

Vehicle Recycling

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 for the task parts. 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. Governance, WHS Leadership & Legal Compliance	<ul style="list-style-type: none"> Lack of clear WHS accountability at senior management level leading to unmanaged site risks Inadequate understanding of WHS Act 2011 and WHS Regulations, particularly duties for plant, hazardous chemicals and traffic management No formal WHS policy or objectives specific to vehicle recycling and ELV depollution activities Insufficient consultation with workers and Health and Safety Representatives (HSRs) about changes to processes, plant or layout Failure to review and update risk assessments following incidents, changes in legislation or process changes Inadequate resourcing (people, time budget) to maintain WHS systems, inspections and training Poor safety culture where production and salvage value prioritised over safe work practices 	4A	<ul style="list-style-type: none"> Establish and communicate a WHS policy endorsed by the Officer(s) of the business that explicitly covers ELV depollution, dismantling and vehicle recycling operations Define, document and communicate WHS roles, responsibilities and accountabilities for Officers, managers, supervisors and workers in line with WHS Act 2011 duty holder obligations Implement a WHS management system aligned to ISO 45001 or similar, including planning, implementation, monitoring and continual improvement processes Ensure Officers exercise due diligence by regularly reviewing WHS performance, receiving WHS reports, visiting sites and verifying the effectiveness of controls Set measurable WHS objectives and targets relevant to vehicle recycling (e.g. reduction in manual handling injuries, plant incidents, chemical exposures) and review them at management meetings Establish formal consultation mechanisms, including WHS committees or HSRs, toolbox talks and change management briefings Implement a management of change procedure to assess WHS impacts before introducing new plant, new depollution methods, chemical products or significant layout changes Undertake periodic legal compliance audits referencing WHS Act 2011, WHS Regulations, and applicable Codes of Practice (e.g. Managing Risks of Plant, Hazardous Chemicals, Traffic Management) Allocate adequate budget and staffing for WHS activities such as training, equipment inspection, environmental and noise monitoring, and independent audits Include WHS performance indicators in supervisor and manager performance reviews to reinforce leadership accountability 	2M
2. Site Layout, Traffic Management & Segregation	<ul style="list-style-type: none"> Uncontrolled interaction between mobile plant (forklifts, loaders), tow trucks and pedestrians in vehicle storage and dismantling areas Poorly defined traffic routes causing congestion, reversing and collision risks Insufficient segregation between depollution, dismantling, scrap stockpiles, public sales areas and office/reception Inadequate control of visiting customers, transport operators and contractors entering operational zones Lack of designated safe work zones around ELV depollution bays and stripping areas 	4A	<ul style="list-style-type: none"> Develop and implement a documented traffic management plan for the entire site, with input from workers and competent traffic management personnel Design site layout to physically segregate pedestrian walkways from mobile plant and vehicle routes using barriers, kerbing, bollards and clearly marked pathways Establish designated, signposted zones for ELV reception, quarantining, depollution, dismantling, parts storage, scrap stockpiles and public access areas Implement one-way traffic flows where practicable and clearly mark speed limits, give-way points and no-go zones Control entry of visitors and contractors through a single access point with induction, sign-in and escorted access to operational areas Provide adequate fixed and/or sensor lighting in yards, depollution bays, interior stripping areas and access routes, with maintenance schedules Mark and enforce exclusion zones around depollution rigs, lifting equipment and interior stripping stations, using floor markings and physical barriers where possible 	2M

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	<ul style="list-style-type: none"> Insufficient lighting in yards and storage rows, increasing slip, trip and mobile plant strike risks in low visibility Inadequate control of parking and staging areas for incoming ELVs increasing risk of uncontrolled vehicle movement 		<ul style="list-style-type: none"> Use designated, level parking and chocking arrangements for incoming ELVs prior to depollution, with procedures to prevent accidental roll-away or unauthorised movement Conduct regular inspections of traffic control measures and investigate any near-miss incidents involving mobile plant or vehicles to identify system improvements 	
3. Procurement of End-of-Life Vehicles & Pre-Acceptance Controls	<ul style="list-style-type: none"> Receipt of ELVs with unknown modifications (LPG conversions, aftermarket fuel systems, airbags) increasing explosion or release risks during depollution Acceptance of structurally unstable or fire-damaged vehicles without prior assessment, increasing collapse or hazardous substance exposure risks Incomplete or inaccurate information from suppliers about vehicle history, stored energy systems (EV/Hybrid batteries) or previous contamination Lack of criteria for rejecting unsafe or unsuitable vehicles (e.g. severe asbestos contamination, major chemical spills) Receipt of stolen or unlawfully modified vehicles resulting in legal and insurance issues Inadequate verification of documentation for written off vehicles, creating record-keeping and traceability gaps 	3H	<ul style="list-style-type: none"> Develop a documented ELV procurement and acceptance procedure that includes safety, environmental and legal screening criteria Require suppliers to provide declarations on known hazardous features of ELVs (e.g. LPG, CNG, EV/Hybrid systems, deployed/undeployed airbags, prior chemical spills) Implement a pre-acceptance risk assessment checklist for incoming vehicles, completed by trained staff, to identify high risk vehicles requiring special handling Establish clear criteria and a documented process for rejecting or quarantining ELVs that present unacceptable risks or missing critical information Maintain records of Vehicle Identification Numbers (VINs), registration details and any special hazard flags for each ELV received Ensure procurement contracts and agreements reference WHS expectations, including truthful disclosure of vehicle condition and hazards Provide specific guidance and training to intake personnel on identifying unusual vehicle types, modified fuel systems and potential contamination indicators Implement a quarantine area and tagging system for vehicles requiring further technical assessment before depollution or dismantling 	1L
4. Hazardous Chemicals, Depollution & Environmental Management	<ul style="list-style-type: none"> Uncontrolled release of fuels, oils, coolants, brake fluid, refrigerant gas and other automotive chemicals during depollution of ELVs Inadequate system for identifying and labelling chemicals, leading to incompatible storage or incorrect handling Lack of safe systems for capturing, transferring and storing liquids, causing spills, slip hazards, fire risks and environmental contamination 	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> Insufficient compliance with WHS hazardous chemicals requirements (SDS, risk assessments, registers, placarding and emergency planning) Failure to control exposure to brake dust, solvents, battery acid, degreasers and other substances during stripping and cleaning Poor management of waste streams (oily rags, absorbents, contaminated soil, recovered fuels and coolants) Uncontrolled discharge of oily water from wash-down and depollution areas into stormwater system 		[REDACTED]	
5. High Voltage, Batteries & Stored Energy Systems	<ul style="list-style-type: none"> Electric shock or arc flash from handling EV/Hybrid high-voltage batteries and associated cabling Thermal runaway and fire from damaged or incorrectly stored lithium-ion batteries Release of flammable byproducts from lead-acid battery charging and storage areas Stored energy in suspension components, gas struts, airbags and seat belt pre-tensioners causing uncontrolled release during dismantling Inadequate identification and isolation of electrical systems prior to depollution and stripping Lack of documented procedures for emergency response to battery fires and chemical releases 	4A	[REDACTED]	2M

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6. Plant, Equipment & Maintenance Systems	<ul style="list-style-type: none"> • Use of forklifts, loaders, cranes, hoists and vehicle stands without adequate inspection and preventive maintenance • Failure of lifting equipment or support stands while vehicles are elevated for depollution or interior stripping • Absence of guarding, interlocks or emergency stops on fixed plant such as shears, balers and crushers • Uncontrolled modifications of plant (e.g. custom vehicle rotisseries, homemade stands) without engineering assessment • Inadequate pre-start checks and defect reporting systems for critical plant • Lack of verification that contractors conducting maintenance are competent and follow safe isolation procedures 	4A	<p>[REDACTED]</p>	2M
7. Manual Handling, Ergonomics & Task Design	<ul style="list-style-type: none"> • Repetitive handling of heavy or awkward car parts (engine, gear boxes, panels, seats, glass) causing musculoskeletal injuries • Poorly designed depollution bays and interior stripping workstations leading to sustained bending, twisting and overhead work • Lack of mechanical aids or systems for moving parts from stripping areas to storage, leading to ad hoc lifting and carrying • Inadequate job rotation, staffing and work-rest arrangements in high-load manual handling roles 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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	<ul style="list-style-type: none"> Insufficient training on safe manual handling principles and risk awareness specific to vehicle dismantling tasks 		[REDACTED]	
8. Noise, Dust, Fumes & Occupational Hygiene	<ul style="list-style-type: none"> Prolonged exposure to high noise levels from cutting, grinding, impact tools, crushers and mobile plant Generation of metal dust, brake dust and fibrous particulates during stripping of vehicles and removal of interior components Exposure to exhaust fumes in enclosed or poorly ventilated stripping and depollution areas Potential asbestos exposure from older brake components, gaskets, heat shields or insulation in ELVs Inadequate ventilation and extraction systems in workshops and depollution bays Lack of systematic health surveillance where required for high-risk exposures 	3H	[REDACTED]	1L
9. Work at Height, Falls & Falling Objects	<ul style="list-style-type: none"> Accessing roof areas, stacked vehicles or elevated parts without appropriate fall protection systems Workers climbing on or into ELVs on racks or stands without designed access platforms Unstable stacking of vehicles in storage yards creating risk of collapse or falling objects Inadequate system for securing loose parts, glass and panels at height during removal and transfer Lack of inspection and engineering review of racking systems used for vehicle and parts storage 	3H	[REDACTED]	1L

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10. Training, Competency & Supervision	<ul style="list-style-type: none"> Workers performing depollution, interior stripping and dismantling tasks without adequate competency, licences or supervision Insufficient training on site-specific hazards such as high-voltage systems, LPG, airbag handling and chemical depollution processes Over-reliance on informal, on-the-job learning without standardised training materials or assessment Inadequate supervision of new starters, young workers and labour hire personnel in high-risk areas Lack of verification of external qualifications and licences (e.g. forklift, refrigerant handling, electrical work) 	3H	[REDACTED]	1L
11. Contractor, Visitor & Public Interface Management	<ul style="list-style-type: none"> Contractors performing maintenance, depollution or scrap handling without alignment to site WHS systems Members of the public entering, dismantling or depollution areas in search of parts Transport operators moving through yards without understanding traffic rules and depollution hazards Subcontracted services (e.g. refrigerant recovery, waste collection) operating without adequate oversight Inconsistent induction of labour hire workers leading to gaps in critical safety knowledge 	3H	[REDACTED]	1L
12. Emergency Preparedness, Fire & Spill Response	<ul style="list-style-type: none"> Insufficient planning for fires arising from fuels, oils, batteries, welding and cutting during dismantling 	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> • Delayed or ineffective response to major spills of fuel, oil, coolant or other automotive fluids during depollution • Lack of clear emergency procedures for gas leaks, battery thermal events and structural collapse of stacked vehicles • Inadequate first aid, eyewash and emergency shower coverage in depollution and stripping areas • Poor coordination with local emergency services regarding site-specific hazards and access 		[REDACTED]	
13. Incident Reporting, Investigation & Continuous Improvement	<ul style="list-style-type: none"> • Under-reporting of near misses and minor incidents resulting in missed learning opportunities • Inconsistent or superficial incident investigations that fail to identify root causes in depollution and dismantling systems • Lack of tracking and close-out corrective actions arising from incidents, audits and inspections • Failure to communicate lessons learned and system changes to the workforce • Poor analysis of incident data, preventing identification of trends in ELV-related risks 	3H	[REDACTED]	1L
14. Fatigue, Scheduling & Psychosocial Risk Management	<ul style="list-style-type: none"> • Extended hours, shift work or irregular call-outs for vehicle pickups leading to worker fatigue 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> • High workload and production pressure to maximise recovery of parts and scrap, resulting in shortcuts and stress • Low job control and limited consultation contributing to psychosocial strain and reduced attention to safety • Exposure to traumatic scenes associated with written-off and crashed vehicles affecting mental health • Lack of procedures for managing fitness for work, including alcohol and other drugs 		<div style="background-color: black; height: 15px; width: 100%;"></div>	

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.