

**Trial Of New Recipes 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			<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.	Administrative Change																									
<b>Risk Rating &amp; Required Action:</b> <table border="1"> <tr> <td><b>4A</b></td> <td>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.</td> </tr> <tr> <td><b>3H</b></td> <td>Review and approve additional controls before task starts. Senior supervisor sign-off needed.</td> </tr> <tr> <td><b>2M</b></td> <td>Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.</td> </tr> <tr> <td><b>1L</b></td> <td>Proceed, following standard operating procedures. Monitor and keep records.</td> </tr> </table>										<b>4A</b>	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.	<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.	<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.	<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.																
<b>4A</b>	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.																																
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.																																
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.																																
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.																																
<b>Notes on Hierarchy of Controls:</b> Remember to apply controls in the preferred order shown by the coloured pyramid: <ol style="list-style-type: none"> <li>1. <b>Eliminate</b></li> <li>2. <b>Substitute</b></li> <li>3. <b>Isolate</b></li> <li>4. <b>Engineering</b></li> <li>5. <b>Administrative</b></li> <li>6. <b>PPE</b></li> </ol> <p>Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.</p> <p><i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i></p>																																	
<b>Consequence Scale:</b> <table border="1"> <thead> <tr> <th>Consequence</th> <th>People (injury/illness)</th> <th>Project / Assets</th> <th>Compliance / Reputation</th> </tr> </thead> <tbody> <tr> <td><b>Catastrophic</b></td> <td>Fatality or permanent total disability</td> <td>project shutdown</td> <td>Significant regulator intervention; criminal prosecution</td> </tr> <tr> <td><b>Major</b></td> <td>Serious injury/illness (hospital &gt; 5 days)</td> <td>critical delay</td> <td>Improvement notice; major media coverage</td> </tr> <tr> <td><b>Moderate</b></td> <td>Medical-treatment injury; lost-time &gt; 1 day</td> <td>moderate delay</td> <td>Minor breach; adverse client comment</td> </tr> <tr> <td><b>Minor</b></td> <td>First-aid only, no lost time</td> <td>negligible delay</td> <td>Isolated non-conformance</td> </tr> <tr> <td><b>Insignificant</b></td> <td>No injury</td> <td>no schedule impact</td> <td>Deviation caught and corrected on site</td> </tr> </tbody> </table>										Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation	<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution	<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage	<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment	<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance	<b>Insignificant</b>	No injury	no schedule impact	Deviation caught and corrected on site
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation																														
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution																														
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage																														
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment																														
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance																														
<b>Insignificant</b>	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	knife cuts, slips from spills	3H	<ul style="list-style-type: none"> <li>- Ensure knives are sharp and well-maintained.</li> <li>- Use cut-resistant gloves while handling knives.</li> <li>- Clean spills immediately to prevent slipping.</li> <li>- Implement a non-slip mat in the preparation area.</li> <li>- Train staff on safe knife handling practices.</li> <li>- Store knives securely when not in use.</li> <li>- Ensure clear signage to wet floors.</li> <li>- Inspect work area regularly for hazards.</li> <li>- Provide appropriate footwear for kitchen staff.</li> <li>- Ensure staff are trained in emergency protocols.</li> </ul>	2M
2. Ingredient Inspection	allergic reactions, spoilage	3H	<ul style="list-style-type: none"> <li>- Clearly label all ingredients with allergen information.</li> <li>- Conduct thorough inspections of all ingredients before use.</li> <li>- Train staff in identifying signs of spoilage.</li> <li>- Maintain a log of ingredient checks and issues noted.</li> <li>- Keep ingredients in appropriate storage conditions to prevent spoilage.</li> <li>- Implement allergen awareness training for all staff.</li> <li>- Ensure first aid kits are readily available and stocked.</li> <li>- Create an ingredient usage traceability system.</li> <li>- Ensure suppliers provide known allergen information.</li> <li>- Conduct regular audits of supplier practices.</li> </ul>	2M
3. Mixing Ingredients	manual handling injuries, dust inhalation	3H	<ul style="list-style-type: none"> <li>- Use mechanical aids to lift heavy ingredient containers.</li> <li>- Ensure proper ventilation in mixing areas to prevent dust buildup.</li> <li>- Provide masks to protect against inhalation hazards.</li> <li>- Train staff on correct manual handling techniques.</li> <li>- Use scoops and ladles instead of hands for mixing.</li> <li>- Maintain a clean workstation to prevent dust accumulation.</li> <li>- Regularly maintain and inspect mixing equipment.</li> <li>- Store heavy items at waist height to minimize lifting strain.</li> </ul>	2M



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
			[REDACTED]	
7. Cleaning	exposure to chemicals, slips from wet floors	4A	[REDACTED]	3H
8. Restocking	manual handling injuries, cuts, bruises	3H	[REDACTED]	2M
9. Waste Disposal	cuts from sharp objects, exposure to contaminated waste	3H	[REDACTED]	1L

SAMPLE

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
			[REDACTED]	
10. Storage	mould growth, vermin infestations	4A	[REDACTED]	2M
11. Quality Control	allergen cross-contamination, incorrect measurements	3H	[REDACTED]	2M
12. Equipment Maintenance	electrical shock, equipment malfunction	4A	[REDACTED]	2M

SAMPLE

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
			[REDACTED]	
13. Supervisory Monitoring	unidentified risks, non-compliance	3H	[REDACTED]	1L
14. Incident Reporting	unreported hazards, delayed response	3H	[REDACTED]	1L
15. Post-Trial Review	incomplete evaluations, overlooked improvements	3H	[REDACTED]	2M

SAMPLE

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
			<div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 85%;"></div> <div style="background-color: black; height: 15px; width: 95%;"></div> <div style="background-color: black; height: 15px; width: 75%;"></div> <div style="background-color: black; height: 15px; width: 90%;"></div> <div style="background-color: black; height: 15px; width: 80%;"></div>	

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 FOR 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-of-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/workplaces-and-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>

**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>

**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

**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.

