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| Health, Safety and Wellbeing (HSW) Risk Assessment |

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| **Document No:** |  | **Assessment Date:** |  |
| **Faculty/ Service Division:** |  | **School/Department :** |  |
| **HSW Risk:** |  |
| **Form completed by:** |  | **Responsible Line Manager:** |  |

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| **Signed:** |  | **Signed:** |  |
| **Dated:** |  | **Dated:** |  |

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| **Other Risk Assessments which might also be required:** | [ ]  |  | [ ]  |       | [ ]  |       |

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| **Description of activity and/or location:** | ***Long distance (>200km) via University or rental vehicle.***All Campuses |

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| **Identify Hazards and Control the Risks:** |
| 1. An activity may be divided into tasks. For each task identify the hazards and associated risks. Also list the possible scenarios which could sooner or later cause harm.2. Determine controls necessary based on University standards, legislation, codes of practice, AS / NZ standards, manufacturer’s instructions etc. 3. List existing risk controls (take credit for what you do)4. Rate the risk once all controls are in place using the matrix in5. List any additional controls that need to be implemented and take action6. Communicate the findingsThe boxes will resize to suit your situation/the amount of text you need to use – press tab after last cell to create new rows |
| **Task sequence** | **Hazard** | **Who may be harmed and how** | **Existing controls** | **Current Risk Rating****(L)Likelihood x (C)Consequence = (R)Rating** | **Additional Controls required** |
| **L** | **C** | **R** |

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| Set up | **Unlicensed or unauthorised driver** | * Driver
* Passengers
* Other road users.

Unsuitable or incompetent operator, unauthorised use. | * Designated drivers should have a full class 1 NZ driver licence.
* Designated drivers holding a restricted class 1 licence must have a supervisor\* riding in the front passenger seat.
* Designated drivers holding an ‘automatic only’ restricted class 1 licence cannot drive a manual vehicle.
* Designated driver must be able to competently operate the vehicle being used.
 |  |  |  | \*Supervisor must hold a full class 1 drivers licence, be seated in the front passenger seat, and be within alcohol limits for driving.Supervisors are required when driving with passengers, or between the hours of 2200-0500.Learner drivers or people under 21 should not drive long distancesPeople driving minivans must hold a full licenceDriver must comply with the requirements of [the University's motor vehicle driver policy](https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/finance/receipts-and-pretty-cash/motor-vehicles-driver-policy-.html)  |
|  | **Unsafe equipment** | * Driver
* Passengers
* Other road users.
* Safety critical features may be missing or damaged.
 | * Vehicle must have a current warrant of fitness and registration.
* Vehicle to be checked by the driver before each journey.
* Non-conformities affecting safety must be rectified before setting off.
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| Operations | **Unsafe driver** | * Driver
* Passengers
* Other road users.

Fatigue, perceived need to complete journey in specific times, driver/passenger behaviour, peer pressure, alcohol/drugs. | * Drivers must be rested prior to setting out.
* Journey times must be planned so that rest stops are taken into account. Rest stops should be carried out at least once every two hours.
* Designated drivers must be aware of the warning signs of fatigue, and should swap with other drivers if they feel tired.
* Drivers are not to exceed posted speed limits.
* All occupants are to wear seat belts when the vehicle is in motion.
* Drivers must not use mobile phones while driving.
* Passengers must not be disruptive to the driver, or encourage them to drive inappropriately.
* Designated drivers and supervisors must comply with NZTA alcohol limits\*
* Designated drivers and supervisors must not drive if they are under the influence of drugs.
 |  |  |  | \*There is a zero alcohol limit if you are under 20. That means if you drive after consuming even one drink you can be charged with drink driving. *This includes driving with residual alcohol in your blood from drinking the day before.*If you’re 20 or older, the legal alcohol limit is 250 micrograms per litre of breath or 50 milligrams per 100 millilitres of blood. |
|  | **Road Conditions.** | * Driver
* Passengers
* Other road users.

Road conditions may cause loss of control. | * Drivers are to drive at an appropriate speed for the conditions.
* Drivers shall be aware of: road works, gravel, potholes, melted tar, wandering stock.
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|  | **Environmental Conditions.** | * Driver
* Passengers
* Other road users.

Environmental conditions may affect hazard perception or cause loss of control. | * Drivers should check weather forecasts, and change the route if weather will be severe.
* Drivers are to drive at an appropriate speed for the conditions.
* Drivers shall turn on headlights in low visibility conditions.
* Drivers shall be aware of and compensate for: darkness, fog, sunstrike, rain, sleet, snow, high winds.
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| Refuelling | **Flammable substances (petrol)** | * Operator

Incorrect handling of petrol may cause fires, burns or poisoning. | * Vehicle to be switched off during refuelling.
* Fuel is not to be splashed about.
* No smoking is permitted during refuelling.
* Mobile phone use is prohibited while refuelling.
* Hands should be washed if they contact fuel.
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| Action Plan |
| Management agreedadditional control measures to be implemented | **Resources** **Required** | **Action By:** | **Action Complete:Responsible Line Manager** |
| **Responsible Person** | **Target Date** | **Completion Date** | **Signature** | **Date** |

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| Review |
| Review Details | **Comments** |
| Scheduled Review Date |  |
| Are all control measures in place? |  |
| Are controls eliminating or minimising the risk? |  |
| Are there any new problems with the risk? |  |
| Are the supervisory arrangements adequate? |  |
| Are the levels of skills, capabilities and training adequate? |  |
| Review By: (name) |  |
| Review Date: |  |

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| Communication |
|  | **Method** | **Yes** | **Date** | **Comments** |
| Reference of formal communication to staff | Copy of risk assessment issued to staff  |  |  |  |
| Controls covered in team procedure issued to staff |  |  |  |
| Staff handbook issued to staff |  |  |  |
| Other |  |  |  |
| How they were consulted on the risk | Health, Safety and Wellbeing Committees |  |  |  |
| Additional Methods of Communication | Induction |  |  |  |
| Toolbox Talk |  |  |  |
| Team Meeting |  |  |  |
| Email circulation |  |  |  |
| Other |  |  |  |

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| **HSW Risk Assessment Matrix** |
| **Likelihood Level** | **4** | **Very likely**Probably expect the event to occur in most circumstances | Moderate(4) | High(8) | Extreme(12) | Extreme(16) |
| **3** | **Likely**Event likely to occur at least once over the coming year | Moderate(3) | High(6) | High(9) | Extreme(12) |
| **2** | **Possible**Event may occur at some time | Low(2) | Moderate(4) | High(6) | High(8) |
| **1** | **Unlikely**Occurrence is conceivable, but not expected to occur | Low(1) | Low(2) | Moderate(3) | Moderate(4) |
|  |  |  | **Minor** | **Moderate** | **Major** | **Severe** |
|  |  |  | **1** | **2** | **3** | **4** |
|  |  |  | **Consequence level** |

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| **Consequence description** | **Harm to People**Potential for injury or death | None or trivial / negligible injury(no or slight injury which requires localised first aid)  | Minor injury(illness or injury is not serious, medical treatment required) | Serious injury(serious injury or illness, hospitalisation required) | Fatality, major injury(death, permanent disablement, or significant long-term illness) |
| **People Affected**Extent of people potentially affected | None or few(e.g. 0 to 2) | Small numbers (e.g. 3 to 10) | Moderate numbers(e.g. 10 to 50) | Wide scale(e.g. more than 50) |
| **Reputation and Legal**Potential for publicity with a negative impact on reputation / potential for legal prosecution | None or issue raised by staff or students and resolved promptly by managementNone or legal dispute – found not guilty – fines up to $3 million (Body Corporate), $600,000 (Officer) | Internal scrutiny to prevent escalation and short-term stakeholder concernMinor non-compliance, limited notification to regulators / affected stakeholders | Medium-term stakeholder concern, national media scrutiny and ‘brand’ impactMedium non-compliance, moderate notification to regulators / affected stakeholder, potential for legal proceedings / fines | Persistent stakeholder concerns, international media scrutiny and long term ‘brand’ impactSignificant non-compliance, extensive notification to regulators / affected stakeholders, potential for legal proceedings / imprisonment / fines |
|  | **Operations**Extent of ability to maintain core business | None or business interruption < 4 hoursNone or effectiveness and efficiency of a service, programme or project impacted in the short termNone or slight damage to property or equipment | Business interruption between 4 hours to 5 daysOperational disruption manageable by workaroundsModerate damage to property or equipment | Business interruption > 5 daysMedium operational impact resulting in delay of key deliverablesMajor damage to property or equipment | Business interruption of many weeksBreakdown of key activities and significant long-term impactMassive damage to property or equipment |
| **Environment**Extent of negative impacts on the environment | None or minimal impactNone or clean up expenses up to $25,000 | Minor short-term or intermittent impact, able to be contained with specialist assistanceClean up expenses up between $25,000 to $1m | Serious, medium-term detrimental impactClean up expenses up between $1m - $5m | Very serious, long-term or permanent damageClean up expenses > $5m |

**Consider the Likelihood**

How often is the task done? Has an accident happened before (here or at another workplace)? How long are people exposed? How effective are the control measures? Does the environment affect it (e.g. light, temperature, space)? What are people’s behaviours (e.g. stress, panic, deadlines)? What people are exposed (e.g. disabled, young students, etc.)?

**Consider the Consequences**

What type of harm could occur (minor, serious, death)? Is there anything that will influence the severity (e.g. proximity to hazard, person involved in task, etc.)? How many people are exposed to the hazard? Could one failure lead to other failures? Could a small event escalate?

**Calculate the Risk**

The final score for each risk is calculated by multiplying the likelihood and consequences response scores. This will give a risk score of between 1 and 16.

All risks rates as “High” or “Extreme” require detailed analysis of mitigating practices / controls to determine the residual risk rating. **Action must be taken.**

“Low” and “Moderate” risks may be excluded from further analysis (other than when the consequence may be severe). However the rationale for excluding these risks should be documented to demonstrate the completeness of analysis undertaken. **Some action may be required.**

Other than in the most unlikely circumstance, risks that can cause major or severe harm to people have been determined as “high” or “extreme”. Management review is considered appropriate for risks of these nature due to the potential magnitude of the impact, even though the likelihood may be assessed as relatively low.

**Risk Priority - Legend**

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| Extreme(12-16) | **Intolerable risk.** Immediate action(s) is to be taken by Faculty/Service HSW risk owners - including DVCs, Deans of Faculties, Directors of Services, Academic Heads/PIs, Services Managers. Work should not be started or continued until the risk has been reduced to as low as reasonably practicable using the hierarchy of risk controls. The Associate Director Health, Safety and Wellbeing, and Manager Risk and Performance must be advised of the risk for their review. The risk should be included in the UoA wide risk register. |
| High(6-9) | **Should not be tolerated.** Urgent action is to be taken by the immediate manager. Work should not be started or continued until the risk has been reduced to as low as reasonably practicable using the hierarchy of risk controls. The HSW Manager working with the Faculty/Service, and Manager Risk and Performance must be advised of the risk for their review. To be included in the UoA wide risk register. |
| Moderate(3-4) | Management to **monitor risks** in case changing circumstances increase the level of risk. Some action may be required, e.g. improving controls. |
| Low(1-2) | **Requires no further attention** above routine practices and procedures, apart from monitoring. |

**Note:** This proposed Health and Safety Risk Assessment Matrix aligns with WorkSafe NZ guidance, UoA Resilience Management Plan, UoA Risk Determination Matrix, UoA TVRA and UoA Incident Levels