

Operate Buffet Heating Equipment 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	Electric shock, Fire hazard	3H	<ul style="list-style-type: none"> - Ensure power source is isolated before preparation - Check all electrical connections for damage - Use only certified and tested equipment - Ensure fire extinguishers are accessible and operational - Train staff on emergency procedures - Provide proper PPE including insulated gloves - Ensure equipment setup in a cool, dry area - Verify fire alarms are functional - Incorporate RCD protection in power supply - Avoid overloading power outlets 	2M
2. Transportation	Equipment damage, Manual handling injuries	3H	<ul style="list-style-type: none"> - Use trolleys designed for safe transport of heavy equipment - Provide manual handling training to staff - Secure equipment with straps during transport - Conduct regular checks on transportation equipment - Assign tasks to adequately trained personnel only - Plan routes to avoid obstacles and reduce risk of injury - Ensure surfaces are dry and clear of obstructions - Limit load size to avoid excessive weight - Maintain good posture during lifting - Keep area lighted during movement 	2M
3. Installation	Ergonomic injury, Slips and trips	3H	<ul style="list-style-type: none"> - Install at ergonomically suitable heights to reduce strain - Arrange cables neatly to avoid tripping - Secure electrical cords with cable covers - Provide anti-fatigue mats where standing is prolonged - Implement no-slip matting for slip reduction - Ensure adequate space between equipment - Perform regular cleaning of floors to prevent hazards - Instruct on proper lifting techniques 	1L

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			<ul style="list-style-type: none"> - Evaluate installation site for potential hazards - Ensure all equipment is stable and supported 	
4. Power On	Electrical fires, Electrical shock	4A	<ul style="list-style-type: none"> - Turn off power to the equipment before working on it - Use insulated tools and equipment - Wear appropriate PPE (gloves, safety glasses) - Ensure all wiring is properly insulated and secured - Test for voltage before touching any components - Keep flammable materials away from the equipment - Ensure proper ventilation is in place - Follow manufacturer's instructions for safe operation - Avoid overloading the equipment - Regularly inspect for signs of wear or damage - Keep the equipment clean and free of debris - Ensure all components are properly labeled and identified - Use proper lifting techniques when moving heavy components - Avoid working alone when performing maintenance - Have a fire extinguisher nearby - Ensure all electrical connections are secure and tight - Avoid touching live components - Use lockout/tagout procedures when working on the equipment - Ensure all safety features are functioning properly - Keep the work area clear of obstacles - Use proper grounding techniques - Avoid using damaged or frayed cables - Ensure all components are properly secured and fastened - Avoid using compressed air on your face or clothing - Keep the equipment in good working order - Follow all safety protocols and procedures - Ensure all personnel are trained and qualified to perform the work - Use proper electrical safety practices - Avoid working in wet or damp conditions - Ensure all electrical work is done in accordance with local codes and regulations - Keep the equipment in a safe and secure location - Avoid using extension cords - Ensure all electrical components are properly rated for the application - Avoid using makeshift repairs - Keep the equipment in a safe and secure location - Avoid using damaged or frayed cables - Ensure all components are properly secured and fastened - Avoid using compressed air on your face or clothing - Keep the equipment in good working order - Follow all safety protocols and procedures - Ensure all personnel are trained and qualified to perform the work - Use proper electrical safety practices - Avoid working in wet or damp conditions - Ensure all electrical work is done in accordance with local codes and regulations - Keep the equipment in a safe and secure location - Avoid using extension cords - Ensure all electrical components are properly rated for the application - Avoid using makeshift repairs 	2M
5. Operation	Burn injuries, Equipment malfunction	4A	<ul style="list-style-type: none"> - Read and understand the manufacturer's instructions - Ensure all safety features are functioning properly - Avoid touching moving parts - Keep the equipment clean and free of debris - Ensure proper ventilation is in place - Avoid overloading the equipment - Regularly inspect for signs of wear or damage - Keep the equipment in a safe and secure location - Avoid using damaged or frayed cables - Ensure all components are properly secured and fastened - Avoid using compressed air on your face or clothing - Keep the equipment in good working order - Follow all safety protocols and procedures - Ensure all personnel are trained and qualified to perform the work - Use proper electrical safety practices - Avoid working in wet or damp conditions - Ensure all electrical work is done in accordance with local codes and regulations - Keep the equipment in a safe and secure location - Avoid using extension cords - Ensure all electrical components are properly rated for the application - Avoid using makeshift repairs 	3H
6. Monitoring	Overheating, Electrical failure	3H	<ul style="list-style-type: none"> - Monitor the equipment for signs of overheating - Ensure proper ventilation is in place - Avoid overloading the equipment - Regularly inspect for signs of wear or damage - Keep the equipment in a safe and secure location - Avoid using damaged or frayed cables - Ensure all components are properly secured and fastened - Avoid using compressed air on your face or clothing - Keep the equipment in good working order - Follow all safety protocols and procedures - Ensure all personnel are trained and qualified to perform the work - Use proper electrical safety practices - Avoid working in wet or damp conditions - Ensure all electrical work is done in accordance with local codes and regulations - Keep the equipment in a safe and secure location - Avoid using extension cords - Ensure all electrical components are properly rated for the application - Avoid using makeshift repairs 	2M

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7. Serving	Cross-contamination, Scalding	3H		1L
8. Adjustment	Operational errors, Burns	3H		2M
9. Power Down	Electric shock, Fire risk	3H		1L

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10. Cleaning	Chemical exposure, Slip hazards	3H		2M
11. Maintenance	Equipment malfunction, Electric shock	3H		2M
12. Storage	Trip hazards, Physical injury	2M		1L

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13. Inspections	Undetected defects, Incorrect inspections	3H		2M
14. Documentation	Record inaccuracy, Data loss	2M		1L
15. Review	Non-compliance, Ineffective processes	3H		2M

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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>

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