

NZ Transport Agency Health and Safety Fleet Ebikes Matrix

10 July 2017

Count	Risk Description	Cause of Risk Event	Consequence of Risk Event	Likelihood (1-5)	Consequence (1-5)	Gross Risk (1-25)	Risk Class (A-E)	Proposed Controls	Likelihood (1-5)	Consequence (1-5)	Net Risk (1-25)	Risk Class (A-E)	Mitigation Actions
1	Inexperienced cyclist	Riding in an unsafe manner, not obeying road rules and/or not using appropriate safety gear	Injury, Damage to the bike	2	5	10	A	First-time users must go through the online learning Module and a practical induction that confirms they are competent to ride a bike, and agree to obey road rules. Cycle champions in each office are professionally trained to assess rider ability. Professional cycle training offered to staff where they are not assessed as competent to ride on-road. Provide Cyclist Road Code on request.	4	2	8	C	Staff must complete the online Learning Module and practical induction session undertaken by a trained cycle champion to access the fleet bikes. Riders complete a form that confirms they are competent to ride on-road and agree to obey road rules. Where riders are assessed to not be ready to handle the bike on the road, they are referred to professional skills courses. Learning Module covers basic safe riding skills, and cyclist road code information is available through website material with copies available at reception.
2	Bike not fit for use	Inadequate bike maintenance, mechanical fault, tyre puncture.	Injury, Damage to the bike	5	3	15	A	Regular (6-monthly) service by Bike Shop. First-time users go through Learning Module and practical induction which identifies how to check bike - the brakes and tyres each time before riding the bike. All staff to report any maintenance issues immediately and prior to use; to Workplace Teams/ Cycle Champions	4	2	8	C	Maintenance contract in place/ links to cycle champions on OnRamp.
3	Clothing caught in bike parts	Staff wearing long trousers or skirts whilst riding and clothes getting caught in the bike parts	Injury, Damage to the bike	4	2	8	C	Staff wear appropriate comfortable clothing including closed toe shoes.	2	1	2	D	Safe Use Guide and Learning Module include suggestions about clothing.
5	Cyclist hits pedestrian or vehicle	Riding in an unsafe manner, not obeying the road rules, not visible to other traffic	Injury, Damage to the bike	5	5	25	A	Staff to ride in a manner consistent with the cyclist road code and Safe Use Guide. Provide Cycle Training Courses to Staff. Provide Cyclist Road Code on request.	4	2	8	C	Compulsory completion of learning module to access bikes which covers safe riding behaviour. Cyclist code linked to from website and available from reception. On-road skills training available to staff where they are not assessed to have required competency yet. Vehicle policy states that fleet bikes can be used for work purposes and during work hours, but cannot be used for commuting outside of general vehicle use policy. High-visibility clothing is provided with bike but is not made compulsory due to lack of evidence of effectiveness and reduced attractiveness of use by staff. Front and rear lights are also provided for use during low-light hours.
6	Bikes are stolen	Bikes are insecurely stored	Cost to organisation					Bikes are securely stored in NZTA premises and riders are provided with locks for parking outside our offices.					Bikes are securely stored in NZTA premises and riders are provided with locks for parking outside our offices.
8	Medical condition exacerbated by cycling	Not being in sufficient health to participate in moderate intensity physical activity	Health issues, Injury	3	3	9	C	First-time users acknowledging they are in sufficient health to participate in a moderate intensity physical activity	2	3	6	D	Self Assessment included in Induction

LIKELIHOOD RISK RATING		LIKELIHOOD OF RISK BEING REALISED IN A TIMEFRAME	%
5	VERY HIGH	May occur this year	> 75
4	HIGH	May occur in the next 2 years	50 – 75
3	MEDIUM	May occur in next 2 to 5years	20 – 50
2	LOW	May occur once in 5 to 20 years	5 – 20
1	VERY LOW	May occur once in >20 years	< 5

CONSEQUENCE RISK RATING	
5 Very High	Fatality – staff whilst at work, agents/ contractors at AT sites or the public, whilst using our services
4 High	Life threatening injuries or impacts to – staff whilst at work, agents/ contractors at AT sites or the public, whilst using our services
3 Med	Serious injuries or impacts to staff at work, agents or the public whilst using our services require hospitalisation.
2 Low	Injuries to – Staff at work, agents /contractors at AT sites or the public whilst using our services
1 Very Low	Minor injuries – Staff at work, agents/contractors at AT sites or the public whilst using our services.

LIKELIHOOD X CONSEQUENCE						
CONSEQUENCE RATING	5 Very High	Class B (5)	Class B (10)	Class A (15)	Class A (20)	Class A (25)
	4 High	Class C (4)	Class C (8)	Class B (12)	Class A (16)	Class A (20)
	3 Medium	Class D (3)	Class C (6)	Class C (9)	Class B (12)	Class A (15)
	2 Low	Class D (2)	Class D (4)	Class D (6)	Class C (8)	Class C (10)
	1 Very Low	Class E (1)	Class E (2)	Class E (3)	Class D (4)	Class C (5)
LIKELIHOOD RISK RATING						
	1. Very Low (May occur once in 20 years) <5%	2. Low (May occur once in 5-20 years) 2-5%	3. Medium (May occur once in the next 2-5 years) 20-50	4. High (May occur once in the next 2 years) 50-75%	5. Very High (May occur this year) >75%	