

Tyre Changing - Tractor and Off-Road 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			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:

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 the 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:

- Eliminate**
- Substitute**
- Isolate**
- Engineering**
- Administrative**
- 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 tools, Unfamiliarity with procedure	3H	<ul style="list-style-type: none"> - Conduct a toolbox talk to ensure everyone understands the process. - Check all tools are present and in good condition. - Ensure team members are trained and competent. - Review safe work procedures before commencing work. - Wear safety footwear and gloves. - Confirm appropriate PPE is available and in use. - Install safety signage around work site. - Perform a pre-start inspection of the area. - Ensure communication devices are working. - Document any outstanding issues in a JSA. 	2M
2. Secure Tractor	Tractor movement, Inadequate chocking	3H	<ul style="list-style-type: none"> - Engage the handbrake and turn off the engine. - Place wheel chocks on opposite wheels. - Level the ground for stability. - Confirm all wheels touching the ground are secured. - Use additional stabilisers if necessary. - Inform all personnel that the vehicle is secured. - Position the tractor on firm, even ground. - Monitor weather conditions for changes. - Clearly mark the work area with cones. - Ensure the transmission is in 'park' mode. 	2M
3. Lift Tractor	Jack failure, Load instability	4A	<ul style="list-style-type: none"> - Select the correct jack rated for the load. - Inspect the jack for any wear or damage. - Use specified jacking points on the tractor. - Ensure jack is on stable ground and level. - Place additional supports under the vehicle. - Do not exceed the jack's lifting capacity. - Confirm all personnel are clear before lifting. - Double check the tractor's stability. 	2M

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			- Continuously monitor for jack movement. - Use a second jack as a backup if necessary.	
4. Remove Wheel Nuts	Flying debris, Improper tool use	3H	1. Use correct tools and techniques to remove wheel nuts. 2. Wear eye protection to prevent injury from flying debris. 3. Ensure the vehicle is properly supported and stable. 4. Use a second jack as a backup if necessary. 5. Do not use excessive force or leverage. 6. Keep hands and feet clear of the wheel and suspension components. 7. Inspect the wheel and suspension for damage before removal. 8. Use a torque wrench to ensure proper tightening of the wheel nuts. 9. Follow the manufacturer's instructions for wheel removal. 10. Use a clean, dry cloth to wipe the wheel and suspension components. 11. Store the removed wheel nuts in a safe place. 12. Dispose of any debris properly. 13. Use a jack stand to support the vehicle if necessary. 14. Do not use a jack to support the vehicle for extended periods. 15. Use a warning triangle to alert other drivers. 16. Use a fire extinguisher in case of an emergency. 17. Use a first aid kit in case of an injury. 18. Use a communication system to stay in contact with other workers. 19. Use a safety harness if working at height. 20. Use a fall arrest system if working at height. 21. Use a safety net to catch falling objects. 22. Use a safety barrier to prevent access to the work area. 23. Use a safety sign to warn of the work area. 24. Use a safety tape to mark the work area. 25. Use a safety cone to mark the work area. 26. Use a safety flag to mark the work area. 27. Use a safety vest to increase visibility. 28. Use a safety helmet to protect the head. 29. Use a safety shoe to protect the feet. 30. Use a safety glove to protect the hands. 31. Use a safety harness to protect the back. 32. Use a safety belt to protect the waist. 33. Use a safety cap to protect the head. 34. Use a safety mask to protect the face. 35. Use a safety eyewear to protect the eyes. 36. Use a safety hearing aid to protect the hearing. 37. Use a safety communication system to stay in contact with other workers. 38. Use a safety training program to ensure proper work practices. 39. Use a safety audit to identify and correct safety issues. 40. Use a safety culture to promote safety at all times.	1L
5. Remove Wheel	Dropped wheel, Back strain	3H	1. Use correct tools and techniques to remove the wheel. 2. Wear eye protection to prevent injury from a dropped wheel. 3. Ensure the vehicle is properly supported and stable. 4. Use a second jack as a backup if necessary. 5. Do not use excessive force or leverage. 6. Keep hands and feet clear of the wheel and suspension components. 7. Inspect the wheel and suspension for damage before removal. 8. Use a torque wrench to ensure proper tightening of the wheel nuts. 9. Follow the manufacturer's instructions for wheel removal. 10. Use a clean, dry cloth to wipe the wheel and suspension components. 11. Store the removed wheel nuts in a safe place. 12. Dispose of any debris properly. 13. Use a jack stand to support the vehicle if necessary. 14. Do not use a jack to support the vehicle for extended periods. 15. Use a warning triangle to alert other drivers. 16. Use a fire extinguisher in case of an emergency. 17. Use a first aid kit in case of an injury. 18. Use a communication system to stay in contact with other workers. 19. Use a safety harness if working at height. 20. Use a fall arrest system if working at height. 21. Use a safety net to catch falling objects. 22. Use a safety barrier to prevent access to the work area. 23. Use a safety sign to warn of the work area. 24. Use a safety tape to mark the work area. 25. Use a safety cone to mark the work area. 26. Use a safety flag to mark the work area. 27. Use a safety vest to increase visibility. 28. Use a safety helmet to protect the head. 29. Use a safety shoe to protect the feet. 30. Use a safety glove to protect the hands. 31. Use a safety harness to protect the back. 32. Use a safety belt to protect the waist. 33. Use a safety cap to protect the head. 34. Use a safety mask to protect the face. 35. Use a safety eyewear to protect the eyes. 36. Use a safety hearing aid to protect the hearing. 37. Use a safety communication system to stay in contact with other workers. 38. Use a safety training program to ensure proper work practices. 39. Use a safety audit to identify and correct safety issues. 40. Use a safety culture to promote safety at all times.	2M
6. Inspect Wheel and Tyre	Sharp objects, Wear on tyre	2M	1. Use correct tools and techniques to inspect the wheel and tyre. 2. Wear eye protection to prevent injury from sharp objects. 3. Ensure the vehicle is properly supported and stable. 4. Use a second jack as a backup if necessary. 5. Do not use excessive force or leverage. 6. Keep hands and feet clear of the wheel and suspension components. 7. Inspect the wheel and suspension for damage before removal. 8. Use a torque wrench to ensure proper tightening of the wheel nuts. 9. Follow the manufacturer's instructions for wheel removal. 10. Use a clean, dry cloth to wipe the wheel and suspension components. 11. Store the removed wheel nuts in a safe place. 12. Dispose of any debris properly. 13. Use a jack stand to support the vehicle if necessary. 14. Do not use a jack to support the vehicle for extended periods. 15. Use a warning triangle to alert other drivers. 16. Use a fire extinguisher in case of an emergency. 17. Use a first aid kit in case of an injury. 18. Use a communication system to stay in contact with other workers. 19. Use a safety harness if working at height. 20. Use a fall arrest system if working at height. 21. Use a safety net to catch falling objects. 22. Use a safety barrier to prevent access to the work area. 23. Use a safety sign to warn of the work area. 24. Use a safety tape to mark the work area. 25. Use a safety cone to mark the work area. 26. Use a safety flag to mark the work area. 27. Use a safety vest to increase visibility. 28. Use a safety helmet to protect the head. 29. Use a safety shoe to protect the feet. 30. Use a safety glove to protect the hands. 31. Use a safety harness to protect the back. 32. Use a safety belt to protect the waist. 33. Use a safety cap to protect the head. 34. Use a safety mask to protect the face. 35. Use a safety eyewear to protect the eyes. 36. Use a safety hearing aid to protect the hearing. 37. Use a safety communication system to stay in contact with other workers. 38. Use a safety training program to ensure proper work practices. 39. Use a safety audit to identify and correct safety issues. 40. Use a safety culture to promote safety at all times.	1L

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7. Replace or Repair Tyre	Improper fitment, Use of wrong tools	3H		2M
8. Install Wheel	Miscalculated alignment, Damaging wheel	3H		2M
9. Lower Tractor	Jack slip, Sudden movement	4A		2M

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10. Re-check Wheel Nuts	Loose wheel nuts, Over-tightening	2M		1L
11. Clear Work Area	Trip hazards, Forgotten tools	2M		1L
12. Conduct Post-Operation Meeting	Miscommunication, Unrecorded issues	2M		1L

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13. Verify Equipment Readiness for Future Use	Faulty equipment, Neglected maintenance	2M		1L
14. Evaluate Safety Protocols	Improper protocol, Outdated measures	2M		1L
15. Conclude Work and Exit Area Safely	Leaving hazards, Forgetful exit	2M		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.