Australian Government
Comcare

Safe immobilisation of vehicles self-assessment checklist

Use this checklist to evaluate the effectiveness of your controls to safely immobilise vehicles. Wherever you answer 'no', appropriate controls are needed to manage your vehicle immobilisation risks. This checklist is a guide, not an exhaustive list of potential issues that may require action.

Site information

Site details			
Date			
Legal name			
Trading name		ABN	
Contact person (PCBU)			
HSR name			
Contact email		Phone	
Site address			

Assess potential roll-away risks

Review your vehicle roll-away risks with relevant workers including health and safety officers; senior management and supervisors; workers that will be operating the vehicles; and any health and safety representatives (HSRs).

Ensure your control measures support the safe immobilisation of vehicles and include:

> external and internal consultation
> hazard and risk management and reporting
> licensing checks
> information, training, instruction and supervision
> vehicles maintenance records.

Safe systems of work

Does your workplace have a safe system of work to safely immobilise vehicles on and off site?

Consider these examples of what should be included:

> Does your system manage the risk of vehicles not being safely immobilised by focussing on higher order controls? ☐ Yes ☐ No

> Is there any evidence of processes in your safe system of work that support safe immobilisation of vehicles (for example, risk assessments and controls)? ☐ Yes ☐ No

Risk assessments

- > Does the system contain information about vehicle roll-away and unintended movement risks? ☐ Yes ☐ No
- > Does the system contain information about the common factors that precede a vehicle roll-away? For example, during start up and pre-trip inspections, exiting the vehicle during the driver's shift and at the end of their shift, when drivers take a scheduled or unscheduled break and/or stopping to fix a problem. ☐ Yes ☐ No

Risk controls

- > Does the system contain information about how to manage the identified risks?. ☐ Yes ☐ No
- > Is there a site induction and does it include information on how to ensure safe immobilisation of vehicles? For example, has each driver been trained and do they understand how to operate each vehicle they need to drive? ☐ Yes ☐ No
- > Is the safe system of work practical for your drivers when out on the road? Is there a process or procedure to immobilise their vehicle if a breakdown or other event/emergency occurs? ☐ Yes ☐ No
- > Does the system include a process to collect and maintain hazard/risk registers, records and reporting to monitor and capture roll-away incidents/near misses? ☐ Yes ☐ No

Notes

External consultative arrangements

Do you have consultative arrangements between your management, relevant subcontractors, health and safety representatives and your supply chain partners?

- > Is there evidence of consultation about the risks of vehicle roll-aways within your supply chain? Evidence can include electronic records such as emails, mobile phone messages etc. ☐ Yes ☐ No
- > Have you consulted with your supply chain and/or fleets (for example, drivers and their employers) that they need to manage the risks of uncontrolled vehicle movements and roll-aways in a reasonably practicable manner on and off-site? ☐ Yes ☐ No

Notes

Internal consultative arrangements

Do you have consultative arrangements about safety with your workers?

- > Can workers explain how they have been consulted regarding how to immobilise all vehicle types they operate? ☐ Yes ☐ No
- > Does your induction program instruct workers on how to safely use the vehicles they drive? ☐ Yes ☐ No
- > Are there documented risk assessments and safe work procedures for how workers should immobilise each vehicle they drive? ☐ Yes ☐ No
- > Are there toolbox talks or staff meetings conducted where workers can raise and discuss safety issues relating to their vehicle's maintenance and quality? ☐ Yes ☐ No
- > Are there consultative arrangements for workers who drive to different work patters or locations, such as shift workers? ☐ Yes ☐ No
- > Are workers provided feedback on outcomes of issues raised during consultation? ☐ Yes ☐ No
- > Are workers encouraged to identify and assist with safety issues related to safe driving (including managing immobilisation risks)? ☐ Yes ☐ No
- > Are there examples/evidence of how workers manage immobilisation risks while driving or while at site? ☐ Yes ☐ No
- > Do your managers/supervisors and workers participate in safety inspections, safety observations and WHS meetings for vehicles used for work? ☐ Yes ☐ No
- > Are these safety issues discussed to the point of resolution/closeout? ☐ Yes ☐ No

Notes

Hazard, risk management and reporting

Are risks to the health and safety of workers from uncontrolled vehicle movement and roll-aways adequately controlled at your workplace?

- > Is a record of identified hazards around vehicles maintained and held? For example, in a register. ☐ Yes ☐ No
- > Have risk assessments been conducted that capture the risk of uncontrolled vehicle movements and roll-aways? ☐ Yes ☐ No
- > Are control measures in place to eliminate or minimise risks, using the hierarchy of control? ☐ Yes ☐ No
- > Is there a process for reporting roll-away incidents (including near misses)? For example, a form, book or verbal process. ☐ Yes ☐ No
- > Are workers encouraged to report vehicle roll-aways? ☐ Yes ☐ No
- > When someone reports an incident or near miss, is it acted on? For example, an incident investigation. ☐ Yes ☐ No
- > Are workers provided feedback on the action and outcomes of any reported issues? ☐ Yes ☐ No
- > Are reports developed and reviewed for trends that identify areas for improvement? ☐ Yes ☐ No

Notes

Licensing, information, training, instruction and supervision

Do you provide information, training, instruction and supervision?

Vehicles come in different sizes, ranging from small, medium to large. Some examples include sedans, utes, Pantech trucks, buses, tow trucks, tractors, heavy vehicles and trailers.

Consider these points:

- Is a logbook used to record all supervised training conducted in your workplace? ☐ Yes ☐ No
- Do vehicle drivers/operators hold the relevant licences to perform their work? For example, Verification of Competency (VOC). ☐ Yes ☐ No
- Have workers been assessed to determine whether their skills are up to an acceptable standard for the vehicle, machine or equipment being used on the site? ☐ Yes ☐ No
- Has the competency of vehicle operators been verified and documented? ☐ Yes ☐ No
- Is information and instruction on how to control uncontrolled movement and vehicle roll-aways at your workplace provided in advance (where possible) to contractors and external delivery drivers? ☐ Yes ☐ No
- Are noticeboards, suggestion boxes or posters displayed at your workplace that explain what workers need o do to be safe around their vehicles? ☐ Yes ☐ No
- Does your workplace adequately supervise work activities? For example: ☐ Yes ☐ No
  - observe traffic and pedestrian behaviour
  - ensure an adequate number of supervisors or managers are available
  - have procedures for supervising contractors and visitors.

Notes

Verify risk controls are being implemented

Verify the effectiveness of your controls with relevant staff, including supervisors, workers and any HSRs. This could include observing them conducting activities, asking them to demonstrate what they do and asking how they do it.

Managing the risk of uncontrolled movement and vehicle roll-aways

Is the risk to the safety of workers and members of the public from uncontrolled movement and vehicle roll-aways being managed?

Elimination

> Can vehicles be eliminated from a workplace area or task? ☐ Yes ☐ No

> Can people be removed from the workplace area or vehicle related task? ☐ Yes ☐ No

Substitution

> Are measures that substitute risks with a safer work system to minimise risk used? ☐ Yes ☐ No

Isolation

> Are measures that isolate vehicles from people (for example, workers, visitors and pedestrians) in place to minimise risk? ☐ Yes ☐ No

For example:

- separate entries and exits for vehicles and pedestrians
- dedicated areas for loading/unloading, hitching/unhitching trailers and reversing vehicles away from people and walkways
- physical isolation or separation by distance, guardrails, safety cones or fences
- wide traffic routes so that vehicles or plant do not encroach on pedestrian areas
- on-way drive-through systems to reduce the need to reverse
- barriers, fences or exclusion zones isolating workers or pedestrians from roads
- physically separating pedestrian routes with overhead walkways or solid barriers.

Administrative controls

> Is there evidence of an operational process or procedure detailing the expectations when working around vehicles? ☐ Yes ☐ No

> Is there evidence that drivers are trained to use the specific vehicle they drive/operate? ☐ Yes ☐ No

> Is there evidence that drivers know how to prevent the movement of a truck when the braking system has not engaged and how to immobilise the vehicle in some other way (for example, chocking the vehicle properly)? ☐ Yes ☐ No

> Is a line demarcation colour-coded system in place across the work area? Such as: ☐ Yes ☐ No

- red demarcation: restricted or no pedestrian access zones, restricted/exclusion zones and loading/unloading zones
- yellow and white: pedestrian walking zones and crossings
- green demarcation: safe zone, no access for vehicles or mobile plant.

Engineering: Brake alarms and automatic braking systems

- Engineering design measures should be in place to minimise risk. For example, vehicle braking system alarms or an automatic braking system fitted to ensure that it is engaged when a worker exits the vehicle. ☐ Yes ☐ No
- Drivers should know what a vehicle braking system alarm looks and sounds like. ☐ Yes ☐ No
- Feedback should be given to drivers so they know the alarm is working (for example, visual or audio clues). ☐ Yes ☐ No
- Do drivers know what action to take when the alarm is activated? ☐ Yes ☐ No
- Are these systems included in maintenance schedules, prestart inspection etc.? ☐ Yes ☐ No

Notes

Maintenance of vehicles

Are vehicles inspected frequently and maintained according to manufacturers instructions?

- Is the vehicle in good condition, with no damage? ☐ Yes ☐ No
- Is the vehicle clean, including its tyres? It is easier to detect worn/defective parts on a clean vehicle. ☐ Yes ☐ No
- Are there records of the manufacturer's instruction, plus every inspection, service, maintenance, repair and modification carried out? ☐ Yes ☐ No
- If this workplace has employees working on and under vehicles, are vehicles safely immobilised? ☐ Yes ☐ No
  - Are wheels securely chocked?
  - Is there a well-functioning hydraulic hoist?
  - Is a vehicle pit used?
- Is there a procedure to deal with unsafe or damages vehicles? The procedure should include isolating and tagging the vehicle and reporting the problem. ☐ Yes ☐ No
- Does maintenance cover any retrofitted brake alarm and the braking system? ☐ Yes ☐ No

Notes

More information

Visit Comcare | Vehicles as a workplace for more information and resources.