

Task:

Work Area	Various sites across the Hornsby LGA	Approved By	
Legislation, Codes of Practice or Standards used:	Work Health & Safety Act 2011 Work Health & Safety Legislation 2011 NSW food authority	Date Approved	
Trim Document Number		Date Due for Review	

Plant And Equipment	<p>Hornsby Shire Council Community BBQ Trailer</p> <p>Gas bottle, tongs and assorted BBQ tools, cleaning fluids and equipment (Hirer to supply, these are <u>not supplied</u> with the trailer).</p> <p>Vehicles approved to tow in excess of trailer weight (1400kg fully loaded)</p> <p>Mobile phone</p>	Chemicals and Substances	<p>Cooking oil</p> <p>Cleaning fluids</p>
Protective Equipment	<p>Gloves / Apron – to be provided by hirer, NOT provided by Hornsby Shire Council</p> <p>Enclosed shoes</p>	Qualifications and Training	<p>Drivers licence</p> <p>Experience driving and reversing trailers</p> <p>Hornsby Shire Council Community BBQ Trailer Safe Work Method Statement</p> <p>Induction of working elements of the BBQ Trailer</p>
Safety Checks/Other Controls	<p>Tighten BBQ towing connections</p> <p>Safe Food Handling</p> <p>First time users and those who have not used the trailer for 6 months or more - Complete written or verbal induction regarding setting up the trailer.</p>	Approval Permits	

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General Hazards	Initial Risk	Control Measures	Residual Risk
Unsafe manner in towing the trailer – motor car accidents	1	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input checked="" type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE Competent drivers towing trailer, correct vehicle for towing, only licensed drivers to operate and where possible use a 2 nd person to help direct parking of the trailer	3
Setting up the trailer	4	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE Ensure that people stand at a safe distance out of the way of gas loaded struts	5
Burns	1	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input checked="" type="checkbox"/> PPE Keep onlookers at a safe distance, utilise cooking BBQ tools, Use gloves, non-flammable apron and enclosed shoes.	3
Injury to community	2	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input checked="" type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE Separate trailer from the public, ensure public is 2m away, clean up BBQ after use	3
Food poisoning	4	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input checked="" type="checkbox"/> PPE Follow food authority guidelines, use gloves in food preparation	5
Cylinder explosion	1	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input type="checkbox"/> Admin <input type="checkbox"/> PPE Operators ensure that the BBQ is turned on when connecting the cylinders, gas cylinder is to be kept 1m away from naked flame, ensure that fire fighting equipment is available.	3

Steps	Possible Hazards	Initial Risk (1-6 refer to risk matrix)	Control Measures	Residual Risk
Towing - Driving, Hitching and Parking	Injury sustained by operators due to inappropriate towing connecting/ disconnecting the Community BBQ trailer	1	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> Any vehicle towing a trailer must be capable of towing more than the weight of the trailer as prescribed by the vehicle manufacturer. The towing vehicle must also be fitted with a suitably authorized tow bar also capable of towing more than the weight of the towed trailer (1400kg fully loaded) 	3
Towing <i>cont...</i>	Injury sustained by operators due to inappropriate towing connecting/ disconnecting the Community BBQ trailer <i>cont...</i>	2	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> All the RTA requirements for towing are to be complied with. Note that the weight of the towed trailer is the loaded weight. If unsure of the loaded weight this should be checked at an authorized weigh station A towing check list is to be completed prior to driving off in the trailer – every trip 	3
Driving to and from the storage location	Motor vehicle accidents	1	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> Drive in accordance to NSW road rules Read “Towing Trailers” document from RMS (included in documentation sent to hirer) 	3

Steps	Possible Hazards	Initial Risk (1-6 refer to risk matrix)	Control Measures	Residual Risk
Connecting/ Disconnecting/ Collecting and returning the trailer to and from the storage location	Muscle strain from pulling/pushing the while connecting or disconnecting the trailer to the car	3	<input type="checkbox"/> Elim <input checked="" type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> • Ensure the car is in a safe and suitable position prior to connecting the trailer • Use good manual handling techniques • Use 2nd person wherever possible to assist in reversing car into position for trailer hook up • Complete Towing Check list prior to every trip 	4
Parking Trailer at site and securing on site	Injuring pedestrian when reversing with limited vision. Rolling trailer once unhooked from car.	1	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input checked="" type="checkbox"/> Eng <input type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> • Second operator to monitor pedestrians and direct driver whilst reversing wherever required • Brake to be in place and chocks to be placed behind wheels to prevent rolling 	3
Difficult manoeuvring conditions	Wet and slippery surfaces at site causing damage to site and possible accidents.	3	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input checked="" type="checkbox"/> Eng <input type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> • Engage 4WD if possible • Choose another site • Have a second operator to act a as guide and watch for hazardous puddles/spots 	4

Steps	Possible Hazards	Initial Risk (1-6 refer to risk matrix)	Control Measures	Residual Risk
Vehicle recovery	Stranded without a spare tyre for trailer	5	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input checked="" type="checkbox"/> Eng <input type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> Spare tyre is located on front of trailer Have mobile phone Wheel brace to loosen wheel nuts is located in trailer Trailer specific jack is located in the trailer 	6
Even weighting of trailer	Increased risk of accident and reduced vehicle handling	4	<input checked="" type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> Endure that all items are stored securely in the trailer Do not overload one side 	5
Parking and leaving sites	Injury caused by other vehicle around site	2	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> Be aware of traffic movement at the site at all times Utilise second operator to watch for other vehicles 	3

Steps	Possible Hazards	Initial Risk (1-6 refer to risk matrix)	Control Measures	Residual Risk
High wind conditions	Hit with swinging door or awning	3	<input checked="" type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> • Ensure doors are secured immediately following opening- • Do not use awning/ doors or operate BBQ in gusty/windy conditions • Do not leave trailer unattended in windy conditions and move to a protected environment. 	4
Setting up trailer	Injury from door or awning due to pressure loaded gas struts	4	<input checked="" type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> • Keep clear and stand well back from doors/awnings when releasing, be aware of powerful gas struts. 	5

Steps	Possible Hazards	Initial Risk (1-6 refer to risk matrix)	Control Measures	Residual Risk
Cooking BBQ	Fat burns to operators Burns from BBQ surface to operators Fire burns from lighting BBQ to operators	1	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> • Be aware of fat pools on BBQ and place cooking food away from these areas • Utilise correct BBQ equipment when cooking food on BBQ • Wear PPE when operating BBQ – Thick, non flammable apron. Rubber gloves. Use Long BBQ tongs. Steel capped boots or at least enclosed shoes. • Ensure you understand and follow the correct lighting procedure for the BBQ • Be aware of where the closest hospital is located • Hirer to provide a first aid kit for the event. 	3

Steps	Possible Hazards	Initial Risk (1-6 refer to risk matrix)	Control Measures	Residual Risk
	Community hurt by equipment Fat burns to Community member/s	1	<input checked="" type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> • Community to remain at least 2m away from cooking area – appropriate signage or barriers to be used to inform people of this. • Separate area to be utilised for serving so that community members don't have to approach cooking area for any reason • Block off 'back of house' area behind trailer with cones/eskies • Ensure the hirer is actively supervising the trailer and BBQ at all times and the trailer is never left unattended whilst open and in use. 	3

Steps	Possible Hazards	Initial Risk (1-6 refer to risk matrix)	Control Measures	Residual Risk
	Community slips/falls on fat/oil spilt from BBQ area.	2	<input checked="" type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> • Matting to be used underneath and around the BBQ if located on Hornsby Mall • Fat/oil spills to be cleaned up using an appropriate product as soon as they occur.. <p>Ground under and around BBQ to be inspected and cleaned post event to ensure all spills are removed and ground is left in a clean and safe condition</p> <ul style="list-style-type: none"> • Matting to be thoroughly cleaned of all spills, washed and dried before returning to trailer. • Use grease tray to reduce spills 	3

Steps	Possible Hazards	Initial Risk (1-6 refer to risk matrix)	Control Measures	Residual Risk
Serving Food/Preparing food	Food contaminated	4	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> • Purchase food from supplier fresh on the day (pre packaged if possible) • Ensure temperature guidelines are adhered to. For more information see http://www.foodauthority.nsw.gov.au/consumers/keeping-food-safe/key-tips/#.U0I49aI7_id • and http://www.foodauthority.nsw.gov.au/consumers/keeping-food-safe/at-home/bbqs/#.U0I5CqI7_lc • Ensure food preparation is done with gloves and apron/hair net to reduce contamination opportunity • Ensure serving utensils and serving area are clean and hygienic • Ensure utensils are cleaned regularly to minimise cross contamination between raw and cooked meat. 	5

Steps	Possible Hazards	Initial Risk (1-6 refer to risk matrix)	Control Measures	Residual Risk
	Injury from sharp implements	4	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> • Ensure operators use sharp implements in a safe and appropriate manner • Ensure that when sharp implements aren't being used they are put in a safe place without sharp areas sticking out 	5

Steps	Possible Hazards	Initial Risk (1-6 refer to risk matrix)	Control Measures	Residual Risk
Ongoing throughout	Cylinder explosion Fire	2	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input checked="" type="checkbox"/> Eng <input type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> • Operators to ensure that there is no gas leaks when they turn the gas of the BBQ on at the cylinder (keeping BBQ controls off) • Operators to ensure there is no fat or other materials dripping onto the gas cylinder • Operator to keep the gas cylinder at least 1m from naked flame • Operator to ensure that gas cylinder is off when BBQ is not in use • Fire extinguisher in trailer at all times – fully charged and easily accessible • Fire blanket in trailer at all times – easily accessible • Operators to familiarise themselves with location of above fire safety equipment and ensure access to the extinguisher and blanket are kept free and clear at all times • Door/hatch to area housing fire safety equipment to be unlocked and easily accessible for duration of BBQ use • Gas cylinder is not to be carried in the trailer whilst it is being towed. Gas cylinder may only be carried in the towing vehicle. 	3

Steps	Possible Hazards	Initial Risk (1-6 refer to risk matrix)	Control Measures	Residual Risk
Packing up	Injury to staff member when cleaning and packing	3	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input checked="" type="checkbox"/> Eng <input type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> • Use of correct manual handling • Use two people to pack up the BBQ, where possible • Prior to vacating site, ensure the ground and surrounds are clean and tidy and left in a safe condition. Any damage to the ground (divots or holes) are filled in and the area made safe. Any spills are cleaned and removed. 	4

The following people were consulted in the development of this Safe Work Method Statement

Team Members	Position
Kelly Mapleston	Coordinator, Community and Cultural Events
Anna Cuttell	Mall Activation Officer
Louise Briske	Administrative Assistant, Asset Management and Maintenance
Vince Carro	Building Services Capital Works Officer
Julia Morton	Coordinator Community and Cultural Facilities

Dissemination and Acknowledgement by staff
I have read these procedures in the presence
of

and understand the procedures and safety requirements.

(Record of acknowledgement to be retained on Manager's SWMS Master File)

Name	Position	Signature	Date
Kelly Mapleston	Coordinator, Community and Cultural Events	<i>Kelly Mapleston</i>	20/5/14

Name	Position	Signature	Date

HAZPAK MATRIX

2. Consequence: How likely is it to be that bad?

1. Probability: How severely could it hurt someone?

	++ very likely	+ likely	- unlikely	-- very unlikely
⊕ kill / disability	1	1	2	3
!!! serious injury	1	2	3	4
!! medical attention	2	3	4	5
! first aid needed	3	4	5	6