

Vehicle Hoist

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			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	

Risk Rating & Required Action:	
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.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. 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. Design, Selection and Procurement of Vehicle Hoists	<ul style="list-style-type: none"> Procurement of vehicle hoists (two-post and hydraulic lifts) that are not designed, manufactured or certified to relevant Australian Standards (e.g. AS 1418 series, AS/NZS 2550.9) Lack of formal engineering verification of load ratings, anchoring requirements and suitability for the specific vehicle types and configurations serviced (e.g. 4WDs, light trucks, EVs) Purchase decisions based solely on price without considering safety features (mechanical locks, arm restraints, overload protection, descent control valves, emergency lowering) Inadequate compatibility of hoists with existing workshop slab design and condition (concrete strength, thickness, reinforcement, floor levelness) Failure to specify required documentation from suppliers, such as design registration (where applicable), test certificates, instructions, maintenance schedules and risk assessments Imported equipment that lacks clear evidence of conformity to Australian WHS legislation and applicable technical standards No consideration of future operational changes (heavier vehicles, increased throughput, EV battery servicing) during selection 	High	<ul style="list-style-type: none"> Implement a formal procurement procedure for vehicle hoists that requires verification of compliance with the Work Health and Safety Act 2011, associated WHS regulations, and relevant Australian Standards (e.g. AS 2550.9 Cranes, hoists and winches – Safe use – Vehicle hoists) Require written evidence from suppliers of engineering certification, rated capacities, design safety factors, anchoring requirements, and intended use limitations for each model of two-post lift or hydraulic lift Ensure procurement specifications mandate safety-critical features including positive mechanical locking systems, automatic arm restraints on two-post hoists, anti-surge / descent control valves, load-holding valves, emergency stop and emergency lowering systems Include in purchasing criteria the requirement for comprehensive manufacturer instructions in English, including installation requirements, commissioning procedures, inspection and maintenance schedules, and stated operating limitations Engage a competent engineer or hoist specialist to review proposed hoist models for compatibility with workshop structures (slab construction, ceiling height, clearances, power supply, ventilation) before purchase Establish a management sign-off process where senior management and the WHS representative must approve any new hoist purchase against a documented WHS procurement checklist Maintain a central register of all purchased hoists with their specifications, design registration details (if required by WHS Regulation), serial numbers, rated capacities and any specific use restrictions 	Medium
2. Installation, Commissioning and Engineering Compliance	<ul style="list-style-type: none"> Incorrect installation of two-post vehicle lifts leading to structural failure, collapse or instability under load Anchoring of posts into inadequate concrete (insufficient thickness, strength or edge distance) increasing risk of pull-out or cracking Bypassing or incorrect setup of mechanical locks, safety latches or 	High	<ul style="list-style-type: none"> Develop and enforce an installation and commissioning procedure that requires all vehicle hoists to be installed strictly in accordance with manufacturer instructions by competent persons authorised by management Require written confirmation from a competent engineer or installer that the workshop slab meets or exceeds the hoist manufacturer's minimum specifications (thickness, compressive strength, reinforcement and condition) before drilling or anchoring Mandate that chemical anchors, bolts and fixing systems used are those specified or approved by the manufacturer, and that installation torque settings and curing times are documented and recorded 	Medium

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	<p>hydraulic overpressure devices during installation</p> <ul style="list-style-type: none"> Lack of formal commissioning and load testing prior to first use, resulting in undetected defects or misalignment Uncontrolled modification of hoists or mounting arrangements by maintenance staff or contractors without engineering approval Inadequate separation distances from other plant, walkways or work areas, creating crush, collision or entrapment risks No verification that electrical installation (where applicable) is performed and certified by a licensed electrician 		<ul style="list-style-type: none"> Implement a commissioning process that includes documented proof-load or functional testing, verification of mechanical locking functions, arm restraints, hydraulic integrity and emergency lowering before the hoist is released for operational use Prohibit any modification, relocation or structural alteration of hoists (including welding, drilling extra holes, or changing arm configurations) without a formal engineering assessment and written authorisation Ensure layout planning includes safe clearances around hoists, designated no-go zones and physical separation from traffic routes and pedestrian walkways to minimise crush and collision risks Require a licensed electrician to complete and certify all electrical work associated with powered hoists, with test tags and certificates retained in the hoist asset file 	
3. Policy, Procedures and Governance for Hoist Use	<ul style="list-style-type: none"> Absence of a formal WHS policy and documented procedures governing the use of two-post and hydraulic vehicle lifts Inconsistent application of safety controls across shifts and locations due to lack of standardised work instructions Reliance on informal customised practice rather than written rules for load limits, vehicle positioning and lock engagement Lack of clarity on roles and responsibilities for authorising use, managing defects and responding to incidents No integration of hoist safety requirements into the broader WHS management system, leading to gaps in oversight 	High	<ul style="list-style-type: none"> Develop and implement a specific Vehicle Hoist Safety Policy endorsed by senior management that references obligations under the WHS Act 2011 and relevant Regulations Create standardised written procedures for the use, inspection, isolation and maintenance of vehicle hoists, and integrate them into the organisation's WHS management system Document clear rules for rated load limits, approved vehicle lift points, use of mechanical locks, height restrictions, and emergency procedures, and ensure they are readily accessible near each hoist Define and communicate responsibilities for managers, supervisors, competent operators, maintenance personnel and contractors in relation to hoist safety, defect reporting and authorisation for use Embed hoist safety requirements into other key system documents such as the WHS policy, plant risk register, contractor management procedures and permit-to-work processes Schedule periodic management reviews of hoist-related procedures, incident data and inspection outcomes to verify effectiveness and identify improvement actions 	Medium
4. Competency, Licensing and Training Systems	<ul style="list-style-type: none"> Use of vehicle hoists by workers who have not received formal training on specific models and their control systems 	High		Medium

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	<ul style="list-style-type: none"> Assumption that general mechanical experience equates to competence in hoist operation and safety systems Lack of documented competency assessment for two-post lifts, including asymmetrical loading and arm positioning concepts Infrequent or absent refresher training leading to skill fade and normalisation of unsafe shortcuts No induction for new starters, apprentices, or contractors on site-specific hoist procedures and emergency processes 		[REDACTED]	
5. Inspection, Maintenance and Testing Regime	<ul style="list-style-type: none"> Degradation of structural components, anchors, hydraulic hoses, seals and locking mechanisms leading to sudden failure during use Lack of systematic preventative maintenance resulting in hoists operating with undetected issues (e.g. leaks, worn pads, malfunctioning locks) Failure to comply with manufacturer's recommended inspection intervals or Australian Standard requirements for periodic examination Reactive, breakdown-only maintenance approach that allows hazards to accumulate over time Inadequate documentation and record-keeping of inspections, maintenance activities and test results 	High	[REDACTED]	Medium
6. Safe Work Environment, Layout and Traffic Management	<ul style="list-style-type: none"> Poor workshop layout causing vehicle and pedestrian movements within close proximity to elevated vehicles and hoist structures Insufficient working space around hoists, leading to crush, entrapment or impact when raising or lowering vehicles 	High	[REDACTED]	Medium

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	<ul style="list-style-type: none"> Inadequate lighting, slippery floors, or obstruction of escape routes near hoists increasing the likelihood of slips, trips and falls while working under or around raised vehicles No designated exclusion zones around operating hoists to prevent unauthorised persons entering danger areas Uncontrolled interaction between forklifts, service vehicles and hoists 		[REDACTED]	
7. Lockout, Tagout and Fault Management	<ul style="list-style-type: none"> Continued use of hoists with known defects such as oil leaks, unusual noises, failed locks or damaged arms Absence of a formal isolation and tagging system when hoists are unsafe or under maintenance Workers bypassing safety features using makeshift repairs (e.g. wedging locks, disabling limit switches) to keep hoists in service Poor communication about the status of hoists following inspection, repair or incident investigation Lack of management oversight of repeat defects and trends indicating systemic issues 		[REDACTED]	Low
8. Contractor and Supplier Management	<ul style="list-style-type: none"> External installers, service technicians or inspectors working on hoists without adequate induction to site-specific hazards and procedures Use of unqualified or uninsured contractors for installation, maintenance or modification of hoists Poor coordination between internal staff and contractors leading to simultaneous operations under raised vehicles or unexpected energisation of hoists 	Medium	[REDACTED]	Low

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	<ul style="list-style-type: none"> Lack of verification that suppliers' service recommendations align with Australian legal and standards requirements 		[REDACTED]	
9. Emergency Preparedness and Incident Management	<ul style="list-style-type: none"> Delayed or ineffective response to hoist-related incidents such as vehicle instability, partial collapse, hydraulic failure or entrapment Workers unaware of emergency lowering procedures for hydraulic lifts, leading to panic or unsafe improvisation Inadequate first aid resources or training for injuries commonly associated with hoist failures (crush, impact, musculoskeletal) Under-reporting of near misses and minor incidents involving hoists, preventing learning and corrective action 	High	[REDACTED]	Medium
10. Consultation, Communication and Worker Engagement	<ul style="list-style-type: none"> Lack of meaningful consultation with mechanics, apprentices and other users about hoist-related risks and practical control measures Workers unaware of changes to procedures, equipment upgrades or new safety information relating to two-post and hydraulic hoists Cultural acceptance of unsafe shortcuts due to production pressures or historical practices Failure to consider psychosocial factors such as time pressure and fatigue that can lead to poor decision-making around hoist use 	Medium	[REDACTED]	Low

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			[REDACTED]	
11. Documentation, Records and Compliance Monitoring	<ul style="list-style-type: none"> • Incomplete or missing documentation relating to hoist risk assessments, inspections, training and maintenance, making it difficult to demonstrate compliance • Failure to keep risk assessments up to date when hoists are replaced, upgraded or used for different vehicle types (e.g. heavier EVs) • Lack of internal verification that procedures are being followed in day-to-day hoist operations • Inability to quickly retrieve records during regulator inspections or incident investigations 	High	[REDACTED]	Medium

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 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>

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 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-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) Regulation 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>

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>

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

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.