

4.0**WHAT DO YOU THINK COULD BE DONE TO MANAGE/IMPROVE WHAT HAPPENED?**

5.0**SIGNATURE OF PERSON MAKING REPORT**

Print name of person making report	Name	Date
	Signature	Contact no:
Print name of health and safety officer / compliance officer confirming receipt of report	Name	Date
	Signature	Contact no:

6.0**INVESTIGATION** - To be undertaken by health and safety officer / compliance officer

List the existing risk controls for the activity/task

Review of existing controls (Why did they fail? Are changes required?)

6.0
INVESTIGATION -To be undertaken by health and safety officer / compliance officer (continued)

What factors contributed to the incident/hazard? Consider areas below.

System	Vehicle Operation	Plant / Equipment	Environment	People
<input type="checkbox"/> No <input type="checkbox"/> Yes If yes see below	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes see below	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes see below	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes see below
<input type="checkbox"/> Policy/Procedures <input type="checkbox"/> Workload <input type="checkbox"/> Maintenance <input type="checkbox"/> Task allocation <input type="checkbox"/> Audits <input type="checkbox"/> Other specify	<input type="checkbox"/> Speed <input type="checkbox"/> Mass / dimension <input type="checkbox"/> Load restraint <input type="checkbox"/> Vehicle selection <input type="checkbox"/> Vehicle maintenance	<input type="checkbox"/> Size / weight <input type="checkbox"/> Design <input type="checkbox"/> Maintenance <input type="checkbox"/> Chemicals <input type="checkbox"/> Other specify	<input type="checkbox"/> Access <input type="checkbox"/> Maintenance <input type="checkbox"/> Lighting <input type="checkbox"/> Weather <input type="checkbox"/> Temperature <input type="checkbox"/> Floor / ground surface <input type="checkbox"/> Other specify	<input type="checkbox"/> Fatigue / fitness <input type="checkbox"/> Supervision <input type="checkbox"/> Training <input type="checkbox"/> Job competency <input type="checkbox"/> PPE not used <input type="checkbox"/> Other specify

Was personal protective equipment available? Yes No

Was personal protective equipment being worn/used? Yes No

Should personal protective equipment have been worn during the task being undertaken at the time of the incident? Yes No
 If so, specify the personal protective equipment that should have been worn

Did the driver complete a pre-start check? Yes No N/A

Corrective action recommended and actions taken	Actions taken
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Training / toolbox meetings	<input type="checkbox"/> action taken date
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Changes to work environment	<input type="checkbox"/> action taken date
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Modifications or repairs to vehicles, machinery, equipment or tools	<input type="checkbox"/> action taken date
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Changes to work practices	<input type="checkbox"/> action taken date
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Personal protective equipment	<input type="checkbox"/> action taken date
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7.0

RISK CONTROLS

	Risk Control	Action to be taken	By whom	By when
<p>Most effective</p> <p>Least effective</p>	<p>Elimination of hazard eg. Discontinue use of equipment, cease work process</p>			
	<p>Substitution eg. Replace with the hazard with something safer (eg a similar item that does the same job but with a lower hazard level)</p>			
	<p>Engineering controls eg. Design or add physical safety features to the process, equipment or tools so the risk is reduced</p>			
	<p>Administration controls eg. Guidelines, procedures, rosters, training etc. to minimise the risk</p>			
	<p>Personal protective equipment eg. Equipment worn to provide a barrier (only to be used as a last resort/backup for other measures)</p>			

Investigation completed by:

Print name:	Team:
Position title:	Phone:
Signature:	Date:

The Heavy Vehicle National Law (HVNL) and regulations imposes a primary duty in the chain of responsibility. Businesses are required to comply by identifying their risks, and develop and implement control measures tailored to their circumstances. This Form is a **guide only** and does not contain a definitive list of Heavy Vehicle National Law and regulatory requirements. To meet your obligations under the HVNL and regulations you are required to seek independent advice to assess your circumstances

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