WHS DOCUMENTS & TEMPLATES

DOC-TYR-PACK · Tyre Changing and Inflation Safety & Competency Pack

Product Overview

For: Businesses whose workers remove, fit, repair and inflate tyres on single-piece wheels: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

Editable tyre changing and inflation safety documents that work together: a safe work instruction, a pre-use checklist, a VOC and a supervisor's field verification.

A tyre or rim that fails during inflation can explode with enough force to kill, and damaged or multi-piece rims add to that risk. A verification of competency is how a business checks a fitter inspects rims, deflates fully, inflates in a cage or by remote inflation and keeps the zone clear at its site, and keeps a record of it.

This pack answers three questions. The safe work instruction tells the fitter what to do and when to stop. The VOC checks they can do it. The field verification checks the controls are working on site. A pre-use checklist is the link used every time.

No high risk work licence is needed for tyre changing and inflation under the WHS Regulations or, in Victoria, the OHS Regulations. The business must still make sure each worker is trained, competent and supervised for the work. Multi-piece and split rims, and large earthmoving tyres, are specialist work for people trained and competent in it, and this VOC does not cover them. A VOC is the business's own check that a worker can do the work safely at its site: it is not a licence and it is not a nationally recognised qualification.

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Tyre Changing and Inflation Safe Work Instruction

How to change and inflate tyres on single-piece wheels safely at [Site name]

Document number		**Version**	
Site		**Work area**	
Approved by		**Review date**	

1 Purpose and scope

This instruction sets out how to change and inflate tyres on single-piece wheels safely at **[Site name]**, using **[Make and model]**: rim and wheel inspection, deflating, the inflation cage or remote inflation, the exclusion zone, multi-piece rims as specialist work, and the points where the fitter must stop.

It applies to every fitter at the site, including contractors and hire users. It does not replace the manufacturer's operating instructions. Where they differ, follow the manufacturer and tell your supervisor, so this instruction can be corrected.

2 Who may do the work

- Has a current VOC for this work, and any licence or training the work needs
- Has been authorised by **[Supervisor name]** to do the work at this site
- Is fit for work, and has read this instruction and signed the acknowledgement at the end

Licence

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3 The equipment

Fill in one copy for each item of equipment, or list each one this instruction covers.

Tyre changer: [Make and model]	
Equipment IDs: [Equipment ID]	
Inflation cage, clip-on chuck, in-line gauge and hose	
Vehicle stands, chocks and wheel dolly	
Manufacturer's instructions kept at: [Operator's manual location]	

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Tyre Changing and Inflation VOC Assessment Tool

Verification of competency for one tyre fitter, on the wheels, tyres and equipment in scope, at [Site name]

Purpose	To check, and record, that a worker can use safely on your plant, at your site, following your procedures.
When to use it	Before a new worker does the work unsupervised at the site; when they start on a new type of machine, attachment or task; at the re-verification interval your business sets; and after any of the review triggers in Part K.
Who completes it	An assessor your business has chosen as competent to assess (see Part B). The candidate completes the knowledge questions and signs Part J.
What goes with it	The Knowledge Questions (Candidate) for the candidate to answer, the Marking Guide (Assessor) with the model answers, and the VOC Register to track who is verified and when they are due.

Before you start

- Agree the scope (Part C) with the candidate's supervisor: what the candidate will do, on what, and where.
- Do the pre-assessment checks (Part D) before anything else. If one fails, do not start.
- The candidate answers the knowledge questions. Mark them with the Marking Guide and record the result in Part E.
- Observe the practical work (Part F) in the real work area, during normal work where it is safe, with other people kept clear.
- Watch for the safety-critical fail criteria (Part G) the whole time. Any one stops the assessment.
- Record the evidence, the outcome and the re-assessment plan (Parts H and I), give feedback, and sign off with the candidate (Part J).

Licences, training and the VOC

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Part A Candidate details

Name		**Position or role**	
Employer (if a contractor or labour hire)		**Employee or worker ID**	
Training or units of competency held (where required)		**Training completed (course and date)**	
Experience with this tyre changing and inflation equipment		**Last VOC or training (date)**	

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Supervisor Field Verification Checklist

Tyre changing and inflation: inflation cage and remote inflation, rim and wheel inspection, multi-piece rims and exclusion zone

Site		**Areas checked**	
Date and time		**Shift**	
Verified by		**Tyre bays and equipment checked**	

How to verify

- Visit the area while tyre changing and inflation is under way. Look at each control working, not at its paperwork.
- Mark each check Pass, Not met or N/A. Pass means you saw the control in place and working. If you did not see it, it is not a Pass.
- Write what you saw in the evidence column: a location, a photo reference, a record you sampled.
- Talk to the people doing the work, using the questions after the checks. They know where the near misses are.
- Record every Not met in the actions table, with an owner and a due date. Fix what you can on the spot, and record that too.

Escalate now

If a ★ critical control is Not met, act before you leave the area. Stop or restrict the tyre changing and inflation there until it is fixed or another control is in place, and tell **[Escalation contact]** the same shift. A failed critical control is a high potential incident: report it as one.

Checks

★ *marks a critical control: one whose failure could let a tyre or rim explode near a person. Delete checks that do not apply, and add your own.*

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Inflation cage and remote inflation					
1	Tyres are inflated in the cage or by remote inflation, with the fitter to the side ★	☐	☐	☐	
Rim and wheel inspection					
2	Rims are inspected before fitting; damaged rims are tagged out ★	☐	☐	☐	
Multi-piece rims					
3	Multi-piece and split rims are left to people trained and authorised for them ★	☐	☐	☐	
Exclusion zone					
4	The exclusion zone is kept clear during inflation ★	☐	☐	☐	

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Editable tyre changing and inflation safety documents that work together: a safe work instruction, a pre-use checklist, a VOC and a supervisor's field verification.

What the full product contains

- **Tyre changing and inflation safe work instruction: inflation cage and remote inflation, rim and wheel inspection, multi-piece rims and exclusion zone; stop-work points**
  02_SAFE_WORK_INSTRUCTION/Tyre Changing and Inflation Safe Work Instruction.docx and .pdf
- **Tyre bay pre-use checklist: inflation cage, chuck, gauge, regulator, exclusion zone, tyre changer and stands; defect report and tags**
  03_PRESTART_CHECKS/Tyre Bay Pre-use Checklist.docx and .pdf
- **Supervisor field verification checklist: inflation cage and remote inflation, rim and wheel inspection, multi-piece rims and exclusion zone**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-TYR-VOC**
  04_VOC_ASSESSMENT/Tyre Changing and Inflation VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Tyre Changing and Inflation VOC Knowledge Questions (Candidate) and Tyre Changing and Inflation VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Tyre Changing and Inflation VOC Register.xlsx
- **How the documents work together: one page**
  01_START_HERE/How the Documents Work Together.docx and .pdf
- **Setup guide: what to adapt before use**
  01_START_HERE/Setup Guide.docx and .pdf
- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (four PDFs)

Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas
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