

PF Olsen Toolbox Safety Alert 67

Date: November 2023	Focus Group: All Staff and Contractors
Topic: Administrative Controls (ACs)	Issued by: Nic Steens

Background and Incident: A truck driver has loaded himself incorrectly, with the butt ends of logs facing forwards. The logs were slippery and slid forward and off the trailer.

Injury Details: No injuries or damage to any parties but a high potential for both.

Risk Awareness: With 7 years driving experience this qualified driver had demonstrated competence. However, on this occasion, he **misinterpreted instructions** resulting in placing most of the butts facing towards the front end of the trailer. This created a ‘negative taper effect’ and poor load security. Exacerbated by the ‘sap run’ the load slipped forward. Had this happened on a high-density public road the results could have been disastrous. This also highlights the ‘paper thin’ nature of administrative controls, whether written in policy or issued verbally, for all operations that use them.

Safe Behaviours:

- ‘Administrative Controls’ (ACs) have been defined as ‘the implementation of rules that govern behaviours as a means of limiting exposure to hazards’. They are considered ‘low order’, but still preferable to PPE alone, the lowest control in the hierarchy. ACs rely on conscious decisions, understanding, and consistent behaviour in workers, which makes them fallible. They can be easily forgotten or misinterpreted by those doing the work. This means they must be reinforced with sustained and continuous efforts and that those who have oversight must enforce their application.

For Site Manager:

Print and complete the following:

1. Discuss with employees/operators:
2. Place on-site notice board or in file:

Site Manager: _____ **Date:** / /
(initials)

