# Sample Risk Register

* This Risk Register is to be used to record all hazards or safety issues identified by staff and management.
* The Risk Rating is to be determined by using the Risk Matrix

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| **Hazard** | **Likelihood** | **Severity** | **Risk rating** | **Recommended controls** | **Responsible officer** |
| Drug and Alcohol Consumption | Likely | Death or permanent disability | 1 | Implementation of Drug and Alcohol Program including:   * Information and Training * Testing Procedures Remedial Procedures Drug and Alcohol Policy | Responsible Officer Training Officer.  Testing Officers.  Supervisors. |
| Security Threats | Unlikely | Death or permanent disability | 2 | Liaison with Police, State Rail and other operators who service Transport Interchanges.  Emergency/bomb threat procedures.  Pre-departure, in-service bus inspection. | Responsible Officer.  Supervisor to instruct drivers. |
| Animal strikes | Very likely (in some regional areas) | Death or permanent disability | 1 | Drivers to reduce speed when driving in early mornings, late afternoons and at night to avoid animal strikes.  Buses to be fitted with Bull Bars and driving lights. | Driver Supervisor to brief drivers.  Workshop foreman. |
| On-board Fire | Likely | Death or permanent disability | 1 | Training of staff (including fire extinguisher training).  Evacuation Procedures.  Incorporation of fire risk into pre-departure/end of shift inspections for drivers.  Incorporation of fire risk minimisation into bus maintenance procedures. | Driver Supervisor.  Workshop foreman. |
| Faulty safety critical equipment | Unlikely | Death or permanent disability | 2 | Drivers undertake pre-departure checks to ensure the serviceability of vehicle lights, indicators, brakes, steering etc and report anomalies. | Driver Supervisor to brief drivers/Drivers to undertake pre-departure checks. |
| Driver Fatigue | Likely | Death or permanent disability | 1 | Timetables are constructed to ensure drivers are not required to exceed driving hours. Secondary employment is recorded and monitored to ensure that it does not impact on safety. | Responsible Officer.  Driver Supervisor.  Depot Manager. |