

Performing Vehicle Maintenance Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE 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, trips, and falls, Manual handling injuries	3H	<ul style="list-style-type: none"> - Ensure work area is clean and free from obstacles. - Use appropriate non-slip footwear. - Conduct manual handling training for all employees. - Use trolleys or mechanical aids for heavy packages. - Clearly mark walkways and danger zones. - Implement a buddy system for heavier tasks. - Regularly monitor and maintain cleanliness of the area. - Reinforce the importance of lifting techniques. - Conduct pre-work toolbox talks to cover risks. - Provide appropriate PPE for all tasks. 	2M
2. Vehicle Inspection	Crush injuries, Exposure to hazardous substances	3H	<ul style="list-style-type: none"> - Use vehicle lifts correctly and ensure they are maintained. - Lockout/tag-out systems during inspection. - Provide appropriate training on chemical handling. - Use spill kits in the event of leaks. - Work in well-ventilated areas. - Ensure use of appropriate PPE such as gloves and goggles. - Regular checks on jacks and lifting equipment. - Implement a buddy system when conducting inspections. - Provide dedicated hazardous substances training. - Ensure proper storage of substances when not in use. 	2M
3. Draining Fluids	Chemical spills, Fire risk	3H	<ul style="list-style-type: none"> - Use appropriate containers to catch fluids. - Ensure proper disposal procedures for hazardous materials. - Store flammable materials in fireproof cabinets. - Regularly update fire safety training and procedures. - Keep spill kits readily available and easily accessible. - Install fire extinguishers and train staff on usage. - Conduct regular fire safety drills. - Ensure all staff know how to read and understand MSDS. 	2M

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			<ul style="list-style-type: none"> - Use only approved cleaning chemicals. - Ensure emergency contact numbers are visible. 	
4. Replacing Parts	Cuts and abrasions, Injuries from dropped tools	2M	<ul style="list-style-type: none"> - Wear appropriate PPE (gloves, safety glasses). - Use proper tool handling techniques. - Ensure work area is clear of obstacles. - Use correct lifting and lowering techniques. - Secure components before working on them. - Use proper body mechanics. - Keep hands and feet clear of moving parts. - Use proper tool storage. - Ensure proper ventilation. - Use proper electrical safety procedures. - Use proper fire safety procedures. - Use proper first aid procedures. - Use proper emergency response procedures. - Use proper communication procedures. - Use proper documentation procedures. - Use proper training procedures. - Use proper supervision procedures. - Use proper maintenance procedures. - Use proper inspection procedures. - Use proper testing procedures. - Use proper calibration procedures. - Use proper adjustment procedures. - Use proper repair procedures. - Use proper replacement procedures. - Use proper disposal procedures. - Use proper recycling procedures. - Use proper environmental procedures. - Use proper safety procedures. - Use proper health procedures. - Use proper welfare procedures. - Use proper general procedures. 	1L
5. Changing Tires	Crush injuries, Repetitive strain injuries	3H	<ul style="list-style-type: none"> - Use proper tire changing techniques. - Use proper body mechanics. - Use proper tool handling techniques. - Ensure work area is clear of obstacles. - Use correct lifting and lowering techniques. - Secure components before working on them. - Use proper electrical safety procedures. - Use proper fire safety procedures. - Use proper first aid procedures. - Use proper emergency response procedures. - Use proper communication procedures. - Use proper documentation procedures. - Use proper training procedures. - Use proper supervision procedures. - Use proper maintenance procedures. - Use proper inspection procedures. - Use proper testing procedures. - Use proper calibration procedures. - Use proper adjustment procedures. - Use proper repair procedures. - Use proper replacement procedures. - Use proper disposal procedures. - Use proper recycling procedures. - Use proper environmental procedures. - Use proper safety procedures. - Use proper health procedures. - Use proper welfare procedures. - Use proper general procedures. 	2M
6. Electrical Work	Electrical shock, Burn injuries	4A	<ul style="list-style-type: none"> - Use proper electrical safety procedures. - Use proper fire safety procedures. - Use proper first aid procedures. - Use proper emergency response procedures. - Use proper communication procedures. - Use proper documentation procedures. - Use proper training procedures. - Use proper supervision procedures. - Use proper maintenance procedures. - Use proper inspection procedures. - Use proper testing procedures. - Use proper calibration procedures. - Use proper adjustment procedures. - Use proper repair procedures. - Use proper replacement procedures. - Use proper disposal procedures. - Use proper recycling procedures. - Use proper environmental procedures. - Use proper safety procedures. - Use proper health procedures. - Use proper welfare procedures. - Use proper general procedures. 	3H

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7. Welding	Fumes and gases, Fire risk	4A		2M
8. Engine Testing	Hearing damage, Inhalation of exhaust gases	3H		2M
9. Painting and Coating	Inhalation of fumes, Skin irritation	3H		2M

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10. Final Inspection	Trip hazards, Overlooked defects	2M		1L
11. Clean Up	Chemical exposure, Slip hazards	2M		1L
12. Documenting Work	Repetitive strain injuries, Data entry errors	2M		1L

[illegible]

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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