

## Replacing Vehicle Battery Roadside 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	inadequate tools, poor lighting	2M	<ul style="list-style-type: none"> <li>- Ensure appropriate tools are available and functional.</li> <li>- Carry a torch with fresh batteries for adequate lighting.</li> <li>- Verify the location is safe for stopping and working.</li> <li>- Wear high-visibility clothing to ensure you are seen by others.</li> <li>- Use warning triangles to alert oncoming traffic.</li> <li>- Check the weather conditions before starting the task.</li> <li>- Read the vehicle owner's manual for battery replacement procedure.</li> <li>- Ensure all personal protective equipment (PPE) is accessible.</li> <li>- Park vehicle safely away from traffic.</li> <li>- Inform contacts about the roadside job intended.</li> </ul>	1L
2. Parking the Vehicle Safely	traffic hazards, unstable ground	4M	<ul style="list-style-type: none"> <li>- Choose a flat, stable area to park if possible.</li> <li>- Turn on hazard lights immediately when stopping.</li> <li>- Use parking brake to prevent vehicle rolling.</li> <li>- Place warning triangles a safe distance behind vehicle.</li> <li>- Avoid stopping at corners or hills for improved visibility.</li> <li>- Ensure vehicle is completely off the road where possible.</li> <li>- Use wheel chocks if necessary to prevent rolling.</li> <li>- Engage the vehicle's gear in 'Park' or gear for manual vehicles.</li> <li>- Use signs or cones to create a buffer zone around vehicle.</li> <li>- Instruct passengers to exit vehicle on safe side away from traffic.</li> </ul>	2M
3. Accessing the Battery Compartment	electric shock, manual handling injury	2M	<ul style="list-style-type: none"> <li>- Ensure vehicle ignition is completely off before access.</li> <li>- Use insulated tools to prevent electrical conduction.</li> <li>- Identify positive and negative terminals clearly.</li> <li>- Use correct posture to avoid strains and sprains.</li> <li>- Avoid contact with any metal parts during the process.</li> <li>- Disconnect the negative terminal first to reduce shock risk.</li> <li>- Ensure workspace is secured and stable before accessing.</li> <li>- Use gloves to protect from acid exposure.</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Handle battery with care to avoid dropping.</li> <li>- Follow vehicle manual instructions to minimise risk.</li> </ul>	
4. Removing the Old Battery	chemical exposure, fire risk	3H	<ul style="list-style-type: none"> <li>- Wear eye protection and gloves.</li> <li>- Use correct lifting technique.</li> <li>- Ensure battery is fully discharged.</li> <li>- Use appropriate tools to remove battery.</li> <li>- Keep fire extinguisher nearby.</li> <li>- Avoid contact with battery terminals.</li> <li>- Work in a well-ventilated area.</li> <li>- Follow manufacturer's instructions.</li> <li>- Dispose of battery correctly.</li> <li>- Clean up any spills immediately.</li> <li>- Use proper PPE throughout the process.</li> </ul>	1L
5. Installing the New Battery	incorrect installation, battery shorting	3H	<ul style="list-style-type: none"> <li>- Ensure battery is correctly oriented.</li> <li>- Check terminal connections.</li> <li>- Tighten terminals properly.</li> <li>- Avoid shorting terminals.</li> <li>- Use correct torque for terminals.</li> <li>- Check battery voltage after installation.</li> <li>- Ensure battery is secured in tray.</li> <li>- Double-check all connections.</li> <li>- Test battery operation.</li> <li>- Follow manufacturer's instructions.</li> </ul>	1L
6. Testing the Installation	wrong connections, battery failure	2M	<ul style="list-style-type: none"> <li>- Check all connections are secure.</li> <li>- Test battery voltage.</li> <li>- Check for any leaks or damage.</li> <li>- Ensure battery is properly secured.</li> <li>- Test vehicle operation.</li> <li>- Check for any unusual sounds or smells.</li> <li>- Verify battery is fully charged.</li> <li>- Test battery under load.</li> <li>- Check for any loose wires.</li> <li>- Ensure battery is in good condition.</li> </ul>	1L

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7. Finalising and Cleaning Up	environmental hazard, improper disposal	2M		1L
8. Driving Off Safely	road entry hazards, reduced control	3H		2M
9. Reporting the Task	poor documentation, miscommunication	1L		1L

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10. Reviewing the Process	unidentified risk, ineffective process improvement	2M		1L
11. Carry Out Training if Necessary	lack of skill, inadequate knowledge	2M		1L
12. Maintenance of Equipment Used	equipment failure, unauthorised equipment use	2M		1L

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13. Waste Management	pollution, legal non-compliance	3H		1L
14. Environmental Monitoring	contamination, environmental negligence	3H		1L
15. Updating Procedures and Policies	outdated procedures, reduced compliance	2M		1L

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16. Emergency Planning	unpreparedness, delayed response	3H		2M
17. Communicating Risks	miscommunication, unawareness of hazards	2M		1L



## 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.