

## Maintaining The Salad Bar 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.	<b>Isolation</b> 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. <b>Substitute</b>
1L						Proceed, following standard operating procedures. Monitor and keep records.			3. <b>Isolate</b>
									4. <b>Engineering</b>
									5. <b>Administrative</b>
									6. <b>PPE</b>
<b>Consequence Scale:</b>									
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				

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	tripping over cables, slippery floors	3H	<ul style="list-style-type: none"> <li>- Ensure all cables are secured and not in walkways</li> <li>- Use non-slip mats on floors</li> <li>- Wear non-slip shoes</li> <li>- Regular housekeeping to keep area tidy and free from obstacles</li> <li>- Train staff on hazard awareness</li> <li>- Conduct regular inspections of the floor conditions</li> <li>- Ensure adequate lighting is provided</li> <li>- Use warning signs for wet floor conditions</li> <li>- Provide appropriate PPE</li> <li>- Install cable management systems</li> </ul>	2M
2. Checking Inventory	knowingly leaving fridge open, lifting injuries	3H	<ul style="list-style-type: none"> <li>- Ensure the fridge is closed immediately after use</li> <li>- Provide staff training on proper lifting techniques</li> <li>- Use trolleys or mechanical aids for heavy lifting</li> <li>- Ensure fridge doors are fitted with automatic closers</li> <li>- Schedule regular fridge temperature checks</li> <li>- Implement a stock rotation system</li> <li>- Clearly label heavy items with appropriate handling instructions</li> <li>- Monitor staff compliance with safety practices</li> <li>- Educate staff about energy wastage and safe work practices</li> <li>- Ensure adequate space is available for inventory handling</li> </ul>	1L
3. Setting Up Salad Bar	strains from reaching, cuts from utensils	3H	<ul style="list-style-type: none"> <li>- Arrange items logically to minimise reaching</li> <li>- Provide appropriate training for safe use of utensils</li> <li>- Use step stools for accessing higher areas safely</li> <li>- Install adjustable shelving to minimise overreaching</li> <li>- Ensure knives and sharp tools are safely stored when not in use</li> <li>- Use cut-resistant gloves during preparation</li> <li>- Conduct regular checks on equipment condition</li> <li>- Place frequently used items at waist level</li> </ul>	2M

[illegible]

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7. Dealing with Malfunctions	equipment failures, injuries from malfunctioning equipment	4A		2M
8. Staff Training	lack of awareness, incorrect application	4A		1L
9. Monitoring Operations	failure to identify hazards, complacency	4A		1L

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10. Receiving Deliveries	traffic dangers, incorrect handling of heavy goods	4A		2M
11. Customer Interaction	spread of foodborne illness, conflict management	4A		2M
12. Identifying and Labelling Allergens	allergic reactions, miscommunication	4A		1L

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13. Temperature Control	spoilage, bacterial growth	4A		1L
14. Waste Management	odour build-up, pest attraction	3H		1L
15. Emergency Response Preparedness	lack of proper response, panic during emergencies	4A		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.