

Disc Brake System Maintenance 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 the 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	Slips on wet floor, Falling objects	4A	<ul style="list-style-type: none"> - Ensure the floor is dry and clean before starting the task - Use signage to alert others of ongoing work - Wear appropriate personal protective equipment (PPE) such as steel-toed boots and helmets - Keep the work area organised and free from clutter - Secure tools and equipment when not in use - Conduct a toolbox talk to outline the job steps and hazards involved - Verify all staff are trained on safe work procedures - Limit access to work area to authorised personnel only - Have spill kits readily available - Check ventilation systems are operational to prevent accumulation of fumes 	2M
2. Removing Wheel	Muscle strain from improper lifting, Finger crush injuries	3H	<ul style="list-style-type: none"> - Use a mechanical lifting device such as a jack or hoist when handling heavy equipment - Train workers on proper lifting techniques - Ensure the wheel is fully supported before loosening nuts - Use wheel chocks to prevent vehicle movement - Employ team lifting techniques for heavy or awkward loads - Ensure proper posture and avoid twisting while lifting - Use gloves to prevent finger injuries - Follow manufacturer's instructions for lifting equipment - Keep tools and hands away from pinch points - Inspect lifting equipment regularly for integrity 	1L
3. Inspecting Disc Brakes	Exposure to dust or debris, Contact with hot surfaces	3H	<ul style="list-style-type: none"> - Use respiratory protection to prevent inhalation of dust - Allow adequate time for brake components to cool down before handling - Ensure adequate ventilation in the work area - Wear protective eyewear to safeguard against debris - Wet down areas before cleaning to minimise dust - Use tools with long handles to avoid contact with hot surfaces - Provide training on the safe inspection of brake systems - Use thermal gloves when handling hot parts 	1L

on of parts, Sharp edges	3H	<p>Conduct routine checks for proper functioning of dust extraction system.</p> <p>Use appropriate PPE (respirator, gloves, eye protection).</p> <p>Ensure adequate ventilation in the work area.</p> <p>Post warning signs to alert others of the hazard.</p> <p>Implement a lockout/tagout procedure for maintenance.</p> <p>Provide training on safe handling procedures.</p> <p>Conduct regular safety audits.</p> <p>Establish a safety committee.</p> <p>Encourage a safety culture.</p> <p>Investigate any incidents or near misses.</p> <p>Keep safety records up to date.</p> <p>Review and update safety measures as needed.</p>
Slip, trip or fall	3H	<p>Wear slip-resistant shoes.</p> <p>Keep walkways clear of clutter.</p> <p>Use proper lifting techniques.</p> <p>Wear fall protection when working at heights.</p> <p>Use ladders safely.</p> <p>Wear hard hats in designated areas.</p> <p>Use safety harnesses when working on machinery.</p> <p>Follow all safety protocols.</p> <p>Report any safety concerns immediately.</p> <p>Participate in safety training.</p> <p>Use safety barriers and signage.</p> <p>Conduct safety drills.</p> <p>Establish a safety protocol for emergencies.</p> <p>Provide first aid kits and training.</p> <p>Ensure proper lighting in the work area.</p> <p>Use safety mats in high-traffic areas.</p> <p>Implement a safety checklist.</p> <p>Conduct safety meetings.</p> <p>Encourage workers to report safety issues.</p> <p>Review safety data and trends.</p> <p>Update safety measures based on feedback.</p>

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7. Replacing Brake Fluid	Inhalation of toxic fumes, Spillage of brake fluid	3H		1L
8. Installing New Brake Pads	Improper fit leading to brake failure, Pinch injuries	3H		1L
9. Bleeding Brake Lines	High-pressure fluid ejection, Slip hazards	3H		1L

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10. Testing Brake Functionality	Insufficient stopping power, Unexpected vehicle movement	4A		2M
11. Re-attaching Wheel	Incorrect wheel alignment, Finger injuries	3H		1L
12. Final Inspection	Missed component defects, Overlooking loose fasteners	4A		2M

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13. Cleaning Work Area	Contact with sharp objects, Inhalation of residual dust	2M		1L
14. Documentation	Data entry errors, Privacy breach	2M		1L
15. Debrief and Report	Miscommunication, Incomplete records	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.