlikely | Low |
| ** more likely to be a risk to the acceptance of the system than a WHS risk | | |

**Assign responsibility (reviewed and approved by risk manager)**

| | |
|---|---|
| **Responsibility** | |
| **Accepted** | Yes / No |
| **Due date** | |

## Part 3: Risk level with existing controls (continued)

### Section 1: Identify the risk

| | |
|---|---|
| **Hazard number** | 2 |
| **Description of risk** | Physical/Visual/Cognitive Distractions |
| **Hazardous condition or practice** | Distraction whilst driving/operating vehicle-<br>Physical distractions whilst driving<br>Visual distractions whilst driving<br>Cognitive distractions whilst driving |
| **Nature of the injury or condition** | Physical Injury/Damage to vehicle |

### Section 2: Control the risk

**List the current controls that are in place:**

Departmental Controls:
All Drivers must comply with all traffic laws, ordinances and regulations, in the relevant State or Territory in which they are driving , including use of mobile devices etc
As per the safe driving guidelines, staff are not to touch phones and other devices whilst driving, this should only be done when legally parked
Drivers must report all incidents, accidents and near misses to their line manager and on Aurion, and complete associated documentation
Drivers are required to comply with the Departments Safe Driving Guidelines -
Training in the use of the system given to all drivers before they utilise the system.
Instruction material/information on the Navman system readily available.

### Section 3: Identify the risk rating

| Consequences | Likelihood | Risk rating |
|---|---|---|
| Moderate | Unlikely | Medium |

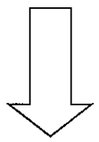
### Section 4: Review the controls

| | |
|---|---|
| **Effectiveness of the control:**<br>**I = ineffective**<br>**M = moderate**<br>**A = adequate** | Moderate |
| **Are the controls acceptable?** | |

## Section 5: Residual risk level with additional controls

**(to be used when existing controls are not acceptable or further risk mitigated)**

**Hierarchy of control**

| | |
|---|---|
| **Most effective**<br>  <br>**Least effective** | • **Eliminate** the hazard. |
| | • **Substitute** the hazard with something safer.<br>• **Isolate** the hazard from workers.<br>• **Reduce** the risk through engineering controls. |
| | • **Reduce exposure** to the hazard using administrative controls.<br>• **Use personal protective equipment** (PPE) and clothing, where appropriate. |

**Identify the residual risk level**

| | |
|---|---|
| **Hazard number** | 2 |
| **Description of the risk** | Physical/Visual/Cognitive Distractions |
| **Required controls** | • Development/implementation of very clear guidelines (Safe Driving) which incorporate the use of the system- no requirement to touch the unit whilst driving,<br>• Re-emphasis for staff using vehicles on their departmental and legislative requirements<br>• Certain staff will require face to face training in the operation of the system- including the "brightness of the screen, glare, how to turn off the GPS function, positioning/adjustment of the Unit"<br>• Review possibility for the VCO's to have a "generic" Pin Number to be used when log-in fails and the driver is required to drive the vehicle to complete inspections or back to the department office. |
| **Treatment** | **Yes / No** |

**Residual risk rating**

| Consequences | Likelihood | Risk rating |
|---|---|---|
| Minor | Unlikely | Medium |

**Assign responsibility (reviewed and approved by risk manager)**

| | |
|---|---|
| **Responsibility** | |
| **Accepted** | **Yes / No** |
| **Due date** | |

## Part 3: Risk level with existing controls (continued)

### Section 1: Identify the risk

| | |
|---|---|
| **Hazard number** | 3 |
| **Description of risk** | Physical faulty equipment and/or incorrect installation |
| **Hazardous condition or practice** | Incorrectly fitted- incorrect installation- striking hazard, restricted airbag deployment, limited windscreen vision, potential, glare |
| **Nature of the injury or condition** | Physical and/or Psychosocial Injury |

### Section 2: Control the risk

**List the current controls that are in place:**

Installed by competent company as per specifications for the various vehicles to be fitted.

Advice provided by Toyota

### Section 3: Identify the risk rating

| Consequences | Likelihood | Risk rating |
|---|---|---|
| Minor | Unlikely | Medium |

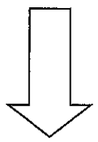
### Section 4: Review the controls

| | |
|---|---|
| **Effectiveness of the control:**<br>**I = ineffective**<br>**M = moderate**<br>**A = adequate** | |
| **Are the controls acceptable?** | |

## Section 5: Residual risk level with additional controls

**(to be used when existing controls are not acceptable or further risk mitigated)**

**Hierarchy of control**

| | |
|---|---|
| **Most effective**<br>  <br>**Least effective** | • **Eliminate** the hazard. |
| | • **Substitute** the hazard with something safer.<br>• **Isolate** the hazard from workers.<br>• **Reduce** the risk through engineering controls. |
| | • **Reduce exposure** to the hazard using administrative controls.<br>• **Use personal protective equipment** (PPE) and clothing, where appropriate. |

**Identify the residual risk level**

| | |
|---|---|
| **Hazard number** | 3 |
| **Description of the risk** | Physical faulty equipment/installation |
| **Required controls** | • Clear reporting lines for any equipment faults/operational issues, with timeframes for repairs etc- Contact person in each Area/Stream<br>• Short term On-line reporting for staff to provide comments/feedback on the use of the Navman system<br>• Unit to be tested / assessed after installation and prior to being put into operation ? by VCO. |
| **Treatment** | Yes / No |

**Residual risk rating**

| Consequences | Likelihood | Risk rating |
|---|---|---|
| Moderate | Unlikely | Medium |

**Assign responsibility (reviewed and approved by risk manager)**

| | |
|---|---|
| **Responsibility** | |
| **Accepted** | Yes / No |
| **Due date** | |

## Risk acceptance criteria matrix

Use the table below to determine the required risk management responsibility and actions.

| Rating after treatment | Responsibility for oversight and acceptance of risk management | Action required | Frequency of reports<br>Note: Issued by Strategic Health | Frequency of review<br>Note: Unless triggered |
|---|---|---|---|---|
| Extreme | Secretary<br>(supported by Executive Management Committee) | Risk not accepted:<br>• immediate decision on treatment(s) required<br>• extensive management | Regular/frequent<br>**Note:** Minimum of weekly | Yearly |
| High | • Assistant Secretary<br>• First Assistant Secretary (when needed) | Risk accepted:<br>• requires constant monitoring | Routine reporting<br>**Note:** Minimum of monthly | Yearly |
| Medium | • Director<br>• Assistant director | Likely to accept risk | At least annually | Two yearly |
| Low | Middle manager or supervisor | Accept risk | At least annually | Three yearly |

**Note:** Triggers for review may be dependent on the frequency of incidents, severity of injury, dangerous incident notification and workers compensation claims or submissions.

## Risk assessment control and action timetable

Use this table to record controls and actions to be undertaken to minimise the risk.

| Hazard number | Risk description | Required control and/or action | Position responsible | Due date |
|---|---|---|---|---|
| 1.1 | Anxiety/Stress | Communication Plan developed<br>VCO in each location<br>Clear Instuctionns/guidelines Information available for staff | Project Manager (FaBS) | |
| 2. | Driver distraction-Physical Injuries | Clear Instuctionns/guidelines Information available for staff<br>Face to face training where required<br>Revfiew possibility of generic number | Project Manager (FaBS) | |
| 3. | Faulty Equipment/incorrect installation-physical injuries | VCO established and staff aware to contact if any issues arise<br>All vehicles to be assessed after installation | Project Manager | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| Hazard number | Risk description | Required control and/or action | Position responsible | Due date |
|---|---|---|---|---|
| | | | | |

To be recorded on the department's Template: *Corrective action*.

**Note:** A Template: *Corrective action* must be recorded into the relevant Health and Safety Action Register (TRIM 2014/15179E).

## Signatures

The health and safety representative (HSR) and workers have been consulted in accordance with the *Work Health and Safety Act 2011,* s49 for review of the risk process and outcomes.

| HSR name and signature: | J. GIOLITO. | Date: | 2/6/16 |
|---|---|---|---|

- Risk management process reviewed and register updated.
- The risk management process has been recorded in the department's Health and Safety Risk Assessment Register (TRIM D13/543) and a copy stored electronically in TRIM.

| Regional advisor WHS signature: | JANE LOAD | Date: | 2/6/2016. |
|---|---|---|---|

1/2.

## Part 4: Monitor and review

To be completed by the worker signing on behalf of the department.

### Monitor

| | | | |
|---|---|---|---|
| **Monitoring to be carried out by:** | | **Designation:** | |

### Review

| | | | |
|---|---|---|---|
| **30 day review to be carried out by:** | | **Designation:** | |
| **90 day review to be carried out by:** | | **Designation:** | |

## Declaration

I have reviewed the risk process and outcomes in accordance with the standard of due diligence required under the *Work, Health and Safety Act 2011* (Cth). On behalf of the department I make the following determination that the risk outlined in this document is:

**Note:** Please circle appropriate word.

Acceptable / Unacceptable

**Note:** If unacceptable, please detail below what further action is being taken.

| | | | |
|---|---|---|---|
| **Worker's name and signature:**<br>(Risk manager position) | | **Date:** | |

## Attachment 1: Hazard inspection checklists

The following checklist may be used as a guide to hazards which may be associated with the activity being undertaken or the tasks associated with a particular item. The checklist is not exhaustive and is intended as a guide only.

### Checklist 1: Physical hazards

| Hazards inspected | Y/N | Comments |
|---|---|---|
| **Noise and/or vibration**<br>• Vibrating plant, vehicles, tools or objects | Y | Vibration on rough surfaces could shake and loosen the fitted navman |
| • Increased noise (levels that may cause hearing damage) | y | Maybe an annoyance when beeps, indicates driving over 100kms |
| **Gravitational**<br>• Working at height | N | |
| • Stairwells and voids | N | |
| • Falling object from height | N | |
| • Slips and trips | N | |
| • Access or work beneath a suspended load or unstable object | N | |
| **Electrical**<br>• Live electrical parts (overhead power line, etc) | N | |
| • High fault currents (within switchboards, battery banks) | N | |
| • Mechanical damage to power leads or fixed electrical wiring | N | |
| • Ingress of water into electrical components | N | |
| **Thermal and/or explosive**<br>• Fire or explosion | N | |
| • Ignition of gas or dust in a hazardous area | N | |
| • Hot or cold objects or parts | N | |
| • Excessively hot or cold environments (including heat stress) | N | |
| **Radiation**<br>• Ionising radiation source (industrial radiography, non-destructive testing) | N | |
| • Non-ionising radiation source (laser, welding flash, infrared, radiofrequency) | N | |

| Hazards inspected | Y/N | Comments |
|---|---|---|
| **Dust**<br>• Dusty work environments | N | |

## Checklist 2: Mechanical hazards

Refer to Checklist: *Plant* for hazards relating to plant and equipment.

| Hazards inspected | Y/N | Comments |
|---|---|---|
| • Ergonomics: working on machinery (that could cause musculoskeletal injuries) | N | Minimal impact on time required to input information into the system<br><br>Screen can be at a slight angle, or need to lean over if left handed-not seen as a significant issue |
| • Moving plant or parts (cutting, shearing, entanglement etc) | N | |
| • Sharp objects or edges | N | Need to check out clearance of side airbag in Camry-drivers side |
| • Moving vehicles or mobile plant | N | |
| • Projectiles or ejected items | N | |
| • Mechanical damage to services, PPE or other items | N | |

## Checklist 3: Chemical hazards

Refer to Template: *Chemical risk assessment for* detailed risk assessment.

| Hazards inspected | Y/N | Comments |
|---|---|---|
| • Absorption of chemicals or substances through skin, (that can cause burns) | N | |
| • Dust or organic compounds, gases, fumes, vapours, mists (may trigger asthma or cancer) | N | |
| • Ingestion of chemicals or substances | N | |

## Checklist 4: Biological hazards

| Hazards inspected | Y/N | Comments |
|---|---|---|
| • Algal, bacterial, fungal, viral or parasitic agents (skin contact, ingestion, inhalation) | N | |
| • Animal, insect and spider bites or stings, anthrax, Q Fever | N | |
| • Vegetable borne—Aspergillosis (Farmers Lung) | N | |
| • Sharps or needle-stick exposure, HIV, Aids, Hepatitis B | N | |

## Checklist 5: Biomechanical hazards

Refer to Checklist: *Hazardous manual task* for hazards relating to hazardous manual handling tasks.

| Hazards inspected | Y/N | Comments |
|---|---|---|
| • Overexertion lifting or pulling or handling heavy, unstable or awkward objects or loads | N | |
| • Repetitious movements | N | Not overly repetitive-can extend login -2hr block |
| • Maintaining static or awkward postures | N | Not associated with the use of this device |
| • Tool use that requires excessive force | N | |

## Checklist 6: Psychosocial hazards

| Hazards inspected | Y/N | Comments |
|---|---|---|
| • Working for excessive time periods and/or while fatigued | N | |
| • Poor work organisation, anxiety and stress | Y | Maybe through lack of "hands on" training or clear communication |
| • Exposure to workplace bullying, harassment, violence | N | |

## Checklist 7: General hazards

| Hazards inspected | Y/N | Comments |
|---|---|---|
| **Environmental**<br>• Spills, uncontrolled release, etc (risk of air/ground/water contamination) | N | |
| • Transport of harmful solid, liquid or gas on or off site (risk of release) | N | |
| • Incorrect waste disposal | N | |
| • Import of unauthorised soils, materials, plants or machinery | N | |
| **Pressurised**<br>• Stored gas, liquid, solid under pressure (risk of release) | N | |
| • Spring or tension energy | N | |
| **Work environment**<br>• Inadequate lighting | N | Staff need to know how to lighten and dim the unit depending upon requirements |
| • Wet, slippery, uneven or unstable work surface | N | |
| • Weather conditions (including flooding, lightning, wind) | N | |
| • Working alone | N | |
| • Unfavourable atmospheric conditions (dusty) | N | |
| • Restricted access or working space | N | |
| • Water (risk of drowning) | N | |
| **Other:**<br>• Distraction while driving<br>• Psychosocial | Y<br>Y | May increase the risk of distraction (visual/verbal)<br>Difficulty operating equipment<br>Difficulty with change<br>Concerns over work monitoring |

*** Appears to be several kilometres difference between speedometer and Navman reading**

**Need to know what data/information is captured**

## Related material

- Guideline: *Hazard identification and risk management*
- Work Instruction: *Conducting a risk assessment*
- Work Instruction: *Taking corrective action*
- Template: *Health and safety task risk assessment*
- Template: *Chemical risk assessment*
- Template: *Corrective action*
- Checklist: *Hazardous manual tasks*
- Checklist: *Plant*
- Reference: *Legislation, regulations, codes of practice and standards*
- Work Instruction: *Using the action register*
- *Health and safety action register*—TRIM 2014/15179E
- *Health and safety risk assessment register*—TRIM D13/543