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| HEALTH AND SAFETY CHECKLIST FOR COMMON RISKS IN THE FOOD SERVICES INDUSTRY |
| This checklist will assist PCBUs to manage common risks in their workplace. However, it is not exhaustive. PCBUs must also identify, assess and manage any other risks in their workplace, so far as reasonably practicable. | **Yes** | **No** | **Comments / actions**  |
| General work health and safety |
| Have you consulted with your workers and health and safety representatives (HSRs) about the hazards and risks associated with their work and how they might be controlled?  |  |  |  |
| Do you have systems in place to ensure workers have information and are trained and adequately supervised to carry out their tasks safely? |  |  |  |
| Do your workers know how to report and respond to a work health and safety (WHS) incident? |  |  |  |
| Are your first aid officers identifiable and is your first aid equipment easily accessible?  |  |  |  |
| Do your workers have suitable personal protective equipment (PPE), safety data sheets and training to safely work with any hazardous chemicals in your workplace?  |  |  |  |
| Preventing slips, trips and falls  |
| Is the work area well-lit with even ground that is free of spills and trip hazards?  |  |  |  |
| Is there height access equipment (if required), such as step ladders? Is that equipment in good condition and being used correctly?  |  |  |  |
| Are your workers trained and equipped to correctly follow cleaning or housekeeping procedures? (e.g. clean spills straight away)  |  |  |  |
| Are your workers wearing non-slip footwear?  |  |  |  |
| Burn, fire and cut prevention |
| Is the kitchen designed to allow workers to be away from heat sources where possible?  |  |  |  |
| Are there splatter guards, lids and covers around hot surfaces, such as deep fryers and cooktops?  |  |  |  |
| Are your workers appropriately trained and supervised when working with hot surfaces, equipment or products, including training in emergency procedures? (e.g. what to do in case of a fire) |  |  |  |
| Preventing injuries from manual handling  |
| Is the workplace designed to limit awkward postures or the need for manual handling of equipment or stock? (e.g. service and food preparation counters at approximate hip height and stock can be moved directly to storage areas)  |  |  |  |
| Are there appropriate mechanical aids and equipment to minimise manual lifting, repetitive movements and fatigue? (e.g. height adjustable trolleys and electrical cutting equipment) Is the equipment used and maintained in accordance with manufacturer’s instructions? |  |  |  |
| Are your workers appropriately trained and supervised on correct manual handling procedures?  |  |  |  |
| Do you ensure that workers are not exposed to repetitive work for long periods of time? (e.g. job rotation) |  |  |  |
| Preventing work-related violence, aggression, harassment and bullying  |
| Do you ensure senior management is committed to managing the risks of bullying in the workplace? (e.g. model respectful behaviour at all times and ensure any violence, bullying or harassment is not tolerated) |  |  |  |
| Do you have procedures, training and reporting processes for workers on dealing with violence or aggression, such as from difficult customers? (e.g. so that workers know when to escalate an issue to senior staff)  |  |  |  |
| Do you have adequate supervision, surveillance or security systems to ensure worker safety? (e.g. security cameras, limiting amount of cash kept on premises and avoiding the need for workers to work alone)  |  |  |  |
| Psychosocial risks (mental health)  |
| Have you identified the potential risks and controls for workplace bullying and stress? (e.g. high job demand, role ambiguity, young workers and casual workers)  |  |  |  |
| Do you regularly review worker stress and fatigue through discussions with workers? (e.g. double shifts, late-early starts and workloads and time pressures) |  |  |  |
| Do you provide access to mental health and wellbeing support services, especially following an incident? (e.g. employee assistance programs)  |  |  |  |