### example Procedure

| Name | Hazard management procedure (Vehicle) |
| --- | --- |
| Revision Number |  |
| Accredited Operator Number |  |
| Implementation date |  |
| Last variation date |  |
| Relevant person |  |

### Overview

| **Goal** | Everyone in the service spots and reports safety hazards. |
| --- | --- |
| **Procedure** | If a vehicle fault is detected:   * At a pre-departure inspection * At a safety inspection * At a roadworthy inspection * On road when driving, and the driver identifies a defect or fault. * On road when driver pulled over by an enforcement officer and the vehicle was found not to be compliant * By a person looking at the vehicle following on from a customer or another person reporting that a vehicle has a fault or defect.   The person who detected the fault or defect must report the fault to the relevant person  The relevant person will assess the fault or defect to determine if the vehicle can be safely used, or must not be used, until it is fixed.   * If the vehicle can be safely used, the relevant person must set a date for it to be fixed, and regularly review the defect to make sure the vehicle continues to be safe. * The relevant person must complete the hazard assessment form.   Once the defect or fault is fixed, the hazard is cleared from the form, and the Vehicle Register for that vehicle is updated. |
| **Responsibilities** | The person who detected the fault must report it.  The relevant person must assess the fault to determine whether it can be safely used without an incident being likely before the vehicle is used for the service.  If an incident occurs, the relevant person must record the hazard on the risk register.  The relevant person must record his assessment and reasons in the hazard management form. |
| **Key behaviours** | To assess the situation honestly with a safety focus. |
| **Innovate** | Use electronic reporting for all procedures and forms. |
| **Training and Awareness** | All drivers undertake awareness training:   * As part of their induction before driving for the service * As part of remedial training if the driver did not report a vehicle fault or defect * As part of a general refresher training. |
| **Tools and supports** | This procedure will be:   * Available to drivers located on the dashboard of every on-demand vehicle, and to affiliated operators, base and dispatch officers by an electronic record * Included in the network’s newsletter when an incident arises out of a driver not following this procedure * Kept electronically on accreditation safety system templates, once approved * Once a variation of the procedure has been made an approved attach template 2 to ensure that all staff are aware of the new procedure and understand how to follow it. * The relevant person will replace the former procedure with the new procedure in the induction training for new drivers * The relevant person will update the accreditation safety systems with a new version of the variation procedure |

**Hazard Report Example Template**

**Reporting a hazard**

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| --- | --- | --- | --- |
| Who reported the hazard?   |  |  | | --- | --- | | Time and date of person describing hazard  Name of person reporting hazard  How the person became aware of the hazard  Who the person reported the hazard to for assessment | 10am on 23/02/2023  Jordan Smith  Pre-departure inspection |   What is the hazard? | |
| Time and date when hazard identified  Location of the hazard  Description of vehicle or driver involved in the hazard  Description of hazard | 9.45 on 23/02/2023  Main depot, Main Street, Hobart  Vehicle 12345, name of driver  Blown globe in front driver’s side head light |
| **Assessing a hazard**  Who assessed the hazard |  |
| Time and date of the reporting  Name of person assessing the hazard | 10.30 on 23/02/2023  Name of assessor |

|  |  |
| --- | --- |
| What is the assessment? |  |
| Chance the hazard will create an incident  Action that can be taken to prevent an incident  Action to be taken  Action to be taken immediately or deferred  If deferred, why and when to | Minimal Possible/Probable  X  Globe in headlight to be replaced before dusk. Driver must return to base if the weather becomes cloudy and the headlights may be needed to be used.  Deferred until 4pm on 23/02/23  Able to be deferred as vehicle being used during the day and there is bright light so no need to use headlights. |

**Clearing a hazard**

Who cleared the hazard?

|  |  |
| --- | --- |
| Time and date when hazard cleared  Action taken  Name of person clearing the hazard | 4.15 on 23/02/23  Replace light bulb in front driver’s side headlight  Name of person clearing hazard |