**Cargo Risk Assessment Checklist**

## Introduction: Is a Cargo Barrier Required?

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| This risk assessment checklist forms a part of determining the necessity of cargo barriers for financed vehicles through VicFleet and is designed to evaluate the specific risks associated with different types of cargo and transport conditions.  Unsecured cargo in a vehicle can create significant safety hazards for occupants, especially during sudden stops, collisions, or rollovers.  To mitigate this risk, installing a cargo barrier is highly effective.  The attached serves as a tool for fleet managers to assess whether a cargo barrier is necessary for the specific use of the vehicle. By evaluating factors such as cargo type, weight, and frequency of use, the below helps identify whether the installation of a cargo barrier is required or advisable.  Please note that the score is merely a guide and only forms part of an overall risk assessment that needs to be conducted and determined by each individual department/agency. |

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| **Vehicle:** | | | |  |
| **Manufacturer:** |  | **Model:** |  | |
| **Reg No:** |  | **Order No:** |  | |

## Step 1: Identify the Use and Risks

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| **Primary Use of Vehicle:** | | |
| Transporting/Delivering Cargo     **4 Points** | Mixed Use -   Transport Cargo and Passengers     **2 Points** | Passenger Transport Only  **0 Points** |
| **Type of Cargo Carried:** | | |
| Tools or Equipment      **4 Points** | Mixed Use -  Light Work Items and Personal   **2 Points** | Groceries/Personal Items Only  **1 Point** |
| **Average Weight of Cargo Carried:** | | |
| Heavy (50kg+)   **3 Points** | Medium (20-50kg)   **2 Points** | Light (Under 20kg)   **1 Point** |
| **Frequency of Transported Cargo:** | | |
| Frequently   3 **Points** | Occasionally   **2 Points** | Rarely  **1 Point** |
| **Other Cargo Type Characteristics:** | | |
| Hazardous/Flammable/Sharp   4 **Points** | Unrestrainable Items   **2 Points** | None   **0 Points** |
| **Have there been previous safety incidents of transporting cargo?** | | |
| Major Incident   **4 Points** | Minor Incident   **2 Points** | No Safety Incidents   **0 Points** |
| If Major or Minor, please specify: | | |
| **Total Score:**  **(Add up your total score from above)** | | |

## Step 2: Determining Risk Factor

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| After obtaining your total score, proceed with determining whether a cargo barrier is merely advisable or required, via the table below: |

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| **Primary Use of Vehicle:** | | |
| **0-4 Points** | Low Risk | A cargo barrier might not be necessary but should be considered for added safety. |
| 5**-10 Points** | Moderate Risk | A cargo barrier is highly recommended to ensure safety. |
| **10+ Points** | High Risk | Installing a cargo barrier is a requirement. |

## Step 3: Additional Notes

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| **Please add additional notes if required to support reasoning behind not adding a cargo barrier:** |

## Step 4: Sign Off

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| Please be advised that if you determine an internal need or have determined further risk outside the above, it may be advisable to obtain a cargo barrier, regardless of the score. |

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| By signing below, I acknowledge that I have reviewed and understood the contents of this risk assessment document.  I also recognize that the identified risks are based on the information available at the time of assessment and if circumstances change another risk assessment will need to be conducted.  For guidance, please contact your department/agency health and safety representative. |

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| **Executive Driver: (only if vehicle is for an executive lease)** | | | |  |
| **Signature:** |  | **Date:** |  | |
| **Name:** |  | **Position:** |  | |

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| **Fleet Manager: (or person authorised)** | | | |  |
| **Signature:** |  | **Date:** |  | |
| **Name:** |  | **Dept/Agency:** |  | |

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| **Executive Director: (or person authorised)** | | | |  |
| **Signature:** |  | **Date:** |  | |
| **Name:** |  | **Dept/Agency:** |  | |