

## Spark Plug Replacements 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			<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.	<b>Isolation</b> 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:

<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

## Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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	trip hazards, manual handling injuries	3H	<ul style="list-style-type: none"> <li>- Clear workspace of potential trip hazards.</li> <li>- Use correct manual handling techniques.</li> <li>- Provide adequate lighting in the workspace.</li> <li>- Ensure all tools required are within easy reach.</li> <li>- Conduct a pre-task safety briefing.</li> <li>- Check for any liquid spills and clean promptly.</li> <li>- Ensure non-slip footwear is worn.</li> <li>- Remove unnecessary items from the work area.</li> <li>- Check work surface for stability.</li> <li>- Assess health and fitness of personnel for task.</li> </ul>	2M
2. Secure Vehicle	vehicle movement, pinch points	3H	<ul style="list-style-type: none"> <li>- Ensure parking brakes applied.</li> <li>- Use wheel chocks to prevent vehicle movement.</li> <li>- Instruct personnel on safe hand placement to avoid pinch points.</li> <li>- Communicate clearly during vehicle elevation.</li> <li>- Use jack with sufficient weight rating.</li> <li>- Confirm vehicle is stable before performing work.</li> <li>- Apply hazard signs to alert others in the area.</li> <li>- Use additional supports as backups.</li> <li>- Conduct a test lift before full elevation.</li> <li>- Ensure jack is on a level surface.</li> </ul>	1L
3. Disconnect Battery	electrical shock, sparks	3H	<ul style="list-style-type: none"> <li>- Wear insulated gloves when handling battery terminals.</li> <li>- Use insulated tools to disconnect battery.</li> <li>- Disconnect the negative terminal first.</li> <li>- Ensure no metal objects contact battery terminals.</li> <li>- Keep flammable materials away from the area.</li> <li>- Store removed battery components in a safe location.</li> <li>- Adhere to lockout/tagout procedures.</li> <li>- Check for charges in battery system.</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Confirm disconnection with a multimeter.</li> <li>- Conduct a risk assessment before disconnection.</li> </ul>	
4. Access Spark Plugs	engine heat, sharp edges	2M	<ul style="list-style-type: none"> <li>- Wear heat resistant gloves.</li> <li>- Wear eye protection.</li> <li>- Use a spark plug socket.</li> <li>- Turn the engine off and let it cool down.</li> <li>- Use a wrench to remove the spark plug.</li> <li>- Clean the spark plug.</li> <li>- Check the spark plug gap.</li> <li>- Reinstall the spark plug.</li> <li>- Tighten the spark plug to the correct torque.</li> <li>- Check for leaks.</li> <li>- Start the engine and check for proper operation.</li> </ul>	1L
5. Remove Spark Plug Leads	electrical shock, tool slippage	2M	<ul style="list-style-type: none"> <li>- Wear eye protection.</li> <li>- Use a spark plug socket.</li> <li>- Turn the engine off and let it cool down.</li> <li>- Use a wrench to remove the spark plug.</li> <li>- Clean the spark plug.</li> <li>- Check the spark plug gap.</li> <li>- Reinstall the spark plug.</li> <li>- Tighten the spark plug to the correct torque.</li> <li>- Check for leaks.</li> <li>- Start the engine and check for proper operation.</li> </ul>	1L
6. Remove Spark Plugs	cross-threading, tool slippage	3H	<ul style="list-style-type: none"> <li>- Wear eye protection.</li> <li>- Use a spark plug socket.</li> <li>- Turn the engine off and let it cool down.</li> <li>- Use a wrench to remove the spark plug.</li> <li>- Clean the spark plug.</li> <li>- Check the spark plug gap.</li> <li>- Reinstall the spark plug.</li> <li>- Tighten the spark plug to the correct torque.</li> <li>- Check for leaks.</li> <li>- Start the engine and check for proper operation.</li> </ul>	2M

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7. Inspect New Spark Plugs	foreign particles, incorrect specification	2M		1L
8. Install New Spark Plugs	cross-threading, over-tightening	3H		1L
9. Reconnect Spark Plug Leads	misalignment, tool damage	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div>	
10. Reconnect Battery	electrical arcing, battery acid	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Test Engine	engine noise, moving parts	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
12. Clean Up Work Area	slip hazards, improper disposal	2M	<div></div> <div></div> <div></div>	1L

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13. Final Documentation	data entry errors, omitted records	2M		1L
14. Review and Feedback	miscommunication, delayed response	2M		1L
15. Future Planning	resource allocation, regulatory changes	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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.