

Safely Storing Cooking Tools And Utensils 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			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:

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:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **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	Tripping hazard from clutter, Improper handling of heavy loads	3H	<ul style="list-style-type: none"> - Clear work area of all unnecessary items - Use suitable lifting techniques and equipment - Assign tasks according to individual capabilities - Conduct manual handling training - Wear appropriate footwear - Ensure adequate lighting for visibility - Mark potential tripping hazards with clear labels - Communicate with team about task responsibilities - Use personal protective equipment as required - Store excess items out of the immediate workspace 	2M
2. Identifying Storage Locations	Inadequate space leading to overloading, Protruding storage areas causing injury	3H	<ul style="list-style-type: none"> - Measure dimensions of available storage areas - Ensure materials are stacked within load limits - Choose locations with ample space and accessibility - Regularly inspect storage areas for deterioration - Utilise shelving to maximise vertical storage - Use signage to indicate capacity limits - Avoid blocking accessibility of fire exits - Implement routine checks for compliance - Consult with team members for input on common issues - Apply non-slip coatings to prevent slips 	1L
3. Sorting Tools and Utensils	Sharp objects causing cuts, Overexertion from repeated movements	4A	<ul style="list-style-type: none"> - Use cut-resistant gloves when handling sharp objects - Sort items by type to minimise handling - Utilise ergonomic mats to reduce fatigue - Employ rotational task systems to vary activities - Establish designated zones for specific utensil types - Provide appropriate storage containers - Introduce protocols for safe passing of items - Ensure supervisors monitor compliance 	2M

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			<ul style="list-style-type: none"> - Utilise checklists to ensure task completion - Adjust workstation height for optimal reach 	
4. Labeling Storage Areas	Ineffective communication of risk, Use of improper or inadequate labels	2M	<ul style="list-style-type: none"> - Use clear, legible labels with appropriate hazard symbols - Provide training on correct labeling procedures - Implement a system for regular label inspection and replacement - Use standardized label formats and colors - Ensure labels are placed in visible, accessible locations - Use durable, weather-resistant labels for outdoor storage - Provide clear instructions on label placement and orientation - Implement a system for tracking and managing labels - Use appropriate labeling materials for different storage environments - Provide clear instructions on label removal and disposal - Implement a system for regular label inspection and replacement - Use standardized label formats and colors - Ensure labels are placed in visible, accessible locations - Use durable, weather-resistant labels for outdoor storage - Provide clear instructions on label placement and orientation - Implement a system for tracking and managing labels - Use appropriate labeling materials for different storage environments - Provide clear instructions on label removal and disposal 	1L
5. Cleaning Storage Areas	Exposure to cleaning chemicals Slippery surfaces from spills	3H	<ul style="list-style-type: none"> - Use appropriate PPE (gloves, goggles, apron) - Follow manufacturer instructions for chemical use - Implement a spill response protocol - Use non-slip footwear - Keep walkways clear of cleaning equipment and materials - Use appropriate cleaning techniques (e.g., avoid high-pressure spraying) - Implement a system for regular cleaning and maintenance - Use appropriate cleaning materials for different surfaces - Provide clear instructions on cleaning procedures - Implement a system for tracking and managing cleaning activities - Use appropriate cleaning materials for different surfaces - Provide clear instructions on cleaning procedures - Implement a system for tracking and managing cleaning activities 	1L
6. Arranging Frequently Used Items	Reaching injuries from overextension, Falling items from unstable storage	3H	<ul style="list-style-type: none"> - Use appropriate PPE (gloves, safety harness) - Implement a system for regular inspection and maintenance of storage equipment - Use appropriate storage equipment (e.g., shelving, bins) - Implement a system for tracking and managing frequently used items - Use appropriate storage equipment (e.g., shelving, bins) - Implement a system for tracking and managing frequently used items 	1L

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7. Securing Heavy Tools	Strain injuries from improper lifting, Crushed foot hazards from dropped items	4A		2M
8. Regular Maintenance of Storage Equipment	Faulty equipment leading to accident, Unaddressed wear increasing failure risk	3H		1L
9. Implementing Product Specific Storage	Contamination through improper storage, Chemical reactions from incompatible storage	3H		1L

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10. Staff Training on Storage Policies	Misunderstanding procedures, Non-compliance due to inadequate knowledge	3H		1L
11. Conducting Risk Assessments	Incomplete risk analysis, Inexperience with workplace changes	3H		1L
12. Monitoring and Review	Human error during reviews, Ineffective remedial actions	2M		1L

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13. Emergency Preparedness Evaluation	Inadequate emergency equipment, Untrained staff in emergency procedures	4A		2M
14. Incident Reporting and Feedback	Delayed incident reporting, Lack of feedback leading to repeat issues	3H		1L
15. Refresher Training and Knowledge Sharing	Skill degradation over time, Resistance to continuous learning	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.