

## Installing Brake Systems 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>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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. <b>Eliminate</b>	
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	
<b>Consequence Scale:</b>								Always document <b>why</b> 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	Slippery surface, Miscommunication	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-start briefing to ensure all team members understand the task</li> <li>- Verify the availability and condition of tools and materials</li> <li>- Wear slip-resistant shoes</li> <li>- Ensure the area is well-lit</li> <li>- Use signage to warn of slippery surfaces</li> <li>- Establish clear communication protocols</li> <li>- Conduct a walk-through of the work area to identify hazards</li> <li>- Set up barriers or cones around slippery zones</li> <li>- Verify personal protective equipment (PPE) is available and used</li> <li>- Use wet-dry rags if necessary</li> </ul>	2M
2. Gather Tools	Heavy lifting, Tool malfunction	2H	<ul style="list-style-type: none"> <li>- Use correct manual handling techniques</li> <li>- Utilise trolley or other lifting aids</li> <li>- Inspect tools for damage before use</li> <li>- Ensure tools are serviced and calibrated</li> <li>- Store tools safely before transporting</li> <li>- Label tools accurately</li> <li>- Assign specific tools to trained personnel</li> <li>- Ensure that all electrical tools are tested and tagged</li> <li>- Provide training in proper lifting techniques</li> <li>- Have replacement parts available</li> </ul>	1L
3. Disconnect Battery	Electrical shock, Sparking	3H	<ul style="list-style-type: none"> <li>- Wear insulated gloves</li> <li>- Use insulated tools</li> <li>- Follow lockout/tagout procedures</li> <li>- Confirm battery voltage is zero before disconnecting</li> <li>- Ensure the vehicle is on stable ground</li> <li>- Disconnect the negative terminal first</li> <li>- Clearly label disconnected cables</li> <li>- Avoid wearing jewellery</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Use voltage tester to confirm disconnection</li> <li>- Train staff in electrical safety</li> </ul>	
4. Remove Wheels	Falling objects, Pinch points	3H	<ul style="list-style-type: none"> <li>- Use appropriate tools to remove wheels</li> <li>- Ensure wheels are properly supported</li> <li>- Wear safety glasses</li> <li>- Avoid pinch points</li> <li>- Use proper lifting techniques</li> <li>- Keep work area clear</li> <li>- Use caution when handling heavy components</li> <li>- Follow manufacturer's instructions</li> <li>- Use proper body mechanics</li> <li>- Communicate with team members</li> <li>- Use proper tie-off techniques</li> <li>- Avoid sudden movements</li> <li>- Use proper hand placement</li> <li>- Keep feet on the ground</li> <li>- Use proper stance</li> <li>- Avoid overexertion</li> <li>- Use proper breathing techniques</li> <li>- Avoid distractions</li> <li>- Use proper communication</li> <li>- Follow safety protocols</li> <li>- Use proper equipment</li> <li>- Keep hands and feet clear of moving parts</li> <li>- Use proper tie-off techniques</li> <li>- Avoid sudden movements</li> <li>- Use proper hand placement</li> <li>- Keep feet on the ground</li> <li>- Use proper stance</li> <li>- Avoid overexertion</li> <li>- Use proper breathing techniques</li> <li>- Avoid distractions</li> <li>- Use proper communication</li> <li>- Follow safety protocols</li> <li>- Use proper equipment</li> <li>- Keep hands and feet clear of moving parts</li> </ul>	2M
5. Access Brake Components	Sharp edges, Dust inhalation	3H	<ul style="list-style-type: none"> <li>- Wear safety glasses</li> <li>- Use proper tools to access components</li> <li>- Avoid sharp edges</li> <li>- Use proper breathing techniques</li> <li>- Avoid dust inhalation</li> <li>- Use proper hand placement</li> <li>- Keep feet on the ground</li> <li>- Use proper stance</li> <li>- Avoid overexertion</li> <li>- Use proper breathing techniques</li> <li>- Avoid distractions</li> <li>- Use proper communication</li> <li>- Follow safety protocols</li> <li>- Use proper equipment</li> <li>- Keep hands and feet clear of moving parts</li> <li>- Use proper tie-off techniques</li> <li>- Avoid sudden movements</li> <li>- Use proper hand placement</li> <li>- Keep feet on the ground</li> <li>- Use proper stance</li> <li>- Avoid overexertion</li> <li>- Use proper breathing techniques</li> <li>- Avoid distractions</li> <li>- Use proper communication</li> <li>- Follow safety protocols</li> <li>- Use proper equipment</li> <li>- Keep hands and feet clear of moving parts</li> </ul>	2M
6. Remove Old Brake System	Exposure to brake dust, Back injury	3H	<ul style="list-style-type: none"> <li>- Wear safety glasses</li> <li>- Use proper tools to remove components</li> <li>- Avoid exposure to brake dust</li> <li>- Use proper breathing techniques</li> <li>- Avoid back injury</li> <li>- Use proper hand placement</li> <li>- Keep feet on the ground</li> <li>- Use proper stance</li> <li>- Avoid overexertion</li> <li>- Use proper breathing techniques</li> <li>- Avoid distractions</li> <li>- Use proper communication</li> <li>- Follow safety protocols</li> <li>- Use proper equipment</li> <li>- Keep hands and feet clear of moving parts</li> <li>- Use proper tie-off techniques</li> <li>- Avoid sudden movements</li> <li>- Use proper hand placement</li> <li>- Keep feet on the ground</li> <li>- Use proper stance</li> <li>- Avoid overexertion</li> <li>- Use proper breathing techniques</li> <li>- Avoid distractions</li> <li>- Use proper communication</li> <li>- Follow safety protocols</li> <li>- Use proper equipment</li> <li>- Keep hands and feet clear of moving parts</li> </ul>	1L

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7. Inspect Components	Injury from sharp components, Slips due to oil spills	2M		1L
8. Install New Brake System	Tool slippage, Misalignment	4A		2M
9. Connect Fluid Lines	Fluid leaks, Cross-threading	3H		1L



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13. Operational Test	Unexpected brake failure, Noise pollution	4A		1L
14. Conduct Post-Installation Review	Overlooked defects, Inaccurate documentation	3H		1L
15. Clean Work Area	Slips from fluid spills, Sharp object injuries	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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.