

Changing Truck Tyres Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change
								PPE

Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

Notes on Hierarchy of Controls:

Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Insufficient knowledge, inadequate planning, Incorrect tools availability	3H	<ul style="list-style-type: none"> - Conduct a pre-task briefing session - Ensure availability of correct tools and equipment - Review the manufacturer's manual for safe methods - Assign competent personnel for the task - Secure necessary permits and authorisations - Ensure all staff are aware of emergency procedures - Prepare area by removing unnecessary obstructions - Confirm weather conditions are suitable - Implement site specific safety protocols - Equip workers with appropriate PPE 	2M
2. Securing the Vehicle	Vehicle roll-away, unstable vehicle positioning, Manual handling injuries	4H	<ul style="list-style-type: none"> - Engage the parking brake - Use wheel chocks to secure non-lifted wheels - Align vehicle on a solid, flat surface - Ensure the vehicle is not overloaded - Implement team lifting protocols where appropriate - Utilise mechanical lifting aids if necessary - Conduct a risk assessment before manually handling components - Designate a spotter to monitor stability - Refer to the lifting guide to ensure correct procedures - Conduct a pre-lift safety check 	2M
3. Lifting the Vehicle	Jack collapse, incorrect lifting, Unsafe positioning	4A	<ul style="list-style-type: none"> - Use a jack suitable for the vehicle's weight - Inspect the jack and stands for damage - Position jacks on sturdy, level surface - Regularly inspect jacking point integrity - Use additional support like jack stands - Avoid working under an unsupported raised vehicle - Follow manufacturer's lifting procedures - Train workers in the correct use of lifting equipment 	2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			<ul style="list-style-type: none"> - Monitor stability during lifting continuously - Limit lifting to only necessary height 	
4. Removing the Wheel	Finger trapping, wheel falling, Tool malfunction	3H	<ul style="list-style-type: none"> - Wear safety glasses - Use correct lifting technique - Ensure tool is in good condition - Keep hands and feet clear of the wheel - Use a wheel chock to prevent the wheel from rolling - Wear gloves to protect hands from sharp edges - Use a pry bar to remove the wheel - Keep the wheel from falling by supporting it from below - Use a strap to secure the wheel - Keep the wheel from falling by supporting it from below - Use a strap to secure the wheel - Keep the wheel from falling by supporting it from below - Use a strap to secure the wheel 	1L
5. Inspecting the Tyre and Rims	Sharp object cuts, Abrasive surfaces, Chemical exposure	3H	<ul style="list-style-type: none"> - Wear safety glasses - Use a tire pressure gauge to check the pressure - Inspect the tire for cuts, cracks, and other damage - Clean the tire with a brush and water - Use a tire repair kit to fix any damage - Replace the tire if it is damaged beyond repair - Use a tire pressure gauge to check the pressure - Inspect the tire for cuts, cracks, and other damage - Clean the tire with a brush and water - Use a tire repair kit to fix any damage - Replace the tire if it is damaged beyond repair 	1L
6. Installing the New Tyre	Injury from improper alignment, Pinching during tyre mounting	3H	<ul style="list-style-type: none"> - Wear safety glasses - Use a tire pressure gauge to check the pressure - Inspect the tire for cuts, cracks, and other damage - Clean the tire with a brush and water - Use a tire repair kit to fix any damage - Replace the tire if it is damaged beyond repair - Use a tire pressure gauge to check the pressure - Inspect the tire for cuts, cracks, and other damage - Clean the tire with a brush and water - Use a tire repair kit to fix any damage - Replace the tire if it is damaged beyond repair 	1L

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
7. Tightening Wheel Nuts	Over-tightening leading to stud breakage, Improperly secured wheel	3H		1L
8. Lowering the Vehicle	Jack malfunction, Hidden damage to vehicle, Vehicle stability issues	3H		2M
9. Final Checks and Documentation	Missed loose fittings, incomplete documentation, Failure to identify issues	2M		1L

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
10. Clean-up and Reset	Debris handling, improper disposal, Slips and trips over mislaid tools	2M		1L
11. Review and Improvement	Failure to learn from incidents, Non-continuous improvement	2M		1L
12. Storage of Equipment	Equipment damage in storage, Improper storage leading to subsequent hazards	2M		1L

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
13. Addressing Injuries and Incidents	Delayed response to injuries, Lack of proper incident documentation	3H		1L
14. Communication with Stakeholders	Miscommunication, misinformation Exclusion of key stakeholders	3H		1L
15. Training and Competence Assurance	Inadequate training, non-compliance with standards, Skill gaps leading to unsafe practices	4A		1L

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
16. Review of WHS Procedures	Outdated procedures, Non-alignment with current legislation	3H		1L
17. Equipment Testing and Maintenance	Equipment failure due to inadequate maintenance, Inaccurate testing processes	4A		1L
18. Remove and Refresh Signage	Outdated or incorrect signage, Improper placement of signs	2M		1L

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
19. Reporting Mechanisms	Lack of reporting channels, Delayed hazard recognition	3H		1L
20. Continual Improvement	Static safety practices, Resistance to change	3H		1L

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.