

HAZARD AND RISK ASSESSMENT FORM

Vehicle Hazards Identified	Assess the Risk <ul style="list-style-type: none"> Likely hood Consequence 	Describe the risk and any controls already in place	Identify proposed action eg.new controls	Responsible Person	Action Completed (Date and signed)
a. Boarding vehicle	Likely - minor/serious injury	<ul style="list-style-type: none"> Handles on boarding points. Door entrant lit at night. Always park with doors away from obstructions and obstacles. 	<ul style="list-style-type: none"> Staff member on site and warn of boarding danger. Avoid parking with door way near water or wet ground. 	Driver/Tour Guide	
c. Stopping and starting vehicle in motion	Likely – minor/serious injury	<ul style="list-style-type: none"> Vehicle to be fitted with seatbelts. 	<ul style="list-style-type: none"> Inform all passengers to be seated and remain seated while vehicle is in motion. 	Driver/ Operations Manager	
b. Vehicle failure/breakdown	Unlikely – minor/serious injury	<ul style="list-style-type: none"> Maintain vehicle as per manufacturer's specifications. Have emergency/backup plan in place. Driver to always carry mobile phone for emergency communications. 	<ul style="list-style-type: none"> Vehicle Maintenance Program Written service reports with invoicing from contractors. Vehicle departure checks. Operations Manager responsible for weekly vehicle inspections. 	Driver/ Operations Manager	
d. Traffic accident	Possibly – minor/serious injury	<ul style="list-style-type: none"> Fatigue Management Program 	<ul style="list-style-type: none"> Vehicle departure safety checks. Install reversing beeper 	Operations Manager/ Driver	
e. Break-ins while parked	Possibly – no injury	<ul style="list-style-type: none"> Ensure doors are locked when away Ensure windows are closed when parked 	<ul style="list-style-type: none"> Remind passengers to take care of valuables. Hide possessions under the seat if too big to carry. 	Driver	
f. Security &	Possibly – no injury	<ul style="list-style-type: none"> Driver needs to park 		Driver	



vandalism while parked at drivers premises		<p>vehicle as close to house or within a secure area as much as possible.</p> <ul style="list-style-type: none"> • Ensure valuables are put away under driver's seat. • Ensure passengers don't leave any belongings. • Ensure vehicle is locked when parked. • Ensure all windows are closed. 			
Tour Hazards Identified	Assess the Risk	Describe the risk and any controls already in place	Identify proposed action eg.new controls	Responsible Person	Action Completed (Date and signed)
	<ul style="list-style-type: none"> • Likely hood • Consequence 				
a. Rough Weather	Likely – minor/serious/sea sickness/	<ul style="list-style-type: none"> • Monitor weather conditions, cancel if necessary and offer free rebook. • Move tours indoors 	<ul style="list-style-type: none"> • Inform daily weather conditions. 	Tour Guide/ Driver Guide	
b. New/ inexperienced Staff	Likely – no injury	<ul style="list-style-type: none"> • Hire staff with relevant qualifications and experience. • Implement Staff Induction Program. • Allocate experienced personnel oversee new staff until deemed competent. 	<ul style="list-style-type: none"> • Operations Manager to come up with & implement ways to assess staff performance. 	Leading Tour Guide/ Operations Manager	
c. Food poisoning from unhygienic lunch storage	Likely – minor/serious	<ul style="list-style-type: none"> • Use outside professional contractor to prepare meals. 	<ul style="list-style-type: none"> • Implement food storage system such as fridges/warmers. 	Operations Manager	



d. Leaving passengers behind	Likely – minor/serious	<ul style="list-style-type: none"> Tour Guide/Driver must ensure he/she has every one of his passengers on board. 	<ul style="list-style-type: none"> A head count is done before leaving each transfer. 	Guide/Driver	
Tour Hazards Identified	Assess the Risk <ul style="list-style-type: none"> Likely hood Consequence 	Describe the risk and any controls already in place	Identify proposed action eg.new controls	Responsible Person	Action Completed (Date and signed)
e. Sun Exposure/ Burn	Likely – minor/serious	<ul style="list-style-type: none"> Sunscreen available to staff and passengers. Always carry fresh water on board. 		Operations Manager	
f. Pre existing medical conditions	Likely – minor/serious	<ul style="list-style-type: none"> Driver is to be informed of any preexisting conditions. He/she is to find out if the passenger has any medications for them and assess likely impacts if medical condition is to become a factor. 	<ul style="list-style-type: none"> Get each passenger to sign waiver of liability which asks them to inform us of a pre existing medical conditions. Ensure relevant staffs hold First Aid Certificates. 	Operations Manager	
g. Staff lifting heavy objects	Likely – minor/serious	<ul style="list-style-type: none"> Minimise distance that items need to be carried by pulling up closer to the goods, parking the vehicle appropriately or ask for help. 	<ul style="list-style-type: none"> Train staff of correct lifting procedures. Refer to Policy & Procedure Manual. 	Operations Manager	
h. Antisocial Bystanders	May be – possible occasional incidences of groups of antisocial people nearby.	<ul style="list-style-type: none"> Ask the offenders to quietly move on. If it is obvious that they are not going to cooperate then report to police. Avoid conflict! 		Guide/Driver	





PO BOX 25188
St George's Terrace
PERTH WA 6000
Phone: +61 8 9282 3254
Fax: +61 8 9282 3274
ABN

www.WestOzTravel.com.au | info@WestOzTravel.com.au

