

## Disassemble Vehicle Components 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:

<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

### Consequence Scale:

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

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- 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	Inadequate knowledge, Incorrect tools	3H	<ul style="list-style-type: none"> <li>- Ensure training for all staff involved</li> <li>- Confirm appropriate tools are available and in good condition</li> <li>- Review procedure documents</li> <li>- Conduct a team briefing before starting</li> <li>- Assign roles and responsibilities</li> <li>- Use checklists for tools and equipment</li> <li>- Schedule time for preparation tasks only</li> <li>- Double-check tool calibration</li> <li>- Have a supervisor present during preparation</li> <li>- Keep communication open with team members</li> </ul>	2M
2. Disconnect Battery	Electrical shock, Battery exposure	4H	<ul style="list-style-type: none"> <li>- Turn ignition before disconnecting</li> <li>- Use insulated tools</li> <li>- Wear PPE gloves and eye protection</li> <li>- Follow vehicle manual instructions</li> <li>- Store battery appropriately once removed</li> <li>- Ensure a clear workspace around battery area</li> <li>- Check the battery for leaks before handling</li> <li>- Disconnect negative terminal first</li> <li>- Use rubber pads under battery when placing on surfaces</li> <li>- Ensure emergency spill kit is nearby</li> </ul>	2M
3. Remove Engine Cover	Heavy lifting, Pinch points	3H	<ul style="list-style-type: none"> <li>- Use mechanical aids for lifting if required</li> <li>- Two-person lift if heavy</li> <li>- Ensure hands and tools clear of any pinch points</li> <li>- Wear appropriate gloves</li> <li>- Maintain clear pathways</li> <li>- Use correct lifting techniques</li> <li>- Inspect cover for sharp edges before removal</li> <li>- Provide instruction on safe lifting procedures</li> </ul>	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
			<ul style="list-style-type: none"> <li>- Ensure workspace is clutter-free</li> <li>- Plan the lift and path before starting</li> </ul>	
4. Drain Fluids	Chemical exposure, Slips on spilled fluids	3H	<ul style="list-style-type: none"> <li>- Wear appropriate PPE (gloves, goggles, apron)</li> <li>- Work in a well-ventilated area</li> <li>- Use proper lifting techniques</li> <li>- Clean up spills immediately</li> <li>- Use spill containment pads</li> <li>- Label all containers</li> <li>- Follow manufacturer's instructions</li> <li>- Use secondary containment</li> <li>- Dispose of fluids properly</li> <li>- Keep fire extinguisher nearby</li> <li>- Avoid contact with skin and eyes</li> <li>- Use drip trays</li> <li>- Wear steel-toe shoes</li> <li>- Use non-slip mats</li> <li>- Keep walkways clear</li> <li>- Use proper disposal methods</li> <li>- Label all containers</li> <li>- Follow manufacturer's instructions</li> <li>- Use secondary containment</li> <li>- Dispose of fluids properly</li> <li>- Keep fire extinguisher nearby</li> <li>- Avoid contact with skin and eyes</li> <li>- Use drip trays</li> <li>- Wear steel-toe shoes</li> <li>- Use non-slip mats</li> <li>- Keep walkways clear</li> <li>- Use proper disposal methods</li> </ul>	2M
5. Remove Air Filter	Dust inhalation, Skin irritation	2M	<ul style="list-style-type: none"> <li>- Wear appropriate PPE (goggles, gloves, apron)</li> <li>- Work in a well-ventilated area</li> <li>- Use proper lifting techniques</li> <li>- Clean up spills immediately</li> <li>- Use spill containment pads</li> <li>- Label all containers</li> <li>- Follow manufacturer's instructions</li> <li>- Use secondary containment</li> <li>- Dispose of fluids properly</li> <li>- Keep fire extinguisher nearby</li> <li>- Avoid contact with skin and eyes</li> <li>- Use drip trays</li> <li>- Wear steel-toe shoes</li> <li>- Use non-slip mats</li> <li>- Keep walkways clear</li> <li>- Use proper disposal methods</li> <li>- Label all containers</li> <li>- Follow manufacturer's instructions</li> <li>- Use secondary containment</li> <li>- Dispose of fluids properly</li> <li>- Keep fire extinguisher nearby</li> <li>- Avoid contact with skin and eyes</li> <li>- Use drip trays</li> <li>- Wear steel-toe shoes</li> <li>- Use non-slip mats</li> <li>- Keep walkways clear</li> <li>- Use proper disposal methods</li> </ul>	1L
6. Disconnect Fuel Lines	Fuel leakage, Fire risk	4A	<ul style="list-style-type: none"> <li>- Wear appropriate PPE (goggles, gloves, apron)</li> <li>- Work in a well-ventilated area</li> <li>- Use proper lifting techniques</li> <li>- Clean up spills immediately</li> <li>- Use spill containment pads</li> <li>- Label all containers</li> <li>- Follow manufacturer's instructions</li> <li>- Use secondary containment</li> <li>- Dispose of fluids properly</li> <li>- Keep fire extinguisher nearby</li> <li>- Avoid contact with skin and eyes</li> <li>- Use drip trays</li> <li>- Wear steel-toe shoes</li> <li>- Use non-slip mats</li> <li>- Keep walkways clear</li> <li>- Use proper disposal methods</li> <li>- Label all containers</li> <li>- Follow manufacturer's instructions</li> <li>- Use secondary containment</li> <li>- Dispose of fluids properly</li> <li>- Keep fire extinguisher nearby</li> <li>- Avoid contact with skin and eyes</li> <li>- Use drip trays</li> <li>- Wear steel-toe shoes</li> <li>- Use non-slip mats</li> <li>- Keep walkways clear</li> <li>- Use proper disposal methods</li> </ul>	2M

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7. Remove Wheels	Wheel misalignment, Strain injuries	3H		1L
8. Remove Radiator	Burn injury, Coolant leaks	3H		2M
9. Remove Exhaust	Heavy lifting, Metal cuts	3H		1L

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10. Disconnect Electrical Systems	Electrocution, Electrical short circuits	4A		2M
11. Remove Brakes	Dust inhalation, Asbestos exposure	4A		2M
12. Remove Transmission	Back injuries, Dropped components	4A		2M

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13. Remove Drive Shaft	Caught finger, Component fall	3H		2M
14. Remove Suspension	Spring release injury, Missed faulty items	4A		2M
15. Final Inspection	Missed faulty items, Loose parts	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/list-codes-of-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>

### 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