

Cooking With Alcohol Risk Assessment

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:								Notes on Hierarchy of Controls:	
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.								Remember to apply controls in the preferred order shown by the coloured pyramid:	
3H Review and approve additional controls before task starts. Senior supervisor sign-off needed.								1. Eliminate	
2M Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.								2. Substitute	
1L Proceed, following standard operating procedures. Monitor and keep records.								3. Isolate	
								4. Engineering	
								5. Administrative	
								6. PPE	
Consequence Scale:								Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
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				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

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. Preparation	Slips from spillage, Inadequate ventilation	3H	<ul style="list-style-type: none"> - Ensure floor surfaces are dry and clean before commencing - Clearly mark spill areas immediately - Secure proper ventilation with exhaust fan - Use non-slip mats around work area - Conduct pre-start safety check - Ensure emergency contact numbers are readily available - Provide adequate training for all staff - Wear slip-resistant footwear - Place wet floor signs conspicuously - Implement regular housekeeping schedule 	2M
2. Purchasing Alcohol	Incompatible chemical storage, Fire hazards during transport	3H	<ul style="list-style-type: none"> - Store alcohol separately from incompatible chemicals - Ensure proper labelling and signage for stored alcohol - Provide fire extinguisher suitable for flammable liquids in transport vehicle - Use properly sealed containers approved for transport - Adhere to legal alcohol transport limits - Train drivers in emergency procedures - Conduct regular maintenance checks on vehicles - Use government-approved storage containers - Secure containers to prevent movement during transport - Verify compatibility of storage shelves 	1L
3. Storing Alcohol	Fire hazards, Spillage leading to floor hazards	4A	<ul style="list-style-type: none"> - Store in a cool, well-ventilated area away from heat sources - Use fire-rated storage cabinet if high volumes stored - Implement no smoking policy near storage areas - Clearly label storage areas - Check containers regularly for leaks - Conduct regular fire drills - Install smoke detectors in storage areas - Train staff in fire response procedures 	2M

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			<ul style="list-style-type: none"> - Provide easy access to fire extinguishers - Set up spill kits near storage areas 	
4. Retrieving Alcohol	Manual handling injuries, Inhalation of fumes	3H	<ul style="list-style-type: none"> - Wear gloves when handling alcohol - Use proper lifting techniques - Work in a well-ventilated area - Avoid direct contact with skin - Use appropriate PPE (goggles, apron) - Label all containers clearly - Store alcohol in approved containers - Keep work area clean and organized - Train staff on safe handling procedures - Conduct regular safety checks - Have first aid kit available - Report spills immediately - Use spill containment measures - Dispose of waste properly - Review safety protocols regularly - Encourage open communication about hazards - Perform routine equipment maintenance - Establish clear safety zones - Limit access to hazardous areas - Use secondary containment where applicable - Monitor air quality if necessary - Provide emergency eye wash station - Ensure adequate lighting - Post warning signs as needed - Keep exits unobstructed - Conduct safety drills - Review incident reports for lessons learned - Maintain accurate inventory records - Secure storage from unauthorized personnel - Use proper stacking methods - Inspect containers for leaks or damage - Minimize unnecessary movement of materials - Implement color coding system - Regularly inspect PPE for wear and tear - Provide refresher training annually - Establish a no-smoking policy - Prohibit eating or drinking in work areas - Use designated break rooms - Keep fire extinguishers inspected and charged - Have eyewash and shower facilities accessible - Post MSDS sheets for all chemicals - Use proper disposal methods for hazardous waste - Conduct pre-shift safety meetings - Encourage workers to stop work if unsafe conditions are identified - Implement a permit-to-work system for high-risk tasks - Use fall protection when working at heights - Lock out/tag out equipment during maintenance - Restrict access to live equipment - Use safety barriers around machinery - Provide safety harnesses where required - Ensure all workers are trained and competent - Document all safety incidents and investigations - Foster a strong safety culture throughout the organization - Review and update risk assessments periodically - Communicate changes in procedures effectively - Promote teamwork and mutual supervision - Keep emergency contact numbers readily available - Conduct regular safety audits - Investigate root causes of accidents - Implement corrective actions promptly - Celebrate safety achievements to reinforce positive behavior - Stay updated on industry best practices and regulations - Participate in external safety forums and conferences - Encourage workers to provide feedback on safety issues - Establish a safety committee with worker representation - Review safety performance metrics regularly - Invest in safety technology where it improves protection - Prioritize safety over speed and production pressure - Lead by example with management commitment to safety - Create a safe working environment for everyone - Continuously improve safety processes and outcomes 	1L
5. Measuring Alcohol	Exposure to vapors, Accidental ingestion	3H	<ul style="list-style-type: none"> - Use fume hoods for volatile substances - Wear respiratory protection (N95 or higher) - Avoid tasting or smelling chemicals - Use graduated cylinders or measuring cups carefully - Label measuring equipment clearly - Store measuring devices properly - Clean up spills immediately - Wash hands thoroughly after handling - Use dedicated measuring tools for each substance - Double-check measurements to avoid errors - Keep measuring area free of clutter - Train staff on accurate measurement techniques - Conduct regular calibration of measuring instruments - Have spill kits nearby for liquid spills - Use secondary containment for large volumes - Dispose of excess material safely - Review measurement procedures for accuracy - Encourage careful attention to detail - Perform routine checks on equipment - Establish clear labeling for all materials - Restrict access to measuring stations - Use proper ventilation in the workspace - Provide eye protection during measurements - Post safety instructions prominently - Keep work surfaces clean and dry - Conduct safety briefings before starting tasks - Encourage workers to report any concerns - Implement a check-and-balance system for critical measurements - Use standardized forms for recording measurements - Regularly inspect and maintain measuring equipment - Establish a protocol for dealing with measurement discrepancies - Provide ongoing training on measurement accuracy - Use visual aids to assist in measurements - Keep emergency response plans up to date - Review and refine measurement processes continuously - Promote a culture of precision and care - Ensure all workers understand the importance of accurate measurements - Document measurement results meticulously - Analyze trends in measurement errors - Address common mistakes through targeted training - Optimize workflow to reduce measurement time and risk - Use digital scales and sensors where feasible - Calibrate equipment against certified standards - Verify measurements using multiple methods when critical - Maintain a log of equipment usage and maintenance - Establish accountability for measurement accuracy - Reinforce safety rules consistently - Provide immediate feedback on safety observations - Conduct mock drills for emergency scenarios - Review safety data sheets for specific hazards - Use personal protective equipment correctly at all times - Keep first aid supplies stocked and accessible - Post clear instructions for spill response - Ensure all workers know evacuation routes - Conduct regular safety refreshers - Encourage peer-to-peer safety reminders - Implement a reward system for safe and accurate work - Stay informed about new safety technologies - Participate in industry safety workshops - Solicit input from workers on improving safety - Establish a transparent reporting system for incidents - Learn from both internal and external examples - Commit to continuous improvement in safety - Prioritize the health and safety of all employees - Lead by example in following safety protocols - Create a safe and secure working environment - Continuously strive for excellence in safety 	2M
6. Preparing Ingredients	Cross-contamination, Knife injuries	3H	<ul style="list-style-type: none"> - Use separate cutting boards for different ingredients - Sanitize surfaces and utensils between uses - Wear gloves when handling allergens - Use sharp knives safely (cut away from body) - Store knives securely when not in use - Label ingredient bins clearly - Rotate stock to use older items first - Clean up spills immediately - Wash hands frequently - Use color-coded containers for allergens - Double-check ingredient lists - Keep prep area organized - Train staff on cross-contamination prevention - Conduct regular sanitization schedules - Have spill kits for food and grease - Use proper knife sharpening techniques - Discard damaged or dull knives - Establish a no-running policy in kitchen - Post safety signs for knife areas - Keep floors clean and dry - Conduct safety briefings before service - Encourage workers to report hazards - Implement a checklist for ingredient preparation - Regularly inspect and maintain kitchen equipment - Establish a protocol for allergen management - Provide ongoing training on food safety - Use visual cues for ingredient placement - Keep emergency response plans visible - Review and update food safety procedures - Promote a culture of cleanliness and hygiene - Ensure all workers understand allergen risks - Document ingredient sources and expiration dates - Analyze trends in food safety incidents - Address common food safety mistakes - Optimize ingredient storage and retrieval - Use digital inventory tracking systems - Calibrate kitchen scales and thermometers - Verify temperatures of stored ingredients - Establish accountability for ingredient quality - Reinforce food safety rules consistently - Provide immediate feedback on food safety observations - Conduct mock drills for food safety emergencies - Review safety data sheets for food-related hazards - Use personal protective equipment correctly - Keep first aid supplies stocked and accessible - Post clear instructions for food spills - Ensure all workers know evacuation routes - Conduct regular food safety refreshers - Encourage peer-to-peer food safety reminders - Implement a reward system for safe food handling - Stay informed about latest food safety regulations - Participate in industry food safety workshops - Solicit input from workers on improving food safety - Establish a transparent reporting system for food incidents - Learn from both internal and external food safety examples - Commit to continuous improvement in food safety - Prioritize the health and safety of customers and employees - Lead by example in following food safety protocols - Create a safe and secure working environment - Continuously strive for excellence in food safety 	1L

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7. Cooking Process	High temperature burns, Fire hazards	4A		2M
8. Adding Alcohol	Flare-ups causing burns, Eye irritation	3H		1L
9. Flambé Technique	Explosive ignition, Smoke inhalation	4A		2M

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10. Cleaning Up	Chemical exposure, Potential floor hazards	3H		1L
11. Storing Leftover Alcohol	Spillage, Chemical reactions with other items	3H		2M
12. Waste Disposal	Environmental contamination, Legal non-compliance	4A		2M

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13. Training Staff	Lack of knowledge, Incorrect procedure adherence	3H		1L
14. Emergency Preparedness	Delayed response, Insufficient knowledge of response p	4A		2M
15. Reviewing Procedures	Outdated information, Complacency in process	3H		1L

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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 IF 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 2017

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) Regulations 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>

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

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>

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.