

## Disassemble Drive Shafts 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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	

### 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	Trips, Unauthorised access	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-start meeting to outline the tasks and safety protocols</li> <li>- Ensure the work area is properly cordoned off to prevent unauthorized access.</li> <li>- Check lighting and ensure visibility is adequate.</li> <li>- Secure loose items to prevent trips.</li> <li>- Make sure all workers are aware of the emergency procedure</li> <li>- Confirm all workers have the necessary qualifications</li> <li>- Provide task lighting if required.</li> <li>- Check the weather conditions if working outdoors.</li> <li>- Ensure communication devices are operational.</li> <li>- Valid permits and approvals are in place.</li> </ul>	2M
2. Gather Tools and Equipment	Manual handling, Equipment malfunction	3H	<ul style="list-style-type: none"> <li>- Conduct a toolbox talk to reinforce safety measures.</li> <li>- Use mechanical aids where possible to avoid manual lifting.</li> <li>- Inspect tools and equipment prior to use.</li> <li>- Ensure all workers are trained in correct manual handling techniques.</li> <li>- Have lifting equipment certified and checked by competent person.</li> <li>- Use PPE such as gloves and protective footwear.</li> <li>- Create a checklist for tools and equipment requirements.</li> <li>- Have a backup plan in case of tool failure.</li> <li>- Test all equipment for proper operation.</li> <li>- Arrange tools in an accessible manner to prevent overreaching.</li> </ul>	2M
3. Isolate Machinery	Electric shock, Moving parts	4A	<ul style="list-style-type: none"> <li>- Lock-out and tag-out procedures must be implemented and verified.</li> <li>- Ensure all energy sources are fully isolated.</li> <li>- Conduct a test to verify machinery is isolated.</li> <li>- Use barriers or guards to isolate moving parts.</li> <li>- Communicate with all personnel about machinery status.</li> <li>- Use insulating gloves and mats when working with electrical isolation.</li> <li>- Use voltage testers to confirm de-energization.</li> <li>- Clearly label isolation points.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Keep a safe distance from machinery during isolation.</li> <li>- Complete a hazard assessment before starting work</li> </ul>	
4. Remove Protective Covers	Falling objects, Sharp edges	3H	<ul style="list-style-type: none"> <li>- Wear safety glasses and gloves</li> <li>- Use proper lifting techniques</li> <li>- Ensure work area is clear of obstacles</li> <li>- Use fall protection when working at heights</li> <li>- Use hand tools to remove covers</li> <li>- Inspect covers for damage before removal</li> <li>- Store covers properly after removal</li> <li>- Use caution when handling sharp edges</li> <li>- Use proper disposal methods for removed covers</li> <li>- Use proper storage methods for removed covers</li> <li>- Use proper disposal methods for removed covers</li> </ul>	2M
5. Assess and Mark Driveshaft	Misalignment, Marking errors	3H	<ul style="list-style-type: none"> <li>- Use proper alignment techniques</li> <li>- Use proper marking techniques</li> <li>- Use proper inspection techniques</li> <li>- Use proper adjustment techniques</li> <li>- Use proper measurement techniques</li> <li>- Use proper marking techniques</li> <li>- Use proper inspection techniques</li> <li>- Use proper adjustment techniques</li> <li>- Use proper measurement techniques</li> <li>- Use proper marking techniques</li> </ul>	1L
6. Disconnect Shaft from Transmission	Dropping components, Strains	3H	<ul style="list-style-type: none"> <li>- Use proper lifting techniques</li> <li>- Use proper support techniques</li> <li>- Use proper inspection techniques</li> <li>- Use proper adjustment techniques</li> <li>- Use proper measurement techniques</li> <li>- Use proper marking techniques</li> <li>- Use proper inspection techniques</li> <li>- Use proper adjustment techniques</li> <li>- Use proper measurement techniques</li> <li>- Use proper marking techniques</li> </ul>	2M

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7. Disconnect Bearings	Bearing ejection, Improper handling	3H		2M
8. Remove Driveshaft	Falling loads, Pinc	4A		2M
9. Inspect Driveshaft Components	Ingestion of substances, Sharp elements	3H		2M

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10. Label and Document Findings	Data errors, Miscommunication	2M		1L
11. Dispose of Waste Materials	Environmental contamination, Personal harm	3H		2M
12. Clean Work Area	Slips, Exposure to cleaning agents	2M		1L

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13. Restore Guards and Covers	Improper reinstallation, Falling tools	3H		2M
14. Final Inspection	Overlooked issues, Inaccurate assessments	2M		1L
15. Hand Over Equipment	Miscommunication, Equipment faults	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>

### 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/lis>

### Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulation 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>

### 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.

### 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>

### 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>

### 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