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| --- | --- |
| Date first completed: | Compiled by: |
| Date reviewed: | Reviewed by: |

**Safety risk register** (part one)

* Complete a row per risk. Then, in the separate *Risk Treatment Register*, summarise the action you’ll take.
* Add more rows if you need to (Main menu bar > Table > Insert > Rows Below).
* **Important**: Use th**e** risk assessment table on business.vic.gov.au (on the *Assessing Individual Risks* page) to work out the level of risk.

| **Reference ID**  Eg. risk # 1 | **Describe the safety risk**  What can happen? How can it happen? When can it happen? | **Rate the likelihood**  - Very Likely  - Likely  - Unlikely  - Very unlikely | **Rate the consequence**  - Major  - Serious  - Minor  - Insignificant | **= Resulting level of risk**  - Low  - Medium  - High  - Major | **Describe how adequate current controls are**  - Over adequate  - Adequate  - Inadequate  - Non-existent | **Give it a risk priority**  A - Must  B - Should  C - Could |
| --- | --- | --- | --- | --- | --- | --- |
| **# 1:** Car accident Vehicle  **Example**: delete after reading or leave as a guide. | Accident resulting in damage to vehicle  Vehicle cannot operate | Likely | Major | High | Adequate  Insurance will cover some costs. Insurance may not cover loss of income  Adequate  Regular vehicle checks/ service and maintenance | Must |
| **#2:** Car accident Injury Driver / Customer / Third Party | Accident resulting in injury to driver/ customer/ third party. | Likely | Major | High | Adequate  Insurance will cover third party and customer injuries.  Insurance may not cover loss of income. | Must |
| **#3:** Aggressive customer | Customer is aggressive | Likely | Major | High | Inadequate  Driver training | Must |
| **#4:** |  |  |  |  |  |  |

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| Date reviewed: | Reviewed by: |

**Safety risk treatment register** (part two)

* Use one row per risk. Work your way across, left to right.
* Add more rows if you need to (Main menu bar > Table > Insert > Rows Below).
* This summary is based on your analysis of each risk in the *Risk Register (stage one)*.

| **Risk in priority order**  from the risk register | **Possible treatment options**  - Available options  - More research needed to create new options? | **Preferred options** | **Choose what to do:**  **A = accept option/s**  **R = reject option/s** | **Who will implement option/s** | **By when?** | **Who will monitor this risk and its treatment?** | **Further action** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk # 1**  **Priority A**  Car accident- vehicle  **This is an example**: you can delete it after reading it or leave for reference | 1. Take out insurance policy 2. Put copy of policy in car 3. Ensure driver aware of accident procedure | 1.  2. | 1 = A  2= A | Jerry | ASAP | Elaine | Take out insurance policy |
| Car accident Injury Driver / Customer / Third Party | 1. Develop emergency kit for car including roadside assist/ insurance / emergency contact number/notifiable incidents 2. Train all new driver in use of kit | 1.  2. | 1 = A  2 = A | Jerry | 01/12/18 | Elaine | Develop training manual for all new drivers and walk though procedure |
| Aggressive customer | 1. Develop procedure for managing aggressive customer 2. Engage self-defence trainer | 1. | 1 = A  2 = R | Jerry | 01/12/18 | Elaine | Consult with Worksafe for procedure ideas and templates. |
| Driver fatigue  A driver could forget to do something properly, like restrain a load or do a pre-start check. | 1. Drivers must be fit for duty and are assessed for signs of fatigue before leaving. 2. Random drug and alcohol testing is conducted in line with the Drug and Alcohol Policy. 3. Schedules are planned within work and rest limits and are flexible so that drivers aren’t pressured to drive while fatigued. 4. Drivers can stop and rest whenever they need to without fear of getting into trouble. 5. Review a sample of trip records every month to check whether they are consistent with the scheduling and rostering procedure and compliant with work and rest hour limits. | . |  |  |  | Jerry | Drivers and schedulers are trained—at induction and at regular talks—in identifying and managing fatigue, work and rest limits, and recordkeeping.  Check annually to make sure all driver inductions and training are up-to-date. |
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**For more information on risk management for buisinesses**:

* visit the [**Business Victoria**](http://www.business.vic.gov.au/scripts/nc.dll?BusVic:homepage) website at business.vic.gov.au

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