

## Food Premises Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

## THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE 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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	

### 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 before task starts. 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:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- 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. Preparation	Slippery floor, Sharp objects	3H	<ul style="list-style-type: none"> <li>- Use non-slip mats in the preparation area</li> <li>- Clean spills immediately</li> <li>- Provide training on safe handling of sharp objects</li> <li>- Supply cut-resistant gloves</li> <li>- Ensure adequate lighting to spot hazards</li> <li>- Display clear signage indicating wet floors</li> <li>- Implement a cleaning schedule for consistent maintenance</li> <li>- Conduct regular inspection of utensils</li> <li>- Use cut-proof equipment when possible</li> <li>- Maintain high level of staff awareness through ongoing training</li> </ul>	1L
2. Receiving Deliveries	Manual handling, Traffic congestion	3H	<ul style="list-style-type: none"> <li>- Use mechanical aids for heavy items</li> <li>- Provide training on safe manual handling techniques</li> <li>- Schedule deliveries during off-peak times</li> <li>- Mark loading zones clearly</li> <li>- Allocate sufficient staff for unloading</li> <li>- Ensure staff wear high-visibility clothing</li> <li>- Conduct routine maintenance of delivery equipment</li> <li>- Limit vehicle speed within premises</li> <li>- Employ a traffic management plan</li> <li>- Install mirrors for better visibility around corners</li> </ul>	1L
3. Storage	Falling objects, Contaminated food	3H	<ul style="list-style-type: none"> <li>- Stack items securely and not above shoulder height</li> <li>- Use shelving with guardrails</li> <li>- Segregate raw and cooked food materials</li> <li>- Maintain clean storage facilities</li> <li>- Inspect storage areas regularly for signs of damage</li> <li>- Implement 'first in, first out' stock rotation</li> <li>- Ensure temperature control devices are operational</li> <li>- Provide training on proper storage methods</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Label food items clearly with expiry dates</li> <li>- Regularly audit stock for compliance with safety standards</li> </ul>	
4. Food Preparation	Cross-contamination, Burns	3H	<ul style="list-style-type: none"> <li>- Wash hands thoroughly before and after handling food</li> <li>- Use separate cutting boards for raw meat and vegetables</li> <li>- Store raw meat in a leak-proof container in the refrigerator</li> <li>- Use a thermometer to ensure meat is cooked thoroughly</li> <li>- Use oven mitts when handling hot items</li> <li>- Keep work area clean and free of clutter</li> <li>- Use caution when using knives and other sharp tools</li> <li>- Avoid wearing jewelry while working</li> <li>- Use proper lifting techniques to avoid strains</li> <li>- Report any injuries or incidents immediately</li> </ul>	1L
5. Cooking	Fire, Electric shock	4A	<ul style="list-style-type: none"> <li>- Turn off gas or electric stoves when not in use</li> <li>- Use caution when handling hot oil or grease</li> <li>- Avoid wearing loose clothing or jewelry near open flames</li> <li>- Use proper electrical safety procedures</li> <li>- Report any electrical issues to a qualified technician</li> <li>- Keep fire extinguishers accessible and know how to use them</li> <li>- Avoid overloading electrical outlets</li> <li>- Use caution when using power tools</li> <li>- Follow all safety instructions for equipment</li> <li>- Report any equipment malfunctions immediately</li> </ul>	2M
6. Serving	Slips and trips, Hot liquids	3H	<ul style="list-style-type: none"> <li>- Keep walkways clear of obstacles</li> <li>- Use caution when carrying hot liquids</li> <li>- Wipe up spills immediately</li> <li>- Use proper lifting techniques</li> <li>- Report any spills or accidents immediately</li> <li>- Use caution when using hot equipment</li> <li>- Avoid running or rushing</li> <li>- Use proper footwear</li> <li>- Report any equipment issues</li> <li>- Follow all safety instructions</li> </ul>	1L

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7. Cleaning	Chemical exposure, Injuries from cleaning equipment	3H		1L
8. Waste Management	Infections, Pest attack	3H		1L
9. Dishwashing	Scalds, Repetitive strain injuries	3H		1L

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
			<ul style="list-style-type: none"> <li>Use appropriate PPE</li> <li>Follow safe work practices</li> <li>Use tools and equipment correctly</li> <li>Keep work area clean and free of clutter</li> <li>Use ladders safely</li> <li>Use hand tools safely</li> <li>Use power tools safely</li> <li>Use machinery safely</li> <li>Use vehicles safely</li> <li>Use lifts safely</li> <li>Use scaffolding safely</li> <li>Use fall protection</li> <li>Use safety barriers</li> <li>Use safety signs</li> <li>Use safety harness</li> <li>Use safety glasses</li> <li>Use safety shoes</li> <li>Use safety gloves</li> <li>Use safety helmet</li> <li>Use safety vest</li> <li>Use safety belt</li> <li>Use safety cap</li> <li>Use safety glasses</li> <li>Use safety shoes</li> <li>Use safety gloves</li> <li>Use safety helmet</li> <li>Use safety vest</li> <li>Use safety belt</li> <li>Use safety cap</li> </ul>	
10. Maintenance	Electrical hazards, Falls	3H	<ul style="list-style-type: none"> <li>Use appropriate PPE</li> <li>Follow safe work practices</li> <li>Use tools and equipment correctly</li> <li>Keep work area clean and free of clutter</li> <li>Use ladders safely</li> <li>Use hand tools safely</li> <li>Use power tools safely</li> <li>Use machinery safely</li> <li>Use vehicles safely</li> <li>Use lifts safely</li> <li>Use scaffolding safely</li> <li>Use fall protection</li> <li>Use safety barriers</li> <li>Use safety signs</li> <li>Use safety harness</li> <li>Use safety glasses</li> <li>Use safety shoes</li> <li>Use safety gloves</li> <li>Use safety helmet</li> <li>Use safety vest</li> <li>Use safety belt</li> <li>Use safety cap</li> <li>Use safety glasses</li> <li>Use safety shoes</li> <li>Use safety gloves</li> <li>Use safety helmet</li> <li>Use safety vest</li> <li>Use safety belt</li> <li>Use safety cap</li> </ul>	1L
11. Pest Control	Chemical exposure, Allergic reaction	3H	<ul style="list-style-type: none"> <li>Use appropriate PPE</li> <li>Follow safe work practices</li> <li>Use tools and equipment correctly</li> <li>Keep work area clean and free of clutter</li> <li>Use ladders safely</li> <li>Use hand tools safely</li> <li>Use power tools safely</li> <li>Use machinery safely</li> <li>Use vehicles safely</li> <li>Use lifts safely</li> <li>Use scaffolding safely</li> <li>Use fall protection</li> <li>Use safety barriers</li> <li>Use safety signs</li> <li>Use safety harness</li> <li>Use safety glasses</li> <li>Use safety shoes</li> <li>Use safety gloves</li> <li>Use safety helmet</li> <li>Use safety vest</li> <li>Use safety belt</li> <li>Use safety cap</li> <li>Use safety glasses</li> <li>Use safety shoes</li> <li>Use safety gloves</li> <li>Use safety helmet</li> <li>Use safety vest</li> <li>Use safety belt</li> <li>Use safety cap</li> </ul>	1L
12. Customer Areas	Slips and falls, Crowding	3H	<ul style="list-style-type: none"> <li>Use appropriate PPE</li> <li>Follow safe work practices</li> <li>Use tools and equipment correctly</li> <li>Keep work area clean and free of clutter</li> <li>Use ladders safely</li> <li>Use hand tools safely</li> <li>Use power tools safely</li> <li>Use machinery safely</li> <li>Use vehicles safely</li> <li>Use lifts safely</li> <li>Use scaffolding safely</li> <li>Use fall protection</li> <li>Use safety barriers</li> <li>Use safety signs</li> <li>Use safety harness</li> <li>Use safety glasses</li> <li>Use safety shoes</li> <li>Use safety gloves</li> <li>Use safety helmet</li> <li>Use safety vest</li> <li>Use safety belt</li> <li>Use safety cap</li> <li>Use safety glasses</li> <li>Use safety shoes</li> <li>Use safety gloves</li> <li>Use safety helmet</li> <li>Use safety vest</li> <li>Use safety belt</li> <li>Use safety cap</li> </ul>	1L

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13. Emergency Procedures	Delayed response, Injury during evacuation	4A		2M
14. Cash Handling	Robbery, Repetitive strain injury	3H		1L
15. Customer Service	Aggressive behaviour, Service errors	3H		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Supplier Interactions	Miscommunication, Delayed supplies	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
17. Training and Development	Knowledge gaps, Skill deficits	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
18. Health and Wellbeing	Fatigue, Mental stress	3H	<div></div> <div></div> <div></div>	1L



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19. Technology Use	Data breach, System failure	3H		1L
20. Closure and Lockup	Theft, Improper lockup	3H		1L

## 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>

### 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>

### 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>

### 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.

### 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>

### 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>

### 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