

Hazards in the Workplace

Checklist: Driving Tasks

Does the worker/driver have the required license for the vehicle being driven, eg heavy vehicle, motor bike, forklift? Does the worker have an appropriate fatigue management plan considering any other exhaustion that may be incurred from loading etc. and the need for a break at least every two hours? Is the load being carried appropriate for the vehicle and securely stowed and covered? Will the worker require assistance in loading /unloading the load? Is the driver affected by drugs or alcohol or fatigue Does the driver have a travel plan to manage fatigue, speed and rest breaks? Yes No If no, create a fatigue management plan Yes No If no, discontinue until the load is correctly stowed? Yes No If Yes, acquire assistance. If yes, do not undertake activity until driver is free from these.				
forklift? Does the worker have an appropriate fatigue management plan considering any other exhaustion that may be incurred from loading etc. and the need for a break at least every two hours? Is the load being carried appropriate for the vehicle and securely stowed and covered? Will the worker require assistance in loading /unloading the load? Is the driver affected by drugs or alcohol or fatigue Does the driver have a travel plan to manage fatigue, speed and rest breaks? Yes No If no, discontinue until the load is correctly stowed? Yes No If Yes, acquire assistance. If yes, do not undertake activity until driver is free from these. No If No, go to RMS for travel time	Does the worker/driver have the required license for	Yes	No	If no the work
Does the worker have an appropriate fatigue management plan considering any other exhaustion that may be incurred from loading etc. and the need for a break at least every two hours? Is the load being carried appropriate for the vehicle and securely stowed and covered? Will the worker require assistance in loading /unloading the load? Is the driver affected by drugs or alcohol or fatigue Does the driver have a travel plan to manage fatigue, speed and rest breaks? Yes No If no, discontinue until the load is correctly stowed? Yes No If Yes, acquire assistance. If yes, do not undertake activity until driver is free from these. Yes No If No, go to RMS for travel time	the vehicle being driven, eg heavy vehicle, motor bike,			cannot be
management plan considering any other exhaustion that may be incurred from loading etc. and the need for a break at least every two hours? Is the load being carried appropriate for the vehicle and securely stowed and covered? Will the worker require assistance in loading /unloading the load? Is the driver affected by drugs or alcohol or fatigue Does the driver have a travel plan to manage fatigue, speed and rest breaks? fatigue management plan fatigue Milf no, discontinue until the load is correctly stowed? If Yes, acquire assistance. If Yes, do not undertake activity until driver is free from these. No If No, go to RMS for travel time	forklift?			conducted
that may be incurred from loading etc. and the need for a break at least every two hours? Is the load being carried appropriate for the vehicle and securely stowed and covered? Will the worker require assistance in loading /unloading the load? Is the driver affected by drugs or alcohol or fatigue Does the driver have a travel plan to manage fatigue, speed and rest breaks? management plan Management plan Management plan No If no, discontinue until the load is correctly stowed? Yes No If Yes, acquire assistance. If yes, do not undertake activity until driver is free from these. Yes No If No, go to RMS for travel time	Does the worker have an appropriate fatigue	Yes	No	If no, create a
for a break at least every two hours? Is the load being carried appropriate for the vehicle and securely stowed and covered? Will the worker require assistance in loading /unloading the load? Is the driver affected by drugs or alcohol or fatigue Does the driver have a travel plan to manage fatigue, speed and rest breaks? plan If no, discontinue until the load is correctly stowed? We No If Yes, acquire assistance. If yes, do not undertake activity until driver is free from these. No If No, go to RMS for travel time	management plan considering any other exhaustion			fatigue
Is the load being carried appropriate for the vehicle and securely stowed and covered? Will the worker require assistance in loading /unloading the load? Is the driver affected by drugs or alcohol or fatigue Does the driver have a travel plan to manage fatigue, speed and rest breaks? Yes No If yes, acquire assistance. Yes No If yes, do not undertake activity until driver is free from these. Yes No If No, go to RMS for travel time	that may be incurred from loading etc. and the need			management
and securely stowed and covered? Will the worker require assistance in loading /unloading the load? Is the driver affected by drugs or alcohol or fatigue Does the driver have a travel plan to manage fatigue, speed and rest breaks? until the load is correctly stowed? Yes No If Yes, acquire assistance. If yes, do not undertake activity until driver is free from these. No If No, go to RMS for travel time	for a break at least every two hours?			plan
Will the worker require assistance in loading /unloading the load? Is the driver affected by drugs or alcohol or fatigue Does the driver have a travel plan to manage fatigue, speed and rest breaks? Correctly stowed? Yes No If Yes, acquire assistance. If yes, do not undertake activity until driver is free from these. Yes No If No, go to RMS for travel time	Is the load being carried appropriate for the vehicle	Yes	No	If no, discontinue
Will the worker require assistance in loading /unloading the load? Is the driver affected by drugs or alcohol or fatigue Yes No If Yes, acquire assistance. If yes, do not undertake activity until driver is free from these. Does the driver have a travel plan to manage fatigue, speed and rest breaks? Yes No If No, go to RMS for travel time	and securely stowed and covered?			until the load is
/unloading the load? Is the driver affected by drugs or alcohol or fatigue Yes No If yes, do not undertake activity until driver is free from these. Does the driver have a travel plan to manage fatigue, speed and rest breaks? Yes No If No, go to RMS for travel time				correctly stowed?
Is the driver affected by drugs or alcohol or fatigue Yes No If yes, do not undertake activity until driver is free from these. Does the driver have a travel plan to manage fatigue, speed and rest breaks? Yes No If No, go to RMS for travel time	Will the worker require assistance in loading	Yes	No	If Yes, acquire
undertake activity until driver is free from these. Does the driver have a travel plan to manage fatigue, speed and rest breaks? Ves No If No, go to RMS for travel time	/unloading the load?			assistance.
Until driver is free from these. Does the driver have a travel plan to manage fatigue, speed and rest breaks? Ves No If No, go to RMS for travel time	Is the driver affected by drugs or alcohol or fatigue	Yes	No	If yes, do not
Does the driver have a travel plan to manage fatigue, speed and rest breaks? from these. Yes No If No, go to RMS for travel time				undertake activity
Does the driver have a travel plan to manage fatigue, speed and rest breaks? Yes No If No, go to RMS for travel time				until driver is free
speed and rest breaks? for travel time				from these.
	Does the driver have a travel plan to manage fatigue,	Yes	No	If No, go to RMS
calculators.	speed and rest breaks?			for travel time
				calculators.

The advice provided in this checklist is of a general nature and it is recommended to undertake further inquiries to ensure that the work is safe. Airtasker and UnionsNSW take no responsibility for incidents or injuries that arise from the use of this advice. Go to Unionsafe or SafeWork for further information about safe work.