

Service Hydraulic Brakes 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 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, Ergonomic strain	2M	<ul style="list-style-type: none"> - Ensure work area is clean and dry to prevent slips - Use ergonomic tools to minimise strain - Conduct pre-task briefing - Verify all necessary tools and equipment are present - Confirm proper lighting in the workspace - Inspect personal protective equipment (PPE) for defects - Check first aid kit is accessible - Review emergency procedures - Inspect workspace for any additional hazards - Ensure safety data sheets (SDS) are available 	1L
2. Secure Vehicle	Vehicle rollaway, Crush	3H	<ul style="list-style-type: none"> - Use wheel chocks to prevent vehicle movement - Engage the vehicle's parking brake - Verify vehicle is on a stable surface - Ensure vehicle gear is in park or neutral - Maintain a clear communication protocol with team - Keep hands clear from under the vehicle until stabilized - Use vehicle support stands properly rated for the vehicle - Periodically check vehicle stability - Conduct vehicle securement verification before task progression - Employ a spotter if necessary 	2M
3. Remove Wheel	Strains, Dropping wheels	3H	<ul style="list-style-type: none"> - Use correct lifting techniques to minimise strain - Employ team lifting protocols or mechanical aids - Wear steel-toed boots - Ensure wheel nuts are completely removed before attempting to remove wheel - Use a trolley or dolly to transport wheels - Maintain clear communication during lifting or lowering - Position body clear of wheel drop zone - Check for proper grip before lifting 	2M

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			<ul style="list-style-type: none"> - Conduct visual check for any wheel defects - Confirm area is clear of trip hazards 	
4. Inspect Brake System	Exposure to brake dust, Chemical hazards	3H	<ul style="list-style-type: none"> - Wear appropriate PPE (goggles, gloves, respirator) - Work in a well-ventilated area - Use proper tool techniques to minimize dust generation - Clean up any spills immediately - Store chemicals properly - Wash hands thoroughly after work - Avoid eating, drinking, or smoking while working - Use a vacuum or HEPA filter to capture dust - Wear a mask if working in a confined space - Use a drip pan to catch any leaks - Label all containers properly - Dispose of waste properly - Keep work area clean and organized - Use a fire extinguisher if needed - Follow all safety protocols - Report any incidents immediately - Use a spill kit for leaks - Wear a hard hat if working overhead - Use a safety harness if working at height - Keep a first aid kit nearby - Have a buddy system - Use a lockout/tagout procedure - Follow all manufacturer instructions - Use a proper lifting technique - Avoid overexertion - Take regular breaks - Stay hydrated - Use a proper posture - Avoid repetitive strain - Use a proper tool selection - Keep tools sharp and in good condition - Use a proper tool storage - Follow all tool safety instructions - Use a proper tool maintenance - Keep tools clean and dry - Use a proper tool inspection - Follow all tool safety protocols - Report any tool issues immediately - Use a proper tool replacement - Follow all tool disposal instructions - Use a proper tool storage - Follow all tool safety protocols - Report any tool issues immediately - Use a proper tool replacement - Follow all tool disposal instructions 	2M
5. Dismantle Brake Components	Tool misuse, Pinch points	3H	<ul style="list-style-type: none"> - Use proper tool techniques - Keep hands and feet clear of pinch points - Use a proper tool selection - Keep tools sharp and in good condition - Use a proper tool storage - Follow all tool safety instructions - Use a proper tool maintenance - Keep tools clean and dry - Use a proper tool inspection - Follow all tool safety protocols - Report any tool issues immediately - Use a proper tool replacement - Follow all tool disposal instructions - Use a proper tool storage - Follow all tool safety protocols - Report any tool issues immediately - Use a proper tool replacement - Follow all tool disposal instructions 	2M
6. Clean Brake Components	Chemical exposure, Flying particles	3H	<ul style="list-style-type: none"> - Wear appropriate PPE (goggles, gloves, respirator) - Work in a well-ventilated area - Use proper tool techniques to minimize dust generation - Clean up any spills immediately - Store chemicals properly - Wash hands thoroughly after work - Avoid eating, drinking, or smoking while working - Use a vacuum or HEPA filter to capture dust - Wear a mask if working in a confined space - Use a drip pan to catch any leaks - Label all containers properly - Dispose of waste properly - Keep work area clean and organized - Use a fire extinguisher if needed - Follow all safety protocols - Report any incidents immediately - Use a spill kit for leaks - Wear a hard hat if working overhead - Use a safety harness if working at height - Keep a first aid kit nearby - Have a buddy system - Use a lockout/tagout procedure - Follow all manufacturer instructions - Use a proper lifting technique - Avoid overexertion - Take regular breaks - Stay hydrated - Use a proper posture - Avoid repetitive strain - Use a proper tool selection - Keep tools sharp and in good condition - Use a proper tool storage - Follow all tool safety instructions - Use a proper tool maintenance - Keep tools clean and dry - Use a proper tool inspection - Follow all tool safety protocols - Report any tool issues immediately - Use a proper tool replacement - Follow all tool disposal instructions 	2M

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7. Inspect and Replace Parts	Incorrect installation, Cut injuries	3H		1L
8. Reassemble Brake Unit	Component failure, Bleeding	3H		2M
9. Bleed Brake System	Fluid spills, Eye irritation	3H		2M

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10. Test Brake Operation	Vehicle movement, Improper functioning	4A		2M
11. Reinstall Wheels	Improper wheel fitment, Tool slipping	3H		2M
12. Conduct Final Checks	Missed defects, Documentation errors	3H		1L

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13. Clear Work Area	Clean-up injuries, Environmental hazards	2M		1L
14. Remove Safety Controls	Premature removal, Residual safety hazards	2M		1L
15. Sign Off Completion	Incorrect sign-off, Failure to log	2M		1L

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16. Report on Results	Inaccurate data, Failure to report	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
17. Review and Improve Processes	Resistance to change, Miscommunication	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
18. Continuous Improvement	Ineffective change, Overlooked hazards	3H	<div></div> <div></div> <div></div>	1L

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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>

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.