Fluid Handling and Disposal

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF 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:

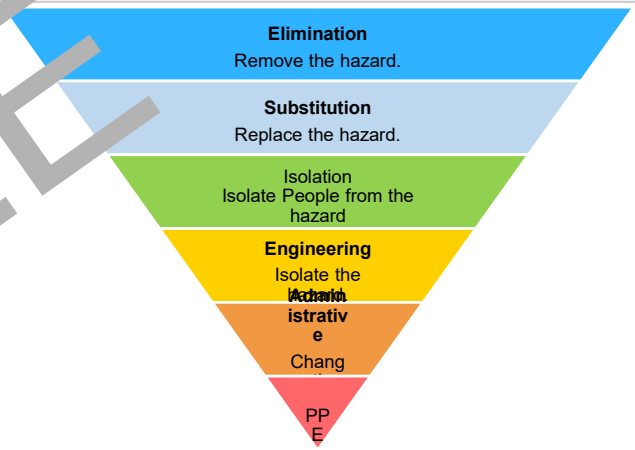
CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Rev before work
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACU	2M MO RATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 H	1L LOW	Monitor and keep records.

HIERARCHY OF CONTROLS



Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. E inate the hazar redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or hi er-level authorisati is required.
3H	Review and approve additional c rols b ask arts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in ace and effe ive. 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. WHS Governance, Policies and Legal Compliance	• Absence of a documented WHS policy framework for fluid handling and disposal (oil, coolant, fuel, transmission fluid, power steering fluid, gear oil, nitrogen, grease) • Failure to integrate WHS Act 2011 and WHS Regulations into site procedures for fluid management • Inadequate clarification of duties for PCBUs, officers, workers and contractors handling automotive fluids • No systematic consultation process with mechanics, apprentices and contractors about fluid-related risks • Lack of process to review incidents and near misses relating to fluid handling, leaks, and waste disposal • Non-compliance with environmental and dangerous goods requirements for storage and disposal of automotive fluids • Inadequate alignment between WHS policies and workshop quality or environmental management systems	4A	• Develop and maintain a WHS governance framework that specifically addresses fluid handling, storage and disposal in line with WHS Act 2011 and WHS Regulations • Establish a written Fluid Handling and Disposal Policy endorsed by senior management, including scope for oil change procedures, coolant system draining, fuel system repairs and transmission fluid changes • Define and document WHS responsibilities for officers, supervisors, leading hands and mechanics in relation to planning, supervising and monitoring fluid-related work • Implement a formal consultation mechanism (e.g. HSR meetings, toolbox talks, safety committees) that regularly includes agenda items on fluid handling incidents, changes to equipment and procedure updates • Ensure the legal register includes relevant WHS, dangerous goods, fire safety and environmental legislation, standards for the management of oils, coolants, fuels and nitrogen gas • Introduce a documented change management process so that new automatic transmission flushers, coolant flushers or fuel system cleaners are risk assessed prior to introduction • Schedule annual reviews of all fluid-related WHS policies and procedures, incorporating incident learnings, industry guidance and regulator publications • Include WHS compliance for fluid handling and disposal as a standing item in management review meetings	3H
2. Workshop Layout, Plant Selection and Engineering Design	• Poor workshop layout leading to congestion and unsafe movement around fluid service bays and drains • Inadequate bunding and spill containment design around oil, coolant and fuel storage areas • Selection of inappropriate or low-quality automatic transmission flushers, coolant flushers and fluid transfer pumps without inherent safety features • Lack of separation between hot work, ignition sources and areas used for draining diesel, petrol and other flammable fluids • Insufficient or poorly located floor drains and sumps causing pooling of oils, coolants and cleaning chemicals	4A	• Undertake a formal design and layout review of the workshop to optimise safe traffic flow, clear access to hoists and designated fluid service bays • Install compliant bunding, drip trays and graded flooring to direct spills to controlled collection points instead of walkways • Specify plant procurement standards requiring auto-shutoff, pressure relief, guarding, and splash protection features on automatic transmission flushers, coolant flushers and fluid transfer equipment • Implement physical separation and zoning between fluid handling activities and welding, grinding or other ignition sources, including clearly marked exclusion zones • Ensure floor drainage systems are designed by a competent person, with sediment traps and oil–water separation where required, and are maintained on a schedule • Provide mechanical ventilation or local exhaust in areas where fuel vapours, solvent fumes or nitrogen gas may be present, ensuring compliance with relevant exposure standards • Design and label segregated storage areas and cabinets for different fluid types and chemical classes, including secondary containment and compatibility controls	2M

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	• Inadequate ventilation design in areas where fuel vapours or nitrogen gas may accumulate • No provision for segregated storage of incompatible fluids (e.g. fuel vs coolant vs waste oil vs cleaning chemicals)		• Standardise workshop signage for fluid bays, waste storage, emergency shutoffs and no-smoking zones	
3. Fluid and Chemical Procurement, Classification and Inventory Management	• Procurement of incompatible or higher-hazard fluids and cleaners without safety review • Use of non-approved fuel system cleaners or additives that introduce unforeseen risks • Inadequate assessment of new coolants, oils, greases, and transmission fluids against OEM recommendations • Lack of up-to-date Safety Data Sheets (SDS) for oils, coolants, fuel additives and cleaning chemicals • Overstocking of flammable and combustible liquids (diesel, petrol, fuel system cleaner) exceeding safe quantities • Misidentification or m...abelling of fluid containers leading to cross-contamination and incorrect use • No system to track ... shelf life ...d degradation of stored fluids, especia... coolants and brake fluids	3H	• Implement a formal chemical a... fluid approval pro... requiring WHS and technical review before purchasing new pro... oil c...nges, coolant replacement, fuel system repairs and gear oil servicing • Require sup...ers to provi... curren... SDS fo... oils, coolants, fuel additives, cleaning agents and nitrogen cylin...s, and mai...ain an ac... digital SDS register • Sta...dise on... EM...pproved or industry-recognised fluids (engine oils, coolant types, transmission fluids, ...r steer...fluids) to minimise compatibility issues with vehicles and equipment • Set in...nto... limits ... flammable and combustible liquids based on storage design and regulatory guidanc... with ...ocume...ed stock control procedures • ...oduc... a bar...ding or tagging system to track fluid type, batch number, delivery date and expiry or revie...a... and rotate stock accordingly Mandate clear, durable labelling of all decanted fluids and intermediate containers, using standardised co...urs and wording for oil, coolant, fuel, waste oil and cleaning solvents Periodically audit fluid stores and compare actual holdings against the inventory register to identify unauthorised products or excess quantities • Provide procurement staff with training on hazardous chemical classification, segregation requirements and relevant WHS obligations	2M
4. Storage, Segregation and Containment of Fluids and Gases	• Inadequate storage of bu... ...ngine oil, waste oil, gear oil and automatic transmission fluid leading to leaks and ground contamination • Improper storage of diesel or petrol near ignition sources or high-traffic areas • Inadequate segregation between flammable liquids, oxidising agents and incompatible chemicals • Failure of storage tanks, drums or intermediate containers due to corrosion, overfilling or mechanical damage	4A	[redacted]	2M

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	• Poorly managed nitrogen gas cylinder storage, including unsecured cylinders or incorrect valve protection • Lack of secondary containment for waste coolants, fuel-contaminated fluids and oily water • Fluid containers stacked unsafely, creating a risk of falls, crush injuries or sudden spills		[redacted]	
5. Plant, Equipment and Tooling Management for Fluid Services	• Failure or misuse of automatic transmission flushers, coolant flushers and power steering flushers due to poor maintenance • Leaks or bursts from high-pressure lines, hoses and fittings during nitrogen gas strut refilling • Use of non-calibrated or unsuitable pumps and metering devices for oil and coolant dispensing • Inadequate guarding or protection on moving components of flushing units and pumps • Uncontrolled rele e of pressurised fluids when servici injecto l pumps • Poor management of fluid capture trays, strainers and filtration devi s leading to blockages and ows • Use of makeshift tools or adapters not designed for specific engine oil, coolant or transmission systems	4A	[redacted]	2M
6. Competency, Training and Supervision for Fluid Handling	• Mechanics and apprentices performing coolant system draining, oil changes and fuel system repairs without verified competence • Lack of specific training on the hazards of different fluids, including skin and respiratory exposure, burns and fire risks	3H	[redacted]	2M

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	• Inadequate training on nitrogen gas safety during strut refilling activities • Poor understanding of OEM requirements for fluid types, change intervals and correct fill procedures • Insufficient supervision of new starters and contractors performing complex fluid work such as injector and fuel pump servicing • No refresher training for changes in equipment, products or procedures (e.g. new coolant flusher or oil strainer cleaning method)		[redacted]	
7. Procedures, Work Instructions and Standardisation of Fluid Servicing	• Lack of standardised procedures for draining old engine oil, changing oil filters and replacing gear oil and lubricants • Absence of documented steps for safe coolant system draining and coolant replacement, including dealing with ho systems • Inconsistent methods used for servicing injectors and fu ps, increasing risk of spil injection injury o component damag • No clear process di g a fixing leaks in fuel systems leading t ad-hoc repairs • Insufficient instructions ng vehicle oil strainers and strainers in flushing equipment • Confusion over correct sequence for fluid checks and refill resulting in overfilling, underfilling or cross-contamination	3H	[redacted]	2M
8. Hazard Identification, Risk Assessment and Planning of Fluid Tasks	• Failure to identify non-routine or high-risk fluid tasks such as large-scale coolant flushing or major fuel system repairs • Inadequate pre-job planning for vehicles with unknown service history or existing fluid leaks	3H	[redacted]	2M

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	• No formal risk assessment for modifications to fuel, oil or coolant systems during performance upgrades • Lack of structured assessment for remote or offsite servicing where spills and emergency response may be harder to manage • Underestimation of combined risks when working with fluids in confined or poorly ventilated spaces • Failure to consider manual handling and ergonomic risks associated with handling heavy drums, oil containers and waste fluids		[redacted]	
9. Environmental Management and Waste Fluid Disposal Systems	• Uncontrolled discharge of waste oil, coolant and fuel-contaminated fluids into stormwater or soil • Inadequate systems for segregating waste engine oil, transmission fluid, coolant and contaminated rags • Improper disposal of used oil filters, fuel filters and coolant-[redacted]nated components • Overflow or failu[redacted]of waste oi[redacted]ts, drip trays and oil–w[redacted]ators [redacted] to poor maintenance • Incorrect transport or handover [redacted] waste fluids to unlicense[redacted] contractors • No records of waste volumes and disposal pathways, limiting ability to demonstrate compliance	4A	[redacted]	2M
10. Emergency Preparedness, Spill Response and Incident Management	• Delayed or ineffective response to spills of fuel, oil or coolant due to lack of planning • Insufficient spill kits or incompatible absorbent materials for the range of fluids in use	4A	[redacted]	2M

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	• Poor understanding of fire risks from fuel vapours near ignition sources in the workshop • Inadequate first aid arrangements for skin or eye contact with corrosive coolants or fuel additives • Lack of structured investigation following fluid-related incidents and near misses • Unclear communication channels for escalating significant spills or fires to emergency services		[redacted]	
11. Personal Protective Equipment, Hygiene and Health Monitoring Systems	• Reliance on PPE as the primary control rather than as a supplement to engineering and administrative controls • Inadequate provision, selection or maintenance of PPE for oil, coolant an fuel handling tasks • Poor hygiene practices leading to prolonged skin contact wit ls, coolants and solvent • No system for mo toring potential long-term health e ts fro exposure to certain f or additive • Lack of designated clean areas fo eating and drinking away m f d service zones • Limited monitoring of indoor air quality where fuel vapours and cleaning aerosols are used regularly	3H	[redacted]	1L
12. Contractor, Visitor and Third-Party Management in Fluid Service Areas	• Contractors performing fuel system repairs or coolant servicing without adherence to site WHS procedures • Visitors and customers entering fluid handling zones without awareness of hazards	3H	[redacted]	2M

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	• Inconsistent oversight of mobile contractors undertaking oil change procedures or fuel system repairs on site • Poor coordination with waste contractors collecting used oil, fuel and coolant leading to spills or uncontrolled releases • Lack of verification of contractor competency and insurances for specialised tasks such as nitrogen gas strut refilling		[redacted]	
13. Inspection, Audit and Continuous Improvement of Fluid Management Systems	• Degradation of controls over time due to lack of systematic inspection and review • Unnoticed deterioration of hoses, tanks and containment infrastructure • Procedures for oil changes, coolant replacement and fuel system work becoming outdated as vehicle technologies change • Fluid-related incid[illegible]s and near misses not being analyse[illegible] identify system improvements • Under-reporting of minor spills and leaks, leading to normalisation of deviance • No benchmarking of fluid handling practices against industry standards or regulator guidance	[illegible]	[redacted]	1L

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 FOR 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 2025
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-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/forms-and-resources/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