

ANNEXURES

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Note: Generic templates should be personalised to suite each particular workplace.

Disclaimer: Once any of the templates in the annexures have been amended, they no longer represent a QHA best practice template – rather, the amended template represents a document you have tailored for your workplace and no liability is accepted by QHA for its contents.

Annex A

WORK HEALTH AND SAFETY POLICY

1. Organisation Commitment

The health and safety of all employees is of primary importance to <insert name of hospitality venue>. We are committed to providing a work environment that is safe and free from risk to the health and wellbeing of all employees and other visitors to the workplace.

2. Policy Objectives

The <insert name of hospitality venue> will conduct its activities in accordance with these objectives and provide a work environment that:

- Makes safety a priority for management and staff;
- Ensures exposure to health and safety risks are eliminated or minimised;
- Complies with the *Work Health and Safety Act 2011*, subordinate legislation and relevant Australian Standards;
- Actively encourages the reporting of work health and safety issues;
- Builds safety awareness and understanding amongst all employees;
- Ensures all employees are provided initial and refresher training as required by current operating procedures and legislative requirements;
- Strives for continuous improvement by actively reviewing industry best practice and applying this to the workplace; and
- Ensures all employees are fit for duty and capable of undertaking their assigned work tasks in a safe manner.

3. Responsibilities

Work health and safety is both an individual and shared responsibility for all managers, supervisors and employees. Together, managers and employees will endeavour to reach consensus through the consultation process. We all have a duty of care to ensure that our health and safety responsibilities are met and the policy is enacted in this workplace. The following responsibilities are essential to the success of this policy:

3.1 Management Commitment

Managers and supervisors are responsible (within the scope of their authority and area of responsibility) for:

- Actively consulting with all stakeholders in the maintenance of a safe workplace;
- Integrating work health and safety into all aspects of the workplace;

- The provision of appropriate resources to meet the objectives of this policy;
- Promoting communication about work health and safety as a normal component of all aspects of work;
- Ensuring the provision of safe mechanical plant, tools and personal protective equipment if required; and
- Taking effective and timely action to ensure a healthy and safe workplace is maintained.

3.2 Employee Commitment

Employees are responsible for:

- Working, and encouraging others to work, in a healthy and safe manner;
- Cooperating with, supporting and promoting health and safety in the workplace;
- Reporting or rectifying any unsafe conditions that comes to their attention;
- Ensuring compliance with work health and safety instructions;
- Using personal protective equipment if the equipment is provided by the employer and the employee is properly instructed in its use; and
- Ensuring they do not wilfully place at risk the health and safety of any person, including themselves, at the workplace.

I/We have committed to this policy and its implementation to ensure a healthy and safe work environment.

Acknowledgement

I, _____ (full name) have read and understood the above information relating to this Work Health and Safety Policy. I understand that this policy is binding on me but does not form part of my employment contract.

Signature of employee _____ Date _____

Signature of supervisor/manager _____ Date _____

Copy to personal file

Annex B

RISK ASSESSMENT TOOL

Business Name <Insert name of hospitality venue>			
Work Area:			
<u>Form completed by:</u>			
<u>Date form completed:</u>			
Hazard Identification			
<u>Hazard:</u>			
Risk Assessment			
<u>What is the harm the hazard could cause:</u>			
<u>What is the likelihood of this happening:</u>			
<u>Persons at risk:</u>			
<u>Existing control measure:</u>			
<u>Consequence:</u>			
<u>Likelihood:</u>			
<u>Outcome:</u>			
Control Measures			
<u>Possible control options:</u>			
<ul style="list-style-type: none">• <i>Elimination</i> –• <i>Substitution</i> –• <i>Engineering</i> –• <i>Administrative or PPE</i> –			
<u>Preferred control option:</u>			
Implementation			
Associated activities	Resources required	Person(s) responsible	Sign off and date
Review			
Scheduled Review Date:			
<u>Are the control measures in place?</u>			
<u>Are the controls eliminating or minimising the risk?</u>			
<u>Are there any new problems with the risk?</u>			

Risk Matrix

LIKELIHOOD How likely could it happen?	CONSEQUENCES: How severely could it harm someone?			
	Extreme Death, permanent disablement	Major Serious bodily injury	Moderate Casualty treatment	Minor First aid only, no lost work time
Very likely Could happen frequently	1	2	3	4
Likely Could happen occasionally	2	3	4	5
Unlikely Could happen but rarely	3	4	5	6
Very unlikely Could happen, but probably never will.	4	5	6	7

SCORE	ACTION
1, 2 or 3	Do something about these risks immediately
4 or 5	Do something about these risks as soon as practicable
6 or 7	These risks may not need immediate attention.

Annex C

STAFF SAFETY INDUCTION

<Insert name of hospitality venue>

Emergency response and evacuation procedures

An emergency is an abnormal and dangerous circumstance needing prompt action to control, correct and return it to a safe condition.

Emergencies that are pertinent to this workplace include:

- Fire, bomb threat, medical and others

The venue has an emergency and evacuation plan and this should be followed. All employees receive instructions on procedures that are implemented in case of emergency. The location of emergency and fire fighting equipment, emergency exits and evacuation assembly area/s will be indicated accordingly.

In the Event of a Fire (the most likely emergency)

- Don't Panic
- Raise alarm
- Phone the fire brigade
- Fight fire if safe to do so
- Select the proper fire extinguisher
- Otherwise evacuate workplace (assisting patrons in the process)

All employees should become familiar with the location and type of fire fighting equipment (hose reels, extinguishers, fire blankets etc) available in the workplace. Their location is marked on the emergency and evacuation floor plan.

The Chief Warden of this venue is: _____

Your emergency evacuation assembly area is here: _____

There **is/is not** a fire detection and alarm system at this venue.

First aid kits are located here: _____

First aid trained staff are: _____

An emergency and evacuation floor plan of the venue is attached.

New employees will be shown the layout of the premises by their supervisor including fire fighting equipment and other safety features.

Identify and control workplace hazards

This venue routinely identifies, assesses and controls health and safety hazards in the workplace. A hazard is defined as something that has the potential to cause harm e.g. exposed electrical wires have the potential to seriously injure a worker if they were to touch them. Identifying hazards and risks is formally done by supervisors undertaking periodic walk-throughs to determine whether any hazards are evident.

There are inherent risks in any hospitality venue. There are activities that have the potential to injure unless control measures are in place. Measures put in place to control risk are designed to eliminate or reduce the risk of injury.

Some hazards can be particularly unsafe such as:

- Electricity, especially if electrical leads or wires come into contact with water.
- Exposure to hazardous chemicals.
- Potential CO₂ asphyxiation (leaking gas system/cylinders in a cellar or cool room).
- Mechanical plant without guards on moving parts.

Staff members who discover any hazards in the workplace that are likely to cause injuries to anybody are encouraged to report it to their supervisor.

Reporting work health and safety issues

If any hazards are discovered in the workplace or any other health and safety incident or issue need to be reported to management, the matter should be brought to the attention of a supervisor.

Health and safety incidents are to be logged in the incident register.

Hazardous manual tasks

At least 50% of all injuries in the hospitality industry are musculoskeletal related – that is, injuries caused when undertaking hazardous manual tasks. Injuries to joints, tendons, ligaments, cartilage, nerves and tissues are common. They can be caused by either sudden trauma or wear and tear over a prolonged period of time. Many of these injuries can be prevented.

There are some useful tips in the QHA Safe Work Manual but here are some important dos and don'ts:

- Never lift a full beer keg on your own – dual lift is acceptable.
- Stacking cartons above shoulder height is not recommended.
- Use a mechanical aid (trolley etc) when moving heavy or multiple objects.
- Heavier items should be stored on lower racks or cupboards.

- Keep items close to the body when lifting and the key is to bend your knees, not your back.

Slips, trips and falls

The nature of the industry is such that hospitality venues, especially back of house, can pose certain 'slip, trip and fall' risks. In this environment it commonly occurs when there are fluid or cooking oil spillages over the floor, or when obstacles are placed in pedestrian areas. Follow these instructions:

- When there is a spillage clean it up in a timely fashion.
- Ensure good housekeeping practices at all times.
- Wear non-slip/rubber-soled shoes in the workplace.

Personal security and safety

Staff are to familiarise themselves with the venue personal security and safety policy, and follow in-house guidelines regarding cash handling procedures.

In the event of an armed robbery:

- Never attempt to stop the offender or in anyway intervene while the crime is being committed – stay calm and quiet.
- Comply with the demands of the robber, no more and no less.
- Make mental notes – names if more than one, speech, height, clothes, distinguishing marks (scars, tattoos, facial features), physical features, weapon etc.
- Take note of the direction of travel and mode (car, foot etc).
- Immediately raise the alarm and contact management.
- Call the police and keep the line open.
- Secure the crime scene and preserve any evidence.
- Advise any witnesses to remain until police have arrived.

Kitchen hazards

For staff that are new to working in kitchens, the main areas of concern in terms of health and safety hazards are burns, slips, cuts and exposure to hazardous chemicals. Burns are probably the main injury commonly associated with gas cookers and oil fryers. This type of injury can range from minor scalds to serious third degree burns. The severity of the injury is dependent upon the cause of the injury, e.g. hot oil from the chip basket, and how quickly appropriate treatment for the injury is rendered.

Please ensure the following:

- Wear appropriate clothing for the task.

- Do not leave elements turned on when not in use e.g. gas cookers etc.
- Clean up fluid spills immediately to avoid slips.
- Follow safe work procedures when undertaking 'at risk' activities.
- Hazardous cleaning chemicals should be labelled and stored securely.
- Ensure Safety Data Sheets (which contain important information about chemical toxicity, protection and first aid) are stored with the chemical.
- Protective equipment is to be used when handling or using hazardous chemicals.

Electrical safety

The most common cause of electric shocks in the workplace is as a result of coming into contact with damaged electrical cords or equipment. Staff should report any visibly damaged electrical cords or equipment to their supervisor. Electrical cords should not be left lying in any wet areas, and extension leads not used in pedestrian access ways.

Kegs and cool rooms

Risks associated with keg and cool rooms include previously mentioned hazardous manual tasks, slip and trip hazards and the threat leaking carbon dioxide (used for beverage dispensing) can cause. Incidents, some with potentially fatal consequences, have occurred from faulty high-pressure inert gas systems.

This venue **has/has not** a gas detection and alarm system.

(If so, staff who work in this area are to receive instruction on the operation of this system and what action to take if the alarm is activated).

Warehouse/Bottleshop

If relevant to the workplace, forklifts and drive through bottleshops pose additional risks to employees. Only a licensed forklift truck driver and those undertaking supervised training are permitted to use a forklift. There are written safe work procedures to be followed.

Particular attention needs to be taken if working in a drive through bottleshop. Staff should be aware of vehicle movements and flow, and maintain a 'situational awareness' at all times.

Employee's declaration

I acknowledge that I have read the Safety Induction and understand all the information contained herein. I undertake to follow and adhere to all of the instructions contained herein or as directed by my employer in the provision of a safe workplace. I agree to comply with the health and safety requirements under the Work Health and Safety Act 2011.

Employee Name: _____

Signature: _____ Date: _____

Note: This is a generic Staff Safety Induction template. It is designed for the user to adapt to their own hospitality venue circumstances.

Annex D

WHS HAZARD CHECKLIST*

<Insert name of hospitality venue>

	Question	✓/×/NA	Risk	Relevant Comments
1	General			
1.1	Is the temperature control and humidity control adequate?			
1.2	Are there any sources of excessive noise?			
1.3	Are there sufficient toilets for staff?			
1.4	Are clean and separate meal rooms provided?			
1.5	Are there adequate hand washing facilities?			
2	Housekeeping			
2.1	Is the area tidy and well kept?			
2.2	Are items safely stored so they are not at risk of falling off or causing injury?			
2.3	Is the floor free of trip hazards?			
2.4	Is furniture in good repair?			
2.5	Are filing cabinets/desk drawers closed when not in use?			
3	Slips, Trips and Falls			
3.1	Do floors have even surfaces?			
3.2	Are wet areas frequently mopped and/or have slip resistant floor covering?			
3.3	Are stairs in good condition (no worn or broken treads)?			
3.4	Are handrails in good condition?			
3.5	Are non-skid strips in good condition?			
3.6	Are pedestrian areas clear of obstructions or tripping hazards?			
3.7	Is there clear access and egress?			
4	Emergency Procedures			
4.1	Are emergency contact numbers, procedures and evacuation diagrams clearly displayed?			
4.2	Are fire extinguishers and hoses visible and easy to access/free from obstruction?			
4.3	Has fire fighting equipment been			

WHS HAZARD CHECKLIST*

<Insert name of hospitality venue>

	Question	✓/×/NA	Risk	Relevant Comments
	inspected recently?			
4.4	Are fire extinguishers appropriate for the location (e.g. kitchen)?			
4.5	Are staff trained in evacuation and fire fighting?			
4.6	Are emergency exit stairs adequately lit?			
4.7	Are exit signs in place and illuminated?			
4.8	Are exit doors marked, clearly visible and can be opened from the inside?			
4.9	Is there an accident/incident reporting procedure in place?			
5	First Aid			
5.1	Are First Aid cabinets and contents clean, orderly and properly stocked?			
5.2	Are First Aid kits accessible?			
5.3	Do staff know their location?			
5.4	Are sufficient staff trained in First Aid?			
6	Electrical			
6.1	Are electrical items tested and tagged and up to date			
6.2	Are there sufficient GPO's for the equipment and appliances			
6.3	Are all power outlets and switches in good condition?			
6.4	Are extension leads/power boards used as designed (w/o double adaptors, piggyback plugs, overloading)?			
6.5	Do power boards have overload protection and individual switched outlets?			
6.6	Are electrical items free from damage and unlikely to be exposed to water?			
6.7	Are electrical appliances in a safe working area?			
6.7	Are leads/cords kept clear of pedestrian walkways?			

WHS HAZARD CHECKLIST*

<Insert name of hospitality venue>

	Question	✓/×/NA	Risk	Relevant Comments
6.8	Are safety switches tested regularly?			
7	Hazardous Manual Tasks			
7.1	Have you identified all hazardous manual tasks in your workplace?			
7.2	Are frequently used items within easy access between knee and shoulder?			
7.3	Are heavy items stored at around waist height?			
7.4	Are step ladders or stools used to access items stored on high shelves?			
7.5	Are mechanical aids available and used to transport items (e.g. keg trolley)?			
7.6	Are repetitive actions minimised and rest breaks taken?			
7.7	Are staff adequately trained in the tasks to be performed?			
7.8	Are Safe Work Procedures in place for hazardous manual tasks?			
8	Lighting			
8.1	Is there adequate lighting for the work being carried out?			
8.2	Is there sufficient lighting in place in car parks and other external areas?			
8.3	Is glare and reflection controlled to acceptable levels?			
8.4	Are light fittings in good condition?			
9	Ergonomics			
9.1	Are workstations set up correctly?			
9.2	Is there space under the desk clear to allow leg room?			
9.3	Is there sufficient desk space for large documents, completed work or writing?			
9.4	Are chairs in good condition (suitable height adjustment, lumbar support)?			
10	Hazardous Chemicals			
10.1	Is there a hazardous chemical register and is it up-to-date?			
10.2	Are chemicals stored and handled according to the Safety Data Sheet?			
10.3	Have risk assessments been completed for hazardous			

Annex E

TRAINING GUIDE FOR HAZARDOUS MANUAL TASKS

Training

Training is just one of many controls we can put in place to minimise our exposure to the risks associated with manual tasks. This should be considered after all other options for reducing your exposure to the risk have been exhausted, or in conjunction with other options.

The critical matter with manual tasks is to do it the right way. Lifting is the most common example of incorrect technique and the one that causes the most problems. It's about having the right technique. And here it is:

Single person lifting technique

Assess the load – think before you lift:

- Where is the load going to be placed?
- Do you need help with the load? Seek assistance from another person or use a mechanical aid.
- Is there a clear path? Remove things you're potentially likely to trip over.
- Think about the best way of lifting the load.
- For a long lift, such as floor to shoulder height - consider resting the load mid-way on a table or bench in order to change grip.
- Don't overdo it - ensure you don't lift more than you know you are capable of handling.

Keep load close to your waist

- Minimise the distance between the lower back of the handler and the centre of gravity of the load during the lift.
- Keep the load close to the body for as long as possible.
- Have the feet slightly apart with one leg slightly forward to help maintain balance (alongside the load if it is on the ground).
- Be prepared to move your feet during the lift to maintain a stable posture.
- Keep the heaviest side of the load next to your body.

The distance of the load from the body at waist height is an important factor in determining the overall load on your spine and back muscles. The further away from the body the load is, the higher the potential is for musculoskeletal injury.

Keep the back straight – bend at the knees

- Keep the back straight - this will keep the spine in its neutral position where it is most effective in supporting the body.
- Bend your knees not your back when picking up a load.
- Don't flex the spine any further as you lift - this can happen if you begin to straighten your legs before starting to raise the load.

Keep a firm hold on the load close to the body

Try hugging the load close to the body if possible. This may be better than gripping it tightly with your hands. This ensures you have suitable control over the load.

Move smoothly

Avoid jerking or snatching at the load as this can make it harder to keep control of the load and can subsequently increase your risk of injury.

Turn with your feet not with your hips

- Keep your shoulders level and facing the same direction as the hips.
- Turning by moving your feet after lifting the object is better than twisting and lifting at the same time.

Keep your head up when travelling

- Look ahead, not down at the load, when you are moving along. Then you're able to see where you are going and prepare you for any sudden changes – like avoiding another person suddenly coming across your path.

Place the load down and then adjust

If the load shifts while you're carrying it, put it down first, and then adjust it into the correct position.

Team lifting

Team lifting is essentially an extension of individual lifting, except you have assistance from one or more persons to carry the load. Where possible, a mechanical aid should be used prior to attempting a team lift. If you don't have a trolley, pallet jack or cart, a team lift is the way to go. You'd use a team lift in these circumstances:

- The load is awkward in shape.
- The load is large in size, even though it may be of a light weight

- The load will obscure your vision when you are carrying it.
- The load is of a weight where it will be difficult to carry without help.

If you establish that it's better for someone to help you carry the load, you need to make an assessment on who that would be. Sometimes you don't have much of a choice with that, but if you do:

- Pick someone of similar height.
- Pick a male if you can – whether you like it or not males are physically stronger than females.
- Pick someone who is strong, rather than someone who isn't.
- Avoid very young or very old people.

Remember, when undertaking a team lift, the potential for musculoskeletal injury still exists. Musculoskeletal injury may occur during a team lift if:

- The load is not distributed evenly,
- Workers do not lift at the same time,
- Workers adjust their hold when moving along,
- A worker hasn't adjusted their level of exertion to match those of the others,
- The task involves the load being moved up or down a sloped surface or stairs which results in one or more workers bearing the full weight of the load.

To complete a team lift:

- Communicate when lifting and carrying the load,
- Make sure you have an adequate number of persons to assist in carrying the load,
- Make sure you have enough room for all persons to comfortably lift and carry the load,
- Appoint one person to control the lift,
- Apply the Single Person Lifting Procedure for Team Lifting,
- Pace yourselves,
- Where possible use a mechanical aid for the load.

Planning the lift and having a good hold on the load is particularly important for team lifting.

Pushing v pulling

There are three parts to pushing and pulling – starting the load in motion, sustaining it and then stopping it. The first and last require the most effort. It is better to push than to pull as it involves less work from the lower back muscles

and you can see where you're going. With pushing, it is preferable to have your elbows bent and apply the force above the waist – for pulling, below the waist.

However, individual circumstances can dictate the best way forward. For example, a pallet jack is easier to drive and control by pulling it along; however, it is probably better for you physically to push it. That's something for you to make a risk assessment on at the time.

Sometimes basic physics come into play. Think of a rugby scrum where the maximum effort is exerted as the players are crouched low and force is applied when they push. It's the same principle when pushing a heavy object – go low and hard with a straight back, not high and soft.

Annex G

ASBESTOS REGISTER

ASBESTOS REGISTER					
Workplace address: <Insert name and address of hospitality venue>			Name of Competent Person:		
Date of Identification	Type of Asbestos	Is it Friable or Non-Friable?	Condition of Asbestos	Specific Location of Asbestos	Is this an inaccessible area?

Example of Asbestos Register

ASBESTOS REGISTER					
Workplace address: XYZ Manufacturing Unit 3A, Trading Estate West, Anytown 0801			Name of Competent Person: Jim Smith, Site WHS manager (08) 3293 4012		
Date of Identification	Type of Asbestos	Is it Friable or Non-Friable?	Condition of Asbestos	Specific Location of Asbestos	Is this an inaccessible area?
1/2/2016	AC Roof Sheeting	Non-friable	Good, minor deterioration on Western End	Whole Roof to main building	Not routinely accessed
1/2/2016	Fibro Wall Cladding	Non-friable	Sound condition structurally, paint lifting in some places	Exterior of main Building	Accessible. Unlikely to be damaged.
1/2/2016	Pipe Insulation	Friable	Cracked at bends in pipe	Plant Room: Behind boiler for water system	Only accessed by maintenance staff
1/2/2016	Floor Tiles	Non-friable	Good condition, tiles under filing cabinet starting to lift	Main office, Asbestos backed vinyl floor tiles	Inaccessible

Annex H

Form 3 Incident notification form

V4.11-2013

Work Health and Safety Act 2011

Safety in Recreational Water Activities Act 2011

Electrical Safety Act 2002

Incident details

Incident type

Please refer to the guide to work health and safety incident notification or electrical safety incident notification web page for assistance.

This is to notify of a: death serious injury serious illness dangerous incident serious electrical incident
 dangerous electrical event

Provide an explanation of the type of incident using the categories on the **guide to work health and safety incident notification or electrical safety incident notification web page** (e.g. a category of 'serious injury' is 'immediate treatment for serious head injury'):

Incident date, time and location

Date of incident:

Incident address:

Time of incident:

Postcode:

Describe the specific location of the incident (e.g. aisle 3, plant operation room, tower crane the Elizabeth Street entrance side of the site.)

Description of the incident Please provide as much detail as possible, for instance: the events that led to the incident; the work being undertaken when the incident happened; the overall action, exposure or event that best describes the circumstances that resulted in the injury, illness, fatality or dangerous incident; the object, substance or circumstance which was directly involved in inflicting the injury, illness, death or dangerous incident; the name and type of any machinery, equipment or substance involved. Was anyone else involved? Was electricity or electrical equipment involved?

(Attach a separate piece of paper if necessary)

Did the incident involve licensed work (e.g. high risk work, electrical work?)

No Yes Please provide details of the type of licensed work:

Is the workplace a registered major hazard facility? No Yes

WH5011868 V4

Great state. Great opportunity.



Person's injury/illness and treatment details (if required)

Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> First name:		Last Name:	
Date of birth:	Contact phone number:		
Residential address:	Unit/Building No.	Street No.	Street Name
	Suburb/Town/Locality		State Postcode
Occupation: (main duties)			
Relationship to the entity notifying <input type="checkbox"/> Worker <input type="checkbox"/> Self-employed <input type="checkbox"/> Member of the public <input type="checkbox"/> Labour hire worker <input type="checkbox"/> Contractor <input type="checkbox"/> Group training apprentice/trainee <input type="checkbox"/> Other (please specify):			
Description of injury/illness:	(e.g. fracture, laceration, amputation, strain, electrical shock, burn, Q fever)		
Body location:	(e.g. wrist, lower back, internal organs):		
Did the person receive treatment following the injury/illness? <input type="checkbox"/> No <input type="checkbox"/> Yes Please describe treatment received:			
Where was the injured person taken for treatment?			

Details of business or undertaking notifying of the incident

Legal name of business:			
Trading name of business:			
ABN:		ACN:	
Business address:	Unit/Building No.	Street No.	Street Name
	Suburb/Town/Locality		State Postcode
Contact phone number:	Work hours: ()	Mobile:	
Business email address:			
Main business activity (e.g. furniture manufacture, domestic construction, steel warehousing, electrical installation)			
Main industry sector			
<input type="checkbox"/> Accommodation and food services	<input type="checkbox"/> Rental, hiring and real estate services	<input type="checkbox"/> Mining	
<input type="checkbox"/> Agriculture, forestry and fishing	<input type="checkbox"/> Transport, postal and warehousing	<input type="checkbox"/> Public administration and safety	
<input type="checkbox"/> Construction	<input type="checkbox"/> Administrative and support services	<input type="checkbox"/> Retail trade	
<input type="checkbox"/> Electricity, gas, water and waste services	<input type="checkbox"/> Arts and recreational services	<input type="checkbox"/> Wholesale trade	
<input type="checkbox"/> Health care and social assistance	<input type="checkbox"/> Education and training	<input type="checkbox"/> Other services (please specify).	
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Financial and insurance services		
<input type="checkbox"/> Professional, scientific and technical	<input type="checkbox"/> Information media and telecommunications		

WHS011868VA

Describe any actions taken immediately following the incident to prevent recurrence:
Describe any longer term action proposed to prevent a recurrence:

Notifier's details

Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> First name:	Last Name:		
Position at workplace:	Contact phone number:		
Email:			
Is this the person that should be contacted for further information?			
<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please provide the name and contact details of the appropriate person should further information be required.			
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> First name:	Last Name:		
Position:	Contact phone number:		

How to lodge the form

Notification must be by fastest possible means.

The options for lodgement are by email to whsq.aaa@justice.qld.gov.au or by fax to (07) 3874 7730.

NOTE: Notification to Workplace Health and Safety Queensland or the Electrical Safety Office is not a notification to WorkCover Queensland. Call 1300 369 915 if you have any questions about filling out the form. Please keep a copy of this form for your own records before submission.

WHSQ11868 V4

PRIVACY STATEMENT: The Department of Justice and Attorney-General respects your privacy and is committed to protecting your personal information. The information provided on this form is for the purpose of advising Workplace Health and Safety Queensland and/or the Electrical Safety Office of a reportable incident under the Work Health and Safety Act 2011, Electrical Safety Regulation 2002 or Safety in Recreational Water Activities Act 2011. This information will be managed within the requirements of the current state government privacy regime. The Department may be required to disclose your personal information to other regulatory agencies such as the Queensland Police Service, WorkCover, Q-Comp and other agencies in accordance with other law enforcement activities which may be conducted as part of an investigation. Further information on our privacy policy is available at www.justice.qld.gov.au.

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Workplace Health and Safety

www.justice.qld.gov.au

1300 362 320

Form 3 Incident notification form

ABN 13 846 673 994

3/3

Annex I

Safe Work Procedure

Moving Cartons

<Insert name of hospitality venue>

Department

Coolroom/Storage/Bottleshop/Bars

Document number

Initial Issue date

Current version

Risk Assessment

Next review date

High/Medium/Low

Safe Work Procedure Title and basic description

Title: **Moving Cartons**

Description: Unloading/Stacking/Handling Cartons

Associated risk assessment title and location:

Describe the activity or process

Unloading/Stacking/Handling Cartons is a hazardous manual task (HMT) – an activity where sustained or repetitive force is exerted to physically move an object or load. Lifting, lowering, carrying, holding or restraining any object, or indeed a person are also activities that could be described as potentially hazardous. Examples of HMT in the hospitality sector include setting up furniture for a function, changing kegs, restocking shelves, restocking bars and carrying trays of glasses.

1. Off pallet – lifting individual cartons and place on the floor (or on trolley, or stacking)
2. From trolley – lifting individual cartons from the trolley onto shelves, stacking or other.

List all resources required including plant, chemicals, personal protective clothing and equipment, etc

1. Step ladder (as required)
2. Trolley
3. Pallet Jack
4. Forklift

List potential hazards and risk controls including specific precautions required

Potential Hazards:

- Injury to back or other part of the body (strain, sprain etc)
- Slip, trip or fall

Risk Controls:

1. When lifting cartons: keep the carton into the body, bend the knees – straight back
2. Do not lift more than one carton at a time

3. Use mechanical aids i.e. trolley, as much as possible
4. Ensure step ladder is available when stacking shelves – industrial quality
5. Ensure that trolley is not over-stacked
6. Ensure that pallet jack is set properly (better to push, rather than pull)
7. If any product is damaged, ensure subsequent breakages are cleaned up.
8. Only stack product to shoulder height

List emergency shutdown instructions

N/A

List clean up and waste disposal requirements

For any breakages:

1. Mop and Bucket
2. Dustpan and Broom

List legislation, standards and codes of practice used in the development of the SWP

Work Health & Safety (National Uniform Legislation) Act 2011

Supervisory approval, training, and review

Supervisor:

Signature:

List competency required – qualifications, certificates, licensing, training – e.g. course or instruction:

- Induction/OJT

SWP review date:

Responsibility for SWP review:

Safe Work Procedure

Moving Kegs

<Insert name of hospitality venue>

Department Coolroom/Storage/Bottleshop/Bars				
Document number	Initial Issue date	Current version	Risk Assessment High/Medium/Low	Next review date
Safe Work Procedure Title and basic description				
Title: Moving Kegs				
Description: Safely Moving Kegs				
Associated risk assessment title and location:				
Describe the activity or process				
<p>Moving kegs is a hazardous manual task (HMT) – an activity where sustained or repetitive force is exerted to physically move an object or load. Lifting, lowering, carrying, holding or restraining any object, or indeed a person are also activities that could be described as potentially hazardous. Examples of HMT in the hospitality sector include setting up furniture for a function, changing kegs, restocking shelves, restocking bars and carrying trays of glasses.</p> <ol style="list-style-type: none">1. Off pallet – placing on trolley or rolling individual kegs2. Off trolley – delivering to location				
List all resources required including plant, chemicals, personal protective clothing and equipment, etc				
<ol style="list-style-type: none">1. Forklift2. Pallet Jack3. Trolley4. Personal Protective Equipment (as required)				
List potential hazards and risk controls including specific precautions required				
Potential Hazards: <ul style="list-style-type: none">• CO2 poisoning (cold room)• Injury to back or other body parts (strains, sprains etc)• Lacerations to extremities (aluminium burrs occur on the edges or seams of the kegs)				

Risk Controls:

1. 'Cellaguard' CO2 detector and alarm system installed and operating
2. Use gloves when handling kegs
3. Forklift/pallet jack set at safe height
4. Roll kegs on bottom edge when moving from pallet or only carry one keg on a handheld trolley
5. If lifting is essential, only a team lift would suffice
6. Ensure correct clothing is worn when working in cold room for extended periods

List emergency shutdown instructions

1. Emergency stop button on Keg Lift

List clean up and waste disposal requirements

N/A

List legislation, standards and codes of practice used in the development of the SWP

Work Health & Safety (National Uniform Legislation) Act 2011

Supervisory approval, training, and review

Supervisor:

Signature:

List competency required – qualifications, certificates, licensing, training – e.g. course or instruction:

- Induction/OJT

SWP review date:

Responsibility for SWP review:

Safe Work Procedure

Forklift Operations

<Insert name of hospitality venue>

Department

Bottleshop

Document number

Initial Issue date

Current version

Risk Assessment

Next review date

High/Medium/Low

Safe Work Procedure Title and basic description

Title: **Forklift Operations**

Description: Safely Loading/Unloading and Moving Stock via Forklift

Associated risk assessment title and location:

Describe the activity or process

1. A forklift operator performs tasks associated with moving goods from one place to another.
2. The operator loads trucks and unload trucks, or supplies production areas with product.
3. The forklift operator might be responsible for inspecting lifts before use and participating in training sessions for license renewals.

List all resources required including plant, chemicals, personal protective clothing and equipment, etc

1. Forklift
2. Pallets

List potential hazards and risk controls including specific precautions required

Potential Hazards:

- Slips and falls
- Collisions
- Rollover
- Risk of fire and explosion

Risk Controls:

1. Footwear must be in good condition (especially soles)
2. No loose sleeves which could accidentally catch on hand controls

3. Operators should wear a high visibility garments when operating the forklift
4. Maintenance check of machine before use
5. Adopt safe traffic flow patterns
6. Allow adequate maneuvering space at corners
7. Always carry loads as close to the ground as possible while traveling
8. Ensure that travel path surfaces are free of holes and bumps
9. Always turn off engine when changing LPG tank
10. Forklift hazard signs must be displayed at entrances to areas where forklifts may be operating

List emergency shutdown instructions

1. Turn off engine immediately

List clean up and waste disposal requirements

N/A

List legislation, standards and codes of practice used in the development of the SWP

Work Health & Safety (National Uniform Legislation) Act 2011

Supervisory approval, training, and review

Supervisor:

Signature:

List competency required – qualifications, certificates, licensing, training – e.g. course or instruction:

- Forklift Truck Certificate

SWP review date:

Responsibility for SWP review:

Safe Work Procedure

Slips, Trips and Falls

<Insert name of hospitality venue>

Department

Hotel (all areas)

Document number

Initial Issue date

Current version

Risk
High/Medium/Low

Next review date

Safe Work Procedure Title and basic description

Title: **Slips, Trips and Falls**

Description: Risk of slip, trip or fall in all areas of a hotel.

Associated risk assessment title and location:

Describe the activity or process

Prevent slips, trips and falls during work activity in all areas of the hotel

1. Work processes are many and varied but could include manual handling tasks, working at heights (i.e. stacking shelves), working in wet areas (bars) or just walking through storage areas (housekeeping).

List all resources required including plant, chemicals, personal protective clothing and equipment, etc

1. Non-slip floor matting
2. Drain or spill trays
3. Cleaning equipment including mops etc
4. Mechanical aids when transporting product or chemicals
5. Industrial grade ladder or steps
6. Wet floor or warning signs
7. Covered rubber-soled footwear

List potential hazards and risk controls including specific precautions required

Potential Hazards:

- Slip, trip or fall

Risk Controls:

1. Use mechanical aids when carrying product i.e. trolley, as much as possible
2. Avoid walking on slippery floors
3. Install drainage to prevent pooling of water and grease
4. Equip areas where wet processes are used (i.e., dishwashing rooms in kitchens) with a means of drainage and gratings, mats, or raised platforms
5. Repair leaking machinery and equipment to prevent slick areas on floors
6. Clean floors regularly
7. Post warning signs around spills or wet floors
8. Install non-slip tiling or other non-slip floor products (acid etching, adhesive strips and slip resistant paint to improve slip resistance)
9. Use rubber mats in areas where the floors are constantly wet
10. Use slip-resistant waxes to polish and treat floors
11. Use floor cleaning products to 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
12. Use non-slip footwear
13. Minimise the need to carry full pots or pans
14. Reduce the number of people who walk through kitchen or other wet areas
15. Use storage areas for equipment and alert employees to the dangers of leaving boxes, rubbish, bags and furniture in passageways, entrances and exits
16. Maintain sufficiently wide aisles where mechanical handling equipment (e.g. forklift) is used
17. Avoid placement of cords in travel paths (use a cord runner if required)
18. Ensure there is adequate lighting in work areas
19. Use a ladder that has slip-resistant feet
20. Set the ladder on a flat, firm surface
21. Don't work from the top two steps of a stepladder
22. Use handrails when using stairs
23. Stair treads should be highlighted, illuminated or contain rubber edging if appropriate
24. Ensure floors are even, stable and minimise changes in the floor level

List emergency shutdown instructions

N/A

List clean up and waste disposal requirements

N/A

List legislation, standards and codes of practice used in the development of the SWP

Work Health & Safety (National Uniform Legislation) Act 2011

Supervisory approval, training, and review

Supervisor:

Signature:

List competency required – qualifications, certificates, licensing, training – e.g. course or instruction:

- Induction/OJT

SWP review date:

Responsibility for SWP review:

Safe Work Procedure

Using Knives

<Insert name of hospitality venue>

Department

Kitchen

Document number

Initial Issue date

Current version

Risk
High/Medium/Low

Next review date

Safe Work Procedure Title and basic description

Title: **Using Knives**

Description: Safe Use of Kitchen Knives

Associated risk assessment title and location:

Describe the activity or process

1. Knives are an important piece of equipment in any kitchen as they are used constantly in use for all methods of cookery, from soups to stocks.
2. Knives are used to cut, slice, dice or de-bone.
3. Knives are operated by hand.

List all resources required including plant, chemicals, personal protective clothing and equipment, etc

1. Knife
2. Cutting board
3. Scourer
4. Wiping Cloth
5. Hot soapy water
6. General purpose detergent

List potential hazards and risk controls including specific precautions required

Potential Hazards:

- Cutting oneself or others
- Time off work + increase workload of others + costs
- Severe case – loss of trade

List potential hazards and risk controls including specific precautions required

Risk Controls:

1. Junior staff trained in correct use of knives
2. Ensure knowledge of knife use around other staff
3. Put away knives after use
4. Use correct knife for the job
5. Keep knife sharp at all times
6. Wipe clean with blade down and facing outwards
7. Never place knives in dishwasher

List emergency shutdown instructions

Any chemical contamination to skin or eyes then refer to Safety Procedures as supplied on the Product Application Chart or SDS

Ensure First Aid Kit is stocked

List clean up and waste disposal requirements

N/A

List legislation, standards and codes of practice used in the development of the SWP

Work Health & Safety (National Uniform Legislation) Act 2011

Supervisory approval, training, and review

Supervisor:

Signature:

List competency required – qualifications, certificates, licensing, training – e.g. course or instruction:

- Trade training, induction, instruction – OJT

SWP review date:

Responsibility for SWP review:

Safe Work Procedure

Floor Cleaning

<Insert name of hospitality venue>

Department

Kitchen

Document number

Initial Issue date

Current version

Risk
High/Medium/Low

Next review date

Safe Work Procedure Title and basic description

Title: **Floor Cleaning**

Description: Safely Cleaning Kitchen Floor

Associated risk assessment title and location:

Describe the activity or process

Prevent burns and scalds by following correct procedures.

End of Shift Floor Clean:

1. Sweep all floor surfaces with hard bristle broom
2. Scrub all floor surfaces with hot water and degreaser
3. Rinse all floor surfaces with clean hot water
4. Sweep excess water away with hard bristle broom

List all resources required including plant, chemicals, personal protective clothing and equipment, etc

1. Hard bristle broom
2. Degreasing agent
3. Water buckets
4. Personal Protective Equipment (as required)

List potential hazards and risk controls including specific precautions required

Potential Hazards:

- Scalding with hot water
- Slip, trip or fall

Risk Controls:

1. Decant chemical into water (not vice versa)
2. Wear rubber soled shoes during cleaning
3. Ensure other staff are aware cleaning in process ('wet floor' signs if appropriate)
4. Correct manual handling technique when lifting bucket or sweeping/cleaning.
5. Avoid splashing when disposing of hot water

List emergency shutdown instructions

Any chemical contamination to skin or eyes then refer to Safety Procedures as supplied on the Product Application Chart and SDS.

List clean up and waste disposal requirements

N/A

List legislation, standards and codes of practice used in the development of the SWP

Work Health & Safety (National Uniform Legislation) Act 2011

Supervisory approval, training, and review

Supervisor:

Signature:

List competency required – qualifications, certificates, licensing, training – e.g. course or instruction:

- Trade training, induction, instruction – OJT

SWP review date:

Responsibility for SWP review:

Safe Work Procedure

Cleaning Deep Fryer

<Insert name of hospitality venue>

Department

Kitchen

Document number

Initial Issue date

Current version

Risk
High/Medium/Low

Next review date

Safe Work Procedure Title and basic description

Title: **Cleaning Deep Fryer**

Description: Drain and clean deep fryer (replace oil)

Associated risk assessment title and location:

Describe the activity or process

1. Drain the cooking oil through a strainer and into a container.
2. Replace with fresh product.

List all resources required including plant, chemicals, personal protective clothing and equipment, etc

1. Strainer
2. Oil filters
3. Large container
4. Personal Protective Equipment (as required)

List potential hazards and risk controls including specific precautions required

Hazards:

- Burns if contact with skin (oil is hot to ensure viscosity).

Risk Controls:

1. Gravity feed arrangement (do not have to decant from fryer).
2. Hose type arrangement that directs oil into container.
3. Hose has tap control and filters – do not open to full.

4. If blockages occur use the appropriate tool to unclog.
5. Container then placed on bench to cool (team lift).

List emergency shutdown instructions

N/A

List clean up and waste disposal requirements

N/A

List legislation, standards and codes of practice used in the development of the SWP

Work Health & Safety (National Uniform Legislation) Act 2011

Supervisory approval, training, and review

Supervisor:

Signature:

List competency required – qualifications, certificates, licensing, training – e.g. course or instruction:

- All staff require induction and training in oil replacement operations.

SWP review date:

Responsibility for SWP review:

Safe Work Procedure

Cleaning Oven

<Insert name of hospitality venue>

Department

Kitchen

Document number

Initial Issue date

Current version

Risk
High/Medium/Low

Next review date

Safe Work Procedure Title and basic description

Title: **Cleaning Oven**

Description: Cleaning oven using hazardous chemical

Associated risk assessment title and location:

Describe the activity or process

1. Spray chemical internally onto hot oven.
2. Leave for 10 minutes then use hot, soapy water to wash.

List all resources required including plant, chemicals, personal protective clothing and equipment, etc

1. Oven spray – Grill Cleaner
2. Gloves, goggles, respirator and protective clothing.
3. Steel wool

List potential hazards and risk controls including specific precautions required

Hazards:

- Burn if contact with skin
- Inhale

Risk Controls:

1. Turn off oven (oven will still be hot as process is only affective with heat).
2. Personal Protective Equipment (gloves, goggles, respirator and protective clothing) required.
3. Keep spray as far away from user as practical.
4. Neutralize if contact with skin (vinegar) and as per SDS.

List emergency shutdown instructions

N/A

List clean up and waste disposal requirements

PPE washed

List legislation, standards and codes of practice used in the development of the SWP

Work Health & Safety (National Uniform Legislation) Act 2011

Supervisory approval, training, and review

Supervisor:

Signature:

List competency required – qualifications, certificates, licensing, training – e.g. course or instruction:

- All staff require induction and training in correct oven cleaning procedures.

SWP review date:

Responsibility for SWP review:

Safe Work Procedure

Cleaning Grill Plate

<Insert name of hospitality venue>

Department

Kitchen

Document number

Initial Issue date

Current version

Risk
High/Medium/Low

Next review date

Safe Work Procedure Title and basic description

Title: **Cleaning Grill Plate**

Description: Safe Cleaning of Grill Plate

Associated risk assessment title and location:

Describe the activity or process

Chemicals are used in every operation of a kitchen – ensure chemicals are used in accordance with their SDS

Cleaning of Grill Plate:

1. Turn off grill plate
2. Swill with cold water to lower temperature
3. Spray with Oven and Grill Cleaner and leave for five minutes
4. Clean grill plate (scrub, scrape and wipe)
5. Swill two times with cold water
6. Check drip tray is not full – empty if it is needed
7. Wipe grill plate with oily cloth to stop rust overnight

List all resources required including plant, chemicals, personal protective clothing and equipment

1. Oven and Grill Cleaner
2. Grill scraper
3. Oily cloth
4. Water bucket
5. Cloth for lifting drip tray
6. Personal Protective Equipment (gloves, face mask, long sleeved top)

List potential hazards and risk controls including specific precautions required

Potential hazards:

- Burn hands if grill tray is too hot
- Burn skin if chemical comes into contact with skin
- Hazardous if chemical fumes are inhaled

Risk Controls:

1. Wear Personal Protective Equipment (gloves, face mask/respirator, long sleeved top etc)
2. Ensure grill is cool – if too hot then creates chemical steam
3. Ensure adequate ventilation
4. Empty drip tray frequently to prevent overflow
5. Possible chemical burn to skin if chemical applied incorrectly

List emergency shutdown instructions

1. Any chemical contamination to skin or eyes then refer to Safety Procedures as supplied on the Product Application Chart and SDS

List clean up and waste disposal requirements

1. Ensure cloth/cleaning implements used to cleanup chemical and any waste is disposed of correctly

List legislation, standards and codes of practice used in the development of the SWP

Work Health & Safety (National Uniform Legislation) Act 2011

Supervisory approval, training, and review

Supervisor:

Signature:

List competency required – qualifications, certificates, licensing, training – e.g. course or instruction:

- Trade training, induction, instruction – OJT

SWP review date:

Responsibility for SWP review:

Safe Work Procedure

Meat Slicer Operations

<Insert name of hospitality venue>

Department

Kitchen

Document number

Initial Issue date

Current version

Risk
High/Medium/Low

Next review date

Safe Work Procedure Title and basic description

Title: **Meat Slicer Operations**

Description: Using meat slicer safely

Associated risk assessment title and location:

Describe the activity or process

1. Meat placed on guide.
2. Slicing motion (back and forth) to cut the meat.
3. Meat falls out other side.

List all resources required including plant, chemicals, personal protective clothing and equipment, etc

1. Meat slicer.

List potential hazards and risk controls including specific precautions required

Hazards:

- Injured by cutting.
- Electrical hazard

Risk Controls:

1. There are guards on both the cutting blade and the handle.
2. Trip switch in blade guard to ensure efficacy (does not engage without guard in correct position).
3. Ensure electrical cable is kept away from heat sources.

List emergency shutdown instructions

Switch off at wall

List clean up and waste disposal requirements

N/A

List legislation, standards and codes of practice used in the development of the SWP

Work Health & Safety (National Uniform Legislation) Act 2011

Supervisory approval, training, and review

Supervisor:

Signature:

List competency required – qualifications, certificates, licensing, training – e.g. course or instruction:

- All staff require induction and training in correct meat slicing procedures.

SWP review date:

Responsibility for SWP review:

Safe Work Procedure

Brushcutting Operations

<Insert name of hospitality venue>

Department Gardening				
Document number	Initial Issue date	Current version	Risk High/Medium/Low	Next review date

Safe Work Procedure Title and basic description

Title: **Brushcutting Operations**

Description: Brushcutting safely around property

Associated risk assessment title and location:

Describe the activity or process

1. Brushcutting weeds and long grass around the property

List all resources required including plant, chemicals, personal protective clothing and equipment, etc

1. Brushcutter
2. Leg guards
3. Eye protection
4. Ear protection
5. Face mask (as required)

List potential hazards and risk controls including specific precautions required

Hazards:

- Eye damage
- Hearing loss
- Inhalation irritant
- Injury to operator
- Injury to other persons

Risk Controls:

1. Ensure equipment is serviceable.
2. Ensure safety guard is in place.
3. Use ear and eye protection during operations (dust mask as required).
4. Use leg guards.
5. Do not use in the vicinity of other persons.

List emergency shutdown instructions

1. Turn off 'on/off' switch.

List clean up and waste disposal requirements

N/A

List legislation, standards and codes of practice used in the development of the SWP

Work Health & Safety (National Uniform Legislation) Act 2011

Supervisory approval, training, and review

Supervisor:

Signature:

List competency required – qualifications, certificates, licensing, training – e.g. course or instruction:

- All staff require induction and training in brushcutting operations.

SWP review date:

Responsibility for SWP review:

Safe Work Procedure

Chainsaw Operations

<Insert name of hospitality venue>

Department

Gardening

Document number

Initial Issue date

Current version

Risk
High/Medium/Low

Next review date

Safe Work Procedure Title and basic description

Title: **Chainsaw Operations**

Description: Using a chainsaw safely

Associated risk assessment title and location:

Describe the activity or process

Chainsaw used by Gardening Staff in the following situations:

1. To clear light fallen trees

List all resources required including plant, chemicals, personal protective clothing and equipment, etc

1. Ear protection
2. Steel capped boots
3. Eye protection
4. Fuel and oil

Discretionary: chaps, gloves, hard hat

List potential hazards and risk controls including specific precautions required

Hazards:

- Impaired hearing
- Eye damage
- Lacerations or severe injuries to body parts

Risk Controls:

1. Read safety manual (as required) and obey instructions.
2. Check equipment for serviceability and safety before use.
3. Chain should be sharp and adjusted.
4. Inexperienced staff are not permitted to operate equipment.
5. Cutting above shoulder height is not permitted.
6. Standing on felled tree trunks is not permitted.
7. Fit chain cover on chainsaw when not in use.
8. Chainsaw should have protective guard in place.
9. Equipment should be maintained correctly.
10. Always cut at high revs (to ensure the chain does not grab).
11. Safe dispensing of fuel (no smoking etc).

List emergency shutdown instructions

1. Turn off 'on/off' switch for shutdown.

List clean up and waste disposal requirements

N/A

List legislation, standards and codes of practice used in the development of the SWP

Work Health & Safety (National Uniform Legislation) Act 2011

Supervisory approval, training, and review

Supervisor:

Signature:

List competency required – qualifications, certificates, licensing, training – e.g. course or instruction:

- All staff require induction and training in chainsaw use.
- Preferable to have a chainsaw qualification.

SWP review date:

Responsibility for SWP review:

Safe Work Procedure

Using Hazardous Chemicals

<Insert name of hospitality venue>

Department

General

Document number

Initial Issue date

Current version

Risk
High/Medium/Low

Next review date

Safe Work Procedure Title and basic description

Title: **Using Hazardous Chemicals**

Description: Using, handling and storing hazardous chemicals

Associated risk assessment title and location:

Describe the activity or process

Hazardous chemicals:

1. Using hazardous chemicals in the workplace e.g. cleaning agents
2. Generally handling, decanting and storing hazardous chemicals.

List all resources required including plant, chemicals, personal protective clothing and equipment, etc

1. Chemical product
2. Gloves, eye protection, respirator (as required)
3. Containers (as required)
4. Cleaning equipment

List potential hazards and risk controls including specific precautions required

Hazards:

- Eye damage
- Burns
- Inhalation

Risk Controls:

1. Ensure a copy of the current SDS is in the site's Hazardous Chemical Register.
2. SDS's are reviewed annually and updated as needed.
3. SDS's for hazardous chemicals are stored in close proximity to where they are used.
4. Never use a chemical from an unlabelled container (unless the same person who recently decanted the substance into that container intended to use it immediately).
5. Containers in which hazardous chemicals have been stored must not be used for any other purpose.
6. Do not store incompatible hazardous chemicals together.
7. Store only the minimum quantities of hazardous chemicals required.
8. Use non-hazardous chemicals whenever possible (the least hazardous products have been purchased for the task). Do not carry chemicals in open containers.
9. Ensure sufficient ventilation.
10. Ensure that a suitable fire extinguisher i.e. carbon dioxide or dry powder, is readily available.
11. Use Personal Protective Equipment when required i.e. gloves, eye protection, respirator etc.
12. Prevent hazardous chemicals splashing onto skin or clothing.
13. Replace lids on containers as soon as practicable.
14. Always read the label before using the chemical.

List emergency shutdown instructions

Render first aid. Refer to the SDS for emergency treatment details and if necessary seek medical advice.

1. Address the source of exposure in accordance with the information in the SDS.
2. Contact emergency services if necessary.
3. Ensure that no further persons are exposed.

List clean up and waste disposal requirements

Ensure compliance with the requirements specified in the SDS and on the label.

1. Contact the local council for additional information if needed.
2. Contact the preferred contractor for disposal and record any disposal date on the Register.
3. Do not use septic sewage systems or storm water drains for the disposal of any hazardous chemicals.
4. Do not dispose of hazardous chemicals in general rubbish bins.

List legislation, standards and codes of practice used in the development of the SWP

Work Health & Safety (National Uniform Legislation) Act 2011

Supervisory approval, training, and review

Supervisor:

Signature:

List competency required – qualifications, certificates, licensing, training – e.g. course or instruction:

- All staff require induction training in the use of hazardous chemicals
- Additional chemical training for staff responsible for chemical management

SWP review date:

Responsibility for SWP review: