

AIS inspection site

Risk assessment guide and tool

Risk assessment guideline use

Authorised Inspection Scheme (AIS) proprietors and examiners have a responsibility to ensure each safety check inspection is completed in a safe worksite. This guideline assists examiners to ensure the site where they perform a mobile safety check is suitable. This includes:

- the inspection site for the safety check, and
- any road used for a motor vehicle brake test.

A risk assessment is needed for all inspection sites before any inspection. You can use the tool provided in this guideline or another suitable risk assessment procedure or tool approved by your business.

Vehicle inspection sites – mobile safety check inspections

An examiner must ensure any inspection is carried out in line with their responsibilities under work health and safety standards and regulations.

A site assessment must **ensure that**:

- ✓ inspections are conducted on a hard, level surface
- ✓ inspection sites are clear of any obstructions and have sufficient room to allow for the boot, bonnet and doors of the vehicle to be fully opened
- ✓ others can see you, ensure you are always in a safe place and wearing highly visible clothing
- ✓ you identify and eliminate any potential hazards
- ✓ your inspection equipment when not in use is put in a safe place, away from the inspection area
- ✓ able to conduct inspection of all Safety Check standards.

An examiner **must not conduct inspections**:

- ✗ within 500 meters of a school zone, supervised school crossing, or other sensitive land uses
- ✗ near pedestrian crossings or in areas with high pedestrian activity
- ✗ within 500 meters of an intersection.

If an inspection site is not suitable, an AIS examiner must identify another suitable site or refer the customer to a fixed AIS station for the safety check inspection.

Other considerations

You must keep reassessing the site during the inspection as it may change, for example:

- while you are doing a brake test, or
- if a vehicle parks across the road or nearby blocking other vehicles view of your worksite, or
- with the onset of extreme weather, storms, hail or high winds, the sun can also make a worksite surface quite hot.

Brake test road selection – mobile inspections

An examiner must only conduct a brake test on a road or road related area that the examiner has assessed to be safe for the purposes of conducting an ‘on road brake test’ during an inspection. The examiner must use a GPS enabled brake test machine for mobile inspections. The test area may be on private property with the approval of the property owner.

An AIS examiner **must ensure the road is:**

- ✓ a hard, level and clear surface
- ✓ free of gravel or other loose material
- ✓ at least 100 metres in length
- ✓ not an access road or driveway used by the public
- ✓ safe and free from obstacles, pedestrians or other hazards
- ✓ has a speed limit that is less than 60 km/h
- ✓ not a highway, motorway or freeway.

When conducting a brake test an AIS examiner must **comply with all applicable road rules and must not conduct brake tests:**

- ✗ within 500 meters of a school (e.g. school zones, supervised school crossings) and other sensitive land uses - the test direction **MUST** also be heading away from these zones
- ✗ near pedestrian crossings or in areas with high pedestrian activity
- ✗ in areas with high density traffic
- ✗ in any other areas that when they exercise common sense and judgement would be unsuitable to conduct a brake test
- ✗ in breach of any parking restrictions or other road rules.

The assessment must consider the following safety items:

- visibility of examiner's vehicle to approaching traffic
- speed of approaching traffic
- the specific positioning of the customer's vehicle
- overall road conditions.

DATE: _____ **REGISTRATION:** _____

SITE ADDRESS:

Inspection site:

- conducted on a hard, level surface Yes ☐ No ☐
- area clear of obstructions Yes ☐ No ☐
- inspection site has adequate signage and/or protection in place Yes ☐ No ☐
- allows sufficient room for boot, bonnet, doors to be fully opened Yes ☐ No ☐

NOTE: An answer of 'No' to any question above or the presence of any level 3 risk below, irrespective of total risk range figure will require corrective action to be taken before commencing work.

RISK	1	2	3
Road conditions	Dry	Wet	Snow / ice
Lighting quality	Daylight	Overcast / shadows	Dusk / night
Position of customer vehicle	Removed from road surface (e.g., private property, business carpark, driveway)	On road surface (e.g., residential roads, primary roadways)	Heavy traffic density (e.g., school zones, motorways, highways)
Visibility (of examiner's vehicle to oncoming traffic)	Approx. > 100 m	Approx. 50m - 100 m	< 50 m Or obstructed
Estimate of speed of oncoming traffic	< 40 kph	40 – 60 kph	> 60 kph

Risk matrix Total risk score = ____ + ____ + ____ + ____ + ____ = ____

Acceptable total risk range = 5 to 10

Lowest risk score = 5

Highest risk score = 15