

Tyre Changing- Truck and Bus 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	4A ACUTE	DO NOT PROCEED	Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE			Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE			Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE			Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH			Administrative Change	
						1L LOW	Monitor and keep records.	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	
Consequence Scale:								4. Engineering	
Consequence		People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative	
Catastrophic		Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE	
Major		Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
Moderate		Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	
Minor		First-aid only, no lost time		negligible delay		Isolated non-conformance			
Insignificant		No injury		no schedule impact		Deviation caught and corrected on site			

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, Poorly set-up work area	3H	<ul style="list-style-type: none"> - Ensure all tools and equipment are in good condition and suitable for the task - Clear the work area of unnecessary items and debris - Set up signage to alert others of the activity - Use appropriate personal protective equipment (PPE) - Conduct a pre-task briefing with all involved personnel - Verify that environmental conditions are suitable for the work - Ensure communication devices are available and functional - Ensure all workers are trained and competent - Conduct a risk assessment prior to commencement - Line out work zones if required 	2M
2. Park the vehicle securely	Vehicle roll-away, Improper parking on slope	4H	<ul style="list-style-type: none"> - Engage the parking brake - Use wheel chocks on the tyres - Park on level surface - Avoid parking near slopes or ditches - Place warning signs if parked on roadside - Check stability before starting work - Assign a spotter if visibility is limited - Keep the keys secured away from ignition - Confirm no movement before stepping away - Install a lock-out tag if applicable 	2M
3. Jacking up the vehicle	Jack failure, Vehicle instability	4A	<ul style="list-style-type: none"> - Inspect the jack for defects before use - Position the jack on a stable, level surface - Use a jack with a load rating suitable for the vehicle - Securely block any wheels remaining on the ground - Position jack stands as a secondary support - Avoid working under a raised vehicle without proper support - Maintain a clear line of sight while jacking - Inform nearby workers of lifting operations 	2M

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			<ul style="list-style-type: none"> - Use cribbing materials if necessary - Monitor for any signs of shifting or instability 	
4. Removing the wheel nuts	Tool slippage, Musculoskeletal injury	3H	<ul style="list-style-type: none"> - Use proper technique to remove wheel nuts - Use correct tool for the job - Wear proper PPE - Keep work area clear - Use cribbing materials if necessary - Monitor for any signs of shifting or instability - Use proper body mechanics - Take breaks as needed - Communicate with team members - Use proper lifting techniques - Keep feet flat on the ground - Avoid overexertion - Use proper posture - Keep back straight - Lift with legs - Avoid twisting the torso - Use proper grip - Keep hands dry - Use proper foot placement - Avoid reaching too far - Use proper balance - Keep weight centered - Use proper stance - Avoid sudden movements - Use proper timing - Coordinate with team - Use proper communication - Stay alert - Avoid distractions - Keep focus on the task - Use proper concentration - Stay calm - Avoid panic - Use proper decision making - Stay organized - Use proper planning - Follow instructions - Use proper supervision - Stay motivated - Avoid fatigue - Use proper energy - Stay positive - Use proper attitude - Stay professional - Use proper conduct - Follow rules - Use proper discipline - Stay respectful - Avoid arguments - Use proper conflict resolution - Stay cooperative - Use proper teamwork - Stay committed - Use proper dedication - Stay focused - Use proper determination - Stay persistent - Use proper perseverance - Stay resilient - Use proper adaptability - Stay flexible - Use proper creativity - Stay innovative - Use proper problem solving - Stay resourceful - Use proper initiative - Stay proactive - Use proper planning - Stay organized - Use proper time management - Stay efficient - Use proper productivity - Stay motivated - Use proper energy - Stay positive - Use proper attitude - Stay professional - Use proper conduct - Follow rules - Use proper discipline - Stay respectful - Avoid arguments - Use proper conflict resolution - Stay cooperative - Use proper teamwork - Stay committed - Use proper dedication - Stay focused - Use proper determination - Stay persistent - Use proper perseverance - Stay resilient - Use proper adaptability - Stay flexible - Use proper creativity - Stay innovative - Use proper problem solving - Stay resourceful - Use proper initiative - Stay proactive - Use proper planning - Stay organized - Use proper time management - Stay efficient - Use proper productivity 	2M
5. Removing the tyre	Back injury, Tyre	3H	<ul style="list-style-type: none"> - Use proper technique to remove tyre - Use correct tool for the job - Wear proper PPE - Keep work area clear - Use cribbing materials if necessary - Monitor for any signs of shifting or instability - Use proper body mechanics - Take breaks as needed - Communicate with team members - Use proper lifting techniques - Keep feet flat on the ground - Avoid overexertion - Use proper posture - Keep back straight - Lift with legs - Avoid twisting the torso - Use proper grip - Keep hands dry - Use proper foot placement - Avoid reaching too far - Use proper balance - Keep weight centered - Use proper stance - Avoid sudden movements - Use proper timing - Coordinate with team - Use proper communication - Stay alert - Avoid distractions - Keep focus on the task - Use proper concentration - Stay calm - Avoid panic - Use proper decision making - Stay organized - Use proper planning - Follow instructions - Use proper supervision - Stay motivated - Avoid fatigue - Use proper energy - Stay positive - Use proper attitude - Stay professional - Use proper conduct - Follow rules - Use proper discipline - Stay respectful - Avoid arguments - Use proper conflict resolution - Stay cooperative - Use proper teamwork - Stay committed - Use proper dedication - Stay focused - Use proper determination - Stay persistent - Use proper perseverance - Stay resilient - Use proper adaptability - Stay flexible - Use proper creativity - Stay innovative - Use proper problem solving - Stay resourceful - Use proper initiative - Stay proactive - Use proper planning - Stay organized - Use proper time management - Stay efficient - Use proper productivity 	2M
6. Inspecting the hub and components	Contact with sharp edges, Exposure to dust and particles	2M	<ul style="list-style-type: none"> - Use proper technique to inspect hub - Use correct tool for the job - Wear proper PPE - Keep work area clear - Use cribbing materials if necessary - Monitor for any signs of shifting or instability - Use proper body mechanics - Take breaks as needed - Communicate with team members - Use proper lifting techniques - Keep feet flat on the ground - Avoid overexertion - Use proper posture - Keep back straight - Lift with legs - Avoid twisting the torso - Use proper grip - Keep hands dry - Use proper foot placement - Avoid reaching too far - Use proper balance - Keep weight centered - Use proper stance - Avoid sudden movements - Use proper timing - Coordinate with team - Use proper communication - Stay alert - Avoid distractions - Keep focus on the task - Use proper concentration - Stay calm - Avoid panic - Use proper decision making - Stay organized - Use proper planning - Follow instructions - Use proper supervision - Stay motivated - Avoid fatigue - Use proper energy - Stay positive - Use proper attitude - Stay professional - Use proper conduct - Follow rules - Use proper discipline - Stay respectful - Avoid arguments - Use proper conflict resolution - Stay cooperative - Use proper teamwork - Stay committed - Use proper dedication - Stay focused - Use proper determination - Stay persistent - Use proper perseverance - Stay resilient - Use proper adaptability - Stay flexible - Use proper creativity - Stay innovative - Use proper problem solving - Stay resourceful - Use proper initiative - Stay proactive - Use proper planning - Stay organized - Use proper time management - Stay efficient - Use proper productivity 	1L

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7. Installing the new tyre	Incorrect mounting, Tyre drop	3H		2M
8. Lowering the vehicle	Crushing hazard, Equipment failure	4A		2M
9. Tightening wheel nuts	Improperly tightened nuts, Tool slippage	2M		1L

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			<div></div> <div></div> <div></div> <div></div>	
10. Final inspection and testing	Faulty components not identified, Human error	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Clean and pack up	Trip hazards, Poor housekeeping	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
12. Documentation	Inaccurate records, Lack of procedural update	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L

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13. Review completed tasks with team	Miscommunication, Unresolved issues	2M		1L
14. Return the vehicle to service	Operational failure, Road mishap	3H		2M
15. Continuous improvement	Overlooking new risks, Compliance lapses	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.