



North Sydney Bus Charters

- This Risk Register is to be used to record a ll hazards and safety issues identified by staff & workers
- The Risk Rating is to be determined by using the attached Risk Matrix

Risk Register

Hazard	Likelihood	Severity	Risk rating	Recommended Controls	Residual Risk	Responsible Persons
1. Driver issues						
Drug and Alcohol Consumption	Unlikely	Death or serious injury	3	Implementation of Drug and Alcohol Program including: Drug and Alcohol Policy Information and training Testing procedures Remedial procedures		Managing director Training officer Testing officers Supervisors Drivers
Driver fatigue	Unlikely	Death or permanent disability	3	Implement Fatigue Management and Fitness for Work Policies Ensure drivers take adequate breaks to ensure fitness for work Timetables to be constructed to ensure drivers are not required to exceed driving hours Secondary employment is recorded and monitored to ensure safety is not compromised		Managing Director Driver Supervisors Drivers

Driver not licensed or not holding required documentation including Drivers Authority, WWC and Covid-19 vaccination certificate	Unlikely		4	Fortnightly checks via online by Operations Manager and or Compliance manager		Operations Manager/ Compliance Manager
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2. Passenger Issues					
Unruly school children	Unlikely	First aid	4	School/parent liaison Driver training De-brief for affected drivers	Supervisor Drivers
Passenger injury on board	Likely	First aid	3	Driver to supervise passenger entry and exit from vehicle Driver to supervise passenger movements inside vehicle Bus not to be driven until all passengers are seated	Managing director Supervisors Drivers
Aggressive passenger					
3. Weather & driving conditions					
Rain/wet road surface	Likely		3	Drivers to reduce speed when driving in wet.	Driver Supervisors
Flooded roadway					
Fog	Unlikely	Death or permanent disability	3	Drivers to reduce speed when driving in foggy conditions Buses to be fitted with fog lights	Driver supervisors Drivers Workshop foreman
Ice/snow	Unlikely (depending on location, e.g. Blue Mountains, Snowy's, etc)	Death or permanent disability	3	Drivers made aware of need for care when travelling in areas of ice or snow. Drivers to observe advisory signs	Driver supervisors Drivers

Animal strike	Unlikely	Death or permanent disability	4	Drivers to reduce speed when driving in early mornings, late afternoons and at night to avoid animal strikes		Driver supervisor Drivers
Aggressive/abusive drivers	Likely		4			
4. Security threats						
Sabotage	Unlikely	Death or permanent disability	4	Depot security Regular maintenance Pre-departure inspection In-service inspection Liaison with Police, other operators and interchange personnel		Managing director Workshop foreman Supervisors Drivers
Bomb threat	Unlikely	Death or permanent disability	4	Emergency/bomb threat procedure Training Liaison with Police		Managing director Workshop foreman Supervisors Drivers
5. Mechanical issues						
Faulty safety critical equipment	Unlikely	Death or permanent disability	3	Driver pre-departure checks including: lights, indicators, brakes, steering Report defects Regular maintenance		Driver supervisor Drivers Workshop foreman
Wheel separation	Rare	Long term illness or serious injury	3	Fitment of wheel nut indicator tags. Familiarising drivers with the tag system operation. Wheel nut checks to be included in pre-departure and end of shift procedures. Wheel nut tension checks during regular servicing.		Driver supervisor Drivers Workshop foreman Training officer

Fire on buses	Rare	Death or permanent disability	3	Evacuation procedure for all passengers including mobile, wheelchair, elderly and/or children. Training procedures for drivers. Fire extinguisher access.		Driver supervisor Drivers Workshop foreman Training officer
6. COVID-19						
COVID-19	Likely	Death or serious illness	1	Vehicles are professionally cleaned inside and out weekly by our contractor On a daily level, our yardmen are sanitising the vehicles with disinfectant Drivers have been instructed to sanitise the buses with disinfectant (wipes/sprays) Vehicles are sanitised each day post transfers Drivers have access to sanitisers and disinfectants at each depot as required Drivers are reminded each day at sign-on/off to complete these tasks Depots are monitored & cleaned regularly		Managing Director Driver Supervisors Drivers

North Sydney Bus Charters, in consultation with the workers of the organisation and other interested parties compiled this risk assessment register.

Name (worker's representative):	Director:
Signature:	Signature:
Date:	Date:
Date of next review:	