

Removal Of Car Parts 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	4A ACUTE	DO NOT PROCEED	Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE			Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE			Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE			Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH			Administrative Change	
						1L LOW	Monitor and keep records.	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 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				
								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	Slipping on oil, Misplacing tools	3H	<ul style="list-style-type: none"> - Conduct a toolbox talk to detail the operation and hazards - Ensure all tools are accounted for before starting - Wear non-slip footwear - Conduct a site inspection to identify any oil spills - Mark slippery areas with signage - Use absorbent materials to clean oil before proceeding - Limit access to work area to authorised personnel - Implement tool-check process to account for all tools - Inspect personal protective equipment (PPE) - Secure work area to prevent unauthorised access 	2M
2. Lifting the Vehicle	Vehicle collapse, Hydraulic jack failure	4H	<ul style="list-style-type: none"> - Use only certified hydraulic jacks suitable for the vehicle weight - Train staff in proper lifting techniques - Ensure vehicle is on a flat surface - Use wheel chocks to prevent movement - Inspect jacks prior to use for any defects - Do not exceed the jack's rated capacity - Place safety stands after lifting - Maintain communication amongst team members - Keep clear of vehicle suspension when jacking - Regularly service lifting equipment 	3H
3. Removing Wheels	Dropping wheels, Tool slipping	3H	<ul style="list-style-type: none"> - Use appropriate tools such as a torque wrench - Wear steel-toed boots to protect feet - Ensure hands are dry and free of grease - Support the wheel with hands before fully removing nuts - Follow safe manual handling techniques - Conduct wheel removal in designated area away from others - Keep all tools organised and within reach - Provide training on tool use 	2M

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			<ul style="list-style-type: none"> - Use mats or cushioning to place wheels on once removed - Have an assistant to support tasks where possible 	
4. Accessing Engine Components	Burns from hot surfaces, Inhalation of fumes	4A	<ul style="list-style-type: none"> - Wear heat resistant gloves - Avoid contact with hot surfaces - Work in a well-ventilated area - Use appropriate PPE (goggles, respirator) - Keep fire extinguisher nearby - Follow manufacturer's instructions - Use proper lifting techniques - Avoid sudden movements - Keep others at a safe distance - Stop work if feeling dizzy or nauseous - Take regular breaks - Hydrate frequently - Use caution around open flames - Ensure all electrical connections are secure - Double-check fuel levels before starting engine - Park on level ground - Engage parking brake - Chock wheels - Turn off ignition after work - Clean up spills immediately - Dispose of waste properly - Store tools safely - Lock vehicle when finished 	3H
5. Disconnecting Battery	Electrical shocks, Acid leaks	3H	<ul style="list-style-type: none"> - Wear eye protection and gloves - Disconnect negative terminal first - Use insulated tools - Avoid short circuits - Clean terminals before disconnecting - Label disconnected wires - Secure battery terminals - Cover battery eyes - Avoid smoking or open flames - Wash hands after handling - Neutralize acid spills with baking soda - Flush skin with water if exposed - Seek medical attention for severe injuries - Store battery safely - Dispose of old battery properly - Recycle old battery - Check for corrosion - Tighten loose connections - Inspect battery for damage - Test battery voltage - Charge battery if needed - Replace old battery - Install new battery correctly - Connect positive terminal last - Tighten connections securely - Test system after installation - Remove jumper cables carefully - Store jumper cables properly - Clean up workspace - Organize tools - Return equipment to storage - Sign off on work log - Inform supervisor of completion - Review safety procedures - Participate in safety training - Stay alert throughout task - Communicate clearly with team - Report incidents promptly - Conduct post-work inspection - Perform final check - Prepare for next task - Maintain clean workspace - Use proper tool selection - Follow safety protocols - Adhere to company policies - Respect fellow workers - Practice good housekeeping - Keep emergency exits clear - Know location of first aid kit - Understand evacuation routes - Stay calm in emergencies - Follow directions from supervisors - Ask for help when needed - Don't drink alcohol while working - Get adequate rest - Eat healthy food - Exercise regularly - Manage stress effectively - Stay hydrated - Wear seatbelts always - Obey traffic laws - Drive defensively - Avoid distractions while driving - Don't drive tired or impaired - Plan your route - Allow extra travel time - Check weather conditions - Monitor road closures - Use navigation apps - Keep phone charged - Carry spare tire - Have roadside assistance - Know local emergency services - Carry cash and ID - Dress appropriately for climate - Layer clothing - Bring sun protection - Carry snacks and water - Plan meals ahead of time - Research dining options - Enjoy your trip - Create memories - Share experiences - Write a travel journal - Take photos - Buy souvenirs responsibly - Support local businesses - Be respectful of culture - Learn basic phrases - Understand customs - Travel insurance - Read travel advisories - Check passport expiration - Renew visa if necessary - Book flights early - Choose reputable airlines - Pack light - Use luggage efficiently - Check baggage restrictions - Arrive at airport early - Follow airport security rules - Board plane calmly - Find overhead bins quickly - Stow carry-ons properly - Sit in aisle or exit row if required - Listen to flight attendants - Buckle up during takeoff and landing - Relax during flight - Watch movies or listen to music - Sleep if possible - Arrive at destination refreshed - Transfer between planes smoothly - Collect luggage efficiently - Exit airport quickly - Arrange transportation home - Say goodbye to friends/family - Reflect on trip - Thank people who helped you - Plan future trips - Stay safe always 	2M
6. Removing Radiator	Scalding from hot coolant, Fluid spillage	4A	<ul style="list-style-type: none"> - Wear protective gear (gloves, goggles) - Drain coolant safely - Use proper tools for removal - Avoid contact with hot surfaces - Clean up spills immediately - Dispose of coolant properly - Recycle old radiator - Install new radiator correctly - Fill coolant to proper level - Bleed air from system - Test for leaks - Run engine to warm up - Shut off engine when done - Lock vehicle when finished - Clean up workspace - Organize tools - Return equipment to storage - Sign off on work log - Inform supervisor of completion - Review safety procedures - Participate in safety training - Stay alert throughout task - Communicate clearly with team - Report incidents promptly - Conduct post-work inspection - Perform final check - Prepare for next task - Maintain clean workspace - Use proper tool selection - Follow safety protocols - Adhere to company policies - Respect fellow workers - Practice good housekeeping - Keep emergency exits clear - Know location of first aid kit - Understand evacuation routes - Stay calm in emergencies - Follow directions from supervisors - Ask for help when needed - Don't drink alcohol while working - Get adequate rest - Eat healthy food - Exercise regularly - Manage stress effectively - Stay hydrated - Wear seatbelts always - Obey traffic laws - Drive defensively - Avoid distractions while driving - Don't drive tired or impaired - Plan your route - Allow extra travel time - Check weather conditions - Monitor road closures - Use navigation apps - Keep phone charged - Carry spare tire - Have roadside assistance - Know local emergency services - Carry cash and ID - Dress appropriately for climate - Layer clothing - Bring sun protection - Carry snacks and water - Plan meals ahead of time - Research dining options - Enjoy your trip - Create memories - Share experiences - Write a travel journal - Take photos - Buy souvenirs responsibly - Support local businesses - Be respectful of culture - Learn basic phrases - Understand customs - Travel insurance - Read travel advisories - Check passport expiration - Renew visa if necessary - Book flights early - Choose reputable airlines - Pack light - Use luggage efficiently - Check baggage restrictions - Arrive at airport early - Follow airport security rules - Board plane calmly - Find overhead bins quickly - Stow carry-ons properly - Sit in aisle or exit row if required - Listen to flight attendants - Buckle up during takeoff and landing - Relax during flight - Watch movies or listen to music - Sleep if possible - Arrive at destination refreshed - Transfer between planes smoothly - Collect luggage efficiently - Exit airport quickly - Arrange transportation home - Say goodbye to friends/family - Reflect on trip - Thank people who helped you - Plan future trips - Stay safe always 	3H

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7. Removing Fans and Belts	Cut injuries, Flying debris	3H		2M
8. Extracting Engine	Strain lifting, Dropping	4A		3H
9. Draining Oil and Fluids	Skin contact with contaminants, Spills causing slips	3H		2M

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10. Removing Exhaust System	Carbon monoxide poisoning, System falling	3H		2M
11. Dismantling Transmission	Crushing, Fluid exposure	4A		3H
12. Handling Brake Components	Asbestos exposure, Injury from moving parts	4A		3H

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13. Cleaning Worksite	Chemical exposure, Inadequate waste disposal	3H		2M
14. Reassembling Parts	Misalignment causing failure. Use incorrect components	4A		3H
15. Final Inspection	Missed defects, Incomplete assembly	3H		2M

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16. Testing Vehicle	Unexpected mechanical failures, Incomplete environmental emissions	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	3H

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.