

		` '						S (JSEA / JSA)  . *Sign-off page to					•		
		WMS ID	SWMS JS			Task / /				, Removal, and Repair of					
(Completed by	WH&S	Officer):	SVVIVIS JC	DEA - 000	00	Desc	ription:	Hobart Dishwa	shers	and Kitchen	Equipment ex	xcluding	g electrical works		
Company:	Hob	art Food E	quipment	ABN:	63 004	4 235 063	3 D	ocument Date:	04	/08/2015	Latest Rev.	Date:	10/01/2023		
Project Title:										Project D	ate (if applic	able):			
Location: Job Description:															
Plant, Tools, and Equipment to be available when needed (enter more as required):															
1. Insulated Hand Too	Insulated Hand Tools			3. Trolle	3. Trolley and Dolly's		4. Thern insulation	Thermometer, with sulation		5.		6.			
7.		8.		9.	9. 10				11.		12.				
			PPE	to be ava	ailable	when ne	eded (e	nter more as	equi	red):					
Footwear with insupper, in good cond	Ū			2. Prote	ective Cl	othing – F	ame Re	tardant Clothing	3.	Manual Har	dling Gloves				
4. Eyewear – Without with AS/NZS 1336 /		uctive frame	es, compliant	5. Knee Pads / Board				6.	6. High Visibility Clothing						
7. Barricade Tape				8. Earpl	lugs				9.	9. Hard hat					
10. Tape				11. Res	spirator/N	Иask			12	2. Hand Sani	tiser				
13.				14.					15	5.					
		Supp	ort (Fire / En	nergency	y / Envi	ronment	al) Equi	pment Requir	ed (e	nter as rec	uired):				
1. Site requirements	s (note a	as appropri	ate)	2.					3.						
4.				5.					6.						



	Reference Materials									
Work Health and Safety Act	Guidance Materials	Hobart Food Equipment WHSMS								
NSW 2011, QLD 2011, VIC 2004, SA 2012, WA 2020	Suidance materials	Tiobart Food Equipment Willows								
Work Health and Safety Regulations	Codes of Practice	AS/NZS/ISO Standards								
NSW 2017, QLD 2011, VIC 2017, SA 2012, WA 2022	(Current for Each State / Territory)	4836:2011, 4801:2001, 4804, 2001, ISO18001:2007, ISO45001:2018								
Other:	Other:	Other:								

	Permits (enter as required):	
1. Site requirements (note as appropriate)	2.	3.

	Training/Certification/Licences							
Appropriate Controls training	2. Training in this document and relevant SOP's	3. Site specific inductions (if required by site)						
General Construction Induction Card – White     Card (if required by site)	5. General Manual Handling Training	6.						
7.	8.	9.						

	Prepared By:		Consulted With:	Approved By:			
Name:	Neeraj Shah	Name:	William Bond	Name:	Daniel Glasow		
Position:	WH&S Officer and HR Lead	Position:	Technical Services Manager	Position:	General Manager		
Signature:	Neeraj Shah	Signature:	William Bond	Signature:	Daniel Glasow		
Date:	10/01/2023	Date:	10/01/2023	Date:	10/01/2023		



## **RISK ASSESSMENT MATRIX**

Think about:  SEVERITY: How severely could it hurt or how ill could it make someone?  LIKELIHOOD: Consider how likely it is to happen?	1. VERY LIKELY Could happen any time	2. LIKELY Could happen sometime soon	3. UNLIKELY May happen, but rarely	4. VERY UNLIKELY Could happen but probably never will
1. Kill / cause permanent disability / ill health	1	2	4	7
2. Long term illness / serious injury	3	5	8	11
3. Medical attention and several days off work	6	9	12	14
4. First aid needed	10	13	15	16



Task No.	Job Task	Hazards	Risks	Task Risk Rating	Control Measures	PPE Required (Ensure in good, working condition)	New Risk Rating	Monitored by / Review
1	Site	• Electricity	Electrocution	1	Record hazards identified by site and follow all site procedures and	Rubber sole steel	14	Review of
	Preparation	• People	<ul><li>Physical</li></ul>		PPE requirements	cap boots		current control
	and Inspection	Movement	Injury		Walk through work area - Identify and control hazards identified on	• Protective		measures by
		• Stress	<ul><li>Fatigue</li></ul>		site appropriately	Clothing		worker on site
		<ul><li>Manual</li></ul>	Chemical		Assess noise levels, use earplugs if needed	Barricade Tape		prior to
		Handling	burn		Notify staff to keep clear, and cease 'wet' activities nearby	Out of Order Sign		commencing
		• Wet	• Existing Site		Ensure machine is identified as not in use, i.e. through use of an	• Earplugs (where		the tasks.
		surfaces	Risks		'Out of Order' sign placed on the machine in a prominent location,	needed)		
		• Slips &			or by use of Barricade Tape	Mask (where		Check to
		Trips			Don't assume wet surfaces as 'water'	needed)		ensure all
		<ul><li>Infectious</li></ul>			Remove unnecessary liquid from work area to ensure splashing	Hand sanitiser		controls are in
		Disease			does not occur near potential energisation sources	Any other PPE as		place,
		eg.			Check for potential vermin / droppings, and remove from area	determined while		appropriate,
		Covid19			An Onsite Risk Assessment Form may be required where:	on, or by, site		and in working
		• Hazards			<ul> <li>the task to be undertaken is high risk</li> </ul>			condition.
		Identified			o required by Site			
		by Site			<ul> <li>the task is not covered by this document</li> </ul>			Unless
					<ul> <li>a worker feels it is appropriate</li> </ul>			determined by
					Confirm machine connection to site electricity supply is OK.			the worker on
					If electrical works required, i.e. to confirm earthing, polarity			site, a safety
					(and insulation resistance for plug-in items) – follow			observer is not
					requirements in SWMS JSEA 0030			required.
					Follow Infectious Disease procedure and site's specific instruction.			
					Wash hands frequently and clean hands with hand sanitiser			



2	Unloading and	• Stress	• Vehicle	6	Ensure vehicle is parked as close as possible, with minimal	• Rubber sole steel	14	Review of
	transport to	• Manual	accident		obstructions and hazards	cap boots		current control
	area	Handling	• Property		Clear paths if required for safe movement	• Protective		measures by
	• Tools	• Slips &	Damage		Tape down any hazardous sharp edges	Clothing		worker on site
	Machinery	Trips	Physical		Use good manual handling technique, including mechanical aids,	Manual handling		prior to
	Any other	• Wet	Injury		dismantling loads, or multiple people (if non-Hobart personnel are	gloves		commencing
	required	surfaces	• Fatigue		required, this must be confirmed with all appropriate persons, risks	• Tape		the tasks.
	items	Vehicle and	Chemical		and safe work methods must be outlined)	Mask (where		
		people	burn		Plan movements, ensure you are stretched / warmed up	needed)		Check to
		movement			Take time to complete the task SAFELY	Hand sanitiser		ensure all
		• Infectious			Don't assume wet surfaces as 'water'	Any other PPE as		controls are in
		Disease			Follow Infectious Disease procedure and site's specific instruction.	determined while		place,
		eg.			Wash hands frequently and clean hands with hand sanitiser	on, or by, site		appropriate,
		Covid19			Be observant for any existing and new hazards. Ensure to LOOK,			and in working
					LISTEN, and SMELL			condition.
								Unless
								determined by
								the worker on
								site, a safety
								observer is not
								required.



3	De-Installation	• Electricity	• Electrocution	1	Ensure machine is isolated from all energy sources	Rubber sole steel	15	Review of
	/ Machine	• Stress	• Property		<ul> <li>If electrical isolation is required, follow <u>SWMS JSEA - 0030</u></li> </ul>	cap boots		current control
	Removal	• Manual	Damage		Ensure machine is dis-assembled safely without creating further	• Protective		measures by
	(if required)	Handling	• Physical		risks or hazards	Clothing		worker on site
	• Un-Install	• Slips &	Injury		Ensure machine is removed to a location that doesn't create	Manual handling		prior to
	• Dis-	Trips	<ul><li>Fatigue</li></ul>		further risk / hazard, and barricaded with barricading tape	gloves		commencing
	Assemble	• Wet	• Chemical		If dealing with chemical hoses, or objects that could potentially	• Eyewear (where		the tasks.
	• Remove	surfaces	burn		create a projectile, ensure appropriate protective eyewear is worn	needed)		
	Machine	• Infectious			<ul> <li>If working on the ground, use knee pads / knee board</li> </ul>	• Knee pads /		Check to
		Disease			Tape down any hazardous sharp edges	board (where		ensure all
		eg.			<ul> <li>Use good manual handling technique, including mechanical aids,</li> </ul>	needed)		controls are in
		Covid19			dismantling loads, or multiple people (if non-Hobart personnel are	Mask (where		place,
					required, this must be confirmed with all appropriate persons, risks	needed)		appropriate,
					and safe work methods must be outlined)	Hand sanitiser		and in working
					<ul> <li>Plan movements, ensure you are stretched / warmed up</li> </ul>	• Tape		condition.
					Take time to complete the task SAFELY	Any other PPE as		
					Don't assume wet surfaces as 'water'	determined while		Unless
					Follow Infectious Disease procedure and site's specific instruction.	on, or by, site		determined by
					Wash hands frequently and clean hands with hand sanitiser			the worker on
					Be observant for any existing and new hazards. Ensure to LOOK,			site, a safety
					LISTEN, and SMELL			observer is not
								required.



4	Installation of	• Electricity	Electrocution	1	Ensure machine is assembled safely without creating more risk or	• Rubber sole steel	14	Review of
	machine	• Stress	• Property		hazards	cap boots		current control
	(if required)	• Manual	Damage		<ul> <li>If working on the ground, use knee pads / knee board</li> </ul>	• Protective		measures by
	Assemble	Handling	Physical		Tape down any hazardous sharp edges	Clothing		worker on site
	• Install	• Slips &	Injury		Use good manual handling technique, including mechanical aids,	Manual handling		prior to
		Trips	• Fatigue		dismantling loads, or multiple people (if non-Hobart personnel are	gloves		commencing
		• Wet	Chemical		required, this must be confirmed with all appropriate persons, risks	• Knee pads /		the tasks.
		surfaces	burn		and safe work methods must be outlined)	board (where		
		• Infectious			Plan movements, ensure you are stretched / warmed up	needed)		Check to
		Disease			Take time to complete the task SAFELY	<ul> <li>Tape</li> </ul>		ensure all
		eg.			Don't assume wet surfaces as 'water'	Mask (where		controls are in
		Covid19			Be observant for any existing and new hazards. Ensure to LOOK,	needed)		place,
					LISTEN, and SMELL	Hand sanitiser		appropriate,
					Follow Infectious Disease procedure and site's specific instruction.	Any other PPE as		and in working
					Wash hands frequently and clean hands with hand sanitiser	determined while		condition.
					Do not energise machine until installation is complete, and	on, or by, site		
					machine is deemed safe for energisation.			Unless
					If electrical work is required, follow SWMS JSEA 0030			determined by
								the worker on
								site, a safety
								observer is not
								required.



5	Operational	• Electricity	Electrocution	1	Ensure all equipment is in good condition	Rubber sole steel	14	Review of
	Observation,	• Stress	Property		Inspect for powders or irritants (insecticides etc.) and use appropriate PPE	cap boots		current control
	Functional	Manual	Damage		(i.e. respirator / eyewear)	Protective		measures by
	Testing, and	Handling	Physical		Protective covers and panels should remain on the machine where	Clothing		worker on site
	Actuator	• Slips &	Injury		possible, and securely attached	Manual handling		prior to
	Inspection,	Trips	• Fatigue		If covers / panels are removed, re-notify site staff to keep clear, and cease	gloves (where		commencing
	where machine	•			any 'wet' activities.	needed)		the tasks.
	is energised	• Wet	• Powder		If energised exposed conductors become present (i.e. spade	,		the tacks.
	(if required)	surfaces	inhalation /		terminals, bus bars, etc.), identify appropriate risk treatments subject	• Knee pads /		Check to
	(ii required)	<ul><li>Powders</li></ul>	irritation		to site conditions, and implement immediately (e.g. create an isolated	board (where		
		<ul><li>Infectious</li></ul>	Chemical		zone using Barricade Tape, to ideally 3m). No unauthorised persons	needed)		ensure all
		Disease	burn		are to come into any isolated work area. Remove conductive jewellery or personal items. Ensure appropriate shielding is placed over	Eyewear (where		controls are in
		eg.			components where possible. Do not contact any exposed electrical	needed)		place,
		Covid19			components.	Mask (where		appropriate,
					Keep site staff informed if machine will be run	needed)		and in working
					If any dangers appear, shut machine off safely	Hand sanitiser		condition.
					Minimise contact with any conductive materials, such as metals, on or	Barricade Tape		
					around the machine	•Tape		Unless
					Tape down any hazardous sharp edges	Any other PPE as		determined by
					Use good manual handling technique, including mechanical aids,	determined while		the worker on
					dismantling loads, or multiple people (if non-Hobart personnel are required,	on, or by, site		site, a safety
					this must be confirmed with all appropriate persons, risks and safe work	on, or by, site		observer is not
					methods must be outlined)			required.
					Plan movements, ensure you are stretched / warmed up			
					Follow Infectious Disease procedure and site's specific instruction. Wash			
					hands frequently and clean hands with hand sanitiser			
					Don't assume wet surfaces as 'water'			
					Be observant for any existing and new hazards. Ensure to LOOK, LISTEN,			
					and SMELL			



6	Machine	• Electricity	• Electrocution	1	Ensure equipment is in good working condition	• Rubber sole steel	14	Review of
	maintenance	Chemical	• Property		If parts required to be removed / replaced are directly connected to an	cap boots		current control
	(if required)	• Steam	Damage		energisation source (i.e. electrical modification works), the source must be	Protective		measures by
	Servicing	Hot / Cold	Physical		confirmed isolated before works begin (i.e. Electrical, Steam, etc.)	Clothing		worker on site
	Replacement	Water	Injury		• If electrical isolation is required, follow <b>SWMS JSEA - 0030</b>	Manual handling		prior to
	of non-				Inspect for powders or irritants (insecticides etc.) and use appropriate PPE	gloves (where		commencing
		• Stress	• Fatigue		(i.e. respirator / eyewear)	`		the tasks.
	electrical	Manual	Chemical		Protective covers and panels should remain on the machine where	needed)		the tasks.
	parts	Handling	burn		possible, and securely attached	<ul><li>Eyewear (where</li></ul>		Chaalita
	Removal and	• Slips &	• Powder		If covers / panels are removed, re-notify site staff to keep clear, and cease	needed)		Check to
	replacement	Trips	inhalation /		any 'wet' activities.	<ul><li>Respirator (where</li></ul>		ensure all
	of machine	• Wet	irritation		If energised exposed conductors become present (i.e. spade	needed)		controls are in
	panels	surfaces	• Burns		terminals, bus bars, etc.), identify appropriate risk treatments subject	Barricade Tape		place,
		• Powders			to site conditions, and implement immediately (e.g. create an isolated	<ul><li>Tape</li></ul>		appropriate,
		• Infectious			zone using Barricade Tape, to ideally 3m). No unauthorised persons are to come into any isolated work area. Remove conductive jewellery	Knee pads (where		and in working
		Disease			or personal items. Ensure appropriate shielding is placed over	needed)		condition.
		eg.			components where possible. Do not contact any exposed electrical	Mask (where		
		Covid19			components.	needed)		Unless
		Covid19			Keep site staff informed if machine will be run	,		determined by
					If any dangers appear, shut machine off safely	Hand sanitiser		the worker on
					Minimise contact with any conductive materials, such as metals, on or	Any other PPE as		site, a safety
					around the machine	determined while		observer is not
					Tape down any hazardous sharp edges	on, or by, site		required.
					Use good manual handling technique, including mechanical aids,			
					dismantling loads, or multiple people (if non-Hobart personnel are required,			
					this must be confirmed with all appropriate persons, risks and safe work			
					methods must be outlined)			
					Plan movements, ensure you are stretched / warmed up			
					Follow Infectious Disease procedure and site's specific instruction. Wash			
					hands frequently and clean hands with hand sanitiser			
					Don't assume wet surfaces as 'water' and be observant for any existing			
					and new hazards. Ensure to LOOK, LISTEN, and SMELL			



7	Machine	• Electricity	Electrocution	1	Ensure SDS/MSDS has been read and understood - follow all	• Rubber sole steel	14	Review of
	Descaling	• Chemical	• Property		recommendations	cap boots		current control
	(if required)	• Stress	Damage		Ensure machine has been de-energised. If electrical isolation is	• Protective		measures by
		• Manual	• Physical		required, follow <b>SWMS JSEA - 0030</b>	Clothing		worker on site
		Handling	Injury		• Inspect chemical PPE to ensure no cuts or holes, and wear as per	<ul><li>Long sleeved</li></ul>		prior to
		• Slips &	• Fatigue		SDS/MSDS	clothing (if		commencing
		Trips	Chemical		Open chemical only when safe, and if required	SDS/MSDS		the tasks.
		• Wet	burn		Ensure any items that contact with chemical are suitable for	specifies)		
		surfaces	Chemical		contact with that chemical	<ul><li>Eyewear</li></ul>		Check to
		• Infectious	Damage to		Seal chemical as soon as able – do not leave opened bottles or	<ul><li>Mask (where</li></ul>		ensure all
		Disease	Environment		containers unattended	needed)		controls are in
		eg.			Ensure chemical in machine is removed to a safe level once works	<ul> <li>Hand sanitiser</li> </ul>		place,
		Covid19			are done	<ul><li>Tape</li></ul>		appropriate,
					Dispose / store chemical as per SDS/MSDS	<ul><li>Knee pads /</li></ul>		and in working
					<ul> <li>If any dangers appear, shut machine off safely</li> </ul>	board (where		condition.
					Tape down any hazardous sharp edges	needed)		
					Use good manual handling technique, including mechanical aids,	<ul><li>Chemical (PVC)</li></ul>		Unless
					dismantling loads, or multiple people (if non-Hobart personnel are	Elbow Length		determined by
					required, this must be confirmed with all appropriate persons, risks	Gloves (where		the worker on
					and safe work methods must be outlined)	needed)		site, a safety observer is not
					Plan movements, ensure you are stretched / warmed up	<ul><li>Chemical (PVC)</li></ul>		
					Take time to complete the task SAFELY	Apron (where		required.
					Don't assume wet surfaces as 'water'	needed)		
					Follow Infectious Disease procedure and site's specific instruction.	<ul><li>Any other PPE as</li></ul>		
					Wash hands frequently and clean hands with hand sanitiser	determined while		
					Be observant for any existing and new hazards. Ensure to LOOK,	on, or by, site		
					LISTEN, and SMELL			



8	Close off site	• Electricity	• Electrocution	1	Return machine to an operable and safe state.	Rubber sole steel	16	Review of
	• Leave	Chemical	<ul><li>Property</li></ul>		Remove and dispose of all rubbish	cap boots		current control
	machine in a	• Waste	Damage		Dispose of any regulated wastes appropriately	Protective		measures by
	safe state	• Stress	<ul><li>Physical</li></ul>		All tools / equipment to be removed from site	Clothing		worker on site
	• Leaving area	Manual	Injury		Complete a final inspection	Manual handling		prior to
	clean	Handling	<ul><li>Fatigue</li></ul>		Notify relevant personnel upon work completion	gloves (where		commencing
	<ul><li>Removal of</li></ul>	• Slips &	Chemical		• IF machine is not operable:	needed)		the tasks.
	all tools and	Trips	Damage to		<ul> <li>Machine must be left in a safe state</li> </ul>	• Tape		
	machine	• Wet	Environment		<ul> <li>Lockout / Tagout procedure must be followed appropriately as</li> </ul>	Mask (where		Check to
	components	surfaces			per <b>SWMS JSEA - 0030</b>	needed)		ensure all
	• Final check	• Infectious			<ul> <li>Appropriate personnel should be notified of machine being out</li> </ul>	Hand sanitiser		controls are in
	of area	Disease			of operation, and further instructions relayed clearly to ensure	Any other PPE as		place,
		eg.			safety	determined while		appropriate,
		Covid19			Tape down any hazardous sharp edges	on, or by, site		and in working
					Use good manual handling technique, including mechanical aids,			condition.
					dismantling loads, or multiple people (if non-Hobart personnel are			
					required, this must be confirmed with all appropriate persons, risks			Unless
					and safe work methods must be outlined)			determined by
					Plan movements, ensure you are stretched / warmed up			the worker on
					Take time to complete the task SAFELY			site, a safety
					Be observant for any existing and new hazards. Ensure to LOOK,			observer is not
					LISTEN, and SMELL			required.
					Follow Infectious Disease procedure and site's specific instruction.			
					Wash hands frequently and clean hands with hand sanitiser			
					Ensure that any incidents that occurred on site are communicated			
					to relevant site, and Hobart Food Equipment, personnel. Any			
					required forms must be completed. Machines affected by incidents			
					are to be made safe.			



## On-Site Sign Off Sheet -TO BE USED WHERE SIGN OFF IS REQUIRED

I.e. Where site requires, where on a construction site and document is used as a <u>SWMS</u>, etc. If not needed (document used as a JSA, JSEA, etc.), please disregard this page.

			Before Starting Task	Task Completed Safely	
Date	Worker Name	Position	Signature	Supervisor / Worker Signature	

Review History										
Review No.:	15	16	17	18	19	20	21	22		
Name:	William Bond	William Bond	William Bond	William Bond	Neeraj Shah	Neeraj Shah	Neeraj Shah	Neeraj Shah		
Initial:	WE	WE	WE	WE	ns	ns	ns	ns		
Date:	15/08/18	17/06/19	19/08/19	14/02/20	27/08/20	16/06/21	02/03/22	10/01/2023		
Next Review Date:	15/08/19	17/06/20	19/08/20	14/02/21	27/08/21	16/06/22	02/03/23	10/01/2025		



## **Training Sign Off Sheet –** To be used when training in this document occurs ONLY (Internal) If not needed (document not being used for training purposes) please disregard this page. All participants have read, understood, and agree to follow all instructions in this document when conducting works Date Trainer Name Position Signature Worker Name Date Position Signature