

Local Unit Pre-Deployment Safety Assessment and Concurrence (SAC3)

Required Safety Activity	Indoor methods/ Delivery methods	Have you completed the remedial actions identified as part of this activity?	Level of risk on completion of remedial actions			If the level of risk is 'Med' or 'High' what additional risk control measures are you implementing	Level of residual risk on completion of improvements		
			High	Med	Low		High	Med	Low
The DOM is required to ensure that the local Safety Rep and /or the ASR is involved in the safety assessment process from the start									
Carry out unit indoor workplace risk assessment at the appropriate points pre deployment	Indoor method improvement								
Carry out local unit fire risk assessment and review fire action plan pre deployment	Indoor method improvement								
Carry out work equipment risk assessment for all new indoor delivery equipment introduced in local unit	Indoor method improvement								
Carry out work equipment risk assessment for all new outdoor delivery equipment introduced in local unit	Delivery Methods								
Carry out First Aid risk assessment	Indoor method improvement								
Provide suitable instruction and training on SSoW for employees on new indoor delivery equipment	Indoor method improvement								
Provide suitable instruction and training on SSoW for employees on new outdoor delivery equipment	Delivery Methods								
Ensure that WRAP has been fully completed for all Collection & Delivery routes, this includes the following: (1) Training using the WRAP DVDs and WTLL Briefs (2) All Wlaklogs and Driver logs are updated with current information by current duty holder (3) All Hazards are logged on Unit WRAP and	Delivery Methods								

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			High	Med	Low		High	Med	Low
The DOM is required to ensure that the local Safety Rep and /or the ASR is involved in the safety assessment process from the start									
action taken ASAP									
Drivers licence checks have been carried out before any new drivers are permitted to drive RM vehicles	Delivery Methods								
Completed YARD risk assessment	Delivery Methods								
Ensure that RM Business standard on Management of Contractors is deployed in local Unit and that a SCA1 (SMS10.3) is developed for all minor/refurbishment work and sent to PSO	Indoor methods/ Delivery Methods								
Complete pre-deployment 'Safety Assessment and Concurrence' document and return to Programmes PSO who will share with the regional Director of Safety for final concurrence sign off	Full Integrated Revision								

Safety Assessment and Concurrence Unit Manager Sign-Off:

DOM Name : _____

Signature: _____

Date: ____/____/____

Project Manager: _____

Signature: _____

Date: ____/____/____