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

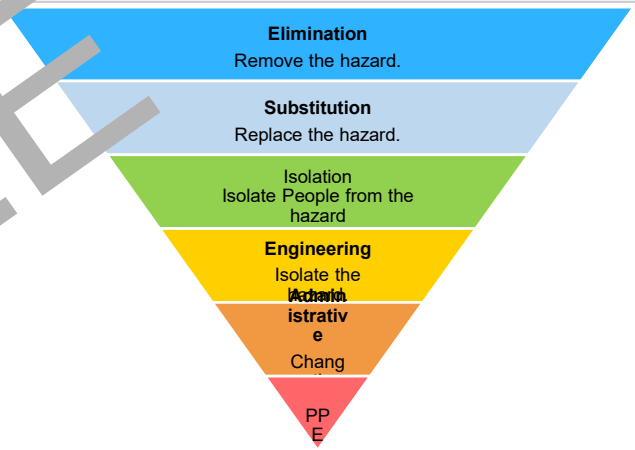
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT		
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.		
Full Name:		
Signature:	Title:	Date:

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, Roles and Consultation	• Unclear WHS responsibilities for panel beating activities across management, supervisors and workers • Inadequate consultation with panel beaters, apprentices and contractors about changes to work methods, products and equipment • Failure to establish and monitor WHS objectives and targets for collision repair operations • Insufficient consideration of WHS Act 2011 and WHS Regulation requirements when making business decisions (e.g. new chassis aligner or hot stapling tools) • Poor integration of WHS with quality, productivity and scheduling pressures leading to risk-taking behaviours	3H	• Define and document WHS responsibilities, accountabilities and authorities in position descriptions for owners, managers, leading hands, estimators and health and safety representatives • Establish a WHS committee or regular toolbox consultation process specifically including panel beating staff, bus body technicians, painters and apprentices • Implement a formal WHS policy endorsed by senior management that references obligations under the WHS Act 2011 and relevant Regulations and Codes of Practice (e.g. Welding, Hazardous Chemicals, Managing Noise and Preventing Hearing Loss) • Maintain a documented consultation procedure covering how workers are involved in selecting chassis aligners, spot welders, hot stapling equipment, grinding tools and repair methods • Incorporate WHS performance indicators (e.g. corrective actions closed, training completion, incident rates) into management review meetings and business KPIs • Ensure changes to work practices (e.g. new body filling products or structural body repair techniques) follow a management of change process including risk assessment and worker consultation	2M
2. Competency, Licensing and Training System	• Panel beaters, apprentices and casual staff performing structural body panel replacement or chassis alignment without verified competency • Insufficient understanding of manufacturer repair procedures, particularly for late-model vehicles, buses and modified frames • Inadequate training on safe use of spot welders, hot stapling tools, body fillers, power sanders and bus body jigs • Lack of ongoing refresher training on manual tasks, hazardous chemicals, welding fume, noise and emergency procedures • No formal verification of competency for those supervising complex repairs such as bus body alignment or car roof restoration	4A	• Develop and maintain a training and competency matrix covering all panel beating roles, including specialist tasks such as structural repairs, bus body alignment and chassis straightening • Require trade qualifications or recognised prior learning for panel beaters undertaking structural body panel replacement, chassis aligning and modifications to original frames • Implement documented competency assessments for high-risk tasks (e.g. spot welding on structural members, use of chassis aligner, hot stapling on plastic components near fuel or electrical systems) • Provide induction training for all new workers and contractors that addresses WHS responsibilities, hazardous chemicals in fillers and paints, noise, manual handling, and emergency response • Schedule periodic refresher training on manufacturer repair methods, safe welding practices, hazardous chemical handling and isolation of vehicle electrical systems (including EV and hybrid) • Ensure supervisors and leading hands are trained in WHS risk management, permit-to-work requirements and how to enforce safe systems of work	2M
3. Workshop Layout, Traffic Management and Housekeeping	• Poor separation of pedestrian walkways from moving vehicles, forklifts and buses being manoeuvred into repair bays	3H	• Develop and implement a workshop traffic management plan showing parking zones, set-down areas for buses, exclusion zones around chassis aligners and designated pedestrian routes • Mark clear walkways, no-go zones and work bays with durable floor markings and signage, including specific zones for panel beating, sanding and welding	1L

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	• Inadequate space around chassis aligners, bus body jigs and panel repair benches leading to crush or trip risks • Cluttered floors with off-cuts, removed panels, sanding dust and hoses increasing slip, trip and fall potential • Uncontrolled parking and storage of damaged vehicles with sharp edges, broken glass and leaking fluids in pedestrian areas • Congested access to emergency exits, fire equipment and first aid due to stored panels and bumper bars		• Specify minimum clearances around heavy equipment such as chassis aligners, bus body frames and lifts in workshop layout documentation • Implement housekeeping procedures with assigne[redacted]esponsibilities and scheduled inspections to ensure prompt removal of scrap panels, broken glass, [redacted] bumpers and waste fillers • Provide designated storage racks for pan[redacted] bumpers a[redacted] bus body components to avoid leaning items in unstable positions against walls or vehicle[redacted] • Ensure emergency exits, fire extinguishers, sp[redacted]ts and first ai[redacted]tations are signposted, illuminated and kept clear via regular safety w[redacted]k-throughs	
4. Plant, Tools and Equipment Management	• Lack of formal inspection, testing and maintenance regime for chassis aligners, lifting devices, jacks and stands • Use of damaged hand tools, electrical leads, spot welders, sanding tools and hot stapling units • Unverified structural anchoring of vehicles to chassis alig[redacted]ding to vehicle movement c[redacted]ollapse • Inadequate guar[redacted]g or inter[redacted]n moving parts of ma[redacted]ch as p[redacted] towers or hydraulic rams • Uncontrolled introduction of new [redacted]ant (e.g. new hot stapling toc[redacted]ding machines) without risk assessment	4[redacted]	[redacted]	2M
5. Vehicle Isolation, Energy Control and Fire Risk Management	• Inadequate isolation of vehicle batteries, fuel systems and airbag circuits before panel beating, welding or hot stapling • Ignition of flammable vapours, plastic fumes or paint residues during spot welding, grinding or hot stapling on bumpers and panels	4A	[redacted]	2M

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	• Lack of documented hot work permit system for welding and cutting activities on car bodies and bus structures • Insufficient controls for hybrid and electric vehicles, including high-voltage systems and battery fires • Poor management of fuel, LPG, gas cylinders and flammable liquids storage in the workshop		[redacted]	
6. Hazardous Chemicals, Dusts and Fumes Management	• Exposure to hazardous substances in body fillers, hardeners, primers and thinners used for body filling, shaping and repair of car bodies • Inhalation of sanding dusts from fillers, paints, fibreglass and metal surfaces during sanding of vehicle parts • Inadequate controls for welding fumes, including from spot welding structural body components and repair of chassis and frames • Poor labelling and storage of hazardous chemicals leading to unintended mixing, spills [redacted] • Absence of a form[redacted] hazardous chemicals register[redacted] Safety Data Sheet (SDS) mana[redacted]	4A	[redacted]	2M
7. Manual Tasks and Ergonomics Management	• Repetitive and forceful sanding, hammering and dollying during pa[redacted] beating tasks causing mu[redacted]eletal disorders • Awkward postures while repairing car roofs, bus bodies and lower sills (overhead work, kneeling, twisting) • Manual handling of heavy panels, bumpers, doors and structural components without lifting aids • Inadequate design of workstations for body filling, shaping and hot stapling tasks leading to sustained bending or reaching • Pressure to work quickly on large vehicles or high volumes of repairs	3H	[redacted]	1L

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	resulting in poor manual handling practices			
8. Electrical Safety and Portable Equipment	• Use of damaged extension leads, portable RCDs and power tools such as sanders, grinders and hot stapling tools • Lack of test and tag system for portable electrical equipment used in panel beating operations • Inadequate earthing and bonding of welding equipment and chassis aligners • Working on or near live vehicle electrical systems, particularly for modern vehicles with complex electronics, EVs and buses • Overloaded power boards and inappropriate use of double adaptors in workshop areas	3H	[redacted]	1L
9. Noise, Vibration and Occupational Hygiene	• Prolonged exposure to high noise levels from hammering, grinding, sanding and spot welding equipment • Hand-arm vibration from extended use of orbital sanders, grinders and other powered tools • Inadequate assessment of cumulative exposure to noise and vibration across panel beating, bus body alignment and sanding tasks • Noisy bus body and chassis straightening operations impacting nearby office or neighbouring tenancies • Lack of audiometric testing and health surveillance for high-risk workers	3H	[redacted]	2M
10. Safe Systems for Structural Repairs, Frames and Alignment	• Inadequate structural assessment before modifying original car frames or undertaking structural body panel replacement	4A	[redacted]	2M

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	• Incorrect set-up of chassis aligner or bus body jig causing unstable loads and potential collapse • Deviation from manufacturer repair specifications for critical structural areas (e.g. roof rails, pillars, chassis members) • Insufficient supervision of complex structural repairs performed by apprentices or less experienced tradespeople • Failure to verify vehicle integrity after major structural repairs before returning vehicle to service		[redacted]	
11. Contractor, Visitor and Third-Party Management	• Contract welders, electricians or detailers working in the panel shop without understanding local WHS procedures • Suppliers and customers entering active work bays during panel beating, sanding or spot welding operations • Bus and tow-truck drive[illegible]ving vehicles on site with[illegible]adherence to site traffic and isola[illegible]n rules • Lack of oversight [illegible] outs[illegible]d structural repairs or [illegible]alised serv[illegible]s carried out off-site • Inadequate induction for visiti[illegible] assessors, inspectors and customers viewing repairs in progress	[illegible]	[redacted]	1L
12. Personal Protective Equipment (PPE) Management System	• Reliance on ad-hoc PPE use without a structured PPE program for panel beating and sanding tasks • Incorrect selection of respiratory protection for dusts, fumes and chemical vapours from fillers and paints • Inadequate provision, maintenance and replacement of eye, face, hand and hearing protection	3H	[redacted]	2M

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	• Workers not trained in limitations of PPE and its role as a last line of defence • No documented process for fit-testing of tight-fitting respirators where required		[redacted]	
13. Fatigue, Work Scheduling and Psychosocial Risk Management	• Long work hours and high workload during peak repair periods leading to fatigue and reduced attention to structural repair quality • Production pressure from insurers, fleet clients or bus operators resulting in shortcuts on safety systems and inspections • Stress and conflict between estimators, panel beaters and management over repair methods and time allowances • Insufficient management of young workers and apprentices exposed to high-pressure environments • Lack of systems to monitor fatigue-related incidents or near misses in the workshop	3H	[redacted]	2M
14. Environmental, Waste and Spill Management	• Uncontrolled disposal of sanding dust, body filler waste, plastics from bumper repairs and metal off-cuts • Spills of solvents, thinners, coolants and oils from damaged vehicles contaminating walkways and stormwater • Inadequate segregation of hazardous and non-hazardous waste streams resulting in environmental non-compliance • Poor management of compressed gas cylinders and aerosol cans used in body repair processes • Lack of awareness among workers about environmental obligations linked	2M	[redacted]	1L

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	to WHS controls (e.g. safe storage of chemicals)			
15. Incident, Near Miss Reporting and Continuous Improvement	• Under-reporting of near misses involving plant, structural repairs or hazardous chemicals • Failure to investigate panel beating incidents to identify root causes and systemic issues • Lack of communication of incident learnings to all relevant workers and contractors • Inadequate process for monitoring effectiveness of controls related to chassis alignment, bus body repairs and major structural work • Poor recordkeeping leading to loss of evidence for regulatory reporting or legal defence	3H	[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