

## Hot Beverage Spills Prevention 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>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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. <b>Eliminate</b>	
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	
<b>Consequence Scale:</b>								Always document <b>why</b> 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	Scalding from boiling water, Slips from wet surfaces	3H	<ul style="list-style-type: none"> <li>- Verify hot water dispensers are operating correctly before use</li> <li>- Ensure surroundings are dry and clear of any obstructions</li> <li>- Staff to wear non-slip footwear</li> <li>- Place warning signage around brewing area</li> <li>- Conduct regular equipment maintenance checks</li> <li>- Provide training on spill handling procedures</li> <li>- Ensure spill kits are readily available</li> <li>- Limit access to preparation areas to trained staff only</li> <li>- Conduct risk assessments before any major changes to preparation process</li> <li>- Establish clear walkways free of clutter</li> </ul>	2M
2. Boiling Water Handling	Burns from boiling water, Hot steam exposure	3H	<ul style="list-style-type: none"> <li>- Use heat-resistant gloves</li> <li>- Use appropriate tools to handle hot containers</li> <li>- Keep away from steam outlets</li> <li>- Educate staff on safe boiling techniques</li> <li>- Regularly check the functionality of boiling equipment</li> <li>- Minimise the amount of water transported at a time</li> <li>- Designate specific areas for handling boiling water</li> <li>- Develop emergency procedures for burn incidents</li> <li>- Ensure suitable burn first-aid kits are available</li> <li>- Train staff in first-aid response for burns</li> </ul>	2M
3. Beverage Dispensing	Overfilling leading to spills, Unstable placement of cups	2M	<ul style="list-style-type: none"> <li>- Use calibrated dispensing devices to avoid overfilling</li> <li>- Train staff on proper dispensing quantities</li> <li>- Clearly mark safe fill levels on containers</li> <li>- Use stable, flat surfaces for cup placement</li> <li>- Provide a variety of cup sizes to match dispensing amounts</li> <li>- Regularly check dispensing equipment for faults</li> <li>- Make spill trays available at dispensing stations</li> <li>- Install anti-slip mats in the dispensing area</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Educate staff on the importance of proper cup placement</li> <li>- Ensure regular cleaning of dispensing areas to avoid build-up of residue</li> </ul>	
4. Transporting Beverages	Spillage during transport, Collisions with other persons	3H	<ul style="list-style-type: none"> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> </ul>	2M
5. Serving Beverages	Spilling on customers, Burns from direct contact	2M	<ul style="list-style-type: none"> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> </ul>	1L
6. Cleaning Spills	Steam burns during cleaning, Slip hazard from spilled liquids	2M	<ul style="list-style-type: none"> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> <li>- [Redacted]</li> </ul>	1L

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7. Machine Maintenance	Malfunction leading to uncontrolled hot water release, Electrical shock risk during maintenance	3H		2M
8. Staff Training	Improper handling techniques, Lack of awareness	3H		1L
9. Monitoring and Reviewing	Failure to identify new hazards, Non-compliance with procedures	2M		1L

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10. Customer Awareness	Customer interaction with hot surfaces, Failure to notice spill warnings	2M		1L
11. Emergency Preparation	Delayed response to burns or spills, Lack of appropriate first-aid supplies	3H		2M
12. Equipment Use	Inappropriate use leading to spills, Faulty equipment	2M		1L

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13. Signage	Inadequate warning signs, Signage not visible	2M		1L
14. PPE Management	Inadequate protection for tasks, PPE not fit or incorrect use	2M		1L
15. Waste Management	Contamination from leaked beverages, Overflow of waste containing hot liquids	2M		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.