



HAZARD REGISTER - VEHICLES

28/04/2016

The Health and Safety of yourself, your colleagues, our clients, and other parties is vitally important. Take time to consider the risks you may encounter before commencing work. Should you identify a risk/hazard, take action to minimise, isolate, or eliminate, and the risk/hazard is still an issue ensure you escalate this to the project manager or Health & Safety Co-ordinator immediately

Hazard	Risk Assessment	Eliminate	Isolate	Minimise	Control	Person Responsible
Other road users (vehicles & pedestrians)	High			✓	Concentrate fully on driving vehicle when in charge of vehicle, do not undertake other tasks.	Driver
				✓	Follow road laws at all times	
				✓	Ensure vision is good from vehicle before driving	
Road Conditions	High			✓	Be mindful of the weather when driving. Increase following distances in wet weather. Drive cautiously in high wind conditions	Driver
				✓	Be observant of the road, surface debris and spills on road can be dangerous, eg rubbish on road, or oil, or ice	
				✓	Ensure windscreen wipers are in good working order and windscreen demister is operational	
Fuel & Oil	High		✓		Ensure petrol/diesel is only ever in fuel tank. Clean any fuel spills while refueling with water	Driver
				✓	If any oil spills when refilling ensure spill is cleaned up straight away to avoid slips/falls	
Visibility	High			✓	Ensure windscreen wipers are in good working order and windscreen demister is operational	Driver
				✓	Ensure vision is good from vehicle before driving	
Cargo	Medium		✓		Ensure vehicle has a cargo barrier to physically separate driver and passengers from any cargo in vehicle	Driver
			✓		Any items placed in cargo area should be securely stowed to prevent movement and falling out of vehicle upon opening	
Fire	High			✓	Ensure vehicle has Fire Extinguisher easily accessible and is regularly tested/checked	Driver
Minor Injury	Low			✓	Ensure First Aid kit in vehicle with correct stocks	Driver & H&S Administrator
Vehicle Mechanical & Stability factors	High			✓	Ensure vehicle has current Warrant of Fitness	Driver and H&S Administrator
				✓	Ensure vehicle is regularly serviced with properly qualified motor vehicle repair agent	
				✓	Ensure vehicle tyres have good tread	
Driver	High			✓	Has current drivers licence	Driver and H&S Administrator
				✓	Get disclosure of drivers past driving history	
				✓	Wear seatbelt	
				✓	Only use cellphones on hands free basis	
				✓	Follow NZ driving laws at ALL TIMES	
				✓	Never be under influence of Drugs and/or alcohol while operating vehicle	