

CREW DETAILS

IN AN EMERGENCY CALL:

Crew Leader:
Project Phone Number:
Crew:

PROJECT OVERVIEW

Purpose of Project:
Date of Project:

Benefit of Project: Enhances fuel efficiency and reduces operational costs. | Ensures the reliability and safety of vehicles on the road. | Extends the lifespan and performance of automotive components. | Facilitates compliance with transportation regulations and standards. | Improves the resale value of well-maintained vehicles. | Reduces the risk of vehicle breakdowns and accidents.

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Dust generation	Respiratory irritation, allergic reactions, eye irritation	Facilitates essential repair tasks like sanding or grinding while protecting workers' respiratory health.	Install dust extraction systems in areas where dust is generated. Use wet methods for cutting or grinding to minimize airborne dust. Provide PPE such as dust masks and goggles and train employees on best practices for minimizing exposure. (ALL)	Employees	Before Measure: High After Measure: Med
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HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Exposure to noise	Hearing loss, tinnitus, reduced communication, increased stress levels	Allows for the operation of necessary equipment while protecting employees' hearing health.	Conduct noise assessments to identify high-noise areas. Implement engineering controls such as sound dampening materials and equipment maintenance to reduce noise levels. Provide hearing protection and conduct regular hearing tests for employees. (ALL)	Employees	Before Measure: High After Measure: Med
Exposure to solvents	Skin irritation, respiratory issues, potential chemical burns	Enables the use of effective cleaning and repair processes while minimizing health risks.	Substitute hazardous solvents with safer alternatives when possible. Ensure proper ventilation and provide PPE such as gloves and respirators. Train staff on solvent handling and storage, and enforce hand hygiene practices. (ALL)	Employees	Before Measure: High After Measure: Med
Exposure to welding fumes	Inhalation of toxic fumes, eye irritation, respiratory conditions	Allows for necessary welding tasks while protecting workers' health.	Install local exhaust ventilation systems to capture fumes at the source. Provide training on safe welding practices and the use of appropriate PPE, such as welding helmets and respirators. Conduct health surveillance for welders. (ALL)	Employees	Before Measure: High After Measure: Med
Fatigue from long shifts	Reduced focus, increased error rates, workplace accidents	Improves employee focus and productivity while ensuring safety standards.	Implement shift rotation to limit long working hours. Provide regular breaks and access to rest areas. Educate employees on the importance of rest and sleep, and monitor for signs of fatigue to prevent errors or accidents. (ALL)	Employees	Before Measure: High After Measure: Med
Heat stress	Fatigue, dehydration, heat exhaustion, heat stroke	Allows work continuity in varying temperatures while protecting employees' health.	Provide adequate ventilation and cooling systems in hot environments. Ensure access to water and encourage regular hydration. Train employees on recognizing and managing heat stress symptoms. (ALL)	Employees	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Improper use of tools	Cuts, bruises, electrical shocks, equipment damage	Enables effective repairs while reducing risks of injury or equipment damage.	Provide training on the correct use of tools and equipment, emphasizing safety. Ensure tools are regularly inspected, maintained, and stored properly. Enforce disciplinary measures for misuse of tools to prevent unsafe practices. (ALL)	Employees	Before Measure: High After Measure: Med
Inadequate qualifications/experience	Mistakes leading to injury, equipment damage, substandard repairs	Allows for employee development while ensuring safety standards are met.	Require certifications and qualifications for high-risk tasks. Provide thorough onboarding, mentorship, and on-the-job training for new or less experienced workers. Conduct regular skills assessments and refresher courses for all employees. (ALL)	Employees	Before Measure: High After Measure: Med
Manual handling of heavy components	Musculoskeletal injuries, strains, dropped objects causing crush injuries	Enables the handling of essential components necessary for maintenance tasks, maintaining workflow continuity.	Provide training on proper lifting techniques. Utilize mechanical aids like hoists and trolleys to minimize manual lifting. Conduct risk assessments to identify tasks that pose significant manual handling risks and implement appropriate controls. (ALL)	Employees	Before Measure: High After Measure: Med
Overexertion injuries	Muscle strain, fatigue, repetitive strain injuries	Enables efficient task completion while protecting employees from injury.	Provide ergonomic tools and workstations to reduce physical strain. Train employees on safe lifting and posture techniques. Implement job rotation to prevent repetitive strain and overexertion. (ALL)	Employees	Before Measure: High After Measure: Med
Prolonged static postures	Back pain, musculoskeletal disorders, reduced circulation	Maintains workforce productivity while reducing the risk of musculoskeletal disorders.	Provide ergonomic workstations and train employees on best practices for posture. Encourage regular breaks to reduce strain. Rotate tasks to prevent repetitive strain injuries. (ALL)	Employees	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Use of compressed air	Eye injuries from flying particles, puncture wounds, hearing damage from high-pressure air	Allows for the use of tools and equipment that rely on compressed air, enhancing operational capabilities.	Ensure compressed air systems are properly maintained and inspected. Provide training on the safe use of compressed air, including the dangers of horseplay. Use appropriate PPE, such as safety glasses and hearing protection. (ALL)	Employees	Before Measure: High After Measure: Med
Vehicle movement in the workshop	Collisions with pedestrians, crushing injuries, property damage	Facilitates efficient workflow while ensuring the safety of personnel.	Designate specific areas for vehicle movement and pedestrian pathways. Implement traffic management plans and use signage to control vehicle flow. Provide training on safe vehicle movement within the workshop. (ALL)	Employees, visitors	Before Measure: High After Measure: Med
Working at height	Falls from height, injuries from collapsing access equipment, head injuries from falling tools	Facilitates access to elevated vehicle parts, ensuring comprehensive maintenance and repair.	Use appropriate access equipment such as ladders, scaffolds, or mobile elevated work platforms (MEWPs). Ensure equipment is regularly inspected and maintained. Provide training on safe working practices at height and implement fall protection systems where necessary. (ALL)	Employees	Before Measure: High After Measure: Med
Burns from hot surfaces	Burns to hands or arms from handling overheated components, scalds from hot fluids, thermal shock injuries	Enables safe handling of heated components, ensuring efficient repair processes.	Provide PPE, including heat-resistant gloves and aprons. Train employees on identifying and handling hot components safely. Label hot surfaces clearly and allow sufficient cooling time before handling when feasible. (ALL)	Employees	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Chemical spills	Chemical burns, environmental contamination, slip hazards	Ensures readiness to manage incidents while allowing the use of necessary chemicals.	Provide spill containment kits and train staff in their use. Implement proper storage solutions for chemicals, ensuring clear labeling and segregation of incompatible substances. Maintain spill response procedures and regularly inspect containers for leaks. (ALL)	Employees, visitors	Before Measure: High After Measure: Low
Compressed gas cylinder hazards	Explosions, asphyxiation, injuries from improper handling	Provides access to essential gases used in repairs, such as welding gases.	Store cylinders securely in well-ventilated areas and ensure they are upright. Train staff on safe handling and transport of gas cylinders. Use regulators and fittings designed for specific gases and inspect them regularly. (ALL)	Employees	Before Measure: High After Measure: Low
Entrapment in machinery	Crushing injuries, amputation, entanglement in moving parts	Allows for the safe use of powerful tools, improving operational efficiency.	Install guarding on all moving parts of machinery. Provide lockout/tagout training and enforce procedures during maintenance. Regularly inspect machinery to ensure guards and safety features are functional. (ALL)	Employees	Before Measure: High After Measure: Low
Exposure to asbestos	Inhalation of asbestos fibers, long-term respiratory diseases, contamination of the worksite	Allows for safe operations in older vehicles or facilities while ensuring compliance with health regulations.	Conduct asbestos surveys to identify and label asbestos-containing materials. Implement safe handling procedures following regulatory guidelines. Provide training and PPE to employees working in areas with potential asbestos exposure. Dispose of asbestos waste through licensed contractors. (ALL)	Employees, contractors	Before Measure: High After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Exposure to hazardous substances	Inhalation of toxic fumes, skin irritation, allergic reactions	Allows for the use of necessary materials and processes essential for vehicle maintenance and repair, ensuring operational efficiency.	Conduct thorough risk assessments to identify hazardous substances. Implement control measures such as proper ventilation, use of personal protective equipment (PPE), and substitution with less hazardous materials. Ensure compliance with the Control of Substances Hazardous to Health (COSHH) regulations. (ALL)	Employees	Before Measure: High After Measure: Low
Eye injuries from flying particles	Corneal abrasions, foreign objects in the eye, temporary blindness	Protects workers while enabling the use of necessary tools and equipment.	Mandate the use of safety goggles or face shields when performing tasks like grinding or drilling. Install protective screens around workstations. Provide training on tool handling to minimize risks. (ALL)	Employees	Before Measure: High After Measure: Low
Failure to follow standard operating procedures (SOPs)	Errors in repairs, equipment damage, safety risks	Promotes consistency and safety while allowing essential work to proceed efficiently.	Develop clear and concise SOPs for all tasks. Train employees on SOPs and conduct periodic refresher sessions. Post SOPs visibly in relevant work areas and regularly review them to ensure relevance and compliance. (ALL)	Employees	Before Measure: High After Measure: Low
Failure to report hazards or incidents	Unaddressed risks, repeat accidents, potential legal liabilities	Identifies risks proactively, allowing for preventive measures while maintaining safe operations.	Implement a culture of safety by encouraging and simplifying hazard and incident reporting. Use anonymous reporting systems if needed. Train employees on the importance of timely reporting and how it can prevent future accidents. (ALL)	Employees	Before Measure: High After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Falling objects	Head injuries, fractures, property damage	Facilitates safe storage and movement of materials in busy workshop environments.	Implement proper stacking and storage techniques for materials and tools. Use racks or secure shelving to prevent items from falling. Train staff on safe handling and use of overhead lifting equipment. (ALL)	Employees, visitors	Before Measure: High After Measure: Low
Fire hazards	Burns, property damage, inhalation of smoke, explosions from flammable materials	Ensures compliance with safety regulations and protects personnel and property from fire-related incidents.	Store flammable materials properly in designated areas with appropriate signage. Maintain clear access to firefighting equipment and ensure it is regularly inspected. Train employees on fire prevention and emergency response procedures. (ALL)	Employees, visitors	Before Measure: High After Measure: Low
Handling of batteries	Chemical burns from acid leaks, electrical shocks, injuries from dropped batteries	Allows for necessary battery maintenance and replacement, ensuring vehicle functionality.	Provide training on safe battery handling procedures, including the use of PPE such as gloves and eye protection. Store batteries in designated areas with appropriate ventilation. Implement spill response procedures for battery acid leaks. (ALL)	Employees	Before Measure: High After Measure: Low
Hot work hazards	Burns from open flames, fire outbreaks, property damage	Enables essential repair tasks that involve heat, ensuring operational continuity.	Implement hot work permits to control activities involving open flames or heat. Ensure the availability of firefighting equipment and maintain clear access routes. Provide training on hot work safety procedures. (ALL)	Employees	Before Measure: High After Measure: Low
Hydraulic system failures	Sudden pressure release causing injuries, equipment damage, leaks	Enables the use of hydraulic tools essential for efficient repairs.	Ensure regular maintenance and inspections of hydraulic systems. Train employees on recognizing signs of potential failures. Use systems with built-in safety mechanisms to prevent sudden releases of pressure. (ALL)	Employees	Before Measure: High After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Inadequate first aid	Delayed response to injuries, worsening of minor injuries, inability to handle emergencies	Maintains preparedness for minor injuries, enabling quick response and minimizing downtime.	Ensure a fully stocked first-aid kit is readily available and accessible. Appoint trained first-aid personnel and conduct regular refresher training. Post emergency contact information clearly around the workshop. Regularly inspect and restock first-aid supplies. (ALL)	Employees, visitors	Before Measure: High After Measure: Low
Lack of communication in emergencies	Delayed response to incidents, increased risk of injury, uncoordinated evacuation	Ensures swift, coordinated action in emergencies, reducing harm and downtime.	Develop and regularly practice emergency response plans. Provide radios or communication devices for large or noisy workshops. Conduct training to ensure all staff understand emergency procedures and communication protocols. (ALL)	Employees, visitors	Before Measure: High After Measure: Low
Lack of workspace organization	Increased risk of trips, tool misuse, time wasted searching for equipment	Enhances efficiency and reduces risks of accidents due to clutter.	Enforce housekeeping policies to ensure tools and materials are stored properly. Use clearly marked areas for tool storage and implement a 5S organizational system. Conduct regular audits of workshop layout and cleanliness. (ALL)	Employees	Before Measure: Med After Measure: Low
Sharps injuries	Cuts, punctures, risk of infections from contaminated tools	Protects employees while allowing necessary tasks involving sharp tools or materials.	Provide puncture-resistant gloves and implement proper disposal procedures for sharp objects like glass or blades. Train employees on safe handling practices and conduct regular tool inspections. (ALL)	Employees	Before Measure: High After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Slips, trips, and falls	Sprains, fractures, head injuries from tripping over objects or slipping on wet surfaces	Maintains a safe working environment, reducing the likelihood of accidents and associated downtime.	Maintain good housekeeping practices to keep work areas clean and free of obstacles. Ensure floors are in good condition and provide adequate lighting. Implement spill control procedures and use slip-resistant footwear. (ALL)	Employees, visitors	Before Measure: Med After Measure: Low
Vehicle jacking hazards	Vehicle collapse, crushing injuries, equipment failure	Enables safe lifting of vehicles for necessary repairs and maintenance.	Use only approved jacks and axle stands rated for the vehicle's weight. Train employees on safe jacking procedures and ensure they work on stable, level surfaces. Inspect jacking equipment regularly for signs of wear or damage. (ALL)	Employees	Before Measure: High After Measure: Low
Unpredicted risks	Illness, injury, death		Continuous risk monitoring conducted by all staff. Any unforeseen hazards must be reported promptly to supervisors or management, with immediate corrective action taken as necessary. (ALL)	All	N/A

NOTES

Extra notes & activity evaluation:

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date