

Bakery Safety

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:	
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. WHS Governance, Policies and Legal Compliance	<ul style="list-style-type: none"> Absence of a documented WHS policy specific to bakery operations and equipment Failure to align WHS management system with WHS Act 2011 and relevant WHS Regulations and Codes of Practice Unclear WHS responsibilities between franchisor/head office and individual in-store bakeries Lack of consultation mechanisms with workers including casuals, apprentices and contractors No formal arrangements for worker representation or Health and Safety Representatives (HSRs) Inadequate incident reporting, notifiable incident escalation and regulator liaison processes Failure to consider specific risks associated with bread moulder, slicer, bun divider, spiral mixer, pastry sheeter and proving equipment from documentation 	4A	<ul style="list-style-type: none"> Develop and implement a documented Work Management System (WHSMS) that references the WHS Act 2011, WHS Regulations and relevant model Codes of Practice (e.g. Managing the Work Environment and Facilities, Managing Risks of Plant in the Workplace, Hazardous Manual Tasks) Establish a WHS policy endorsed by senior management that explicitly covers bakery operations and plant including bread moulder, bread slicer, bun divider, pastry sheeter, spiral mixer and proving systems Define and document WHS roles, responsibilities and accountabilities for officers, managers, supervisors, HSRs and workers across all in-store bakeries Implement formal worker consultation and participation procedures including toolbox talks, safety committees and processes for raising and resolving WHS issues Create a documented procedure for incident reporting, investigation, corrective actions and notification to the regulator when required under the WHS Act 2011 Undertake periodic WHS legal compliance audits to verify currency with Australian Standards and industry guidance relevant to bakery plant and equipment Integrate WHS requirements into business planning, contracts and supplier agreements for bakery appliances and maintenance providers 	3H
2. Risk Management and Change Management Processes	<ul style="list-style-type: none"> Lack of a structured risk management procedure for identifying, assessing and controlling bakery hazards Failure to conduct or review risk assessments when acquiring bakery appliances (e.g. new bread slicer or spiral mixer) Unmanaged changes to production volumes, recipes, working hours or bakery layout increasing exposure to hazards Inadequate review of incidents, near misses and audit findings to update risk controls No formal pre-commissioning safety review of new or refurbished bread moulders, bun dividers, pastry sheeters or mechanical dough mixers 	4A	<ul style="list-style-type: none"> Implement a documented risk management procedure consistent with the hierarchy of control, requiring formal risk assessment for significant bakery plant and process changes Maintain a centralised register of bakery hazards and risks covering key equipment such as bread moulders, slicers, bun dividers, spiral mixers, pastry sheeters, proving cabinets and ovens Introduce a Management of Change (MoC) process for any alterations to equipment, layout, production schedules, ingredients, cleaning chemicals or work methods in bakeries Require pre-purchase and pre-installation risk assessments and safe design reviews for all new or upgraded bakery appliances and dough processing equipment Schedule periodic reviews of risk assessments following incidents, introduction of new technology, or significant organisational changes Train managers and supervisors in risk assessment and change management procedures specific to bakery operations 	2M

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3. Plant and Equipment Safety Management (Bakery Appliances)	<ul style="list-style-type: none"> Inadequate guarding or interlocks on bread moulder, bread slicer, bun divider, pastry sheeter and spiral mixer leading to entanglement, amputation or crush injuries Lack of documented plant risk assessments and safe operating envelopes for bakery equipment Failure of emergency stop devices or isolation systems on mechanical dough mixers and other powered appliances Use of non-compliant or modified equipment (e.g. removal of guards, bypass of safety interlocks) Insufficient system for plant registration, verification of designer/supplier information and conformity with Australian Standards Uncontrolled introduction of small plug-in appliances (e.g. bench-top mixers, slicers) without safety review 	4A	<ul style="list-style-type: none"> Establish and maintain a plant and equipment management procedure that covers selection, commissioning, use, inspection, maintenance and decommissioning of all bakery appliances Ensure all high-risk bakery equipment (bread slicer, bread moulder, bun divider, pastry sheeter, spiral mixer and dough mixers) have documented plant risk assessments incorporating manufacturer information and user feedback Specify engineering controls such as fixed guards, interlocked access covers, two-hand controls, nip-point guarding and emergency stop devices designed to relevant Australian Standards Implement a formal approval process for any modification to bakery plant, including assessment by a competent person and update of documentation and training Maintain an up-to-date plant register for each site including serial numbers, locations, inspection regimes and maintenance history Require suppliers and installers to provide verification of compliance and safe use instructions for all bakery appliances as part of procurement contracts Conduct periodic independent plant safety audits focusing on guarding, interlocks, emergency stops and isolation provision 	2M
4. Preventative Maintenance, Inspection and Asset Management	<ul style="list-style-type: none"> Lack of scheduled preventative maintenance for bread moulders, slicers bun dividers, mechanical dough mixers and spiral mixers leading to mechanical failure and injury Inadequate inspection processes allowing damaged guards, worn blades or faulty controls to remain in use Unavailability of critical spare parts leading to improvised repairs or unsafe temporary fixes Poor record-keeping for maintenance, service and repair activities on bakery appliances Contract maintenance providers not managed under clear WHS performance requirements 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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5. Safe Procurement and Design of Bakery Appliances and Layout	<ul style="list-style-type: none"> • Procurement decisions based solely on cost without considering inherent safety features of bakery equipment • Poor bakery layout causing congestion, unsafe traffic flows, and close proximity of workers to moving plant • Insufficient space around bread moulders, pastry sheeters and spiral mixers for safe operation, cleaning and maintenance • Noise and vibration from mixers and dividers not considered at design stage, leading to chronic health impacts • Thermal hazards from ovens and proving equipment not integrated into layout and ventilation design 	3H	[REDACTED]	1L
6. Training, Competency and Supervision of Bakery Workers	<ul style="list-style-type: none"> • Workers operating bread moulders, slicers, bun dividers, spiral mixers and pastry sheeters without verified competency • High turnover and use of young or inexperienced workers in in-store bakeries without structured induction and supervision • No specific training on plant isolation, emergency stops and response to equipment malfunction • Inadequate instruction on safe proving methods and use of mechanical dough mixers leading to overreach, entanglement or ergonomic strain • Supervisors not trained in WHS leadership, risk management and enforcement of safe systems 	4A	[REDACTED]	2M
7. Safe Systems of Work and Procedures for Bakery Operations	<ul style="list-style-type: none"> • Lack of documented safe operating procedures (SOPs) for key bakery processes and equipment • Inconsistent practices between different in-store bakeries leading to variable risk levels 	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> Failure to integrate controls for manual tasks, slips, trips, ergonomic strain and plant hazards into a single coherent system Reliance on informal verbal instruction rather than controlled documents No system for regular review, version control and communication of updated procedures 		[REDACTED]	
8. Contractor and Supplier Management (Maintenance, Installers, Service Techs)	<ul style="list-style-type: none"> Contract maintenance personnel working on bakery appliances without understanding site WHS procedures and isolation requirements Installers or technicians bypassing guards and interlocks during commissioning and leaving equipment in unsafe configuration Lack of WHS criteria in contractor selection for bakery plant supply, repair and servicing Poor communication between store management and contractors regarding operational impacts and restricted access around working plant Inadequate supervision and direction of contractor work quality affecting ongoing bakery safety 	3H	[REDACTED]	2M
9. Hazardous Manual Tasks and Ergonomics in Bakery Operations	<ul style="list-style-type: none"> Systemic reliance on manual lifting and carrying of flour, ingredients and dough due to lack of mechanical aids Poorly designed workstations around mixers, moulders and sheeters causing awkward postures and repetitive movements Inadequate rotation of tasks in high-volume in-store bakeries leading to cumulative strain injuries Batch sizes and production schedules set without consideration of manual handling capability No systematic assessment of hazardous manual tasks associated with 	3H	[REDACTED]	2M

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	dough handling, proving and tray loading/unloading		[REDACTED]	
10. Work Environment, Housekeeping and Fire Safety	<ul style="list-style-type: none"> Flour dust accumulation on floors, equipment and ledges increasing slip, respiratory and explosion risks Poor housekeeping around bread slicers, moulders and mixers leading to slips, trips and falls Inadequate ventilation and temperature control in in-store bakeries causing heat stress and discomfort Improper storage of combustible materials near ovens, provers and electrical bakery appliances Blocked or poorly signposted emergency exits and fire equipment in back-of-house bakery areas 	3H	[REDACTED]	1L
11. Emergency Preparedness, First Aid and Incident Response	<ul style="list-style-type: none"> No bakery-specific emergency scenarios considered in site emergency plans (e.g. entrapment in dough mixer, burn from proving equipment, laceration from bread slicer) Workers unsure how to respond to plant entrapment, power failure or fire in bakery equipment Insufficient first aid resources or trained first aiders during early morning or late-night baking shifts Inadequate testing and review of emergency drills involving bakery areas Lack of clear communication protocols for after-hours or lone work in stand-alone bakeries 	3H	[REDACTED]	2M
12. Electrical Safety, Isolation and Lock-out for Bakery Plant	<ul style="list-style-type: none"> Bakery appliances (mixers, moulders, sheeters, slicers, provers) used without regular electrical inspection and testing 	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> Lack of formal isolation and lock-out/tag-out procedure for servicing and cleaning bakery equipment Use of damaged cords, multi-boards and power points in confined bakery areas Unauthorised workers performing basic repairs or resetting overloads on bakery appliances Inadequate earthing or residual current device (RCD) protection in wet or wash-down bakery zones 		[REDACTED]	
13. Chemical, Allergen and Food Safety Interface with WHS	<ul style="list-style-type: none"> Inadequate control of cleaning chemicals and sanitisers used on bakery appliances causing burns, respiratory irritation or sensitisation Poor labelling and storage of chemicals near mixers, ovens and proving equipment Flour dust exposure from bulk handling, sifting and dough processing causing respiratory irritation and potential occupational asthma Lack of coordination between WHS and food safety systems leading to conflicting procedures (e.g. cleaning while equipment is energised) Inadequate training on allergen management in relation to cross-contamination during use of bakery appliances 	3H	[REDACTED]	2M
14. Fatigue, Work Scheduling and Staffing in Bakery Operations	<ul style="list-style-type: none"> Early-morning and extended shifts for bakers leading to fatigue and impaired decision-making Peak production demands (e.g. holidays) resulting in excessive overtime and skipped breaks Insufficient staffing causing workers to operate multiple bakery appliances simultaneously without adequate attention 	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> Rosters not considering recovery time between shifts for in-store bakery teams Lack of a formal fatigue risk management approach for bakery operations 		[REDACTED]	
15. Young, Inexperienced and Vulnerable Workers in Bakeries	<ul style="list-style-type: none"> Use of young, apprentice or inexperienced workers on bread slicers, moulders, bun dividers, pastry sheeters and spiral mixers without enhanced controls Language barriers or literacy limitations affecting understanding of WHS procedures and plant warnings Inadequate mentoring and oversight of apprentices and trainees in in-store bakery environments Failure to consider individual capacity when allocating tasks involving hot surfaces, heavy loads or complex machinery Bullying or pressure to work unsafely to meet production targets 	3H	[REDACTED]	2M

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 2025
 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) Regulation 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>

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.