

EVolution & EVUp

Risk Management System

At EVolution & EVUp, we're committed to providing and maintaining a safe working environment for all employees, contractors and visitors.

To help us achieve this, we set and review our policies, objectives and targets within a framework of consultation with our teams, customers and stakeholders.

We continuously seek to improve the effectiveness of our management system and our performance in respect to health and safety of our teams, by following the processes and reviews laid out in our management system in accordance with AS/NZ 4801:2001.

Our teams are aware of our responsibilities, as well as their responsibilities, with regards to their health and safety, and those of their team colleagues, clients, contractors and visitors. In all instances, they work to assist EVolution and EVUp to achieve OHS goals to improve conditions in our workplace.

Step 1. Identify hazards	Step 2. Assess risk	Step 3. Identify existing controls	Step 4. Treat risk	Step 5. Monitor and review
Identify anything that could potentially cause harm or loss .	Consider how the hazard or risk could cause harm or loss .	Look at your existing controls to eliminate or minimise the risk so far as is reasonably practicable.	Try to eliminate the risk first but, if that's not possible, put additional controls in place to minimise the risk so far as is reasonably practicable.	Regularly monitor and review the controls you've put in place to make sure they're working as planned.
Instructions				
Identify hazards and record them in this column	Record the risks created by the hazard in this column. You can also make notes of how much a risk you think something is	Detail any existing controls that are in place to manage the risks that have been identified	Detail any additional controls that need to be put in place to manage the risk	Record the methods that will be used to monitor and review the effectiveness of your controls. Create a checklist or review schedule to document the results when you undertake the monitoring or review activity.
Transport activities				
Fatigue				
Speed				
Mass				
Dimension				
Loading				

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Vehicle standards				
Third party interactions				
Driver distraction				
Other hazards				

Hazard Report

Details *(Report to be completed by anyone who identifies a hazard)*

Date:	
Time:	
Reported by (print name):	
Location of the hazard:	
Description of the hazard: <i>What safety issue have you seen that has the potential to cause harm or loss?</i>	

Corrective actions

Recommended corrective actions: <i>What do you think could be done to eliminate or minimise the hazard?</i>	
Reported by (sign here):	

Supervisor to complete

Corrective actions to be taken: <i>What do you think could be done to eliminate or minimise the hazard?</i>	
Supervisor (print name):	
Supervisor signature:	

Incident Report

The incident report (injury, incident or near miss) must be reported to your Manager/Supervisor within 24 hours of the incident. Alternatively, email a scanned copy to Russ@evup.com.au
 For serious incidents immediately advise Russ Shepherd 0424047596

Section 1 – Incident details

1.1 Brief incident information *(Involved person to complete sections 1.1 – 1.6)*

Date of incident:	Time of incident:	Weather conditions:
Involved person – given name:	Date of birth:	
Involved person – surname:	Employee ID/number:	
Location of incident:		
Nature and extent of injuries:		
Incident description: <i>(What happened?)</i>		
Witness	Name:	Contact details:
Incident reported to:	Name:	Date reported:

1.2 Company property/equipment damage

Extent of damage to company property/equipment:	
Vehicle or equipment fleet number/registration:	

Trailer fleet number/registration(s):	
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1.3 Third parties involved

Name and contact information:	
Nature and extent of injuries:	
Extent of damage to other property/equipment:	

1.4 Diagram of the incident *(Include landmarks, street names, traffic signals, site map etc.)*

(Take photographs of the site, vehicles, damage and other relevant information)

1.5 Immediate containment actions *(Describe actions taken to contain/control this incident)*

1.6 Incident statement acknowledgement *(Person providing details acknowledges the information recorded is true and correct)*

Name:	Signed:	Date:
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1.7 Incident report receipt acknowledgement *(Person receiving incident report acknowledges receipt of the document.)*

Name:	Signed:	Date:	Incident number:
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On-Site Risk Assessment

*This risk assessment should be given or emailed to Russ@evup.com.au on completion.
If a severe or untreated risk is identified, you should immediately advise <Enter contact name and number>.*

Assessment number:	Assessment area:	Assessment location:	Assessment date:
Assessment team members:			

Section 1 – Identify the hazard

Describe the hazard or hazards that have been identified.

Section 2 – Assess the risk

How could the hazard cause harm or loss?

Section 3 – Identify existing controls

What existing controls are already in place?

Section 4 – Treat the risk

If there are no controls or the current controls are not adequate, are there any additional controls that can be implemented to eliminate the risk, or minimise it to as far as is reasonably practicable?

Section 5 – Monitor and review

How will you monitor and review the controls to ensure they're working as planned?

Risk register:

Once the risk assessment is completed, please email it to Russ@evup.com.au so it can be added to the Risk Register for further action and monitoring.