

**TABLE: HOW TO ENSURE TRUCK DRIVER SAFETY AND MINIMISE RISK**

Issue	Risk management strategy questions
<b>Audit, documentation and risk assessment</b>	<p>Has there been a Work Health and Safety (<b>WHS</b>) audit undertaken in the last year?</p> <p>Have the results of the WHS audit been provided to all company officers?</p> <p>Have the issues identified in the WHS audit been appropriately recorded and resolved?</p> <p>Is there a current WHS strategic plan?</p> <p>Are procedures, reports and recent workplace WHS issues regularly reviewed at management meetings? Are these reports responded to in a timely fashion?</p>
<b>Induction and training</b>	<p>Have all employees and drivers completed a WHS induction on or before the commencement of their employment or driving journey?</p> <p>Are proper induction and training records maintained in respect of employees and company officers (and contractors where relevant)? If so, have those records been checked in the past three months?</p> <p>Is a regular/refreshers training plan in place to provide all company officers with ongoing instruction on how to perform work safely?</p>
<b>Safe systems of work</b>	<p>Have safe systems of work been developed and satisfactorily documented for all work tasks, including specifically those associated with plant, and the operations connected to the heavy vehicle and working at heights? Are the safe systems of work regularly reviewed at management meetings?</p> <p>If hazardous substances/dangerous goods are being used on the heavy vehicle, is there comprehensive and readily accessible health and safety information on each substance/good?</p> <p>Is an accurate record being kept for all plant and other equipment being used in the workplace, including details of inspections, maintenance, repair and alteration of the plant or equipment? Is that record readily accessible to employees and company management?</p>
<b>Emergency systems</b>	<p>Have appropriate emergency procedures been set in place?</p> <p>Is a process in place which provides for the review of those emergency procedures?</p>
<b>Committees</b>	<p>Is there a WHS committee that complies with all statutory requirements?</p>
<b>Consultation</b>	<p>Is there proper consultation with employees and drivers over WHS issues?</p> <p>Does consultation extend to contractors and any other workers who come onto the company sites as a matter of course?</p>