Workplace Health and Safety Plan – Best Events Catering

Purpose

The purpose of this WHS Plan is to ensure that a risk-based approach is used to identify and prioritise their hazards tasks and plan actions to reduce the risk of injury or illness associated with those hazards or hazardous tasks. This includes risk assessment and control.

Roles and responsibilities

Event Managers are responsible for providing events that is, as far as reasonably practicable, safe and healthy for staff, contractors, participants and others.

Workers must take reasonable care for their own health and safety while they are at work and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.

Identification of hazards and risks

Hazard and risk assessment is to be undertaken as follows:

Review available information relevant to

* WHS information provided by state/territory regulator
* WHS information at:
  + <https://www.safeworkaustralia.gov.au/resources-and-publications/video-and-audio/fun-exciting-and-safe-whs-major-events>

Identify all hazards and populate the Hazard Identification and Risk Assessment in the Work Health and Safety Plan.

Discuss the completed checklist with staff during a meeting.

File the completed Hazard Identification and Risk Assessment.

Add to the Hazard Identification and Risk Assessment following visit to the event site.

All subsequent event planning will use this completed checklist and take it out to event sites for addition to as required.

Objectives

That events are conducted safely and there are no incidents.

Risk assessment

Risk analysis involves considering the causes and sources of risks and comprises three factors: consequence, likelihood, and risk.

|  |  |
| --- | --- |
| Consequence | What would be the outcome of the event occurring?  How severe would the outcome be? |
| Likelihood | What is the chance of the event/consequence happening?  Has the event/consequence happened before?  Is it likely to happen again? |
| Risk level | The combined result of likelihood and consequence. |

Analyse the level of risk by using a table to identify the severity or insignificance of the consequence:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LIKELIHOOD** | **CONSEQUENCE** | | | | |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Almost certain** | M | H | H | VH | VH |
| **Likely** | M | M | H | H | VH |
| **possible** | L | M | H | H | VH |
| **Unlikely** | L | L | M | M | H |
| **Rare** | L | L | M | M | H |

Evaluate how soon you should act to remove or control the hazard to achieve an ‘acceptable’ level of risk. Any task with a very high level of risk level is unacceptable.

| **Risk level** | **Action** |
| --- | --- |
| Very high | The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of controls. |
| High | The proposed task or process activity can only proceed, provided that:   * The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls * The risk controls must include those identified in legislation, Australian Standards, code of practice etc. * The risk assessment has been reviewed and approved by the supervisor or other relevant personnel * A safe working procedure or safe work method has been prepared * The supervisor must review and document the effectiveness of the implemented risk controls. |
| Medium | The proposed task or process can proceed, provided that:   * The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls * The risk assessment has been reviewed and approved by the supervisor or other relevant personnel * A safe working procedure or safe work method has been prepared. |
| Low | Managed by local documented routine procedures, which must include application of the hierarchy of controls. |