

Job safety analysis form

Form 1

Date to be reviewed: 30/5/2021 Written by: Ryan Cox/Caleb Petersen

Reviewed by: _____ Date: 29/1/2021

Task description:

Pickup and deliver freight of varying sizes and weights between different locations on an ADHOC basis

Equipment:

Vehicles

Materials:

Varying

Other:

Tie Downs

Trolleys/Pallet Jacks

Location:

Public Roads

Transport Yards

Hardstands

Department:

Work area:

Qualifications/Permits/Licence required:
e.g. forklift/confined space

Correct level drivers license

Fork Lift Ticket

Advanced Fatigue Management (if applicable)

Special considerations for the task:

Fatigue Management, load securing, weather during transport, certificate qualifications, dangerous goods onboard (load segregation)

Personal protective equipment (PPE) required:

Steel cap boots, hi-vis clothing, gloves, any site specific e.g. Hard Hat, long sleeves

Job safety analysis form (cont.)

Form 10

| Item | Task sequence/ job steps | Hazard/ risk description | Risk rating/ score | Hazard control measures (how do we control the hazard?) | Risk rating/score after controls | |
|------|---------------------------------|--|--------------------|--|----------------------------------|--|
| | | | | | Score | Action by |
| 1 | Job Booking/Job Planning | <ol style="list-style-type: none"> 1. Incorrect vehicle size sent 2. Incorrect securing straps onboard for load type 3. Unqualified person scheduled to job 4. Incorrect PPE onboard to enter a site 5. Incorrect or insufficient information to collect booking when dealing with warehouses or offsite storage facilities 6. Unsafe vehicle scheduled for job 7. Unrealistic expectation for time frame of delivery 8. Rubbish/Waste | | -Ensure all information to be taken when booking is placed and input into Trans virtual pickup/delivery booking; weight, dimensions, description, does it contain dangerous goods, what is the UN number, are there any specific rules for the site or PPE required, who is the contact on site for collection, when does the item need to be delivered? Contact for delivery site, PPE or delivery site specific rules -Driver to do vehicle pre-start check -Information to be recorded on Transvirtual digital platform, and email consignment to customer to be affixed to freight | | CS Team Driver Job Despatcher |
| 2 | Egress from yard to pickup site | <ol style="list-style-type: none"> 1. Injury when collecting vehicle from parking spot 2. Injury when entering vehicle 3. Pre-fatigued 4. Dangerous weather/road conditions 5. Collision or accident 6. CO2/GHG emissions 7. Vehicle fluid leaks | | -3 Points of contact when entering and exiting a vehicle -Driver to do 'fit for duty' check prior to starting shift -Drivers to ensure a defensive driving technique is used -obey all road rules are followed -comply with company driving policy set out in employee handbook | | Driver Compliance Manager Mechanic Job Despatcher |

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| | | | | <ul style="list-style-type: none"> -Drivers to adjust mirrors, seats, steering column prior to leaving -Wear hi vis - Use diesel vehicle with best efficiency where available - Ensure vehicle maintenance is up to date and pre-starts are being done correctly | | |
| 3 | Entering Site for collection | <ol style="list-style-type: none"> 1. Parking in an incorrect spot or going against traffic plan that could cause collision or near miss 2. Proceeding passed segregated areas for authorised personnel only, or areas high risk work may take place 3. Collision when parking/proceeding to load bay 4. Struck by mobile plant or other vehicle operating in area | | <ul style="list-style-type: none"> -Driver to read any booking instructions on transvirtual before proceeding to site -Driver to familiarise themselves with site signage before proceeding -Report to reception, after parking safely and ask questions first if unsure - Use spotter or reverse camera where applicable or required - Toot horn when proceeding around blind spots -Hi Vis - Use marked footpaths onsite | | Driver |
| 4 | Loading Freight | <ol style="list-style-type: none"> 1. Injury exiting/entering vehicle 2. Struck by mobile plant or other vehicle 3. Sprains/Strains from manual Handling 4. Cuts or abrasions to hands from freight or load restraining 5. Unsecure loads 6. Incorrect weight distribution | | <ul style="list-style-type: none"> -Ensure park brake is applied firmly, wheel chock on sloped surfaces -Remove keys from ignition -Ensure 3 points of contact when entering/exiting vehicle -PPE and Hi Vis -Wear gloves when loading and securing -Inspect and ensure correct packaging of dangerous goods or any goods that have the potential to leak or become | | <p>Driver</p> <p>Warehouse Staff</p> |

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| | | <p>of heavy loads</p> <p>7. Spillage of dangerous goods whilst loading</p> | | <p>unsecured from a pallet or similar</p> <p>-Consult forklift operator where load is to be placed on truck prior to proceeding with loadout</p> <p>-Stay in vehicle or driver bay when fork lift in use, only proceed to other areas when instructed by site staff, and when safe to do so (when forklift or plant is turned off)</p> <p>-Use safe lifting technique if manual handling of items is required</p> <p>-Two person lift for anything over 25kg, mechanical assistance for over 50kg.</p> <p>-Secure load with appropriate restraints as soon as possible prior to moving the vehicle</p> <p>-Conduct vehicle walk around</p> <p>-Driver to complete departure check on Transvirtual App prior to leaving site</p> | | |
| 5 | Exiting site | <ol style="list-style-type: none"> 1. High congestion roads 2. Unfamiliar load 3. Load restraints loosening after movement of truck or vehicle chassis 4. Rough kerbs or roadways common in heavy vehicle areas | | <p>-Follow site traffic management</p> <p>-Proceed slowly from site, keeping an eye on load for any movement or abnormalities since loadout</p> <p>-Stop and check load restraints before entering main road ways</p> | | Driver |
| 6 | Travelling to Delivery destination | <ol style="list-style-type: none"> 1. Fatigue 2. Collision 3. Adverse weather conditions 4. Load restraints loosening 5. C02/GHG Emissions | | <p>-HR must stop for breaks in regulation to BFM/AFM which ever is applicable to license holder</p> <p>-C Vehicles must stop for rest/break periods (as per award) after 5 hours of</p> | | <p>Driver</p> <p>Job Despatcher</p> |

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| | | <ol style="list-style-type: none"> 6. Spillage or higher risk of fire whilst carrying dangerous goods in motor vehicle accident 7. Road Rage Incident | | <p>continuous driving</p> <ul style="list-style-type: none"> -Continuously check mirrors and load for any movement -Every rest break, conduct a walk around of the vehicle to ensure load restraints are tight -Track brakes taken via GPS on Transvirtual -Assist driver in scheduling brakes or rest areas if in unfamiliar territory -If available depending on service required tranship freight to another driver to reduce fatigue -Use vehicle equipped with fire extinguisher, provide driver with basic training -Drivers to ensure a defensive driving technique is used -obey all road rules are followed -comply with company driving policy set out in employee handbook -Ensure plenty of time is allocated to complete job to reduce stress on driver | | Compliance Manager |
| 7 | Arriving at delivery site | <ol style="list-style-type: none"> 1. Parking in an incorrect spot or going against traffic plan 2. Proceeding passed segregated areas for authorised personnel only, or areas high risk work may take place 3. Collision when parking/proceeding to load bay 4. Struck by any mobile plant | | <ul style="list-style-type: none"> -Driver to familiarise themselves with site signage before proceeding -Report to reception, after parking safely and ask questions first if unsure - Use spotter or reverse camera where applicable or required - Toot horn when proceeding around blind spots - Wear Hi Vis - Use marked footpaths onsite - Only park in designated spots | | Driver |

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| | | <p>or other vehicle operating in area</p> <p>5. Less than ideal unload surface</p> | | <p>- Apply park brake firmly, and chock wheel if sloped surface</p> <p>-Remove key from ignition</p> | | |
| 8 | Unloading of goods | <p>1. Injury exiting/entering vehicle</p> <p>2. Struck by mobile plant or other vehicle</p> <p>3. Sprains/Strains from manual Handling and lifting</p> <p>4. Cuts or abrasions to hands from freight or load restraint binders</p> <p>5. Less than ideal surfaces for unloading</p> <p>6. Waste paper from transport documents</p> | | <p>-Ensure 3 points of contact when entering/exiting vehicle</p> <p>-PPE and Hi Vis</p> <p>-Wear gloves when unloading or undoing binders</p> <p>-Place straps and binders in tool box straight as soon as possible</p> <p>-Discuss with forklift driver best method for safe unload to ensure freight and vehicle stability</p> <p>- Stay in vehicle or driver bay when fork lift in use, only proceed to other areas when instructed by site staff, and when safe to do so (when forklift or plant is turned off)</p> <p>-Use safe lifting technique if manual handling of items is required</p> <p>-Two person lift for anything over 25kg, mechanical assistance for over 50kg.</p> <p>-Capture signature and name on glass through transvirtual app</p> | | Driver Warehouse staff |
| 9 | Leaving delivery site | <p>1. High congestion roads</p> <p>2. Rough kerbs or roadways common in heavy vehicle areas</p> <p>3. Straps, curtains or doors not secured after unload</p> <p>4. Collision</p> | | <p>-Conduct vehicle walk around before leaving to ensure nothing left unsecured, check doors, straps, curtains</p> <p>-Look for any obstructions, low lying buildings, branches or other items that may cause overhead damage when exiting</p> | | Driver |

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| | | | | -Follow site traffic management -Proceed slowly from site -Toot horn when proceeding around blind spots | | |
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Approved by: _____

Signature: _____

Title: _____

Date: _____