

DIRECT COURIERS DRIVER HAZARD REGISTER - NZ

Item	Identify hazards	Potential harm	Significant hazard?		Eliminate	Isolate	Minimize	Hazard controls	Training Required	Hazard Risk Rating	Responsibility
			Yes	No							
1	Forklifts – All warehouses	Injury; accident; death	Yes				Minimize	Traffic Management Plan and Traffic Management Training; Tool Box Meetings; Induction training	Yes	2	PCBU; HR Mgr; W/H Mgr
2	Freight unwrapped/not wrapped properly; not stacked properly; loose unstable freight	Crush; fall from heights (trying to fix the freight); road hazard for other vehicles; accident; death	Yes				Minimize	Loading Training; tool box meetings; Induction Training; drivers refuse to transport unsafe freight	Yes	2	PCBU; HR Mgr; Office Mgr
3	Moving Trucks and other vehicles	Hit; injury; accident; crush; death	Yes				Minimize	Drivers trained on location traffic Mgt Plans; Induction training on sites; designated walkways	Yes	1	Driver; PCBU; HR Mgr; W/H Mgr; Other Drivers
4	Broken Pallets	Cut; scratch; freight fall from truck; accident; death	Yes				Minimize	Cargo re-palletised; Customers cautioned; drivers refuse to take faulty pallets; tool box	Yes	3	PCBU; W/H Manager; Customers;

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								meetings; Induction			
5	Driving in Traffic - all drivers; speeding drivers	Injury; accident; death;	Yes				Minimize	Safe Work Method and risk assessment; tool box meetings	Yes	1	PCBU; Fleet Mgr; Drivers
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			Yes	No					Training Required	Hazard Risk Rating	Responsibility
6	Tail lifts	Opening and loading/ uneven road conditions; slip, fall from heights;						SWM training; Induction Training; Tool Box Meetings	Yes	2	Driver; PCBU; W/H Mgr; Fleet Mgr
7	Changing tyres	Manual Handling injuries; crush; death	Yes				Minimize	Safe Work Method statement; Induction	Yes	2	PCBU; HR Mgr; Fleet Mgr
8	Fire in cabin or vehicle/motor	Smoke inhalation; burns; severe injury; death	Yes				Minimize	Fire extinguishers in vehicle; Safety Data Sheet information (kept in cabin) Mobile phone (to call 111)	Yes	3	Driver; PCBU
9	Transporting DG	Spills; Inhalation; Fire; burns; explosion; severe injury;	Yes				Minimize	MSDS sheets; Placards; DG transport training	Yes	3	Operations Mgr; Fleet Mgr; Branch Manager

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		death						course(external); Induction; Safe Work Method statement			
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			Yes	No							
10	Transporting Bulk DG eg fuel tanker loads	Spills; Inhalation; Fire; burns; explosion; severe injury; death	Yes		Eliminate			Currently Direct Couriers does not transport Bulk DK	No	2	NA
11	Working /Visiting warehouse	Slip; trip; injury; hit by forklift; hit by falling objects; vehicle hit; crush; death	Yes				Minimize	Traffic Management Plan signed off by all workers; visitors escorted; caution signs; PPE; Safe working practices such as forklifts beeping when entering area	Yes	2	PCBU; HR Mgr; Warehouse Mgr
12	Weather	Sun stroke; sun in eyes; dehydration; cold- frost bite; high winds; slippery roads		No			Minimize	Wear appropriate clothing; sunglasses; drink plenty of water; keep warm in cold conditions; Induction	Yes	3	Driver; PCBU; Fleet Mgr

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									training; tool box meetings; reduce speed for road conditions			
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			Yes	No							
13	Loud Music in W/H	Noise distraction - Cannot hear forklifts moving around; hit; crush death	Yes		Eliminate			W/H should not have music playing	No	3	W/H Manager
14	Talking on Phones in vehicles (on road) and in W/H and yards	Distraction; illegal against road laws; accident; death; damage to client's cargo	Yes		Eliminate			Induction Training; Tool Box meetings; fines	Yes	1	Drivers; PCBU; Fleet Mgr; W/H Mgr
15	Leaking cargo	Slip; Environmental concerns; damage to cargo;		No			Minimize	Cargo to be handled and wrapped properly; Induction training; tool box meetings	Yes	3	Driver; PCBU; Customer; W/H Mgr

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16	Cyclists/Pedestrians (walking/driving on road/distracted using mobile and headsets)	Hit; crush; death	Yes				Minimize	Induction Training; Tool Box meetings;	No	1	Drivers; PCBU; Fleet Mgr;
17	Breakdowns/Accidents	Hit; crush; death;	Yes				Minimize	Induction Training; Tool Box meetings;	Yes	2	Drivers; PCBU; Fleet Mgr;
18	Roadworks	Hit; crush; death;		No			Minimize	Induction Training; Tool Box meetings;	Yes	3	Drivers; PCBU; Fleet Mgr;

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			Yes	No							
19	Powerlines	Hit; crush; death;		No			Minimize	Induction Training; Tool Box meetings;	Yes	3	Drivers; PCBU; Fleet Mgr;
20	Moving /shifts freight in transit	Hit; crush; death;	Yes				Minimize	Induction Training; Tool Box meetings; Load Restraint Training	Yes	2	Drivers; PCBU; Fleet Mgr; Customers;

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RISK RATING GUIDE

No two hazards are the same. Once a hazard is identified, the risk associated must be assessed. The main three questions that need to be answered immediately

are:

1. What is the likelihood of the hazard resulting in an injury / illness?
2. What could the severity of the injury/ illness be?
3. Can the hazard be eliminated or controlled immediately to reduce the risk?

The “HAZPAK” matrix should be used to determine the level of risk and what action should be taken.

Level 1 = Top priority - Needs urgent attention

Level 6 = Low priority – Take action when possible

How severely could it hurt someone OR How ill could it make someone?	How likely is it to be that bad?			
	Very likely Could happen any time	Likely Could happen Some time	Unlikely Could happen, but very rarely	Very Unlikely Could happen, but probably never will
Kill or cause permanent disability or ill health	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid needed/Minor Injuries	3	4	5	6