








RISK ASSESSMENT 101 – Operation of Emergency Response Procedure – Vacuum Truck

Safe Work Method Statement / Job SEQ Analysis / Risk Assessment

**To be completed by the Site Safety Officer / Foreman / Supervisor.
Completed form to be stored on site and electronically to job file for audit purposes.**

PROJECT / AREA:	Vacuum truck operations		
PREPARED BY:	David Marzec / Reviewed by Kathy McConnell	DATE	1 September 2015 / Reviewed 1 October 2020
WORK PROCESS:	<i>Removal of Septic Waste, Transportation of Septic Waste</i>		
SPECIAL NOTES:			
SUMMARY OF REQUIREMENTS:			
EMPLOYEE LICENSE/COMPETENCIES:	<i>Mandatory White Card Induction; Mandatory HR Licence; Mandatory Company / Site Induction; Mandatory SWMS 100 – Operation of Vacuum Truck</i>		
PPE: REQUIRED	<p>Mandatory on site:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div>	<p>As required, JSA, Risk Assessment and MSDS:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div>	
PLANT/EQUIPMENT:	<i>Vacuum Truck</i>		
HAZARDOUS SUBSTANCES:	Septic Waste; Diesel; Unleaded Petrol		
IDENTIFIABLE RISK(S):	Environmental pollution; driver fatigue; manual handling; work environment; slips trips falls; working with plant; workplace substances.		
RELEVANT LEGISLATION:	Work Health and Safety (National Uniform Legislation) Regulations 2011 / NT WorkSafe		
ACTIVITY/USE:			
HEALTH SURVEILLANCE:			
OTHER PRECAUTION:			

Risk #	Activity/Task/Location	Hazards	Risk Score Before Treatment	Treatment Measures	Risk Score After Treatment	Responsibility	Date to Implement
1	Leak or Spill on Client's Site	-Unintentional opening of a vacuum loaded truck.	D4	-Turn off pump. -Turn off all taps and valves. -Contain spill immediately with vehicle emergency spill kit if safe to do so. -Contact client representative and adhere to directions given or in accordance with the stipulated emergency evacuation plan. -Contact Ingkerreke Outstations Resource Services General Manager or Infrastructure Manager.	C2	Driver/ Operator	01/09/2015; Annual Review at Minimum
		-Leaking hoses or fittings	D4	-Turn off pump. -Turn off all taps and valves. -Contain spill immediately with vehicle emergency spill kit if safe to do so. -Ensure hoses and fittings are correctly joined and cam-lock rubbers are in place. -If spill is not containable with vehicle emergency spill kit, notify client representative and adhere to directions given or in accordance with the stipulated emergency evacuation plan. -Contact Ingkerreke Outstations Resource Service General Manager or Infrastructure Manager.	C2	Driver/ Operator	01/09/2015; Annual Review at Minimum

2	Leak or Spill at Holding Yard	-Unintentional opening of a loaded vacuum truck.	D4	-Turn off pump. -Turn off all taps and valves. -Contain spill immediately with the vehicle emergency spill kit if safe to do so. -Contact General Manager and WHS officer and adhere to the emergency evacuation plan.	C2	Driver/ Operator	01/09/2015; Annual Review at Minimum
		-Leaking hoses or fittings.	D4	-Turn off pump. -Turn off all taps and valves. -Contain spill immediately with vehicle emergency spill kit, if safe to do so. -Ensure hoses and fittings are correctly joined and cam-lock rubbers are in place. -If spill is not containable with vehicle emergency, notify client representative and adhere to directions given or in accordance with the stipulated emergency evacuation plan. -Contact Ingkerreke Outstations Resource Services General Manager or Infrastructure Manager.	C2	Driver/ Operator	01/09/2015; Annual Review at Minimum
		-Rupture of 20L oil container.	D4	-Contain spill immediately with vehicle emergency spill kit if safe to do so. -Contact General Manager and adhere to emergency evacuation plan.	C2	Driver/ Operator	01/09/2015; Annual Review at Minimum
		-Rupture of 20L degreaser container.	D4	-Contain spill immediately with vehicle emergency spill kit if safe to do so. -Contact General Manager and adhere to emergency evacuation plan.	C2	Driver/ Operator	01/09/2015; Annual Review at Minimum

3	Leak or spill during transportation	-Unintentional opening of a loaded vacuum truck.	D4	<ul style="list-style-type: none"> -Move vehicle to a safe point out of the traffic, away from drains, creeks, rivers, if possible. -Ensure all pumps, taps and valves are turned off. -Contain spill immediately with vehicle emergency spill kit and shovels if safe to do so. -Contact Ingkerreke Outstations Resource Services General Manager and WHS Officer. -Contact emergency services with the following information: Description of spill/emergency; Location of the emergency; Quantity of material in the emergency; Material that may have entered the environment – drains, waterways, etc; and have relevant SDS if applicable. 	C2	Driver/ Operator	01/09/2015; Annual Review at Minimum
4	Explosion	Rupturing of diesel or unleaded fuel	D4	<ul style="list-style-type: none"> -Contain fire with extinguisher if safe to do so. -Contact emergency services. -Contact Ingkerreke Outstations Resource Services General Manager or WHS Officer. 	C2	Driver/ Operator	01/09/2015; Annual Review at Minimum

AS/NZS ISO 31000 Compliant Risk Management Matrix

The probability of an event and the consequences if the event occurs, determine the level of risk in a hazard.

Likelihood		Consequence				
		A	B	C	D	E
		Insignificant Minor Injury	Minor Significant Injury	Moderate Serious Injury	Major Single Fatality	Catastrophic Multiple Fatality
5	Almost certain	High	Extreme	Extreme	Extreme	Extreme
4	Likely	High	High	Extreme	Extreme	Extreme
3	Possible	Moderate	Moderate	High	High	Extreme
2	Unlikely	Low	Low	Moderate	High	High
1	Rare	Low	Low	Low	Moderate	High

HIERARCHY OF TREATMENT

Flow	Hierarchy	TREATMENT Definitions
Step 1	Eliminate	Modify the task process method or material to eliminate the hazard completely,
Step 2	Substitute	Replace the material, substance, or task process with a less hazardous one.
Step 3	Engineering	Redesign or modify the plant or task process to reduce or eliminate the risk.
Step 4	Administrative & Training	Adjust the time or conditions or the task process by training, procedures etc.
Step 5	Protective Devices	Use appropriately designed and properly fitted equipment where other controls are not practical.

LEGEND

LOW	Controls were reviewed with the Site Safety Officer and/or Site Manager. Work can proceed with controls in place.
MODERATE	Additional controls were put in place and reviewed with the Site Safety Officer and/or Site Manager. Work may proceed with the additional controls in place.
HIGH	Actual controls are <i>insufficient</i> or do not exist. Work cannot commence or must stop immediately. The Supervisor MUST be contacted.
EXTREME	Actual controls are <i>insufficient</i> or do not exist. Work cannot commence or must stop immediately. The Supervisor MUST be contacted.

Environmental Legend to be used with AS / NZS ISO 31000
Risk Management Matrix to assess environmental aspects and impacts ratings

A – Insignificant	Not of a concern to the environment or surrounds
B – Minor	No or minimal adverse environment or social impacts
C – Moderate	Moderate undesirable environmental or social impacts e.g. <ul style="list-style-type: none">• Localised, short term noticeable / measurable change in waterway / stormwater quality• Short term, minor changes to ecosystems• Soil contamination over an area exceeding 1 square metre (excluding contamination of off-site soil or contamination of soil with prescribed hazardous materials)• Some annoyance or nuisance to community• Isolated, partial disturbance or movement of archaeological / heritage places, sites or objects• Fines unlikely
D – Major	Major adverse environmental or social impacts e.g. <ul style="list-style-type: none">• Medium-term, noticeable / measurable change in waterway / stormwater quality• Isolated deaths of non-vulnerable fauna / flora species• Noticeable, localised changes to ecosystems• Soil contamination over an area from 1 square metre to 10 square metres (excluding contamination of off-site soil or contamination of soil with prescribed or hazardous materials)• Annoyance or nuisance to community• Frequent, partial damage or off-site movement of archaeological / heritage places, sites or objects• Fining is likely or works may be halted
E – Catastrophic	Significant damage or impact on environment or community e.g. <ul style="list-style-type: none">• Severe and / or persistent waterway / stormwater quality pollution• Deaths of flora / fauna• Widespread and / or significant changes to ecosystems• Soil contamination over an area larger than 10 square metres, contamination of off-site soil or contamination of soil with prescribed or hazardous materials• Widespread community impact resulting in illness, injury or inconvenience• Loss or destruction of archaeological / heritage places sites or objects• Receiving a fine is a certainty or works will be halted

By signing this form, I acknowledge that I have read and understand the contents of the Risk Matrix for Operator Emergency Response Procedure - Vacuum Truck and that I have been given the opportunity to add my risk / hazard findings to this document:

Name	Signature	Company	Date

