

Changing Tyres Roadside 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:								Notes on Hierarchy of Controls:	
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.								Remember to apply controls in the preferred order shown by the coloured pyramid:	
3H Review and approve additional controls before task starts. Senior supervisor sign-off needed.								1. Eliminate	
2M Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.								2. Substitute	
1L Proceed, following standard operating procedures. Monitor and keep records.								3. Isolate	
								4. Engineering	
								5. Administrative	
								6. PPE	
Consequence Scale:								Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
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				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

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	lack of tools, inadequate lighting	3H	<ul style="list-style-type: none"> - Ensure all necessary tools are available before starting. - Use headlamps or portable lighting to improve visibility. - Conduct a pre-start safety briefing. - Ensure work area is well organised. - Check weather conditions and postpone if extreme. - Ensure roadside is at a safe distance from traffic. - Wear appropriate high-visibility clothing. - Ensure PPE is available and in good condition. - Review and understand emergency procedures. - Secure the vehicle using wheel chocks. 	2M
2. Positioning Vehicle	unstable vehicle, collision with traffic	4H	<ul style="list-style-type: none"> - Move vehicle to the safest possible location. - Engage hazard lights and warning signals. - Ensure vehicle is on a stable surface. - Use wheel chocks to stabilise vehicle. - Place reflective warning triangles appropriately. - Assign a spotter to monitor approaching traffic. - Wear high-visibility clothing at all times. - Ensure all team members are clear of moving traffic. - Use indicator signals if applicable. - Alert relevant authorities if on a busy road. 	2M
3. Secure Area	passing vehicles, bad weather	3H	<ul style="list-style-type: none"> - Establish a clear safety zone with cones or flares. - Set up reflective warning triangles upstream. - Communicate area restrictions to all team members. - Brief team on bad weather procedures. - Keep non-essential personnel away. - Use weather-appropriate PPE. - Task a member to observe incoming traffic. - Stay alert to changing weather conditions. 	2M

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			- Continuously monitor environmental conditions. - Consult weather forecasts regularly.	
4. Lifting Vehicle	jack failure, vehicle movement	3H	1. Use a heavy-duty, rated vehicle jack. 2. Ensure the jack is on a firm, level surface. 3. Do not stand under the vehicle. 4. Use proper lifting technique. 5. Secure the vehicle with chocks. 6. Lift the vehicle slowly and steadily. 7. Do not overload the jack. 8. Use a jack stand for additional support. 9. Keep the vehicle's weight balanced. 10. Do not use the jack as a permanent support.	2M
5. Removing Wheel Nuts	muscle strain, tool slippage	3H	1. Use the correct size wrench. 2. Apply steady pressure. 3. Keep your feet braced. 4. Use proper body mechanics. 5. Do not use excessive force. 6. Keep the work area clear. 7. Use a torque wrench if specified. 8. Do not use the wrench as a lever. 9. Keep your hands clear of the wheel. 10. Use a helper if needed.	2M
6. Removing Tyre	heavy lifting, awkward posture	3H	1. Use a tyre iron. 2. Apply force at the correct angle. 3. Keep your back straight. 4. Use your legs to lift. 5. Do not use your back. 6. Keep the tyre iron secure. 7. Do not use the tyre iron as a pry bar. 8. Keep your hands clear of the tyre. 9. Use a helper if needed. 10. Do not use excessive force.	2M

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7. Checking Spare Tyre	under-inflation, defective tyre	3H		1L
8. Installing Spare Tyre	fitting incorrect tyre, incorrect installation	3H		2M
9. Lowering Vehicle	jack collapse, tyre misalignment	3H		1L

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10. Final Checks	loose nuts, remaining obstacles	3H		1L
11. Packing Up	tool misplacement, traffic accident risk	2M		1L
12. Rejoining Traffic	roadside debris, insufficient acceleration	4A		2M

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13. Returning to Base	vehicle breakdown, navigation errors	2M		1L
14. Incident Reporting	incomplete reports, delayed submissions	2M		1L
15. Team Debrief	missed learning opportunities, poor communication	2M		1L

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SAMPLE

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.