

Risk Assessment– All Terrain Vehicle(s)

WORKPLACE NAME:	
RISK ASSESSOR NAME:	
RISK ASSESSMENT DATE:	
RISK ASSESSMENT OF:	Use of All Terrain Vehicle(s)

Persons consulted	Name/s

STEP 1: HAZARD IDENTIFICATION:

Employers must, so far as is reasonably practicable, identify all hazards potentially associated with the use of plant at the workplace and the systems of work associated with the plant. Consider hazards under topic headings (**table 1** includes suggestions and free space for additions) or consider all the activities that may be carried out during use of an ATV at your workplace and list the hazards that may be associated with those activities (see **table 3**). Hazards might arise from the nature of an ATV and also from the ways in which it is used and where it is used. When identifying hazards, you should rely on your experience of using ATVs but also try to take an imaginative approach. You should consult with employees (if any) in this process if they are likely to be directly affected. For more information as to your obligations see the *Occupational Health and Safety Act 2004 (Vic)*, *Occupational Health and Safety Regulations 2017 (Vic)* and the *Compliance Code: Plant*. For a copy of the Compliance Code (which has further information about plant hazard identification) see: <https://www.worksafe.vic.gov.au/laws/compliance-codes-and-codes-of-practice> (particularly Appendix E). You can refer also to the Federal Chamber of Automotive Industries' guide. '[Use of ATVs in the Workplace](#)'

Table 1: Tick boxes and/or add any further hazards in free spaces

I.D	PHYSICAL WORK ENVIRONMENT Hazards may include (non-exhaustive list):	Tick if present
H1	Steep terrain	
H2	Water	
H3	Rocky/uneven ground	
H4	Un sighted/unfamiliar terrain	
H5	Tracks with ruts; culverts; ditches	

I.D	PLANT, EQUIPMENT, MATERIALS AND SUBSTANCES Hazards may include (non-exhaustive list):	Tick if present
H9	Vehicle not the most appropriate for purpose/task	
H10	Vehicle mechanical failure	

Risk Assessment– All Terrain Vehicle(s)

I.D	TASKS Hazards may include (non-exhaustive list):	Tick if present
H6	Transporting loads	
H7	Towing	
H8	Spraying	

I.D	OTHER Hazards may include (non-exhaustive list):	Tick if present
H11	Driving practices - carrying passenger/s	
H12	Driving practices - excessive speed	
H13	Access by children, untrained persons or persons affected by drugs/alcohol	

STEP 2: RISK ASSESSMENT:

Once the hazards have been identified, assess the risks associated with each hazard (for an example see **table 3**). Then, rate each risk by reference to the matrix in **table 2** below. When doing this, for each of the hazards you have identified, you should consider:

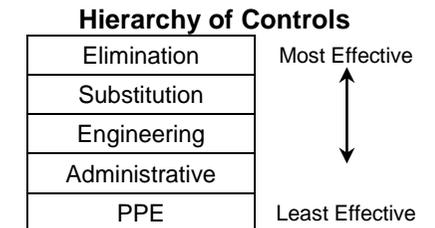
- (1) the likelihood of the hazard or risk eventuating;
- (2) the degree of harm (consequence) that would result if the risk eventuates;
- (3) what is known about the hazard or risk

When identifying risks associated with the hazards, consider how harm might come about - not only through normal use of the ATV in usual conditions but also changed conditions and abnormal situations. You should consult with employees (if any) in this process if they are likely to be directly affected. For example, you may have identified steep terrain as a potential hazard and an overturn as the associated risk. You will need to consider the likelihood and consequences associated with that risk to obtain a risk 'rating' (ie. low, medium, high or very high). You can then record that hazard, risk and risk rating in a document (for an example, see **table 3** below). Once the risk rating is assessed, proceed to step 3.

Table 2
Risk Analysis Matrix – Risk Rating

Consequence (C)		Likelihood (L)				
		Assess likelihood before & after control measure implementation				
		L1	L2	L3	L4	L5
	C1 Catastrophic Injury	Very High	Very High	High	High	Medium
	C2 Major Injury	Very High	High	High	Medium	Medium
	C3 Moderate Injury	High	High	High	Medium	Low
	C4 Minor Injury	High	Medium	Medium	Low	Low
	C5 Negligible Injury	High	Medium	Medium	Low	Low

Injuries resulting in single or multiple deaths
 Injury resulting in permanent incapacity
 Injury requiring extensive medical treatment
 Injury requiring medical treatment
 First aid treatment



Risk Assessment– All Terrain Vehicle(s)

STEP 3: RISK CONTROL

An employer must control any risk associated with the use of plant in the workplace so far as is reasonably practicable. When considering reasonably practicable risk controls, have regard to:

- (1) possible ways of eliminating or reducing the hazard or risk;
- (2) the availability and suitability of ways to eliminate or reduce the hazard or risk, and
- (3) the cost of eliminating or reducing the hazard or risk; and
- (4) the hierarchy of control (see **table 2** above).

The hierarchy of controls for plant set out in the Occupational Health and Safety Regulations 2017

An employer must, so far as is reasonably practicable, eliminate the risk associated with plant. If it is not reasonably practicable to eliminate the risk, the employer must reduce the risk, so far as is reasonably practicable, by substitution of the plant with plant that has a lower level of risk, isolation from persons, engineering controls or a combination of those. If the employer has complied with those obligations, so far as is reasonably practicable, and a risk associated with plant remains, the employer must reduce the risk so far as is reasonably practicable by using administrative controls. If a risk still remains, they must reduce the risk, so far as is reasonably practicable, by providing personal protective equipment. Specific obligations in relation to powered mobile plant can be found at Part 3.5, *Occupational Health and Safety Regulations 2017* (Vic).

Examples of the risk control measures for ATV use which may be reasonably practicable include:

- restricting particular areas where workers can use the ATV
- excluding certain workers from riding the ATV (eg, children under 16 years of age and workers physically unable to ride 'actively') (refer to the Owner's Manual)
- eliminating certain tasks
- using another vehicle, particularly where heavy loads or passengers are involved <http://atvsafety.com.au/information/currentwork>
- ensuring any attachments used with the ATV do not increase the risks (refer to the Owner's Manual)
- placing speed restrictions for certain areas, tasks or riders
- ensuring all workers using ATVs are trained in their use (see atvsafety.com.au/safety/training for training courses)
- providing helmets and ensuring they are worn at all times.

For more information about risk assessments, see WorkSafe's Compliance Code: Plant, which can be found at: <https://www.worksafe.vic.gov.au/laws/compliance-codes-and-codes-of-practice> (especially Part 3.2), and the ATV Industry's guidance information as to the risks associated with use of the plant and suitable control measures <http://atvsafety.com.au/information/currentwork>

Once you have completed these steps, you will have a document which has a list of risks, their risk ratings and reasonably practicable controls for those risks. At the conclusion of the process (and at other times such as when new information arises or when an incident occurs, amongst other things), you should then re-assess the risks to confirm that the risk control measures selected are reasonably practicable. You can also create a priority list for action to control residual risks (if any). Once controls are in place they need to be maintained and reviewed.

SUMMARY OF RISK ASSESSMENT STEPS

1. Consider all the activities that may be carried out using an ATV at your workplace.
2. List each step and task involved in those activities in that column in the Risk Assessment form (**table 3** below is an example).
3. List in the next column each potential hazard you have identified (see **table 1** above) that may be present for each step/task.
4. Rate each risk (using **table 2**).
5. Identify any reasonably practicable control(s) for each risk in the 'Risk Control' column and, in the next column, re-rate the risk with the identified control(s) in effect.
6. Complete the responsibility and verification columns.

Risk Assessment– All Terrain Vehicle(s)

Table 3: Example ATV risk assessment

	Step/task	Identified hazard(s)	Risk	Risk rating	Risk Control	Revised risk rating	Person responsible	Verification of control measure
1	Pre-start check	Oil, water, fuel leaks; Poor inspection practices; Fire Hazard.	Slips, trips and falls; Burns; Manual handling injuries Poor vehicle maintenance	Medium	1. Check list for performing pre-start inspections 2. Training for operators 3. Preventive and responsive maintenance schedule	Low	e.g. all	e.g. Bob
2	Drive to destination	Overhanging tree branches; Steep terrain;	Collision with visible objects Overturning or loss of control Loss of control due to mechanical issues	Medium High Medium	Review journey path prior to commencing Review journey path prior to commencing – select path to avoid steep terrain Pre-start inspection Preventive maintenance schedule Responsive maintenance list	Low Low Low		
4	Check fences		Collision with visible objects	Medium	Follow safe work method statement for checking fences	Low		
5	Tow load		Loss of control due to transporting loads		Follow safe towing load guidance	Low		
5	Return to original destination		Collision with visible objects Overturning or loss of control Loss of control due to mechanical issues	Medium High Medium	Review journey path prior to commencing Review journey path prior to commencing – select path to avoid steep terrain Pre-start inspection Preventive maintenance schedule Responsive maintenance list	Low Low Low		