Tyre Fitting and Wheel Changing Light Vehicles

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:

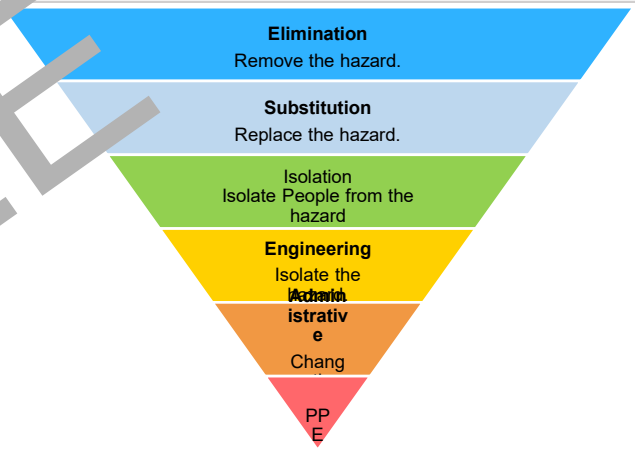
CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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, WHS Duties and Legal Compliance	• Lack of clear allocation of WHS duty holder responsibilities under WHS Act 2011 (PCBU, officers, workers, contractors) • Directors and managers not exercising due diligence regarding tyre fitting and wheel changing operations • Absence of a documented WHS management plan specific to vehicle and tyre servicing activities • Failure to consult workers and health and safety representatives on tyre-related risks and control measures • Inadequate monitoring of compliance with WHS Regulations, Codes of Practice and Australian Standards related to vehicle servicing, jacking and lifting, and hazardous manual tasks • Poor integration of WHS obligations into contracts with labour hire, mobile tyre service providers and subcontractors	4A	• Establish and maintain a documented WH management system aligned with WHS Act 2011, WHS Regulation and relevant Codes of Practice fo ehicle plant operations • Define and document WHS roles, responsibili and accounta ities for officers, managers, supervisors and workers inv d in tyre fitting an wheel ch ing of light vehicles and trailers • Implement a due diligence fra work for officers, i ng regular WHS performance reporting, audits and documented re tyre a wheel-related risks • Integrate W requireme into c ractor labour hire agreements, specifying competency, equipment st ards, repo ng of inci and participation in consultation processes • Mai a lega gi identifying applicable WHS legislation, Australian Standards and Codes of Practi g. haza us manual tasks, plant, traffic management), and review it at least annually • Estab h c sultati cooperation and coordination arrangements with other PCBUs sharing the workpla (e.g dealers ps, fleet owners, logistics providers) where tyre work is performed • nduc period external or internal WHS audits focused on tyre fitting, wheel changing and balancing activi d track close-out of actions	3H
2. Competency, Licensing and Training Systems	• Workers performin re fitting, wheel changing and whe balancing without verified competen • Inadequate training c vehicle-spec c wheel fixing systems, torque requirements and hub-centric arrangements • Lack of competency in safe use of wheel balancers, tyre changers, jacks, stands and lifting devices • No formal training on hazard identification, risk assessment and reporting for tyre and wheel work • Insufficient induction for new or agency staff on workshop procedures and fleet-specific requirements • No refresher training on changes in equipment, procedures or technology (e.g. new wheel balancer models)	4A	• Develop a competency framework for tyre technicians, mobile fitters and mechanics, specifying required qualifications, units of competency and on-the-job skills for tyre and wheel-related tasks • Implement a structured induction and onboarding program covering site rules, hazard reporting, emergency procedures, plant and equipment used for tyre fitting and balancing • Maintain a training matrix and competency register capturing evidence of training, assessment, refresher training and licences for each worker involved in tyre and wheel activities • Require formal training and competency assessment in the safe use of tyre changers, wheel balancers, jacking systems and torque tools before unsupervised work is permitted • Provide targeted training on manufacturer specifications, torque settings, wheel nut patterns, and consequences of incorrect wheel nut tightening or over-torquing • Ensure supervisors are trained in coaching, on-the-job verification of competency and intervening when unsafe practices are observed • Schedule periodic refresher training and toolbox talks addressing emerging risks, equipment updates and lessons from incidents related to tyres and wheels	2M

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	• Inadequate supervision of apprentices or inexperienced workers performing tyre diagnostics and wheel installation			
3. Plant, Tools and Equipment Management	• Failure of jacks, hoists, axle stands or wheel lifts due to poor maintenance or incorrect rating • Use of incompatible, damaged or poorly calibrated torque wrenches and impact tools for wheel nuts • Wheel balancers and tyre changers not inspected or serviced according to manufacturer recommendations • Lack of guarding or interlocks on rotating components of wheel balancers and tyre changers • Improvised tools or methods for bead breaking, wheel lifting or wheel alignment • Absence of a formal register and inspection system for critical lifting and tyre service equipment • Use of non-genuine or incorrect adaptors, cones or clamping systems on wheel balancers leading to inaccurate balancing • Inadequate segregation of defective plant awaiting repair from operational equipment	4A	• Establish and maintain a plant and equipment register for all tyre and wheel-related equipment including jacks, hoists, stands, tyre changers, wheel balancers and lifting aids • Implement a planned maintenance and inspection schedule based on manufacturer requirements, Australian Standards and risk assessment outcomes for each item of plant • Introduce mandatory pre-use checks for critical plant (e.g. jacks, stands, balancers) using standardised checklists and lock-out tags for defective items • Ensure jacks, hoists and stands are rated and labelled for the loads of light vehicles and trailers serviced and are used only on suitable surfaces • Implement a calibration program for torque wrenches and digital torque tools with traceable records and defined calibration intervals • Specify engineering controls such as guarding, interlocks, emergency stop devices and safe access zones on tyre changers and wheel balancers, and verify they are functional • Standardise approved tooling and accessories for wheel balancing, ensuring compatibility with typical light vehicle rim types and sizes • Prohibit the use of damaged, modified or home-made tools via documented procedures and supervision, and maintain a quarantine area for plant awaiting repair	2M
4. Maintenance, Inspection and Asset Management of Vehicles and Tyres	• Ad hoc or reactive approach to tyre and wheel maintenance on fleet and customer vehicles • No scheduled inspection regime for tread depth, tyre condition, wheel nuts and wheel integrity • Failure to identify structural tyre damage or rim cracks during diagnostic checks • Poor record keeping of tyre replacements, repair history and wheel nut retensioning	3H	[redacted]	2M

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	• Use of incorrect tyre sizes, load ratings or speed ratings for vehicle and trailer combinations • Inadequate system for identifying and managing recalled, counterfeit or non-compliant tyres and rims • Lack of documented criteria for condemning tyres and wheels during diagnostic testing		[redacted]	
5. Procedures for Tyre Fitting, Wheel Changing and Balancing	• Lack of standard operating procedures for changing car tyres, installing wheels and performing wheel balancing • Inconsistent methods for tightening lug nuts and torque verification between workers and shifts • No documented procedure for wheel nut retensioning after initial fitment • Incorrect use of wheel balancers leading to misdiagnosis of imbalance o vibration issues • Failure to follow saf equences when lifting, supporting a lowering vehicles and trailers • Procedures not upd to reflect n equipment, vehicle types or emergin best practice	1A	[redacted]	2M
6. Manual Handling, Ergonomic and Musculoskeletal Risk Management	• Repetitive lifting and handling of tyres and wheels leading to musculoskeletal disorders • Awkward postures when removing and installing wheels on hoists, ground level or trailers • Pushing and pulling heavy wheel assemblies into position without mechanical aids	3H	[redacted]	2M

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	• Inadequate system for assessing and controlling manual task risks associated with wheel and tyre work • Lack of job design measures to limit high-force and repetitive tasks (e.g. during balancing and diagnostic testing) • Insufficient training on safe manual handling techniques specific to tyres and wheels		[redacted]	
7. Traffic, Parking and Mobile Tyre Service Management	• Uncontrolled vehicle movements within workshop or yard areas during tyre and wheel work • Tyre fitting undertaken in car parks, roadside or client sites without adequate traffic management planning • Vehicles being driven while wheels a not fully secured or after incomplete checks • No system for isolating areas from customer and p estrian access during wheel chan g • Inadequate proce res fo service units operati public roa or remote locations • Poor communication be vers, fitters and supervisors regarding vehicle status (e.g. vehicle not safe to drive)	4A	[redacted]	2M
8. Hazardous Substances, Noise and Environmental Conditions	• Exposure to chemicals from tyre lubricants, cleaning agents and rubber dust without adequate controls • Noise exposure from rattle guns, compressors, wheel balancers and workshop environments • Slip risks from spilled lubricants, water and debris around tyre changing and balancing equipment	3H	[redacted]	1L

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	• Inadequate ventilation leading to build-up of exhaust fumes or airborne particulates in enclosed workshops • Poor lighting affecting visual inspection of tyres and wheels, leading to missed defects • Uncontrolled disposal of tyres, lead balance weights and associated waste causing environmental and reputational risk		[redacted]	
9. Contractor, Customer and Visitor Management	• Contract tyre fitters or mobile services operating on site without alignment to the host WHS management system • Customers entering tyre fitting bays or wheel balancing areas during work activities • Inadequate briefing of contractors on site-specific hazards such as traffic flows, jacking points and emergency procedures • No system to verify contractor competencies, insurances and equipment safety prior to engagement • Poor communication to customers regarding vehicle limitations for tyre repairs, wheel or or diagnostic tests • Visitors accessing storage or workshop areas where tyres and wheels are being transported or stacked		[redacted]	2M
10. Quality Assurance, Verification and Incident Learning	• Wheel loss, vibration or tyre failure after service due to inadequate quality checks or verification systems • No structured process for post-service inspection, test drives or torque verification • Failure to capture and investigate near misses such as loose wheel nuts or incorrect tyre fitment	4A	[redacted]	2M

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	• Lack of trend analysis on defects, customer complaints or warranty returns related to tyres and wheels • Inconsistent documentation of diagnostic test findings, balancing results and corrective actions		[redacted]	
11. Emergency Preparedness and Incident Response	• Delayed or ineffective response to incidents such as vehicle collapse, tyre burst or fire in workshop areas • Workers not trained in first aid, emergency procedures or vehicle stabilisation techniques • No specific contingency plan for on-road incidents involving wheel loss or tyre-related breakdowns during mobile service work • Inadequate comm[redacted]cation systems to summon assistanc[redacted]n remote or isolated tyre servic[redacted]ocati[redacted] • Lack of drills or practice for foresee[redacted]le emergencies related to tyre fitting a[redacted] wheel changing activities	3[redacted]	[redacted]	1L
12. Fatigue, Workload and Scheduling Management	• Extended hours and high workloads during peak tyre seasons leading to fatigue-related errors • Inadequate breaks for technicians performing repetitive tyre fitting and wheel balancing tasks • Roster systems that do not take into account circadian rhythms, overtime or on-call mobile work demands	3H	[redacted]	2M

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	• Pressure to complete tyre services quickly, resulting in skipped checks or unsafe short-cuts • Insufficient monitoring of fatigue in workers performing after-hours or remote tyre work		[redacted]	
13. Information, Communication and Documentation Management	• Critical information on torque settings, tyre specifications and balancing parameters not readily accessible to technicians • Out-of-date or conflicting procedures and manuals for tyre fitting and wheel balancing equipment • Verbal instructions from supervisors or customers overriding documented safe procedures • Poor handover communication between shifts or mobile technicians regarding vehicles with unresolved tyre or wheel issues • Inadequate recording of advice given to customers about follow-up inspections, retensioning [illegible]itations after repairs	3H	[redacted]	1L
14. Procurement, Design and Workshop Layout	• Procurement of l[illegible]qualit[illegible] incompatible tyre se[illegible]equipment[illegible]at cannot safely handle the vehicle typ[illegible] serviced • Workshop layout that forces technicians to work in cramped spaces or near vehicle traffic while changing wheels • Storage systems for tyres and wheels that create falling object or collapse risks • Insufficient consideration of WHS requirements when designing or modifying tyre bays, wheel balancing stations and trailer service areas • Poor separation between dirty/tyre handling areas and clean office or customer spaces	3H	[redacted]	2M

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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