



Introduction

WorkSafe is currently conducting an inspection campaign in the catering industry with a view to reducing injuries in the sector. The campaign will involve inspectors visiting catering services to identify any common safety risks and provide employers with information on how to comply with occupational safety and health requirements.

This newsletter has been developed to identify safety issues in your industry and to assist you in meeting the requirements of the Occupational Safety and Health Act and regulations.

What are the RISKS

The most common causes of injury in the catering industry are: manual tasks; lacerations from knives; and slips, trips and falls

What is a RISK ASSESSMENT?

The occupational safety and health laws require risk assessments to be carried out.

A risk assessment is the process of determining whether there is a risk associated with an identified hazard, that is, whether there is any likelihood of injury or harm. The process should include consultation with people involved in the task, as well as consideration of the, experience and training of the operator, individual tasks to be performed and the length of time the operator is exposed to the identified hazards

Risk rating table – for working out level of risk Use the vertical and horizontal columns to consider both the likelihood of injury or harm to health and the consequences to work out the level of risk

Likelihood of injury or harm to health	Consequences of any injuries or harm to health			
	Insignificant eg no injuries	Moderate eg first aid	Major eg extensive injuries	Catastrophic eg death
Very likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Moderate	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Highly unlikely (rare)	Low	Moderate	High	High

Risk assessment is a 'best estimate' on the basis of available information. It is important the responsible person undertaking a risk assessment has the necessary information, knowledge and experience of the work environment and work process, or such a person is involved.

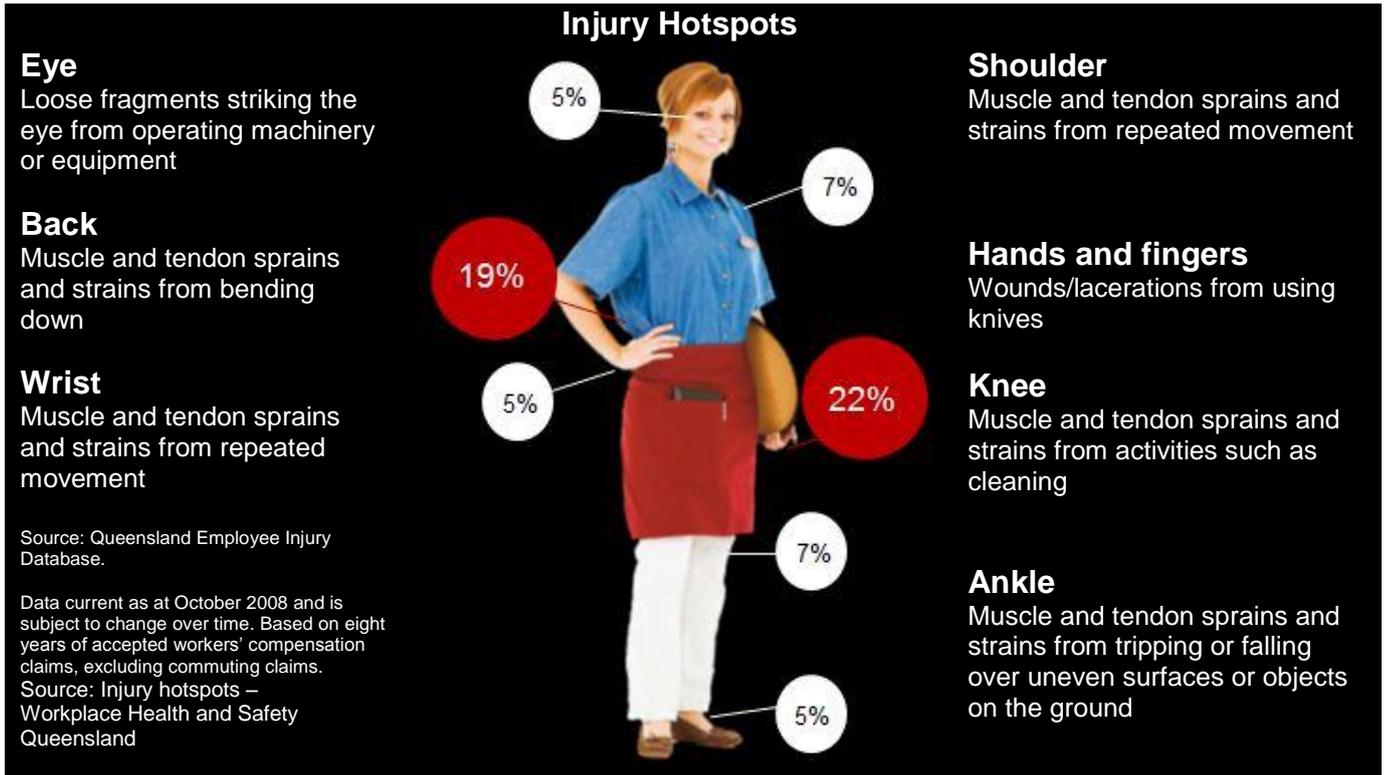
If the hazard falls into 'high' or 'extreme', based on your view of how likely it is someone will get hurt and what level of injury could happen, then you need to fix it straight away.

If it is lower down in the table – moderate or low – then plan when you will fix it.

What can you do before an inspector visits?

The following are some things which you can do before an inspector visits.

- Work through the checklists at the back of this publication to identify safety issues, then, using the risk rating table above, rate the risk, prioritise the issues and work out a plan to resolve any issues identified;
- If you are a small business, consider seeking a free safety consultation through ThinkSafe Small business;
- Ensure your workers have received training for:
 - manual tasks (see training package on www.worksafe.wa.gov.au);
 - knife skills;
 - hazardous substances;
 - slips, trips and falls; and
 - safety procedures;
- Ensure you have:
 - cleaning procedures in place;
 - footwear policy for workers (stable, rubber soled, enclosed heel and toe, supportive, well fitting) for slips/trips risks; and



Safety SOLUTIONS

Manual tasks

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| <ul style="list-style-type: none"> • For work involving hard physical effort: <ul style="list-style-type: none"> - organise work to reduce physical force needed - use mechanical and assistive equipment - buy small, light cartons of stock, (e.g. buy chemicals in smaller containers) - install a rubbish chute - use small, lightweight rubbish bins and move them on a trolley - use lighter, smaller equipment that is fitted with wheels. | <ul style="list-style-type: none"> • For work involving awkward working positions: <ul style="list-style-type: none"> - work in a position that minimises the need to twist, slouch or bend with arms in close to the body. • For work that is highly repetitive or done for long periods, workers should: <ul style="list-style-type: none"> - change work tasks - install equipment to stop repetitive actions or long tasks. |
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Slips, trips and falls

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| <ul style="list-style-type: none"> • Put out 'wet floor' warning signs where floors are wet or slippery (e.g. when floors are freshly mopped). • Clean up moisture build up on floor. • Cover existing slippery surfaces with a non-slip material, or use non-slip mats. • Wear non-slip shoes. | <ul style="list-style-type: none"> • Keep walkways free of clutter. • Replace steps with ramps. • Install good lighting. • Do not climb on objects or surfaces – use equipment such as ladders or step stools. |
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Knives, sharp tools and personal protective equipment (PPE)

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| <ul style="list-style-type: none"> • Knives should be sharp and maintained in good working condition. • Provide the correct knife or sharp tool for the task. • Train and instruct your workers about using and sharpening knives. • Ensure steels for knife sharpening have hand guards. • Provide knives with handles that are comfortable to use. • Provide accessible first aid equipment and trained first aid officers. | <ul style="list-style-type: none"> • Select appropriate PPE for the work to be performed, eg gloves, aprons, protective footwear, hearing protection, respirators and masks, safety or sun glasses, hats and trousers. • Use PPE in accordance with the manufacturer's instructions. • Ensure all workers wear PPE and are instructed in its proper use. |
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Heat stress

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| <ul style="list-style-type: none"> • Schedule hot jobs for cooler times of the day. • Limit the time spent in hot humid areas • Take regular breaks in a cool area and drink water frequently. | <ul style="list-style-type: none"> • Make sure everyone knows the risks of heat stress and how to avoid it. |
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Machinery and equipment

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| <ul style="list-style-type: none"> • Use equipment that is right for the job or task. • Think about the weight of equipment and how easy it is to move before buying it. • Train workers in how to use equipment safely and keep operating instructions and safety information nearby. • Fit guards to moving parts. | <ul style="list-style-type: none"> • Keep appliances and machines clean and in good working condition. • Check equipment is safe to use before using it. Do not use a faulty piece of machinery or equipment and ensure it is labelled to prevent others using it. |
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Young workers

- | | |
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| <ul style="list-style-type: none"> • Understand that younger workers are still physically | <ul style="list-style-type: none"> • Induct, train and place younger workers with a suitable |
|--|---|

growing and may also lack understanding, experience and/or confidence in performing their duties safely.	mentor to demonstrate and reinforce sound and safe work practices.
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Manual tasks

Most jobs require several types of manual tasks to be performed and not all of these are hazardous. There are a number of risk factors that can make a manual task hazardous; these include:

- **Direct risk factors** – awkward or sustained postures and repetitive movements, high forces and loads that are difficult to grasp as well as exposure to vibration.
- **Indirect risk factors** – the individual characteristics of the worker, the work environment and work organisation.

Workplace injuries most commonly linked to hazardous manual tasks include sprains and strains, hernias and damage to the back.

Such injuries are a major cause of lost time at work and make up more than one-third of all Western Australia's workers' compensation claims. During 2010 - 2011 on average 92 days were lost from work for each injury, this translates to substantial cost to the workplace and the injured worker.

'Manual Tasks' are more than just lifting heavy things – they can include carrying, pushing and pulling, and holding or restraining.

Because of the high potential for manual tasks to cause lost time injuries, WorkSafe WA has identified this as one of seven areas to be given priority when our inspectors visit your workplace.

In their inspection, our inspectors will be looking for the key elements detailed overleaf. Following the same checklist yourself will help you identify any shortcomings in your procedures or training and correct or update them; thus getting you started on meeting your health and safety requirements.

When targeting safety in relation to manual tasks and any other workplace safety issue, follow the steps of the;

Risk Management Approach

- STEP 1. **Identify the hazard**
- STEP 2. Understand and **assess the risk**
- STEP 3. Put in place the **controls to minimise the risk**.
- STEP 4. **Monitor and review** to ensure that no new hazards have been introduced.

A good starting point is the latest version of the *Code of Practice for Manual Tasks 2010*. This is an important reference which demonstrates how the risk management approach can be used to assist employers find safe and effective solutions to manual handling issues.

Tips to prevent injury from manual tasks

- Before purchasing, consider how new products, supplies and equipment will be used and handled. Consult workers who will be using these items.
- Install self-cleaning units for deep fryers or outsource the cleaning.
- Install a rubbish chute system that links the kitchen to an outside bin.
- Use mechanical aids, such as trolleys or lifting devices, where possible.
- Use lever and wheel trolleys to transport goods from delivery vehicles. Ensure wheels are kept free running and well maintained.
- Ensure rubbish bins and buckets for cleaning can be wheeled.
- Use trolleys for crockery and utensils when setting up tables.
- Buy smaller or lighter cartons of stock from suppliers.
- Reduce the size and capacity of pots and pans or split loads.
- Ensure that suppliers restock the fridges on a needs basis.
- Provide ample storage. Arrange shelves so that frequently used items and heavy items are stored between mid-thigh and shoulder height.
- Ensure enough workers are rostered on per shift to allow them to share tasks and rotate jobs.
- Ensure workers have comfortable seating for rest and meal breaks.
- Provide fixed rubber flooring in areas where employees are required to stand for long periods.

Source: Managing health and safety in food retail

Is using a trolley a good idea?

To avoid manual handling injuries the use of trolleys is recommended. However trolleys that are not maintained or overloaded can result in injury.

Strain injuries may occur when:

- trolleys are difficult to manoeuvre;
- trolley wheels are too small or poorly maintained;
- the trolleys and their loads are too heavy when other risk factors, such as the number of times a trolley is moved or the workplace layout, are taken into account;
- surfaces over which trolleys are pushed are uneven or mismatched;
- trolleys are moved over large distances or up steep slopes;
- trolleys are difficult to grip due to the absence or poor location of handles; and
- vision is impaired by an overloaded trolley.

Slips, trips and falls

What risk factors contribute to slips and trips incidents?

Slips and trips account for 20% of all lost time injuries every year. They can result in serious injuries and lengthy periods of time off work.

Risk factors that contribute to slips and trips injuries will vary according to the type of workplace and work tasks being completed.

Common risk factor categories include:

- Floor surface & condition
- Floor contamination / poor housekeeping
- Cleaning/ spill containment
- Objects on the floor
- Ability to see floor/ walkways/ hazards
- Space & design
- Stairs & stepladders
- Work activities, pace & processes
- Footwear & clothing
- Individual factors

How can I reduce the risk of slips and trips in my workplace?

There are many controls that employers can use to prevent slips and trips in the workplace. Firstly though, it is important to complete hazard identification and a risk assessment in consultation with your staff. This will ensure that the right control is chosen for the hazards that are relevant in YOUR workplace.

Common controls used in workplaces can be categorised according to the hierarchy of controls:

- **Eliminate the hazard** - install more power points to avoid cords on floor, widen aisles
- **Substitution** - resurface floors with 'less hazardous materials'
- **Isolation** - restrict access to some work areas
- **Engineering controls (minimising risk by redesign)** - improve lighting, mark walkways install drainage, use ramps instead of steps
- **Administrative Controls** - ensure good housekeeping - clean up spills immediately, use signs for slippery or wet floors
- **Personal Protective Equipment** proper footwear

Can slips and trips in the workplace be prevented?

Yes, slips and trips can be prevented in workplaces. Awareness of the common risk factors for slips and trips, coupled with a strong management commitment, can result in reduction and prevention of slips and trips incidents.

Like any other hazard in the workplace, prevention begins with a risk management approach – ie spot the hazard, assess the risk and make the changes. This should be done in full consultation with your staff at each stage.

Hazards can be identified by reviewing hazard reports and incident reports, talking with your staff and completing walk-throughs or workplace inspections to identify potential hazards.

Assessing the risk involves identifying all of the risk factors that are present that may contribute to the risk of a slip or trip, and determining the potential likelihood and consequences of a slip or trip occurring.

Finally, making changes is about implementing controls that eliminate or reduce the identified risk factors. Don't forget that all-important step of reviewing the solutions after they have been put in place to make sure that they are effective, and have not introduced any new hazards to the workplace.

Tips to stop slips, trips and falls

- Prevent grease, water and foodstuffs from lying on floors – this can be done by installing splash guards and ensuring equipment is maintained to prevent leaks.
- Install drainage to prevent pooling of water and grease.
- Minimise the need to carry full pots or pans.
- Introduce a spill procedure that requires immediate clean-up of all spills followed by a 'dry mop' to ensure the surface is not left wet.
- Install non-slip flooring when renovating or building new premises.
- Improve slip resistance of the floor by using methods such as acid etching, adhesive strips and slip resistant paint. The best method will depend on your existing floor surface.
- Use the appropriate floor cleaning products to clean floors, remove oil and grease.
- Agree on written standards with contract cleaners to ensure that polishes/ cleaning agents leave the floor in a non-slip condition.
- Reduce the number of people who walk through kitchen areas.
- Use storage areas for equipment and supplies and alert workers to the dangers of leaving boxes, rubbish, bags and furniture in passageways, entrances and exits.
- Provide umbrella and coat stands to prevent water dripping across floors.
- Provide adequate lighting.
- Ensure floor surfaces stair and ramps are well maintained (eg broken or missing tiles are replaced).
- Ensure staff wear suitable footwear, and treads are kept clean to provide adequate slip resistance.

Source: Managing health and safety in food retail

Knives and sharp tools safety

Cuts from knives and sharp instruments are common in catering and can cause serious injuries to workers. Make sure all workers are trained to use knives and sharp tools safely.

Tips to use knives and sharp tools safely

- Knives should be sharp, maintained and in a good working condition.
- Ensure slicing machines and butchers' steels for knife sharpening have hand guards.
- Provide the correct knife for the task and only use knives for cutting purposes.
- Cut on a suitable cutting board placed on a firm surface.
- Avoid placing knives near the edge of the table or with the blade facing outwards.
- Keep knives on a suitable knife shelf, in a knife block or sheath or on a suitable magnetic strip mounted against the wall when not in use.
- Knives should not be washed together with other utensils or instruments.
- Wash knives separately.
- Provide mesh gloves and use them when working with knives.
- Provide knives with handles that are comfortable to use.
- Train and instruct workers to use and sharpen knives safely. Provide workers with training in first aid.
- Workers should wear protective clothing such as gloves and aprons when handling sharp implements.

Source: Managing health and safety in food retail

Fatigue

What can you do to prevent fatigue?

People working in the restaurant industry are often working long hours. This coupled with the stress of working in a busy kitchen can result in injuries. It is important that staff receive adequate breaks. Under some employment awards penalties can be occurred if staff are not provided breaks which are outline in their award. Under the Occupational Safety and Health legislation the employer has a responsibility to ensure that employees are not exposed to hazards and risks that could arise from their working hour arrangements and to address them through a systematic risk management process.

Breaks during work period

If work is organised so there are long work periods without breaks, then the risks of employees developing fatigue, as well as muscle and soft tissue injuries, and cuts and burns may increase.

Potential control measures to implement include:

- ensuring there are adequate and regular breaks; and
- providing some flexibility and encouraging employees to take breaks as required.

Breaks between work periods

Where the recovery time between work periods is insufficient, fatigue may arise.

Potential control measures to implement include:

- ensuring breaks allow adequate time for recovery; and
- considering whether the recovery time between shifts or schedules may be affected by employees working overtime in addition to normal hours.

Code of Practice Working Hours Commission for Occupational Safety and Health

Electrical equipment and appliances

Electrical equipment is widely used in food preparation. Frequent, long-term use or use other than that intended by the manufacturer can make electrical equipment unsafe and cause serious injury such as burns, electric shock, eye damage, partial loss of limb function or memory loss.

Tips to prevent injury and death from electrical equipment

- Remove faulty electrical equipment immediately from service and attach a warning label to it.
- Install safety switches to guard against electric shock.
- Always hire a licensed electrical contractor to install or repair electrical equipment.
- It's dangerous, illegal and could be fatal to attempt this work yourself.
- Provide enough power points for each work area. Only use power boards fitted with overload protection. The use of extension leads or double adaptors is not recommended.
- Be aware of the locations of all safety switches and what equipment they cover.
- Only use electrical appliances designed for use in the workplace environment (eg splash-proof or waterproof).
- Turn off power to electrical equipment not designed for the workplace environment if the area becomes wet.
- Ensure electrical equipment is regularly inspected, tested and maintained by competent people.
- Report faulty electrical equipment (eg when cords are frayed or bare wires are exposed, smoke is coming out of the equipment or the equipment cuts out for no obvious reason).
- Store extension cords and electrical leads away from water, chemicals, hot surfaces and walkways.
- Use childproof plastic plug covers.
- Ensure workers wear appropriate footwear and are trained in working safely with electrical equipment (eg correct ways to use electrical equipment, function of controls and guards).

Note: There may be legal requirements about the need to have safety switches fitted and to have specified electrical equipment inspected and tested.

Source: Managing health and safety in food retail

Hot conditions

Working in hot conditions, such as kitchens, can lead to heat stress, especially if there is a low level of air movement or poor ventilation.

When working in a hot environment, the body needs to disperse heat more effectively. A person not used to working in hot conditions can react differently to someone who is. This can lead to heat-related illnesses such as headaches, weakness, nausea and vomiting.

Tips to keep workers cool

- Install an efficient ventilation system to remove steam in the kitchen.
- Install an exhaust hood to remove heat from stoves.
- Advise staff to drink plenty of non-caffeinated drinks to replenish fluids in their bodies.
- Locate work stations away from heat sources.
- Provide rest breaks for workers in a cool area, and ensure they have access to cool drinking water.
- Ensure air conditioning and ventilation systems are serviced on a regular basis.
- Train workers about the risks of heat stress.

Source: Managing health and safety in food retail

Young workers

Many young workers are employed in catering. Employers should pay specific attention to the needs of young workers in their workplace because they can be more vulnerable to injury because of limited experience and reluctance to raise safety concerns. Young workers must be properly trained and supervised, and be provided with sufficient information so they can work safely.

Tips when employing young workers

- Provide induction training when young workers start and make them aware of health and safety issues in the workplace.
- Train young workers on how to complete all tasks safely.
- Provide clear instructions to young workers about tasks to be performed.
- Provide close and competent supervision to young workers and lead young workers by example.
- Buddy young workers with experienced workers so skills, knowledge and experience can be shared.
- Enforce a zero tolerance policy for harassment, skylarking, intimidation, offensive language and behaviour, initiations and practical jokes.
- Make sure young workers know how to report unsafe conditions. Address any health and safety issues that young workers raise.
- Provide appropriate rostering which allows for sufficient rest between and during shifts.
- Note: These solutions are in addition to the solutions you use for your other workers.

Source: Managing health and safety in food retail

Chemicals

Chemicals, or hazardous substances, are used every day in catering and often have the potential to cause injury or illness. Some common chemicals used include cleaning products, oven and toilet cleaner and dishwashing detergents.

Tips to identify, control and safely use hazardous substances

- Ensure chemical containers have a label to identify the chemical and the safety information about the chemical (eg flammable, toxic if swallowed and avoid contact with skin).
- Store chemicals in approved containers; do not use old drink or food containers.
- Use a material safety data sheet (MSDS) from the chemical supplier for all hazardous substances at the workplace. Place in a folder with a list of all chemicals used and stored at the workplace. Keep this in an easily accessible place for workers to refer to.
- Do a risk assessment for all hazardous substances to determine how to use the chemicals safely.
- Make the MSDS and risk assessments available to people who use the chemicals at all times so they can refer to them.
- Train staff to use chemicals safely and to administer first aid.
- Post emergency numbers, including poison information numbers, beside the telephone.

Questions to ask when doing a risk assessment for each hazardous substance

- Can the chemical be removed altogether?
- Can the chemical be substituted for something less harmful?
- Can you prevent people coming in contact with the chemical?
- Do you have adequate ventilation to remove chemical fumes? (Some chemicals have no or little odour so can be difficult to identify through smell)
- Are there work procedures that limit people's exposure to the chemical?
- Have people using chemicals been provided with the right personal protective equipment (PPE) and been trained on how to use it properly?

Fire

There is a significant risk of fire in the food preparation, particularly in kitchens. All franchises should have plans to prevent fires and help the business recover should an unforeseen emergency occur.

Tips to reduce fire risk

- Put gas equipment in a well-lit and draught-free area and install a gas shutoff valve so the supply can be stopped if necessary.
- Install, use and maintain electrical appliances properly.
- Inspect and maintain gas equipment and the fuel supply system regularly.
- The switch for the gas supply should be accessible and clearly labelled.
- Clean exhaust fans and hoods regularly to prevent build-up of residue.
- Store flammable materials, clothes and paper appropriately and away from sources of heat.
- Fire safety installations (sprinkler systems and fire alarms) should be regularly maintained by qualified personnel.
- Implement fire safety procedures and provide sufficient firefighting equipment appropriate for the kitchen (eg fire blankets and correct fire extinguishers). Staff should be trained in the use of all fire protection equipment issued.
- Emergency plans should include a procedure to provide prompt treatment for burns and smoke inhalation.

Source: Managing health and safety in food retail

Machinery and equipment

Caterers, chefs and kitchen staff often use machinery and equipment such as slicers, mincers, knives or mixers that can cause cuts, lacerations and amputations.

Tips to operate machinery and equipment safely

- Guard sharp edges and moving parts and ensure workers use guards when operating equipment.
- Consider re-designing the machines so they can't be operated without guards.
- Ensure interlock guards are fitted to the front edge of all compactor units.
- Ensure off buttons are easily accessible.
- Make sure pressure vessels, such as coffee machines, are fitted with a low level cut-off device.
- Make sure equipment is fitted with safety valves, water level and pressure gauges where required.
- Ensure equipment is securely fixed to the bench.
- Under-counter compactors should have a safety switch that prevents operation until a bin or trolley is in place.
- Regularly inspect and have your equipment serviced to make sure it has not been damaged (this may also improve productivity by reducing downtime of equipment).
- Provide appropriate safety instructions and signs for equipment.
- Develop safe systems of work and train workers in them (eg explaining why workers should not wear jewelry when operating machinery and equipment).
- Ensure workers know what to do if someone gets caught in a machine.
- Have a system for reporting and fixing equipment that is not working properly.
- Provide accessible first aid equipment and trained first aid officers.
- Follow manufacturers' instructions for cleaning equipment.
- Train workers in the safe use of machinery, including what equipment is used for specific tasks and the functions of controls and guards.

Source: Managing health and safety in food retail

Dangers of an unguarded food mixer

Dangerous tasks when using food mixers include:

- reaching into the bowl to remove food or scrape the sides;
- cleaning the mixer; and
- adding ingredients during the mixing.

Attachments like whisks, dough hooks and flat beats can be dangerous when the mixer is working. Hands and fingers can come into direct contact with the rotating attachments and aprons, gloves, hair and ties can tangle themselves around the moving parts. This can cause serious injury by dragging the worker into the mixer. Spoons, spatulas or other tools can make contact with the moving parts causing them to eject or draw the workers hand into the moving parts.

Electricity base and venue safety checklist

Check	yes	no	n/a
Electrical installations are installed, constructed, maintained, protected (cover) and tested to minimise the risk of electric shock or fire			
Components on the switchboard are clearly marked			
The switchboard is free of any obstructions			
Hand held portable equipment is protected by non-portable residual current devices			
Switchboard or fixed sockets are marked where a residual current device is provided			
A testing program is in place for residual current devices			
Flexible cords and extension cords are used in a safe manner - eg not lying across walkways and no use of multiple extension cords			
Plugs, sockets and extension leads in good condition and protected from damage – eg not damaged, not overloaded			
Electrical installations are protected from damage that would increase the risk of electrical shock or fire, for instance a switchboard cover is provided			
Double adaptors are not used in a commercial environment			

Hazardous substances safety checklist

Check	yes	no	n/a
The register of hazardous substances is complete and current. The register includes a contents list and material safety data sheets (MSDS) for all hazardous substances, such as cleaning products, used from time to time at the workplace. The MSDS are < 5 years old			
The register of hazardous substances is readily available for workers			
The outcome of the risk assessment for all hazardous substances is recorded in the hazardous substances register			
Decanted bottles containing hazardous or other substances are labelled			
Practical control measures are in place to reduce risks relating to hazardous substances For instance, substitute hazardous substances for non-hazardous substances, use substances in accordance with MSDS (eg do not use oven cleaner in spray bottles), ensure adequate personal protective equipment (PPE) is provided and used			
PPE for use with hazardous substances is maintained and in good working order			
Training has been provided to workers working with hazardous substances or is likely to be exposed. Training includes potential health risk and toxic effects, control measures to minimise risk, correct use of methods to reduce exposure, correct care and use PPE			
A record of hazardous substance training is kept at the workplace			
If drain cleaner is used at the workplace, a pre-purchase risk assessment been carried out Note: Sulfuric acid based drain cleaners should be avoided / substituted for a less hazardous substance			

Falls from height safety checklist

Check	yes	no	n/a
Edge protection is provided on upstairs dining areas, mezzanine floors, top of cool rooms if used for storage			
Heavy or frequently used items are easily accessible - eg not on top shelf or on cool room			
Safe access is provided to storage areas such as mezzanine floors			
Ladders are adequate for the task and comply with AS1892.1 (metal) or AS1892.2 (wood)			

Manual tasks safety checklist			
Check	yes	no	n/a
A risk assessment in relation to manual tasks has been conducted eg handling of food and pots, trolleys, height of stored food/equipment, loading & unloading of food and equipment to and from venue, setting up of equipment, including chairs, tables and dance floors			
Practical control measures are in place to reduce or eliminate manual tasks			
Access to shelves, chest freezers, etc. is not obstructed			
Store rooms and cool rooms are organised to reduce risks, eg heavier items stored at waist height or bottom (as appropriate), lighter and infrequently used items stored at top shelves			
Work benches, dishwashers and other work surfaces are at good height to reduce poor posture			
Adequate access is provided to contents of cupboards. Contents can be accessed easily. No heavy items (eg drums of oil) are stored high			
Adequate systems are in place to ensure heavy pots of liquid such as water or oil are not carried, eg contents is transferred into smaller containers and trolleys are in place			
Microwaves are not placed above shoulder height (eg not above 135cm) to prevent the risk of burns and musculoskeletal injuries			
Where practical, adequate trolleys are available and used eg for moving chairs and tables Check that wheels are appropriate for the floor surface (eg grass, carpet)			
Ramps are in place in areas where trolleys are used to go from one level to another level			
Clean plates are carried in small numbers and over short distances. Where practical spring-loaded trolleys are in use			
Plates are stored in an adequate position (consider reaching, twisting, bending postures)			
An adequate trolley is used for moving beer kegs Full beer kegs are not stacked on top of each other by hand			
Boxes and crates containing bottles and cans are stored below shoulder height to reduce manual handling risk			
Workers, supervisors and managers have received adequate training in manual tasks, covering all the requirements in the Code of Practice for Manual Tasks			

Slips and trips safety checklist			
Check	yes	no	n/a
Floors, stairs and ramps have unbroken and slip resistant surface Floors, stairs and ramps are free from obstructions that may cause a person to trip or fall			
Outside floor surfaces are free from uneven surfaces, potholes and other trip hazards			
Adequate drainage is in place in wet areas			
Clean as you go policy is in place to reduce slip hazards in kitchen, bars and other areas			
Frequency and standard of cleaning is adequate to eliminate slip hazards, eg adequate dilution and type of floor cleaner, mop the area last, so no one walks over wet area			
Drains and plumbing is not leaking causing slip hazard - check under sinks, dishwasher			
Areas around fat disposal drum is kept in clean condition (no slip hazard)			
Access and egress to and from work areas is safe - for instance, the risk of collision is reduced through a window in the door, or doors are marked as "IN - OUT", staff are trained			
Small changes in floor levels at edge of tiles, at doorways, exiting bar areas etc. do not create a slip or trip hazard and are readily visible – eg high visibility strip at edge			
Hand rails and guard rails are provided on stairs and ramps			
Slip resistant and enclosed footwear is required in kitchen and bar areas (dress code)			
Warning signs are available and erected near wet floors			

Kitchen and walk-in cool or freezer rooms **safety checklist**

Check	yes	no	n/a
Adequate guarding has been provided to plant or equipment, including: <ul style="list-style-type: none"> • Food preparation mixer is provided with an interlocked guard • Double roll blades meat mincer is provided with an interlocked guard • Cool room fans and belts have been provided with adequate guards 			
Safe egress from walk-in cool room and freezer is provided, eg instructions on how to egress cool room when door handle is faulty or locked (bell or systems to unlock door)			
Written instructions (or operators manual) are provided in relation to the safe dismantling of the meat slicer and cleaning of the slicer blade Cut resistant gloves are provided when dismantling meat slicer or cleaning the blade			
Oil, used in deep fat fryers, is cooled down before handling for disposal When handling oil, smaller containers or buckets are used and covered with a lid			
Baffle system is in place between the hot plate and the deep fryer			
Cleaning of range hoods/extraction equipment is conducted on regular basis (fire risk)			
Arrangements in place with contractors for allowing maintenance of range hoods/ extraction systems at adequate times (not during cooking of foods, etc.)			
Safe knife handling procedures are in place (eg storage of knives, carrying knives, sharpening of knives, cutting on stable surface, carrying knives with blade downwards)			
Workers are trained in the safe use of knives and safe working practices when sharpening knives			
Aerosol cans containing cooking oil or fly spray are kept clear of ignition sources and heat sources such as lit gas burners, ovens, on top of range hoods, naked flames, direct sun light			

Asbestos **safety checklist**

Check	Yes	no	n/a
<ul style="list-style-type: none"> • The presence and location of asbestos at the workplace has been identified • Where asbestos has been identified, an assessment of risks has been conducted in accordance with the <i>Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)]</i> and a asbestos register is available and used • Where an asbestos register is present at the workplace, relevant people have received information and training on the contents and use of the asbestos register 			

Noise **safety checklist**

Check	yes	no	n/a
<ul style="list-style-type: none"> • A risk assessment on noise has been conducted where it is likely that workers are exposed to noise levels > 85dB(A) eg live performance • Where practical, control measures have been put in place to reduce the risk of injury as a result of noise, where exposure levels exceed 85 dB(A) • Where practical, hearing protection has been provided to workers that are exposed to noise levels > 85dB(A) • Workers have received information and training in relation to noise at the workplace 			

Emergency procedures for base and venue **safety checklist**

Check	Yes	no	n/a
An evacuation procedure and a diagram (showing the exits) are provided and displayed in a prominent place at the workplace			
Emergency egress enables safe egress in event of an emergency (doors not obstructed) Exit signs have been provided and are maintained			
Adequate portable fire extinguishers have been provided and maintained Staff are trained in the use of fire extinguishers if required to use them A fire blanket is available where deep fat fryers are in use			
An adequately stocked first aid kit is provided at a central location			
An adequate number of people have been trained in first aid, having regard to the types of hazards and number of people in the workplace			
Procedures are in place for isolated workers (means of communication are available and procedures for regular contact are in place with isolated workers)			

Violence and aggression **safety checklist**

Check	yes	no	n/a
Workers have received information, instruction and training in relation to dealing with violence and aggression (including hold ups, cash handling, difficult customers)			
Procedures are in place in relation to violence and aggression			
Procedures are in place in relation to cash handling and hold-ups (including post hold-up)			
Staff are escorted to the car after evening shift, where applicable			
An adequate number of security staff is provided and security staff is adequately training, where applicable			

Induction and new workers **safety checklist**

Check	yes	no	n/a
Induction and training is provided in relation to emergency/evacuation procedures			
Information and training is provided in relation to hazard and accident reporting			
Safety induction training is provided to new and young workers in relation to hazards in the workplace			
Information and training in the use, maintenance and storage of personal protective equipment (PPE) is provided			
Adequate supervision is in place to ensure that new and young workers are working in accordance with safety instructions			
The risk of injury or harm to (young) visitors is reduced by means appropriate for the workplace and the type of work activity			

Other issues **safety checklist**

Check	yes	no	n/a
Has a risk assessment been conducted for any proposed venues ,including <ul style="list-style-type: none"> • Access and egress, general workspace, stairs and vehicle access • Weather conditions • Power supply, eg sufficient GPOs, safe use of power cords, RCDs • Lighting • Appropriate footwear for location • Emergency egress • Manual tasks • Floor surfaces 			
Transport <ul style="list-style-type: none"> • Vehicles are maintained • Employee licences are checked • Movement and speed of vehicles at base and at the venue are managed 			
Reportable injuries and diseases have been notified to WorkSafe			
Lost time injuries or diseases and hazards notified by workers have been investigated			
Workplace facilities (eg toilets, wash basins, other facilities) are in a clean condition			
Gas cylinders are secured at base, vehicle and venue Gas cylinders are not stored near ignition sources Safe work procedures are in place for changing gas cylinders			
Outdoor gas patio heaters and LPG cylinders are not used indoors			
Personal protective clothing and equipment is provided without any cost to workers			
Employees have knowledge of adequate treatment for burns (20 minutes cold water, NO application of ice, seek medical treatment)			



First Aid for Burn Injury

Remove clothing and jewellery

Cool for **20** minutes

with running **water - NO ICE**

Cover loosely with wet towel or cloth

Keep patient warm and
seek medical help

