WHS DOCUMENTS & TEMPLATES

DOC-TYR-SWI · Tyre Changing and Inflation Safe Work Instruction Template

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

An editable tyre changing and inflation safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

The safe work instruction sets out the purpose and scope, who may do the work, the equipment, the hazards and their controls (most effective first), PPE, the steps with clear stop points, the stop-work points, emergencies, consultation and approval, and a signed acknowledgement.

It is the same safe work instruction as in the Tyre Changing and Inflation Safety & Competency Pack (DOC-TYR-PACK), word for word. The Tyre Changing and Inflation VOC Assessment Template (DOC-TYR-VOC) and the Tyre Changing and Inflation Field Verification Checklist (DOC-TYR-FV) are also sold on their own. The Tyre Changing and Inflation Safety & Competency Pack (DOC-TYR-PACK) contains them all: the safe work instruction, the tyre bay pre-use checklist, the VOC and the field verification, with a setup guide.

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.

These documents support your business to manage risk and meet its WHS or OHS duties. They do not do that on their own. They are general templates: adapt them to your equipment, your site and your people, consult your workers, and check that the controls they describe are in place and working.

What is included

Item	File
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
Setup note: what to adapt before use, and every placeholder	01_START_HERE/Setup Note.pdf
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

Who it is for

- Businesses whose workers remove, fit, repair and inflate tyres on single-piece wheels
- Supervisors who brief workers on how the work is done at their site

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YOUR LOGO
Right-click > Change Picture

[Company name]

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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

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.

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 Safe Work Instruction Template

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable tyre changing and inflation safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

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
- **Setup note: what to adapt before use, and every placeholder**
  01_START_HERE/Setup Note.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
- PDF copy of the Word document, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/tyre-changing-and-inflation-safe-work-instruction-template

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