

## Retrieving Locked Keys Inside Vehicle 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>	

### Risk Rating & Required Action:

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.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

### Consequence Scale:

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

### Notes on Hierarchy of Controls:

Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. PPE

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

*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	Inadequate knowledge of lock mechanisms, Stress from locked keys	3H	<ul style="list-style-type: none"> <li>- Collect necessary tools like slim jims or inflatable wedges.</li> <li>- Consult vehicle manuals for lock mechanism information.</li> <li>- Brief team on safety protocols and risk factors.</li> <li>- Gather Personal Protective Equipment (PPE) including gloves.</li> <li>- Ensure communication devices are charged and functional.</li> <li>- Conduct a team briefing to allocate tasks and discuss the method.</li> <li>- Assess the environment for weather or lighting issues.</li> <li>- Confirm all team members are aware of emergency contact protocols.</li> <li>- Arrange a backup plan in case of unsuccessful entry.</li> <li>- Identify nearby hazards or restricted areas.</li> </ul>	2M
2. Inspect the Vehicle	Sharp edges or surfaces, Traffic hazard	3H	<ul style="list-style-type: none"> <li>- Inspect vehicle exterior for any damages.</li> <li>- Wear protective gloves to avoid cuts or abrasions.</li> <li>- Safely position oneself away from traffic.</li> <li>- Use cones or barriers to mark the safe working area.</li> <li>- Check for sharp objects around the work area.</li> <li>- Ensure good visibility with sufficient lighting.</li> <li>- Confirm vehicle is stationary and on a flat surface.</li> <li>- Review any prior damages or modifications to the vehicle.</li> <li>- Maintain a safe distance from moving vehicles.</li> <li>- Verify if the vehicle is in a legally permissible area for work.</li> </ul>	2M
3. Attempt Key Retrieval	Damage to vehicle paint or locks, Injury from tools	3H	<ul style="list-style-type: none"> <li>- Use protective covers to prevent paint scratches.</li> <li>- Opt for non-invasive tools as a first approach.</li> <li>- Follow guidelines for tool use to mitigate injury risk.</li> <li>- Communicate with team members while using tools.</li> <li>- Limit force applied while manipulating the lock.</li> <li>- Ensure tools are well-maintained and free from defects.</li> <li>- Gradually operate tools to avoid abrupt movements.</li> <li>- Avoid distractions during this delicate stage.</li> </ul>	1L

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			- Continue monitoring for any potential hazards. - Have a trained professional perform the retrieval.	
4. Assess for Immediate Repair Needs	Further damage from previous methods, Exposure to broken glass	3H	[REDACTED]	1L
5. Clean Job Site	Leaving tools that pose tripping hazards, Incomplete cleanup leading to future hazards	2M	[REDACTED]	1L
6. Document Process	Incomplete records, Data breach or loss	2M	[REDACTED]	1L

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7. Follow Up with Vehicle Owner	Miscommunication leading to dissatisfaction, Disclosure of sensitive information	2M		1L
8. Review and Debrief	Oversights in process improvement, Unaddressed team concerns	2M		1L
9. Restock Supplies	Empty inventory leads to unpreparedness, Improper storage of tools	2M		1L

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10. Conduct Training and Development	Inadequate skill development, Knowledge gaps	2M		1L
11. Implement Continuous Improvement	Resistance to change, Unforeseen issues in new strategies	2M		1L
12. Engage with Suppliers and Partners	Communication breakdowns, Delays in supply chains	2M		1L

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13. Analyse Customer Feedback	Biased information, Inaccurate feedback interpretation	2M		1L
14. Policy Review and Update	Outdated procedures, Compliance gaps	3H		2M
15. Conduct Safety Audits	Unidentified safety hazards, Non-compliance findings	3H		2M

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16. Manage Emergency Preparedness	Poor response during emergencies, Incomplete emergency procedures	3H		2M
17. Review and Manage Insurance	Lapse in coverage, Inadequate coverage types	3H		2M
18. Legal Compliance Monitoring	Non-compliance with WHS laws, Unaware of regulatory changes	3H		2M





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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