Tyre Changing - Light Truck and 4WD

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:

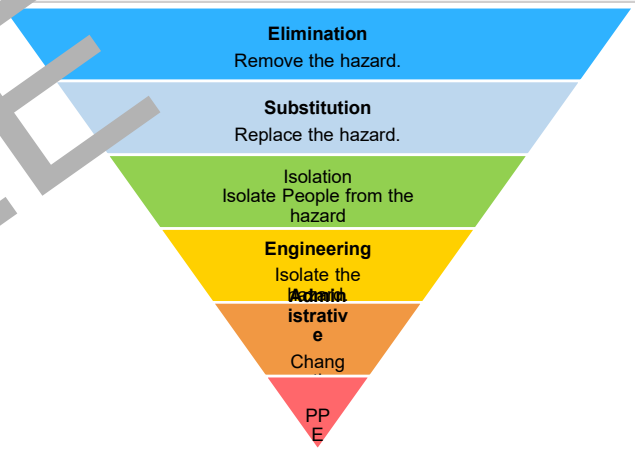
CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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. Governance, Legal Compliance and WHS Responsibilities	• Lack of clear WHS governance for tyre changing activities on light trucks and 4WDs • Failure to identify tyre changing as a high-risk maintenance activity within the WHS management system • Non-compliance with WHS Act 2011, WHS Regulations and relevant Australian Standards (e.g. AS 1210, AS/NZS 4024 series, AS/NZS 4801 / ISO 45001 equivalent systems) • Unclear allocation of WHS duties between PCBU, officers, workers, contractors and mobile service providers • Inadequate consultation with workers and Health and Safety Representatives (HSRs) about tyre changing risks and procedures • No systematic review of incidents, near misses or non-conformances involving tyre changing • Inadequate due diligence by officers (directors, senior managers) in monitoring tyre changing risks and resources	High	• Establish and document a WHS governance framework that explicitly recognises tyre changing on light trucks and 4WDs as a hazardous maintenance activity requiring formal risk management • Ensure the PCBU's WHS policy and objectives include safe plant maintenance and tyre handling as key risk areas, signed and endorsed by senior management • Formally assign and document WHS roles, responsibilities and accountabilities for tyre-related activities (e.g. fleet manager, workshop manager, site supervisor, contract managers and workers) • Implement a documented risk management procedure consistent with the WHS Act 2011 and WHS Regulations (identify hazards, assess risks, implement controls using the hierarchy of control, review effectiveness) • Undertake legal compliance review for tyre changing operations referencing applicable WHS legislation, Codes of Practice and Australian Standards, and develop an action plan to close identified gaps • Establish a formal WHS consultation procedure that requires discussion of tyre changing risks at toolbox talks, team meetings and WHS committee meetings, with records kept • Require officers to demonstrate due diligence by regularly reviewing WHS performance indicators related to tyre activities (e.g. number of tyre-related incidents, competency coverage, inspection completion rates) • Include tyre-related WHS compliance and control implementation as part of periodic internal and external WHS audits, with corrective actions tracked to completion • Implement a documented change management (MOC) process so that any change in vehicle type, wheel configuration, tools, equipment, work locations or service providers triggers a review of tyre changing risks and controls • Ensure contracts and service level agreements with external tyre providers clearly allocate WHS responsibilities, competency requirements, reporting obligations and incident management expectations	Medium
2. Vehicle and Wheel Procurement, Design and Engineering Controls	• Procurement of light trucks and 4WDs with wheel assemblies, rims or tyres that are difficult or unsafe to handle or change in field conditions • Lack of engineering controls for safe wheel removal and refitting (e.g. no jacking points or inadequate wheel nut indicators) • Use of incompatible tyres, rims and wheel fixings that increase the risk of failure or incorrect fitting • Failure to specify vehicles with appropriate load ratings and suspension systems, resulting in increased tyre stress and failures	High	• Implement a formal fleet procurement standard that includes WHS design and maintainability criteria for wheels, tyres and associated equipment on light trucks and 4WDs • Specify, where reasonably practicable, vehicles with standardised wheel and tyre configurations across the fleet to reduce complexity and risk of mismatch • Ensure procurement specifications require clear and accessible manufacturer information on safe jacking points, wheel torque settings, tyre pressures and load ratings • Select vehicles and rims that are compatible with commonly used tyre sizes and rated for the maximum operational load including accessories, cargo and towing requirements • Include in procurement criteria the requirement for visual wheel nut movement indicators, wheel chocks, and clearly marked jacking points as standard fitment or retrofitted items • Ensure design allows safe access to wheels (e.g. adequate clearance around dual wheels, minimal need to work under the vehicle, access steps and grab handles where needed)	Medium

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	• No standardisation of wheel and tyre configurations across the fleet, increasing complexity and error potential • Insufficient consideration of safe access to wheels (e.g. high vehicle bodies, limited under-vehicle clearance, poor access around dual wheels) • Purchasing decisions focused on upfront cost rather than lifecycle WHS risk and maintainability		• Engage WHS and maintenance personnel in pre-purchase evaluation to review proposed models for tyre serviceability and risk profile • Require that any modifications (e.g. lifts, oversized tyres, upgraded rims, additional load-bearing equipment) are engineered, certified and documented, and reviewed via the MOC process • Document standard approved tyre and rim combinations for each vehicle type, including load and speed ratings, and embed these standards into procurement specifications and maintenance systems • Maintain a controlled register of all vehicle types and wheel configurations, including torque specifications and any special handling requirements, accessible to relevant staff and contractors	
3. Tyre and Wheel Equipment Procurement and Verification	• Purchase of jacks, rattle guns, torque wrenches, bead breakers and lifting devices that are unsuitable or unsafe for the vehicle types and loads • Lack of verification that supplied equipment meets Australian Standards and is fit for purpose in tyre changing tasks • No consistency in equipment types across sites and vehicles, increasing training burden and misuse risk • Procurement decisions based on price rather than reliability, ergonomics and safety features • Failure to obtain and control manufacturer instructions and safety information for critical equipment • Inadequate systems to replace damaged or out-of-service equipment in a timely manner	High	• Develop and implement a purchasing standard for tyre-related tools and lifting equipment that specifies minimum WHS requirements and relevant Australian Standards (e.g. for jacks, lifting devices, compressed air equipment) • Standardise key tyre-changing equipment across the organisation (e.g. approved jack types and capacities, torque wrench ranges, wheel lifting devices) to simplify training and ensure compatibility • Require formal pre-qualification and evaluation of suppliers for tyre tools and lifting equipment, including review of product certifications, test reports and warranty/support arrangements • Ensure all equipment is supplied with manufacturer instructions, safety data and maintenance schedules and that these documents are registered and controlled within the WHS management system • Establish an approved equipment list for tyre operations, and prohibit the use of non-approved or improvised tools (e.g. makeshift levers, incorrect jacks, domestic tools) • Include ergonomic criteria in procurement decisions (e.g. tool weight, handle design, vibration levels) to reduce manual handling and musculoskeletal risks • Implement a process where maintenance or WHS personnel sign off on any new tyre-related equipment prior to operational use • Set up stock and replacement rules to ensure critical items such as jacks, wheel chocks and torque wrenches have spares readily available and are replaced before end of service life • Integrate equipment asset IDs into inspection, calibration and maintenance schedules to maintain traceability and compliance	Medium
4. Competency, Training and Authorisation	• Workers and contractors changing tyres without appropriate competency or formal training in light truck and 4WD wheel systems • Lack of awareness of specific hazards such as vehicle instability, stored energy in tyres, wheel separation and crush zones	High	[redacted]	Medium

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	• No formal authorisation process to control who can undertake tyre changing on different vehicle classes • Inconsistent on-the-job training leading to unsafe shortcuts becoming normal practice • Supervisors not competent to assess tyre changing practices or to coach workers effectively • Failure to recognise when a task exceeds worker capability (e.g. roadside changes on heavy loaded vehicles, complex wheel assemblies)		[redacted]	
5. Procedures, Work Instructions and Safe Systems of Work	• Absence of documented procedures for tyre changing on light trucks and 4WDs, leading to inconsistent and unsafe practices • Procedures that are overly generic and do not address specific wheel configurations, locations or conditions (e.g. off-road, roadside, workshop) • Workers unaware of or not following existing procedures due to poor communication or impractical requirements • Safe work method statements (SWMS) not used or maintained for higher-risk tyre activities where required by WHS Regulations • Procedural documents not updated following incidents, equipment changes or legislative updates • Overreliance on informal verbal instructions or outdated manuals	High	[redacted]	Medium

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			[redacted]	
6. Tools, Plant and Equipment Inspection, Maintenance and Calibration	• Failure of jacks, stands, lifting devices or air tools due to inadequate inspection and maintenance • Use of out-of-calibration torque wrenches resulting in over-tightening or under-tightening wheel nuts • Damaged or worn tools (e.g. cracked sockets, frayed hoses, defective gauges) remaining in service • No systematic tagging or identificatio of equipment status, leading to unintentional use of unsafe items • Inadequate servicing of les contributing to increa tyre wear, blowouts and unpla ed tyre changes • Informal or undoc ented s ns that cannot be verifie tended	High	[redacted]	Low
7. Planning, Scheduling and Work Allocation	• Reactive, unscheduled tyre work leading to rushed tasks, poor planning and increased exposure to roadside or remote area risks • Tyre changes allocated to workers without adequate rest, increasing fatigue-related errors and incidents • Inadequate assessment of job conditions (location, load, environment, traffic) before assigning tyre work	High	[redacted]	Medium

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	• Pressure to minimise vehicle downtime, leading to short-cutting of safe systems of work • Lack of clarity about when tyre issues should be escalated to specialist providers or recovery services instead of being handled by internal staff		[redacted]	
8. Work Environment and Site Controls (Yard, Workshop and Roadside)	• Inadequate designated areas for tyre changes in yards or workshops, resulting in work being done in congested or uneven locations • Poor lighting, weather exposure and ground conditions affecting stability of jacks and equipment • Insufficient controls for vehicle movement in work areas, creating risks of collision or crushing • Lack of system for managing roadside or off-road tyre changes, including traffic and environmental hazards • Inadequate housekeeping leading to trip hazards, cluttered workspaces and difficulty moving wheels safely	High	[redacted]	Medium
9. Contractor and Service Provider Management	• Reliance on external tyre fitters or roadside assistance without adequate WHS vetting • Inconsistent safety standards between the PCBU and service providers, leading to unmanaged interface risks	High	[redacted]	Medium

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	• Poor communication about site-specific hazards, vehicle configurations and safe work requirements • Lack of oversight of contractors' training, licences and equipment maintenance • Failure to capture and act on incident data from contractor-performed tyre work		[redacted]	
10. Information, Communication and Documentation Control	• Critical information on tyre specifications, torque and jacking points not readily available to workers • Outdated or conflicting documentation (manuals, procedures, manufacturer bulletins) causing confusion • Poor internal communication of changes to equipment, procedures or risk controls • Inadequate record-keeping of tyre changes, inspections and incidents preventing trend analysis and learning	Medium	[redacted]	Low

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			[redacted]	
11. Incident, Hazard and Near-Miss Management	• Under-reporting of tyre-related incidents, near misses, wheel nut loosening or wheel separations • Lack of structured investigation into tyre failures and equipment malfunctions • Repeat incidents due to inadequate corrective and preventive actions • Failure to share learnings from incidents across depots and work groups	High	[redacted]	Medium
12. Emergency Preparedness and Response for Tyre-Related Events	• Lack of planning [redacted] arising during tyre [redacted] collapse, jack failure, vehicle movement, traffic strike) • Workers unaware of [redacted] procedures, contact numbers or location details in remote or roadside environments • Insufficient first aid coverage and equipment for typical tyre-related injuries (crush injuries, lacerations, sprains/strains) • No coordinated response with emergency services or towing/recovery providers for serious incidents involving tyre failures	Medium	[redacted]	Low

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			[redacted]	
13. Monitoring, Audit and Continuous Improvement	• Lack of systematic monitoring of tyre-related WHS controls leading to gradual degradation of safety standards • Failure to verify that controls identified in risk assessments and procedures are actually implemented in the field • No structured process to review the effectiveness of controls or to update the risk assessment • Insufficient involvement of workers and HSRs in evaluating the tyre safety system	Medium	[redacted]	Low

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