Safe immobilising of vehicles self-assessment checklist

This checklist is designed to help you evaluate the effectiveness of your controls to safely immobilise vehicles. If you answer “no” to any of the questions, it indicates an area where appropriate controls are required to manage your vehicle immobilisation risks.

This self-assessment checklist is a guide to what might be expected at a workplace where vehicles are present. It is not an exhaustive list of potential issues that may require action.

Section A: An assessment of your potential vehicle roll-away risks.

Review your vehicle roll-away risks with relevant staff (e.g. your health and safety officer, occupational health and safety professional, senior management and supervisors).

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

- external and internal consultation
- hazard and risk management and reporting
- licensing checks
- information, training, instruction and supervision.

Section B: Verify your risk controls are being implemented by your workers, drivers and contractors.

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

Section C: Close out, resources and further assistance.

If you identify any areas for improvement, take appropriate action to address them. Resources and further assistance are available from Workplace Health and Safety Queensland.

Site information

Site details			
Date			
Legal name			
Trading name		**ABN**	
Contact person Person Conducting a Business or Undertaking (PCBU)			
Health and Safety Representative (HSR) name			
Contact email		**Phone**	
Site address			

Section A. Assessment of your vehicle roll-away risks

Safe systems of work	Yes	No
1. Does your workplace have a safe system of work to safely immobilise vehicles on and off site?	☐	☐
Consider the below questions for further examples of what it should include.		
• Does your system manage the risk of vehicles not being safely immobilised by focussing on higher order controls?	☐	☐
• Is there evidence of processes in your safe system of work that support safe immobilisation of vehicles (for example risk assessments and controls)?	☐	☐
Risk assessments:		
• Does the system contain information about vehicle roll-away and unintended movement risks?	☐	☐
• Does the system contain information about the common factors that precede a vehicle rollaway? 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.	☐	☐
Risk controls:		
• Does the system contain information about how to manage these risks?	☐	☐
• 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 understands how to operate each vehicle they need to drive?	☐	☐
• 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?	☐	☐
• 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?	☐	☐

View these resources for guidance on how you can manage immobilisation risks to comply with your workplace health and safety obligations.		Safety alert: Heavy vehicles and trailers hitting or crushing workers
		Short film: Safe systems to immobilise heavy vehicles and trailers

Notes

External consultative arrangements	Yes	No
2. Do you have consultative arrangements between your management, relevant sub-contractors, health and representatives and your supply chain partners?	☐	☐
Consider the following points below.		
• Is there evidence that consultation and your contracts consider the risks of vehicle roll-aways within your supply chain? Evidence can include electronic records such as emails, mobile phone messages etc.	☐	☐
• Have you consulted with your supply chain and/or fleets (e.g. 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 or off-site?	☐	☐

Contractual and consultative arrangements

An effective way to improve safety behaviour is when workplaces implement safety requirements for contractors and sub-contractors who attend your site/s.

Reference materials

Work health and safety consultation, co-operation and co-ordination Code of Practice 2021

5.2. When must you consult, cooperate and coordinate with others?

- You should start consultation, cooperation and coordinating activities with other duty holders when you become aware they are or will be involved in the work. This will usually be apparent from the circumstances, through contractual arrangements, presence on site or the need for others to be involved in the work.

WHS duties in a contractual chain fact sheet, Safe Work Australia

Notes

Internal consultative arrangements	Yes	No
3. Do you have consultative arrangements about safety with your drivers?	☐	☐
Consider the following points below.		
• Can drivers explain how they have been consulted regarding how to immobilise all vehicle types they drive?	☐	☐
• Does your induction program instruct drivers on how to safely use the vehicles they drive?	☐	☐
• Are there documented risk assessments and safe work procedures for how drivers should immobilise each vehicle they drive?	☐	☐
• Are there toolbox or staff meetings where drivers can raise and discuss safety issues relating to their vehicle's maintenance and quality?	☐	☐

Internal consultative arrangements	Yes	No
• Are there consultative arrangements for drivers who drive to different work patterns or locations, such as shift workers?	☐	☐
• Are drivers provided feedback on outcomes of issues raised during consultation?	☐	☐
• Are drivers encouraged to identify and assist with safety issues related to safe driving (including managing immobilisation risks)?	☐	☐
• Are there examples/evidence of how drivers manage immobilisation risks while driving or while at site?	☐	☐
• Do your managers/supervisors and drivers participate in safety inspections, safety observations and WHS meetings for vehicles used for work?	☐	☐
• Are these safety issues discussed to the point of resolution/close-out?	☐	☐

Reference material

Work health and safety consultation, co-operation and co-ordination Code of Practice 2021

Notes

Hazard, risk management and reporting	Yes	No
4. Are risks to the health and safety of drivers from uncontrolled vehicle movement and roll-aways adequately controlled at your workplace?	☐	☐
Consider the following points below.		
• Is a record of identified hazards around vehicles kept? For example, in a register.	☐	☐
• Have risk assessments been conducted that capture the risk of uncontrolled vehicle movements and roll-aways?	☐	☐
• Are control measures in place to eliminate or minimise risks, using the hierarchy of control?	☐	☐
• Is there a process for reporting roll-away incidents (including near misses)? For example, a form, book, or verbal process.	☐	☐
• Are drivers encouraged to report vehicle roll-aways?	☐	☐
• When someone reports an incident or near miss, is it acted on? For example, an incident investigation.	☐	☐
• Are drivers provided with feedback on the action and outcomes of any reported issues?	☐	☐
• Are reports developed and reviewed for trends that identify areas for improvement?	☐	☐

Reference material

How to manage work health and safety risks Code of Practice 2021

Notes

Licensing, information, training, instruction and supervision	Yes	No
5. Do you provide information, training, instruction and supervision?	☐	☐
Vehicles come in different sizes, ranging from small, medium to large. Some examples include utes, pantech trucks, buses, tow trucks, tractors, heavy vehicles and trailers.		
• Is a logbook used to record all supervised training conducted in your workplace?	☐	☐
• Do vehicle drivers/operators hold relevant licences to perform their work? For example, verification of Competency (VOC).	☐	☐
• 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?	☐	☐
• Has the competency of vehicle operators been verified and documented?	☐	☐
• 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?	☐	☐
• Are noticeboards, suggestion boxes or posters displayed at your workplace that explain what workers need to do to be safe around their vehicles?	☐	☐
• Does your workplace adequately supervise work activities? For example: — observe traffic and pedestrian behaviour — ensure an adequate number of supervisors or managers are available — procedures are in place for supervising contractors and visitors.	☐	☐

Reference material

Work health and safety licences

Notes

Section B. Verification that your control measures are being implemented by your workers, drivers and contractors

Managing the risk of uncontrolled movement and vehicle roll-aways	Yes	No
1. Is the risk to the safety of workers and members of the public from uncontrolled movement and vehicle roll-aways being managed?	☐	☐
Consider the following points below.		
Elimination		
• Can vehicles be eliminated from a workplace area or task?	☐	☐
• Can people be removed from a workplace area or vehicle related task?	☐	☐
Substitution		
• Are measures that substitute risks with a safer work system to minimise risk used?	☐	☐
Isolation		
• Are measures that isolate vehicles from people (e.g. workers, visitors and pedestrians) in place to minimise risk?	☐	☐
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 — one-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?	☐	☐
• Is there evidence that drivers are trained to use the specific vehicle they drive?	☐	☐
• Is there evidence that drivers know how to prevent the movement of a truck when the braking system has not been engaged and how to immobilise the vehicle in some other way (e.g. chocking the vehicle properly)?	☐	☐
• Is a line demarcation colour-coded system in place across the work area? Such as: — 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.
- Drivers should know what a vehicle braking system alarm looks and sounds like.
- Feedback should be given to drivers so they know the alarm is working (for example visual or audio clues).
- Do drivers know what action to take when the alarm is activated?
- Are these systems included in maintenance schedules, prestart inspections etc.?

What compliance can look like

Case study: Russell Transport retrofitting a hand-brake alarm

PCBUs must consider the National standards for vehicle safety required under the Australian Design Rules when modifying a vehicle.

Guidance: Buslink NT bus rollaway educational video

Notes

Maintenance of vehicles	Yes	No
2. Are vehicles inspected frequently and maintained according to the manufacturer's instructions?	☐	☐
Consider the following points below.		
• Is the vehicle in good condition, with no damage?	☐	☐
• Is the vehicle clean, including its tyres? It's easier to detect worn/defective parts on a clean vehicle.	☐	☐
• Are there records of the manufacturer's instruction, plus every inspection, service, maintenance, repair and modification carried out?	☐	☐
• If this workplace has employees working on and under vehicles, are vehicles safely immobilised?	☐	☐
— 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 damaged vehicles?	☐	☐
Note: the procedure should include isolating and tagging the vehicle and reporting the problem.		
• Does maintenance cover any retrofitted brake alarm and the braking systems?	☐	☐

What compliance can look like

Industry solution: Managing risks working under vehicles

Notes

Section C. Close out, resources and further assistance

Keep a copy of your self-assessment in your records

Resources

- Industry solution: Hydraulic hoist and vehicle isolation
- Campaign report: Safely immobilising heavy vehicles and trailers
- Checklist: Safely immobilising heavy vehicles and trailers
- Case study: Russell Transport retrofitting a hand-brake alarm
- Short film: Safe systems to immobilise heavy vehicles and trailers
- Webinar: Safely immobilising heavy vehicles and trailers
- Safety alert: Heavy vehicles and trailers hitting or crushing workers
- Guidance: Buslink NT launches bus rollaway educational video

Need help?

Access resources and support from Workplace Health and Safety Queensland (WHSQ) including Injury Prevention and Management (IPaM). IPaM is a joint initiative delivered by WHSQ and WorkCover Queensland. It is a free program designed to help Queensland businesses develop and implement sustainable health, safety and injury management systems.

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