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*we serve*



# RISK MANAGEMENT MANUAL

**Multiple District 201**

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Australia & Papua New Guinea.





# Council Chairperson's Welcome

One of the greatest challenges facing our Multiple District is ensuring the safety of our Lions. By Lions, I refer to all members of the Lions family - Lions, Leos, Lionesses and all others who join under the Lions Banner to Serve the community.

As Lions, we will achieve this by following relevant legislation and adopting a risk management strategy of:

- Identifying hazards in the environment where our Lions work
- Assessing risks to Lions, volunteers and others
- Deciding on control measures
- Implementing those controls
- Monitoring that the controls are effective.

Lions Clubs International Multiple District 201 is committed to providing:

- A safe environment for all Lions projects
- Suitable and safe equipment
- Information, instruction, training and supervision to ensure competence and safety.

As Lions, we will also ensure that:

- Equipment is maintained
- There are safe systems of work for our Lions, workers and volunteers
- Chemicals are used safely.
- Club Executives take reasonable precautions and exercise proper diligence to comply with safety obligations.

As Multiple District Council Chairperson for Lions Clubs International Multiple District 201, I promote the participation of all Lions in this Risk Management program. All Lions and volunteers have obligations and are encouraged to follow the Multiple District's safety directions to create and maintain a safe and healthy environment at Lions functions and projects.

We cannot deny that we live in an increasing litigious world, where more and more people are choosing this pathway to sort out their disputes. This can be clearly seen with compensation litigation having expanded even to the most remote city on the planet in Perth, Western Australia. According to US management liability specialist, Kevin LaCroix, he claims that Australia is probably the second most litigious country in the world. LaCroix was a keynote speaker at an Australian Professional Indemnity Group's conference in Sydney in 2016.

It is necessary for all Clubs to join together and adopt these procedures which reduce our exposure in this regard.

IPDG Kim Forrest  
MD 201 Council Chairperson 2019-20

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# Risk Management Policy Statement

Lions Clubs International Multiple District 201 is committed to ensuring a safe and healthy workplace for members of the Lions family, volunteers and other people by eliminating or minimising the risk of injury to people and the risk of damage to plant and equipment. This Multiple District will comply with the requirements of the State Workplace Health and Safety Acts.

We will achieve this by following relevant legislation and adopting a risk management strategy of:

- Identifying hazards
- Assessing risks
- Deciding on control measures
- Implementing those controls
- Monitoring that the controls are effective.

Lions Clubs International Multiple District 201 is committed to providing:

- A safe work environment
- Suitable and safe equipment
- Information, instruction, training and supervision to ensure competence and safety.

We will also ensure that:

- Equipment is maintained
- There are safe systems of work for all workers and volunteers
- Chemicals are used safely.
- Executives will take reasonable precautions and exercise proper diligence to comply with safety obligations.

Through the Multiple District Risk Management each District Safety Coordinator and all members of the District Cabinets, Lions Clubs International Multiple District 201 promotes the participation of all members of the Lions family in the risk management program. All members of the Lions family and volunteers have obligations under each of the State Government's Workplace Health and Safety Acts and are encouraged to follow the District's safety directions to minimise risk. We also have a common law "Duty of Care" toward all our fellow human beings.

Together we can ensure that no one is adversely affected by our activities and everyone can go home from a Lions function in the same condition that they left home.

Rob Oerlemans  
Executive Officer

# A note from our Legal Officer...

Persons under the age of 12 years.

The Insurance Committee is making enquiries as to the possibility of securing Lions Insurance Cover for persons under the age of 15 years. The matter is still under review by that Committee. I was asked to advise as to other implications that may arise from the participation of under 12 year olds in Lions Clubs activities.

The age of criminal responsibility in Australia is the age below which a child is deemed incapable of having committed a criminal offence. In legal terms it is referred to as a defence of infancy. The age of 10 years has now been adopted as a uniform age of criminal responsibility throughout the country.

In all criminal matters, it is essential that the person concerned has a sufficient understanding between "right and wrong." There is a presumption that a child aged at least 10 but less than 14 does not have that understanding but that presumption may be rebutted. To rebut the presumption, the Prosecution must prove beyond reasonable doubt that the child knew that the act was seriously wrong (not by standards of law, but morally or according to the ordinary principles of reasonable people) as distinct from an act of mere childish mischief.

A person is deemed to be an adult upon attaining 18 years of age.

The minimum age of employment varies across each State and Territory. New South Wales has no minimum age of employment although such employment is regulated in certain industries in respect of children under 15 years of age – entertainment; photography, door to door sales. No child under the age of 13 may be employed in Victoria except in relation to family businesses, entertainment industry and delivery of newspapers, advertising materials or for a pharmacist. Children under 13 must only perform "light work" be granted rest periods and work only within certain hours.

Persons under the age 17 cannot join the armed forces. What does all this mean to our organisation?

In my view children under the age of 12 years should not act as volunteers in any Lions Project. Such a child should be accompanied by a parent, guardian or other approved adult who should be advised that the care, control and wellbeing of that child is his or her responsibility. Clubs should ensure that any accompanying adult is aware, and appreciates, his or her responsibility and actively supervises the child at all times. An accident, as we all know, can happen in a matter of seconds. It is not only important, but common sense, to take practical steps to keep children away from any area or activity which is dangerous or accident prone. Each Club, when planning event or activity, should give consideration to the likelihood, or otherwise, of young persons. It is important to record that consideration and the steps taken to avoid, or minimise, an accident.

MD 201 Legal Officer  
PCC David Skinner OAM

# Introduction

This Risk Management Manual has been developed to assist and protect Lions, Leos, Lionesses and other people at Lions Club functions and projects. Please note where reference is made to 'Lions' in this document, it is to be taken to mean all members of the Lions family, that is, Lions, Leos, volunteers and partners.

It is recommended that each District appoint a District Risk Management/Safety Coordinator to liaise with the Multiple District Risk Management Consultant and the Club Safety Coordinators

The Manual is for use by the District Risk Management/Safety Chair and all Club Safety Coordinators within Lions Multiple District 201 and the information is believed to be reliable and current.

In 2019, the position of Risk Management and Safety was added to the MD Insurance Committee and Lion Garry Bates JP was subsequently elected to the committee in this capacity. Lion Garry Bates is the author of this Risk Management Manual and is to be congratulated for putting this very professional and informative document together for the use of all MD 201 Clubs.

Currently the MD Insurance and Risk Management Committee comprises the following members:

Chairperson	PDG Peter Lamb
Member	Lion Garry Galvin
Member	Lion John Houghton
Risk Management	Lion Garry Bates
Program Consultant	PDG Bob Korotcoff

Further information can be obtained from any of the above committee members whilst all enquiries in respect to Lions Insurance and the reporting of any claims should be directed in the first instance to PDG Bob Korotcoff.

PDG Peter Lamb  
Insurance Committee Chairperson

# Part 1 - Insurance Requirements

## WHY DOES MY CLUB NEED A SAFETY COORDINATOR?

To answer this question, we need to look at it both from the viewpoint of the Club and the Lions Insurers. There can be little doubt that when the vast majority of Lions Clubs discuss carrying out a Project or Activity, these discussions centre on responsibilities and who will do what. Little, if any, time is spent discussing the safety aspects of the Project or Activity - this is basically why Clubs need to have a Safety Coordinator, to ensure the safety aspects from the Club's point of view are considered and acted upon.

From the Insurers point of view, if some simple safety checks can be performed prior to and during Projects and Activities, this has the potential to dramatically reduce the number of claims made. It also follows that a reduction in claims and therefore, payouts by the Lions' Insurers will help to keep that portion of our Dues needed to pay the Insurance Premiums at, or close to, the current levels.

Also, if some simple safety checks can prevent unnecessary pain and suffering to Lions members, or claims of negligence, surely, we have a genuine responsibility to consider the appointment of Club Safety Coordinators.

## What are the consequences of my Club not having a Safety Coordinator, should there be an incident?

It must, at this point be noted, that it is not compulsory for a Club to appoint a Safety Coordinator. However, it is strongly recommended that all Clubs do so, and it has been reinforced by an Action in South Australia, where an injured Member issued an Action against his Club for NOT appointing a Safety Coordinator as recommended.

Common sense dictates that a Club with a Safety Coordinator who carries out and documents simple safety checks must be in a better position to ensure that no-one is injured on a Club Project or Activity.

## If my Club doesn't have a Safety Coordinator, are the Members still covered by the Lions Insurance Policies, should there be an incident?

There is nothing in the Policies that eliminates coverage for failure to appoint a Safety Coordinator.

## What qualifications does a Club Safety Coordinator need?

There is no need for the Lion or Lioness who is appointed to this position to have any formal safety or first aid qualifications. The main requirements are common sense and an eye for detail.

The Safety Coordinator should not be allocated any other duties at the project and he or she must be free to wander around and keep a look-out for unsafe situation and take appropriate action to correct the problem.

To assist in this area, a simple checklist has been circulated to all Clubs by Lions Clubs International accompanying a Booklet on the Lions Liability Programme.

## What happens if the Safety Coordinator is not available to carry out his/her duties prior to and during a Project?

It is obvious that from time to time, the Lion or Lioness appointed as the Club Safety Coordinator will be unable, for whatever reasons, to carry out his/her duties. A couple of simple options that may be considered to overcome such an eventuality are:

- Form a Safety Committee with the Safety Coordinator as Chairperson. Any Member of this Committee can be delegated to look after these duties if the Safety Coordinator is not available.
- Find out which Club members will be attending and have the Safety Coordinator liaise with a suitable Member to act in his/her place.

## What are the duties and responsibilities of the Club Safety Coordinator?

The Safety Coordinator should not be allocated any other duties and he/she should take control of all safety and security matters. As to the duties of the Club Safety Coordinator, this is up to each Club to define, but will certainly include:

- Documented Safety checks at sites where Projects are to take place (both prior to and during the Project)
- Making sure the members/volunteers working on the Project are aware of any safety matters or issues, and sign the attendance book.
- Reporting and recording any actions taken to ensure safety.
- Preparing clear details of all accidents that may occur.
- Following the requirements of Lions insurances detailed in the Multiple District Directory, including immediate notification to the Multiple District Risk Management Consultant should an injury occur.

## What if the Club Safety Coordinator makes a mistake?

If the Club Safety Coordinator or his/her appointed representative, makes a mistake or overlooks a blatant defect or potential hazard, that Coordinator or appointed representative is covered by the Lions insurances if he/she was acting in the capacity of a Lion.

In the final analysis, all we can do is our best in trying to ensure as best we can that our members, non-members and the public at large, remain safe while involved with Lions Projects and Activities. We should not be afraid to make mistakes, but by the same token, through a positive and diligent approach, we should strive not to make them. Questions such as:

- Which member should be appointed as Safety Coordinator?
- What training should the Safety Coordinator have?
- What should the Safety Coordinator do in an emergency?

We need only a little bit of logical thought to come up with answers that suit your Club.

Finally, we should also remember that if we are involved with a Lions Project or Activity and a safety or security matter arises, this should immediately be brought to the attention of the Safety Coordinator, or the Project Chairperson. In other words, EACH OF US always has a responsibility to ensure safety and security. After all, insurance might compensate for a Loss, but it will not bring back a Loved One or a Limb.

For further assistance and information re Lions insurance matters, do not hesitate to contact the LIONS Australia Insurance Programme Consultant

PDG Bob Korotcoff DipFinServ.

Authorised Representative – JUA Underwriting Agency Pty Ltd

AFSL # 000278958

(M) 0418 831 426

E-mail: [insurance@lions.org.au](mailto:insurance@lions.org.au)

Web: [www.lionsclubs.org.au/insuranceinsurance@lions.org.au](http://www.lionsclubs.org.au/insuranceinsurance@lions.org.au)

Contact the Risk Management Consultant for any questions or need for advice on Risk Management matters

Lion Garry J. (GB) Bates J P (Qual)

(M) 0488 723 572

E-mail: [riskmanagement@lions.org.au](mailto:riskmanagement@lions.org.au)

All District and Club Coordinators are requested to go to [www.lionsinsurance.com.au](http://www.lionsinsurance.com.au) to gain an understanding of the present insurance policies. A very informative FAQ section will answer most questions in this regard.

## LEGISLATIVE REQUIREMENTS

The Work Health and Safety legislation in all States imposes a specific duty on Officers of corporations and unincorporated bodies, such as clubs and associations, to exercise due diligence to ensure that the corporation, club or association meets its work health and safety obligations. The duty requires Officers to be proactive in ensuring that the corporation, club or association complies with its duty. This duty applies whether there has been an incident and irrespective of whether the corporation is prosecuted

### WHAT IS DUE DILIGENCE?

Due diligence in relation to ensuring health and safety is defined in the State WHS Acts. In demonstrating due diligence, Clubs will need to show and document that they have taken reasonable steps to:

- acquire and update their knowledge of health and safety matters
- understand the operations being carried out by the person conducting the business or undertaking in which they are employed, and the hazards and risks associated with the operations
- ensure that the person conducting the business or undertaking has, and uses, appropriate resources and processes to eliminate or minimise health and safety risks arising from work being done
- ensure that the person conducting the business or undertaking has appropriate processes in place to receive and respond promptly to information regarding incidents, hazards and risks
- ensure that the person conducting the business or undertaking has, and uses, processes for complying with duties or obligations under the WHS Act.

This approach emphasises the corporate governance responsibilities of Club Officers. It is critical to the achievement of positive safety outcomes for senior management to lead the corporate safety agenda.

### DEMONSTRATING DUE DILIGENCE

The due diligence criteria are shown below, with suggestions on how to meet them.

#### *1. Acquiring knowledge of health and safety issues*

This can be met by:

- acquiring up-to-date knowledge of the regulations and codes of practice
- investigating current industry issues through conferences, seminars, information and awareness sessions, industry groups, newsletters
- acquiring up-to-date knowledge of work health and safety management principles and practices
- ensuring that work health and safety matters are considered and documented at each corporation, club or association board meeting.

#### *2. Understanding operations and associated hazards and risks*

This can be met by:

- developing a plan of the operation that identifies hazards in core activities
- ensuring that information is readily available to other Coordinators and workers about procedures to ensure the safety of specific operations that pose health and safety risks.
- continuously improving the Risk Management system.

3. *Ensuring that appropriate resources and processes are used to eliminate or minimise risks to health and safety*

This can be met by:

- establishing/maintaining safe methods of work
- implementing a risk management system
- recruiting personnel with appropriate skills, including safety personnel
- ensuring staffing levels are adequate for safety in operations
- giving safety personnel access to decision makers for urgent issues
- maintaining/upgrading infrastructure.

4. *Implementing processes for receiving and responding to information about incidents, hazards and risks*

This can be met by:

- employing a risk management process
- having efficient, timely reporting systems
- empowering workers to cease unsafe work and request better resources
- establishing processes for considering/ responding to information about incidents, hazards and risks in a timely fashion
- measuring against positive performance indicators to identify deficiencies (e.g. percentage of issues actioned within agreed timeframe).

5. *Establishing and maintaining compliance processes*

This can be met by:

- undertaking a legal compliance audit of policies, procedures and practices
- testing policies, procedures and practices to verify compliance with safety management planning.

6. *Verifying the provision and use of the resources mentioned in 1-5.*

Club Officers will need to ensure there is a system in place that records and provides evidence of the matters mentioned in 1-5.

Accessing up to date safety information

As part of due diligence requirements, Club Officers need up-to-date knowledge about safety issues. They must also ensure that their employer and workers have ready access to information that will help them to avoid risks and hazards in the workplace.

### **ADVANTAGES OF RETAINING TRAINED SAFETY ADVISORS**

Under the WHS Acts there are advantages for businesses and undertakings in retaining a trained safety advisor to assist a Coordinator to satisfy their due diligence obligations. Maintaining a role for a trained safety advisor within a business or undertaking will:

- promote a positive work health and safety culture by sending a clear message that health and safety is valued by the organisation
- support Club Officers in meeting their due diligence requirements
- ensure safety information is updated
- be a cost-effective way of demonstrating due diligence.

- However, it is important to note the duty to exercise due diligence will always remain with the person in immediate control and cannot be outsourced or delegated to a trained safety advisor.
- Employing a trained safety advisor is only one option to help Club members meet their duties.

### TRAINING FOR SAFETY ADVISOR

The voluntary retention of a trained safety advisor is best supported by at least Vocational Education and Training accredited training in order to provide safety Coordinators with a nationally recognised formal qualification.

It will also be important for trained safety advisors to update their skills and knowledge periodically to ensure they have knowledge of current workplace health and safety legislation and initiatives.

### HAZARDS AND RISKS

A hazard is something with the potential to cause harm. Risk is the likelihood that the harm will occur from exposure to the hazard. For example:

- The hazard is electricity. The risk is the likelihood that a person might be electrocuted because of exposure to an electrical wire that is inadequately insulated.
- The hazard is a 40kg bag. The risk is the likelihood that a person might suffer back strain from manually lifting the 40kg bag.
- The hazard is carbon monoxide. The risk is the likelihood that a person might suffer carbon monoxide poisoning because they are using a petrol operated pump in an enclosed space.

If an individual sees any item of plant, any procedure or any incident which has caused or has the potential to cause injury to people or damage to property, and it cannot be immediately rectified, they must inform their Club Safety Coordinator as soon as possible. Individuals have an obligation to eliminate, guard against or protect others from any hazards as soon as they are recognised.

If there is imminent danger, the person recognising the danger must:

- take steps to isolate the danger by closing doors, evacuating the area, etc;
- restrict entry;
- advise the appropriate Emergency Services; and
- contact the relevant Club Chairperson/project coordinator.

If a person is involved in a near miss incident, this should be reported to the Club Safety Coordinator. A near miss is an incident that, although it did not result in an injury or disease, had the potential to do so. Reporting of minor and near miss is vital.

The Club Safety Coordinator should carry out an investigation of all reported hazards or incidents and make documented recommendations as to corrective action to the Club executive. The relevant Chairperson/project coordinator should ensure that action has been taken to eliminate the cause and advise the person who reported the hazard of the follow-up actions taken.

## RISK MANAGEMENT

Risk management is a five step process for controlling exposure to health and safety risks associated with hazards in the environment.

In many cases risk management is nothing more than a careful examination of what could cause harm to people at your function/project and:

- weighing up whether you have taken enough precautions or
- should do more to prevent harm, and
- controlling exposure to prevent harm.

The aim is to make sure that no one gets hurt or becomes ill – that everyone returns home in the same condition that they left it.

When undertaking risk management:

- Involve other Lions, and Volunteers in the process.
- Consider what happened on the previous occasions that the function/project was held.
- Don't use it to justify a decision that has already been made.
- Make records of any risk management activities undertaken.

The five steps of the risk management process are:

- **Step 1** - Look for the hazards
- **Step 2** - Decide who might be harmed, how and by how much. Assess the risk.
- **Step 3** - Decide on control measures. Is there a Regulation or Code of Practice about any hazards you have identified? What are the existing controls? Are controls as high as possible in the control hierarchy? Do controls protect everyone exposed to harm? What additional controls are required?
- **Step 4** - Put controls in place
  - Develop a plan for implementing controls and put it in place.
- **Step 5** - Review the controls
  - Are the controls working? Are there any new problems? Go back to Step 1.

## CONTROL HIERARCHY.

Control measures should be implemented in the following order:

- Elimination: get rid of the harm or prevent the risk; if this is not possible:
- Substitution: replace with something less harmful
- Isolation: separate people from the harm
- Engineering: change processes or the physical environment, for example, by redesigning work, plant, equipment, components or premises
- Administrative: apply administrative arrangements, for example, limit entry or time spent in a hazardous area
- PPE: use personal protective equipment

## CONCISE OHS RISK RATING TABLE

What you need to do

1. Consider what can go wrong that can hurt someone
2. Determine what the most likely outcome would be - Consequences
3. Determine how likely those consequences are - Likelihood
4. Calculate the risk rating
5. Required action

<b>CONSEQUENCES:</b>		<i>How severely could someone be hurt?</i>
Severe		death or permanent disability to one or more persons
Major		hospital admission required
Moderate		medical treatment required
Minor		first aid required
Insignificant		injuries not requiring first aid
<b>LIKELIHOOD</b>		<i>How likely are those consequences?</i>
Almost certain		expected to occur in most circumstances
Likely		will probably occur in most circumstances
Possible		could occur at some time
Unlikely		not likely to occur in normal circumstances
Rare		may occur only in exceptional circumstances

		<b>CONSEQUENCES</b>				
		Insignificant <b>1</b>	Minor <b>2</b>	Moderate <b>3</b>	Major <b>4</b>	Severe <b>5</b>
<b>LIKELIHOOD</b>	Almost certain <b>A</b>	M	H	H	VH	VH
	Likely <b>B</b>	M	M	H	H	VH
	Possible <b>C</b>	L	M	H	H	VH
	Unlikely <b>D</b>	L	L	M	M	H
	Rare <b>E</b>	L	L	M	M	M

Risk level	Required action
<p><b>VH</b> Very high</p>	<p><b>Act immediately:</b></p> <p>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 risk controls.</p>
<p><b>H</b> High</p>	<p><b>Act today:</b></p> <p>The proposed activity can only proceed, provided that:</p> <ul style="list-style-type: none"> <li>(i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls;</li> <li>(ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc.</li> <li>(iii) the risk assessment has been reviewed and approved by the Supervisor and</li> <li>(iv) a Safe Working Procedure or Safe Work Method has been prepared.</li> <li>(v) The supervisor must review and document the effectiveness of the implemented risk controls.</li> </ul>
<p><b>M</b> Medium</p>	<p><b>Act this week:</b></p> <p>The proposed task or process can proceed, provided that:</p> <ul style="list-style-type: none"> <li>(i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls;</li> </ul> <p>the risk assessment has been reviewed and approved by the Supervisor and a Safe Working Procedure or Safe Work Method has been prepared.</p>
<p><b>L</b> Low</p>	<p><b>Act this month:</b></p> <p>Managed by local documented routine procedures which must include application of the hierarchy of controls.</p>

## MD CONVENTION RISK MANAGEMENT GUIDE: MULTIPLE DISTRICT & DISTRICT

Risk management of events is a responsibility that is shared by venue operators, contractors and event organisers. Although Lions Australia holds insurance to mitigate the impacts of accidents, our primary goal is to ensure that those accidents do not occur in the first place.

The goals of risk management are well understood:

- Firstly, to assess risks and eliminate those that are possible to do so.
- Where a risk cannot be eliminated, implement control measures that mitigate the risks as much as possible.

A simple example of this principle relates to access to the Convention stage to avoid the risk of trips and falls. The least risk of trips and falls when accessing a stage is provided by 'at grade' access, that is, no stairs or ramps. If that is not possible risks can be controlled by providing a ramp access, by providing railings adjacent to steps, and providing personnel to assist conventioners to ascend and descend stairs.

### 1. *Personnel*

Risk Management is the responsibility of the Convention Committee. The Convention Committee Chairperson may wish to nominate a member as a Safety Coordinator; however, their role is simply to ensure the process occurs.

The Convention Chairperson should consider if the Committee has sufficient expertise to conduct the assessment. Venue operators, local government and businesses may be able to offer assistance to conduct the assessment.

Council's Insurance and Risk Management Committee has produced a Risk Management Manual. Detailed guidance for the Risk Assessment process is included in this manual.

### 2. *Procedures*

Risk assessment should be carried out at least twice.

Firstly, in a controlled, global consultative process by the Convention Organising Committee, no more than one month prior to the event.

Secondly by a sub-committee of the Convention Organising Committee, on site, once the Convention has bumped in.

The risk assessment method is described in the Multiple District Risk Management Manual.

Note: The Convention Organising Committee Chairperson should review the terms of the major contracts for venues and services to understand the relative responsibilities for risk management by the parties. It is the obligation of the Convention Organising Committee Chairperson to ensure that contractors and event managers deliver on the agreed obligations.

### 3. *Steps*

#### 1. PRELIMINARY RISK ASSESSMENT

1. The Convention Committee meets to discuss the potential risks of the Convention.
2. Minutes of the meeting must be kept, detailing attendees and matters discussed.
3. The Committee should have a copy of the Multiple District Risk Management Manual and the full Convention Program.

4. The Committee should consider the risks of each scheduled event, service provision (by caterers, transport providers) and inherent venue risks.
5. The Committee should document those risks for likelihood and consequences according to the matrix described in the risk management manual.
6. The Committee should document how risks will be eliminated or controlled and allocate responsibility for actioning each item.
7. For example, risks can include:
  - a. medical emergencies, including drug and alcohol issues, injuries, severe allergic reactions, heat stroke or exhaustion, life-threatening events, and mass casualty incidents which could overwhelm local health resources
  - b. trips and falls
  - c. emergencies requiring involvement of the police or fire brigades
  - d. security breach
  - e. inadequate security
  - f. non-arrival of performers or deliveries of goods
  - g. equipment failure
  - h. property damage or loss
  - i. food poisoning
  - j. breach of noise and other restrictions
  - k. money handling
  - l. sun exposure or adverse/extreme weather
  - m. inadequate insurance
  - n. electricity outages or surges
  - o. lack of care with hazardous materials.
8. The Committee should complete the assessment by establishing a Risk Management sub-committee of no more than 3 Committee members to complete the 'on site' risk assessment.
9. A copy of the Risk Assessment should be provided to the Multiple District Executive Officer/District Governor following the meeting.

## 2. ON SITE RISK ASSESSMENT

Once the event has 'bumped in', generally on the day prior to the Convention commencement the Risk Management Sub-Committee should tour the major venues with a copy of the Risk Assessment. The Risk Management-Committee should:

1. Review each venue to check that suitable control measures for the assessed risks have been implemented.
2. Assess any additional risks.
3. Advise venue and service operators of any risks that remain and ensure that they are dealt with.
4. Annotate the Risk Assessment to reflect the outcome of the on-site risk assessment.
5. The Sub-Committee member should conduct daily checks of the venue and service to ensure no new risks emerge.

# Part 2 - Common Lions risks & ways to control them

## BURNS AND SCALDS

There is always a risk of burning or scalding where hot food and beverages are prepared and served. Food service is something that Lions are well known for doing.

Ways to control hazards

- Place warning signs or stickers near hot equipment or surfaces.
- Add a gravity feed chute from the deep fryer to an external receptacle to eliminate the need to handle hot cooking oil waste.
- Use automatic food lowering devices where available.
- Cover equipment containing hot fat or fluids, when not in use.
- Use a tray or trolley to serve hot liquids, plates or utensils.
- Warn serving staff or customers if plates are hot.
- Follow safe working practices (for example, when using an espresso machine or deep-frying food).
- Wear appropriate personal protective equipment such as heat resistant gloves and aprons.
- Use a waiter's cloth to protect arms while carrying hot plates or trays.
- Take notice of warning signs regarding hot equipment.
- Install windows in the kitchen door to help prevent accidents involving workers carrying hot foods or beverages. Alternatively, provide entrance and exit doors.
- Redesign the kitchen so work areas are away from heat sources.

## CONFINED SPACE

No person is permitted to enter a confined space unless they are a competent person who has a combination of training, education, experience, acquired knowledge and skills, enabling them to correctly perform a specified task.

Certified Contractors only should carry out work in a confined space for Lions. Where work is performed in a confined space at a Lions function/project, that work must be carried out in accordance with the requirements of the Workplace Health and Safety (Confined Spaces) Compliance Standard 1995 and Australian Standard AS 2865 - 1995 Safe Working in a Confined Space.

A confined space is defined in Australian Standard AS 2865 as a space of any volume which:

- a. was not designed as a regular workplace;
- b. has restricted means of exit and entry;
- c. may have inadequate ventilation and/or an atmosphere which is either contaminated or oxygen deficient;
- d. is at atmospheric pressure during occupancy;
- e. may be prone to engulfment.

Under this definition confined spaces include but are not limited to: all sewerage pits with a depth greater than 1.5 metres; all storm water pits with a depth greater than 1.5 metres; all pump pits.

Confined spaces can be potentially hazardous because of the presence of one or a combination of:

- known waste contaminants (sewerage, etc);
- suspected, unidentified gas contaminants (possibly H<sub>2</sub>S, or Methane);
- poor or no ventilation (oxygen deficient or a high CO or CO<sub>2</sub> atmosphere);
- dangerous or difficult access;
- poor or inadequate lighting;
- possibility of sudden or uncontrolled flow variations; or
- hazardous substances.

## ELECTRICAL EQUIPMENT AND CORDS

Lions/Lioness functions/projects normally come under the area of service work or office work and All Specified Electrical Equipment (all equipment and cords using 240 volts) used should be connected to a Type 1 or Type 2 Residual Current Device, (RCD). There is no requirement to test and tag electrical items in these areas if they are connected to an RCD.

Portable Safety Switches (RCD) - should be tested before every use or every three months by the operator and by a qualified person at intervals of not greater than 12 months.

Inspection, Testing and Tagging of Specified Electrical Equipment of all Classes of Work must comply with the requirements of the Electrical Safety Regulation 2002 Section 92 to 94 and AS/NZS 3760.

The use of piggyback plugs or double adaptors is discouraged. Double adaptors should not be used; power boards with an overload cut-out should be used instead. The use of piggyback plugs is acceptable only when wired by competent, appropriately trained, certificated and authorised personnel.

The owner of personal electrical equipment must ensure that it is safe for use and, if required by regulation, have a valid test tag applied prior to it being used for Lions purposes.

Electric fans should meet the Regulation requirement for guarding safety as well as for electrical safety (e.g. a child's small finger should not be able to fit through the holes in the guard if the child is able to access the fan).

Personal fan heaters should have a thermal cut-out switch and portable bar heaters are not recommended for use at Lions functions/projects.

## GAS CYLINDERS

Using gas cylinders (instructions from Origin Energy)

- Check to make sure valves are tightly turned off when not in use
- Fit a screwed plug into the cylinder outlet when not in use
- Never inhale cylinder contents.

Transporting gas cylinders

- Carry and store cylinders correctly at all times
- Store upright in a ventilated area
- Secure cylinders upright for travel
- Carry in the boot if possible

- Only carry up to two cylinders at one time
- Keep cylinders away from heat or direct sun.

#### Setting up gas cylinders

- Position upright and securely on a firm, non-combustible base
- Put in a well-ventilated area where the shutoff valve is easily accessible
- Keep away from flames, sparks and heat
- Only connect to approved LP Gas appliances
- Check hoses and fittings are clean and in good condition.

#### Connecting gas cylinders

- Turn appliance controls OFF
- Insert connector into cylinder valve
- Tighten firmly anti-clockwise with spanner or wrench
- Open cylinder valve fully
- Spray soapy water on connections to check for leaks- if bubbles appear, check connections
- Do not use if connections are leaking gas.

## HAZARDOUS SUBSTANCES

The Lions Club should make efforts to eliminate, substitute or reduce the amount of and exposure to hazardous substances used at its functions/projects. If it is not possible to find a suitable substitute for a hazardous substance, all safety precautions must be used to manage the substance. Many cleaning products, like oven cleaners, contain substances that may cause adverse health effects. Any hazardous substance used in a workplace should be managed according to the Hazardous Substances Regulation and Hazardous Substances Code of Practice 2003.

Skin irritation is a very common health problem resulting from exposure to a hazardous substance. Other problems include occupational asthma, chemical poisoning, chemical burns and long-term serious diseases such as cancer. People can breathe in a hazardous substance, accidentally swallow it, or absorb it through their skin. Lions and volunteers should also be aware that occasionally people may develop skin sensitivity or allergy to certain foodstuffs, e.g. seafood. Although these are not hazardous substances, you may need to provide gloves for these people or remove them from exposure when that food is being prepared.

To identify hazardous substances:

- Check container labels for signal words such as 'poison', 'hazardous' and 'warning'.
- Check that you have a Material Safety Data Sheet (MSDS) from the suppliers. The MSDS details hazards associated with the substance and recommends safety measures.
- Inspect the workplace to see if people are exposed to the hazardous substances, if safety precautions are in place, and if the precautions are effective.
- Record the date of the assessment, the product containing the hazardous substance, the degree of risk, control measures and the type and timing of monitoring and/or health surveillance (if required).
- If there is a significant health risk, you must keep the following records for 30 years: the risk assessment report, monitoring results and health surveillance reports.
- If there is no significant health risk and exposure is controlled, keep the risk assessment for at least five years.

## Ways to control hazards

- Keep a copy of every relevant MSDS in a close position for quick access.
- Check that all containers are labelled with the product name and information about safe handling.
- If possible, substitute hazardous substances with less hazardous substances.
- Do not use drink containers to store hazardous substances.
- Use correct storage facilities.
- Introduce control measures according to the degree of risk (for example, use full arm length rubber gloves when cleaning the oven; or do not continue to use a particular product).
- Wear appropriate personal protective equipment (for example, gloves, face shield or cotton overalls).

## HEAT STRESS

Heat stress occurs when heat is absorbed from the environment faster than the body can get rid of it. Several factors may contribute to heat stress, such as the type of work activity, the surrounding air temperature/humidity level, and the physical condition of the individual. Our bodies maintain a constant internal temperature even though they may be exposed to varying environmental temperatures.

To keep internal body temperatures within safe limits in hot conditions, the body must get rid of excess heat - and it does this by evaporating sweat and varying the blood flow to the skin. These responses are controlled by the brain and usually occur when the blood exceeds 37 degrees centigrade.

Factors that may contribute to heat-related health problems at Lions projects include:

- inadequate cooling off or rest periods
  - insufficient water consumption
  - climatic conditions (such as low air movement, high humidity levels and high air temperature)
  - inappropriate clothing
  - individual factors that may cause dehydration (such as poor diet, vomiting, diarrhoea or alcohol and caffeine consumption)
  - individual medical conditions that may cause heat stress (such as heart problems, diabetes or hypertension)
  - individual medication that may affect the body's temperature regulation
  - an individual's age, general physical fitness and weight
- Environment and seasonal factors that can contribute to heat problems:
- high air temperatures
  - radiant heat from hot objects such as machinery
  - radiant heat from working outdoors in the sun
  - higher relative humidity levels
  - low air movement

Various engineering controls are effective for reducing heat. Examples include:

- reducing the body's metabolic heat production using automation and mechanisation of tasks

- reducing radiant heat emissions from hot surfaces and plant e.g. by insulation and shielding
- using ventilation and air-conditioning
- creating some shade (tarp, umbrella) or at least find a shady tree for rest breaks.
- Other ways to control hazards
- Wear a hat, sunglasses and sunscreen when outside.
- Install a roof over the delivery and unloading area
- Take frequent breaks away from a hot kitchen or BBQ.
- Wear cool clothing in the kitchen.
- Take regular breaks with a glass of water in a cool area.
- Maintain a comfortable temperature in the kitchen using ventilation, extraction or air conditioning.
- Install a serving counter between the kitchen and dining area to reduce the need for people to enter the kitchen.
- Redesign the kitchen so work areas are away from heat sources.
- Ensure all Lions and volunteers are educated about the risks of heat stress.

## MANUAL HANDLING

Manual handling may require repetitive or forceful movement or awkward postures. They may be activities in which a person has to lift, lower, push, pull, carry, move or restrain an object. A Lion or volunteer must not carry or move any object if they consider they are at risk of injury or if others may be at risk. Injuries related to manual handling are generally caused by physical stress and strain over a long period of time.

Manual handling risks include:

- carrying boxes;
- stacking shelves;
- cleaning and cooking equipment;
- stretching for pots and pans; and
- bending and balancing while serving.

Ways to control hazards

- Arrange for deliveries to be unloaded directly to where they are needed.
- Use forklifts or pallet jacks to unload deliveries.
- Buy smaller, lighter cartons of stock.
- Use smaller pots and pans.
- Provide easy access shelving or store heavier items in middle shelves and lighter items up higher.
- Share lifting tasks.
- Use smaller, lighter rubbish bins and move them by trolley.
- Place regularly used items and equipment in easy-to-reach places.
- Use smaller trays and baskets for clearing tables.
- Carry only a limited number of plates and glasses at any time.
- Introduce buffet style service instead of table service.
- Redesign servery windows to reduce the need to stretch.
- Fix tables and chairs in permanent positions so they don't have to be stacked, moved or set up daily. If this is not possible, use chair trolleys or light/collapsible furniture.
- Provide loading areas close to storage areas.

Individuals should make every effort to reduce the risk of manual handling incidents or injuries by taking the steps recommended. The appropriate Chairperson/project coordinator is responsible for undertaking risk assessments in their workplace.]

## PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment and clothing (PPE) must be provided to and must be worn by all persons only when:

- a hazard cannot be eliminated or reduced by engineering or administrative controls; or
- specific protection is required by the Advisory Standard for Selection, Provision and Use of Personal Protective Equipment.

Personal protective equipment (PPE) is any clothing, equipment or substance designed to protect a person from risks of injury or illness.

PPE can include:

- hearing protective devices, such as earmuffs and ear plugs
- respirators
- eye and face protection, such as goggles
- safety helmets and sun hats
- gloves and safety boots
- clothing, such as high visibility vests or life jackets

Individuals must wear PPE as instructed by the Club Safety Coordinator, chairperson/project coordinator, by a material safety data sheet or a standard work procedure. Training in the correct use, storage and cleaning of PPE should be provided and records kept. All PPE must comply with the appropriate Australian Standard. Users of PPE must store the equipment in the accommodation provided. The equipment must be cleaned regularly and cleaned prior to use if shared.

The Club Safety Coordinator should carry out regular inspections to ensure that PPE is on hand and is maintained in good condition; and must keep records on any acquisition, cleaning and training in relation to the equipment. Individuals must inform their Club Safety Coordinator if there are deficiencies in the supply or condition of any PPE required to carry out work safely.

## SLIPS, TRIPS AND FALLS

There is always a risk of slips and falls where food and beverages are prepared and served. These can be caused by cluttered walkways, poor lighting or busy work areas.

Ways to control hazards

- Clean up spills and dropped food immediately.
- Erect warning signs if floors are freshly mopped.
- Use floor cleaning products that remove oil and grease.
- Minimise moisture build-up on floors.
- Cover normal flooring with a non-slip material (if possible) or use non-slip mats.
- Wear non-slip shoes.
- Keep walkways free of clutter.
- Replace steps with ramps.
- Restrict the number of people entering the kitchen (for example, install a servery between the kitchen and dining room).
- Install adequate lighting, especially in delivery and storage areas.

- Install roofing in the unloading area to keep rain off.
- Design the delivery area so unloading is done as close as possible to the storage area.

### INFLATABLES (JUMPING CASTLES, ETC.)

Over the last five years, there have been several incidents involving jumping castles and other inflatable devices where children have received injuries.

It's important that the person with management or control (PWMC) of any of these devices must:

- Provide adequate information and make it available to enable the safe set-up and use of it.
- That it is set up and used in accordance with the manufacturer's specifications.
- The anchorage system is designed to prevent the device becoming airborne. The anchorage system should be considered in its entirety (i.e. ground conditions, stake, rope, rope angle, connections, attachment to inflatable and, number and placement of anchorages)
- Enough ground area is available to secure it as the required angle for tie-down ropes/straps can vary
- All anchors provided with the device are installed and used in accordance with the manufacturer's instructions
- The stakes or anchors used are fit for purpose where the inflatable is set-up on hard or paved surfaces and is not secured with ground anchor stakes, the anchorage system should be designed to withstand the same forces as though it was secured with ground anchor stakes
- Lions or volunteers are trained and competent to safely setup the device
- Weather conditions are continuously monitored and if the wind speed approaches the maximum allowed by the manufacturer, then the ride should be evacuated and deflated immediately.

Additionally, the PWMC must ensure that the device is maintained and routinely inspected as per the manufacturer's instructions (this includes inflatable amusement devices), for any rips in the fabric and seams, and to ensure the integrity of anchor points and anchorage systems for the device.

### *Other Amusement Equipment*

#### AMUSEMENT DEVICE OPERATOR TRAINING AND COMPETENCY

The operator of an amusement device must be provided with proper instruction and training in operating the device, which includes:

- procedures for checking the device before it is operated with passengers;
- starting, operating and stopping the device under normal conditions;
- stopping the device in an emergency;
- providing for the safe access of passengers on to or in the device, including placing, managing and securing passengers;
- giving safety instructions about the device to passengers; and
- providing for the safe exit of passengers off or out of the device, including exiting in an emergency or because of a power failure or malfunction of the device.
- The operator must be determined as competent before operating any amusement device.
- The operator must be clearly identifiable as the operator of the device, for example, through an identification badge or clothing.

## Part 3 - What to do in an Emergency

- 1. Dial 000 and ask for Ambulance. Dial 000 on a mobile phone NOT 112 unless the display says to do so.**
- 2. If it is a fatality, dial 000 and ask for Police. If overhead power lines have fallen down notify the relevant electricity entity or Police.**
- 3. Administer first aid if required.**

Do not touch anyone who is receiving an electric shock. Turn off power or free the person with a non-metallic item.

Nothing should be touched or moved unless it is to administer first aid, or there is further risk of property damage.

The Project Coordinator should be aware of the traumatic nature of incidents and consider counselling or organise discussions for the people involved or affected by the incident.

- 4. Advise the Club President or Safety Coordinator.**

To quote an Australian High Court Judge, Justice Lionel Murphy,

***“In a Court of Law, if it ain’t written down, it didn’t happen.”***

The following Appendices will assist in providing necessary documentation.

# Appendix A – Self-Inspection Checklist

## Self-Inspection Checklist



Lions Clubs International Multiple District 201

Lions Club of:

Project:

Prepared by:

Date: / /

	Yes	No
Does your Club have a Safety Coordinator appointed?		
If so, does he/she have full control of all Safety/Risk Management on the premises?		
<b>Parking</b>		
	Yes	No
Are entrances and exits clearly marked?		
Is lighting adequate?		
Is parking area free of holes, cracks, puddles, debris, etc?		
Is security provided in the car park to deter theft and vandalism?		
Is there signage stating, 'Vehicles are parked at Owners risk'?		
Do the parking attendants wear reflective clothing?		
<b>Crowd Control</b>		
	Yes	No
Are adequate signs posted directing traffic flow into and out of parking/seating areas?		
Are Police and Security Personnel used to direct traffic into and out of parking/seating areas?		
Are there enough Security Personnel to control the crowd?		
<b>Buildings, Tents, Arenas</b>		
	Yes	No
Are the premises neat and clean?		
Are there an adequate number of exits?		
Are EXIT lights working?		
Is the number of occupants controlled?		
Do structures have adequate fire protection?		
Is smoking prohibited and are signs clearly posted?		
Is emergency lighting provided?		
Is a public address system available to relay emergency messages?		
Are aisles, stairs, etc unobstructed?		
Are all stairways, elevated platforms, etc adequately marked and guarded?		
Are all tent stakes and guy ropes marked or blocked off to prevent tripping, etc?		
Are all chairs, benches, seats, tables, etc, structurally sound?		
Are all lights, especially in toilets and over pathways operating?		



# Appendix B – Hazard Report

Hazard Report



Lions Clubs International Multiple District 201

Lions Club of:

**A hazard is any unsafe occurrence or unsafe condition which could result in injury, illness or damage**

<b>Part 1: Report by Originator</b> <i>Please complete and forward to Club Safety Coordinator</i>	
<b>YOUR DETAILS:</b>	
Your Name:	
Contact Phone Number:	
<b>HAZARD DETAILS:</b>	
Hazard Location:	
Contributing Factors:	
Suggestions to remedy hazard:	
<b>Part 2: Action by Club Safety Coordinator</b> <i>Contact originator to advise receipt, then forward original to appropriate area for action</i>	
Date Received:	Originator Contacted: YES / NO
Date Contacted:	
Forwarded to:	
Date Forwarded:	Review Date:

<b>Part 3: Action by Project Coordinator</b> <i>Complete details of actions taken to control hazard, then return original to Club Safety Coordinator</i>	
Date Received:	
Actions taken:	
Date Completed:	
Printed Name:	
Signature:	
<b>Part 4: Review &amp; Filing</b> <i>Contact originator and advise of actions, complete details, file a copy.</i>	
Date Received:	Originator Contacted: YES / NO
Date Contacted:	
Forwarded to Board Meeting:	Date Forwarded:

# Appendix C – Incident & Work Related Illness/Injury Report

Incident & Work Related Illness/Injury Report



Lions Clubs International Multiple District 201

Lions Club of:

Incident No.

PART A To be completed by Lion, Leo, volunteer or other, with assistance if required.

PERSONAL DETAILS				
Title:	Family Name:		First Name:	Designation:
Email:	Phone (w):	Phone (h):	Mobile:	
Lions Club of:		Project/Function:		
<input type="checkbox"/> Lion/Lioness/Leo	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Contractor	<input type="checkbox"/> Employee	Other:
Position:		Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
1. Residential address:				
INCIDENT DETAILS				
Tick one box only	<input type="checkbox"/> Incident with no injury or illness	<input type="checkbox"/> Work related illness	<input type="checkbox"/> Work related injury	
Date incident occurred:	/	/	Time of incident:	am/pm
Date of onset of symptoms (if applicable):			/	/
Date incident reported:			/	/
To whom was the incident first reported:				
Incident location:	<input type="checkbox"/> At project	<input type="checkbox"/> Away from Project	<input type="checkbox"/> In area of Project	<input type="checkbox"/> On journey to or from project

Describe location of incident as follows: building name, room number or street address or project site.

Names and contact details of any witnesses:

Describe how the incident occurred and any contributing factors:

Attach additional information if space insufficient including sketches and photographs

## INJURY DETAILS

*Complete sections A, B and C if injury/illness occurred*

### A. PART OF BODY INJURED

<input type="checkbox"/> ankle, left / right	<input type="checkbox"/> arm, left / right	<input type="checkbox"/> back	<input type="checkbox"/> chest	<input type="checkbox"/> elbow, left/right	<input type="checkbox"/> ear, left / right
<input type="checkbox"/> eye, left / right	<input type="checkbox"/> face	<input type="checkbox"/> fingers	<input type="checkbox"/> foot, left / right	<input type="checkbox"/> hand, left / right	<input type="checkbox"/> head
<input type="checkbox"/> groin	<input type="checkbox"/> knee, left / right	<input type="checkbox"/> leg, left / right	<input type="checkbox"/> lungs	<input type="checkbox"/> mouth	<input type="checkbox"/> neck
<input type="checkbox"/> psychological	<input type="checkbox"/> shoulder	<input type="checkbox"/> stomach	<input type="checkbox"/> teeth	<input type="checkbox"/> toes	<input type="checkbox"/> wrist, left/right

Other:

### B. NATURE OF INJURY

<input type="checkbox"/> amputation	<input type="checkbox"/> anxiety	<input type="checkbox"/> asthma	<input type="checkbox"/> bruising/crushing	<input type="checkbox"/> burns	<input type="checkbox"/> concussion	<input type="checkbox"/> depression
<input type="checkbox"/> fracture	<input type="checkbox"/> infectious disease	<input type="checkbox"/> laceration	<input type="checkbox"/> needle-stick	<input type="checkbox"/> OOS/RSI	<input type="checkbox"/> poisoning	<input type="checkbox"/> rash
<input type="checkbox"/> sharps injury	<input type="checkbox"/> sprain/strain	<input type="checkbox"/> trauma to joints and ligaments	<input type="checkbox"/> trauma to muscles and tendons	<input type="checkbox"/> zoonoses		

Other:

C. TYPE OF INCIDENT						
<input type="checkbox"/> bending, stretching	<input type="checkbox"/> bite by animal	<input type="checkbox"/> bite/sting by insect	<input type="checkbox"/> chemical exposure	<input type="checkbox"/> contact with cold object	<input type="checkbox"/> contact with hot object	<input type="checkbox"/> electricity
<input type="checkbox"/> falling from same level	<input type="checkbox"/> falling from height	<input type="checkbox"/> hit by animal	<input type="checkbox"/> hitting stationary object	<input type="checkbox"/> lifting	<input type="checkbox"/> noise exposure	<input type="checkbox"/> repetitive muscle injury
<input type="checkbox"/> psychological	<input type="checkbox"/> pulling, pushing	<input type="checkbox"/> radiation exposure	<input type="checkbox"/> struck by moving object	<input type="checkbox"/> sunstroke	<input type="checkbox"/> vehicle accident	<input type="checkbox"/> weather exposure
Other:						

DETAILS OF TREATMENT AND WORK STATUS			
Did you receive First Aid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Name of First Aid Coordinator:
Did you see a doctor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Did the doctor issue a medical certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did you cease work for Lions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date and time of cessation: _____ Date and time of return: _____
Did you cease work at your normal employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date and time of cessation: _____ Date and time of return: _____
Did you go to hospital?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, state which hospital:

ACTION
Lion, Leo, Lioness, Volunteer, Employee or Contractor to complete Part A and send to Club Safety Coordinator within 1 working day.
Club Safety Coordinator to complete Part B and distribute copies of form (see Send Copies To) within 2 working days of notification of incident.

SIGNATURE
I approve the release of the information in this form to approved authorities, which may include medical practitioners, legal representatives, employee associations and Lions insurance.
Signature: _____ Date: _____



**CORRECTIVE ACTION PLAN**

To complete the following Corrective Action Plan, use the following Hierarchy of Risk Controls. Give priority to eliminating the hazard.

1. Eliminate	2. Substitute	3. Engineering control	4. Administrative control	5. Personal Protective Equipment
Actions recommended to be taken			By whom	By when
A.				
B.				
C.				

**SIGNATURE**

I approve the release of the information in this form to approved authorities, which may include medical practitioners, legal representatives, employee associations and Lions insurance.

Club Safety Coordinator's name:	Signature:	Date:
Contact phone number:	Email address:	

Copies to be forwarded (Email or post) by Club Safety Coordinator to;

- District Governor
- District Safety Coordinator
- LIONS RISK MANAGEMENT CONSULTANT      **Email:** [riskmanagement@lions.org.au](mailto:riskmanagement@lions.org.au)
- Club President and Secretary
- Next Club Board Meeting

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# Appendix E – Sample Risk Assessment – Jumping Castle

## Generic Risk Assessment

Ref No: (e.g. Asset or Purchase Number)		Site	
Date of assessment:		Department/Area:	
Identify/describe activity, equipment, area or event you are assessing: <b>USE OF JUMPING/BOUNCING CASTLE (Amusement Device)</b>			

Item	Step 1: Identify the hazard/s:	Step 2: Assess the risks:	Step 3 & 4: Reducing the risk:	Step 5: Monitor & review:
	A hazard can be defined as a source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to environment, or a combination of these	When conducting a risk assessment, <b>YOU MUST</b> consider what could happen if someone is exposed to a hazard (consequences), the likelihood of it happening and how long the worker is exposed to the hazard.	What are the most suitable controls to reduce the risk? Use 'Hierarchy of Control' from top down and combine multiple controls if needed to reduce risk to as low as reasonably practicable. <b>Hierarchy of controls</b> Level 1: – Eliminate the hazards Level 2: – Substitute the hazard with something safer Level 3: – Reduce the risk through engineering controls Level 4: – Reduce the exposure to the hazard through administrative controls Level 5: – Use personal protective equipment	How will the risk be monitored and who has the responsibility? Record review date

Item No	What could cause harm?	What could go wrong?	Controls	Additional Controls	Date Completed	Review method & position/ person responsible	Review Date
	<ul style="list-style-type: none"> <li>Colliding with other jumpers</li> <li>Falling or jumping off the castle entrance</li> <li>Doing stunts on the jumping castle</li> <li>Slips</li> <li>Trips</li> <li>Access / Egress – easily accessible in the event of an emergency</li> </ul>	<ul style="list-style-type: none"> <li>Open wounds</li> <li>Strains</li> <li>Sprains</li> <li>Dislocations</li> <li>Fractures</li> <li>Concussion</li> <li>Neck Injuries</li> <li>Head Injuries</li> </ul>	<ul style="list-style-type: none"> <li>Follow the supplier's instructions regarding amount of children on at once</li> <li>Match children who are on together in age/size</li> <li>No somersaults, flips or other fancy moves.</li> <li>Children to be instructed on safe play while on the castle</li> <li>Other children in area to be kept clear of jumping castle when in use.</li> <li>No eating or drinking while on the jumping castle.</li> <li>Set time limit on jumping so children don't get tired.</li> <li>Clear, simple instructions given to children on how to use individual equipment &amp; consequences if equipment is used incorrectly. Entry and exit areas are clear &amp; well defined.</li> </ul>	<ul style="list-style-type: none"> <li>Visual checks prior to use – nets, jumping surfaces</li> <li>Supervision at all times. Educator to stand next to equipment being used. If Educator required in another area activity to be ceased.</li> <li>Any issues identified at the time of inspection, equipment to be taken out of service immediately and reported to supplier.</li> <li>Senior First Aiders onsite</li> <li>Serious injuries to be reported asap to Ambulance, Police, Club President and Lions MD 201 Risk Management.</li> </ul>			

**NOTE:** Different requirements may apply depending on the Inflatable Amusement Device you hire dependant on the platform height. Platform Height – In relation to an inflatable device (continuously blown) means the height of the highest part of the device designed to support persons using it (the platform) as measured from the surface supporting the device to the top surface of the platform is inflated but unloaded ( ie from the ground to the highest point at with a child is supported eg top of slide) Refer to the end of this risk assessment for regulatory requirements on the different platform heights.

Item No	What could cause harm?	What could go wrong?	Controls	Additional Controls	Date Completed	Review method & position/ person responsible	Review Date
	<ul style="list-style-type: none"> <li>Injury to patrons of bystanders (falls or being hit by moving objects)</li> </ul>	<ul style="list-style-type: none"> <li>Fatality</li> <li>Serious injuries</li> </ul>	<ul style="list-style-type: none"> <li>Ensure jumping caste has been inspected and maintained by engineer.</li> <li>Obtain their public liability insurance</li> <li>Structure and accessories to be secured. Ensure all anchor points, ropes and stakes or ballast are undamaged and fit for continual use (do in consultation with the operator).</li> <li>Check all tie down ropes attached to the devise are fastened to adequate anchorages and there is adequate soft fall area.</li> </ul>	<ul style="list-style-type: none"> <li>Jumping Castle must not be erected under any trees or overhanging branches or overhead power lines</li> </ul>			
	<ul style="list-style-type: none"> <li>Electrical (delete this if they use a generator)</li> <li>Generator (delete this if are using electricity to blow the castle up)</li> </ul>	<ul style="list-style-type: none"> <li>Electrocution</li> <li>Electric shock</li> <li>Fuel spill</li> <li>Exposure to fumes</li> </ul>	<ul style="list-style-type: none"> <li>Cords are tested and tagged.</li> <li>Portable RCD used.</li> <li>Weatherproof fittings in use</li> <li>Adequate protection of the public from any trip hazards from cords are minimised.</li> <li>Fuel for generator is stored in appropriate containers that are labelled. SDS available for the fuel. Decanted in well ventilated area.</li> </ul>				
	<ul style="list-style-type: none"> <li>Fire prevention</li> </ul>	<ul style="list-style-type: none"> <li>Fire</li> <li>Serious injuries</li> </ul>	<ul style="list-style-type: none"> <li>Fire extinguisher is available</li> </ul>				
	<ul style="list-style-type: none"> <li>Windy conditions</li> </ul>	<ul style="list-style-type: none"> <li>Structure lifting resulting in children being thrown off</li> </ul>	<ul style="list-style-type: none"> <li>Operator monitors prevailing wind conditions</li> <li>Jumping castle will not be used in wet weather</li> </ul>				
	<ul style="list-style-type: none"> <li>Sharp objects that could puncture the bouncy castle</li> </ul>	<ul style="list-style-type: none"> <li>Lacerations</li> <li>Serious injuries</li> </ul>	<ul style="list-style-type: none"> <li>Structure will not be set up on concrete or gravel and will be checked thoroughly before it is used.</li> <li>Children asked to remove their shoes and any other sharp objects before they go on the structure.</li> </ul>				

review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).

Completed by:

NAME: \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

In consultation with

NAME: \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Risk Assessment Authorised by:

NAME: \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

The following section is to be completed after the completion of task or activity.

REVIEW/FEEDBACK Please circle Yes or No								
Were the controls effective?	YES	NO	Were there any unforeseen hazards or issues?	YES	NO	Were there any incidents?	YES	NO
DETAILS			DETAILS			DETAILS		

NAME: \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



Note these are examples of regulations only.  
Clubs should also consult their relative State/Council/Shire regulations before proceeding

## Appendix F – Events - Gas Safety Checklist



Government of Western Australia  
Department of Commerce

### Gas safety checklist for caterers, food outlets and others at public venues

Complete this checklist before the start of the event. All questions should be answered as accurately as possible.

If it appears that you have an unsafe gas installation, seek assistance from a licensed gas fitter. EnergySafety can provide advice to event organisers about gas safety.

EnergySafety may carry out on site gas safety inspections of gas appliances before and during use in public venues to ensure compliance with the Act, Regulations and Australian Standards. EnergySafety can require immediate correction of any unsafe condition. If you fail to comply with the Act or Regulations EnergySafety may issue an Infringement Notice, Notice of Defect or Inspectors Order with significant penalties.

#### How to complete the check list

Start at the gas meter for natural gas and at the LP Gas cylinders for a LP Gas supply and proceed towards the gas appliances.

Answer each question if the situation is appropriate. The preferred answer is indicated by a shaded box.

If the answer to a question is not the preferred one, the remedy may be quite simple. For example, a cylinder obstructing an exit should be moved.

If you are unsure about a question or an answer, contact EnergySafety on 9422 5200.

#### When the check list is completed

Please give the original checklist to the site administrator and keep a copy for the duration of the event. You may be requested to produce it as part of a site safety audit. Make sure any remedial work is carried out **before** the event commences.

#### Guide to gas installations

Fixed gas appliances and pipe work must only be installed by a licensed gas fitter, who must:

- provide a Notice of Completion;
- produce their licence on request; and
- attach a compliance badge to the installation.

If a gas leak is suspected:

- turn off appliances;
- turn off gas supply;
- do not use any ignition sources; and
- seek assistance.

#### Note

To obtain copies of the checklist, you can:

- photocopy this document;
- download it from the website: [www.energysafety.wa.gov.au](http://www.energysafety.wa.gov.au); or
- telephone 9422 5200 for additional copies.

Department of Commerce  
EnergySafety Division

Level 1, 303 Sevenoaks Street (Cnr Grose Ave)  
Cannington WA 6107  
Telephone: (08) 9422 5200 Facsimile: (08) 9422 5244  
Mailing address: PO Box 135 Cannington WA 6987  
Website: [www.energysafety.wa.gov.au](http://www.energysafety.wa.gov.au)  
Email: [energysafety@commerce.wa.gov.au](mailto:energysafety@commerce.wa.gov.au)



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2

Checklist – please print clearly	
<b>Event:</b>	
<b>Venue or site administrator</b>	
Contact person's name:	Ph:
<b>Event organiser</b>	
Contact person's name:	Ph:
<b>Responsible person nominated for venue or site at event</b>	
Contact person's name:	Ph:
<b>Vendors and any other gas consumers at event</b>	
Business name:	
Location of business at the event:	
Type of business structure (caravan, marquee etc):	
Responsible business person's name:	Ph:
Business name:	
Location of business at the event:	
Type of business structure (caravan, marquee etc):	
Responsible business person's name:	Ph:
Business name:	
Location of business at the event:	
Type of business structure (caravan, marquee etc):	
Responsible business person's name:	Ph:
<b>Person completing checklist</b>	
Venue or site administrator/event organiser/vendor/other (Circle which applies)	
Name:	Ph:

**For gas technical advice:**

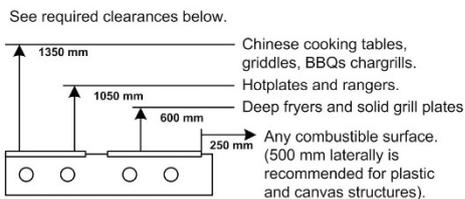
Phone: 9422 5200 Fax: 9422 5244  
[www.energysafety.wa.gov.au](http://www.energysafety.wa.gov.au)



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### Gas appliances

Checklist	Yes	No
Are gas appliances designed to be used outdoors (barbecues and the like) installed outdoors?		
Are indoor gas appliances to be used and is there adequate ventilation and fluing?		
If commercial gas appliances are to be used, then are they fitted with exhaust hoods or canopies installed to local building requirements?		
Have appliances been checked within the last 12 months by a qualified person?		
Have additions or alterations been made to the installation since the last check?		
Are appliances labelled with an AGA, SAI Global, IAPMO R&T Oceana or EnergySafety approval badge?		
Have safety devices been tampered with? (If unsure contact a gas fitter)		
Do thermostats work?		
Do ignition devices work?		
Are supply pipes or hoses in good condition?		
Have joints been tested for gas leakage with soapy water?		
Are combustible materials and customers clear of appliance?		
Are combustible surfaces within the distances shown in the illustration below?		



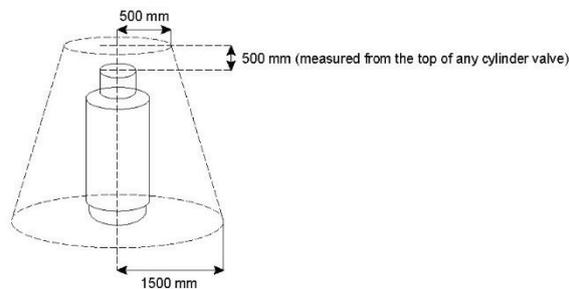


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4

### Gas cylinders (LP Gas installations only)

Checklist	Yes	No
Are gas cylinders damaged, rusty or over 10 years old?	<input type="checkbox"/>	<input type="checkbox"/>
Are cylinders in use situated outside the caravan or structure?	<input type="checkbox"/>	<input type="checkbox"/>
Are spare cylinders, full or empty, stored externally?	<input type="checkbox"/>	<input type="checkbox"/>
Are cylinders blocking an exit?	<input type="checkbox"/>	<input type="checkbox"/>
Are cylinders on a level, non-combustible surface?	<input type="checkbox"/>	<input type="checkbox"/>
Are cylinders secured in an upright position?	<input type="checkbox"/>	<input type="checkbox"/>
Are cylinders in a well ventilated position?	<input type="checkbox"/>	<input type="checkbox"/>
Is cylinder safety outlet facing away from the structure?	<input type="checkbox"/>	<input type="checkbox"/>
Are cylinders protected from tampering?	<input type="checkbox"/>	<input type="checkbox"/>
Is the area shown below clear of ignition sources?	<input type="checkbox"/>	<input type="checkbox"/>



### Safety procedures

Checklist	Yes	No
Do staff know what to do in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a suitable fire extinguisher handy?	<input type="checkbox"/>	<input type="checkbox"/>
Has someone been trained to exchange gas cylinders? (LP Gas installations only).	<input type="checkbox"/>	<input type="checkbox"/>

This publication is available in other formats on request to assist people with special needs.

DPDP120/2010/Aug 10/2000



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Clubs should also consult their relative State/Council/Shire regulations before proceeding

## Appendix G – Food Safety - Hygiene



### Health and hygiene for food handlers

The Food Safety Standards contain requirements that apply only to food handlers. These requirements relate to health and hygiene and have been included to ensure that food handlers take steps to avoid contaminating food. A food handler is anyone who handles food or items that may come into contact with food, such as eating and drinking utensils. All food handlers are legally obliged to comply with the health and hygiene requirements set out in the Food Safety Standards.

Food businesses must inform all food handlers of their health and hygiene obligations under the Food Safety Standards. To help food businesses comply with the requirement, a copy of the health and hygiene requirements has been included as part of this fact sheet. You could ask all food handlers to sign a form, to say that they have received this fact sheet and the attached requirements. This is a good way of keeping checks on who has been advised. It also provides evidence that this requirement has been fulfilled. You may want to delegate this responsibility to one person in your organisation so that a consistent approach is taken and no volunteers are missed.

#### Health requirements

If you are ill or have an infection you can easily transfer harmful bacteria or viruses to food.

Do not handle food if:

- you are ill with vomiting, diarrhoea, fever or sore throat with fever; or
- your doctor has diagnosed that you have or carry a foodborne illness.

If you have volunteered for an event and then become ill with any of the above symptoms, let the event organiser know that you can no longer work. This is very important, no matter how short-staffed the event may be. Food handlers who are ill can easily make food unsafe. Not only is it against the law, it is not worth the risk. If you start to feel unwell while you are at an event, stop handling food and let the event organiser know immediately.

If you have:

- infected sores on your hands, arm or face; or
- any discharges from your ear, nose or eyes (such as a cold)

you can continue to handle food provided you take extra precautions to prevent food being contaminated. For example, cover the skin sore or take medication to dry up the discharge.

#### Hygiene requirements

##### General hygiene

Each food handler must take all precautions to ensure that food or surfaces that come in contact with food are not contaminated by his or her body or anything he or she is wearing. This includes hair, saliva, mucus, sweat, blood, fingernails, clothes, jewellery or bandages.



*Note these are examples of regulations only.*

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You are required to:

- avoid handling ready-to-eat food such as salads and cooked food use tongs or other implements instead;
- wear clean outer clothing;
- make sure bandages and dressings on exposed parts of your body (such as the hands, arms or face) are covered with waterproof coverings;
- not eat over uncovered food or equipment and utensils;
- not sneeze, blow or cough over uncovered food or equipment and utensils; and
- not spit, smoke or chew tobacco where food is handled.

### **Handwashing**

The most important measure to protect food from contamination is proper handwashing because clean and dry hands limit the transfer of harmful organisms to food. The Food Safety Standards require food handlers to wash their hands whenever hands are likely to be a source of contamination of food, including:

- before handling food;
- between handling raw food and food that is ready to eat, such as cooked food and salads;
- after using the toilet;
- after smoking, coughing, sneezing, blowing the nose, eating or drinking;
- after touching hair, scalp, mouth, nose or ear canal; and
- after handling rubbish and other waste.

There are five steps that should be followed when washing hands. These are:

- wet hands under warm running water;
- soap hands, lathering well;
- rub thoroughly, including the wrists and between the fingers;
- rinse in clean water; and
- dry thoroughly on paper towel, leaving no moisture on the hands.



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## Division 4 - Health and hygiene requirements

### Subdivision 1 - Requirements for food handlers

#### 13 General requirement

A food handler must take all reasonable measures not to handle food or surfaces likely to come into contact with food in a way that is likely to compromise the safety and suitability of food.

#### 14 Health of food handlers

(1) A food handler who has a symptom that indicates the handler may be suffering from a food-borne disease, or knows he or she is suffering from a food-borne disease, or is a carrier of a food-borne disease, must, if at work:

- (a) report that he or she is or may be suffering from the disease, or knows that he or she is carrying the disease, to his or her supervisor, as the case may be;
- (b) not engage in any handling of food where there is a reasonable likelihood of food contamination as a result of the disease; and
- (c) if continuing to engage in other work on the food premises - take all practicable measures to prevent food from being contaminated as a result of the disease.

(2) A food handler who suffers from a condition must, if at work:

- (a) if there is a reasonable likelihood of food contamination as a result of suffering from the condition - report that he or she is suffering from the condition to his or her supervisor; and
- (b) if continuing to engage in the handling of food or other work - take all practicable measures to prevent food being contaminated as a result of the condition.

(3) A food handler must notify his or her supervisor if the food handler knows or suspects that he or she may have contaminated food whilst handling food.

#### 15 Hygiene of food handlers

(1) A food handler must, when engaging in any food handling operation:

- (a) take all practicable measures to ensure his or her body, anything from his or her body, and anything he or she is wearing does not contaminate food or surfaces likely to come into contact with food;
- (b) take all practicable measures to prevent unnecessary contact with ready-to-eat food;
- (c) ensure outer clothing is of a level of cleanliness that is appropriate for the handling of food that is being conducted.
- (d) only use on exposed parts of his or her body bandages and dressings that are completely covered with a waterproofed covering;
- (e) not eat over unprotected food or surfaces likely to come into contact with food;
- (f) not sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food;
- (g) not spit, smoke or use tobacco or similar preparations in areas in which food is handled; and
- (h) not urinate or defecate except in a toilet.

(2) A food handler must wash his or her hands in accordance with subclause (4):

- (a) whenever his or her hands are likely to be a source of contamination of food;
- (b) immediately before working with ready-to-eat food after handling raw food; and
- (c) immediately after using the toilet.



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(3) A food handler must, when engaging in a food handling operation that involves unprotected food or surfaces likely to come into contact with food, wash his or her hands in accordance with subclause (4):

- (a) before commencing or re-commencing handling food;
- (b) immediately after smoking, coughing, sneezing, using a handkerchief or disposable tissue, eating, drinking or using tobacco or similar substances; and
- (c) after touching his or her hair, scalp or a body opening.

(4) A food handler must, whenever washing his or her hands:

- (a) use the hand washing facilities provided;
- (b) thoroughly clean his or her hands using soap or other effective means, and warm running water; and
- (c) thoroughly dry his or her hands on a single use towel or in another way that is not likely to transfer pathogenic micro-organisms to the hands.

(5) A food handler who handles food at temporary food premises does not have to clean his or her hands with warm running water, or comply with paragraph (4)(c), if the appropriate enforcement agency has provided the food business operating from the temporary food premises with approval in writing for this purpose.

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# Appendix H – Food Safety - Sausage Sizzles & BBQs



## Sausage sizzles and barbecues

Sausage sizzles and barbecues are a popular way to raise money for charities and community organisations. They are often held outdoors to take advantage of Australia's good weather and open spaces.

Provided you take some simple food safety precautions and sell freshly cooked food straight from the barbecue, the food should be safe.

### Preparing and cooking food safely

Take the following precautions at sausage sizzles and barbecues to ensure that food is safe.

- Finish preparing raw meat before leaving for the site such as slicing, marinating or skewering.
- Pack raw meat into insulated boxes with ice bricks for transportation.
- Handle food with tongs or other equipment. Use separate equipment to handle raw and cooked meats. Hands should not be used unless absolutely necessary, and then hand washing facilities must be available. Hands must be washed after handling raw meats.
- Keep cooked meat and salads separate from raw meat at all times to prevent contamination.
- Cover food to protect it from contamination.
- Use clean and dry utensils for serving the food –**never** place cooked meat back on the trays that held the raw meat.
- Cook chicken, sausages and hamburgers until juices run clear - steaks can be cooked to preference.
- Throw left-over food away unless refrigeration equipment is available to rapidly cool the food.

### Disposable utensils

Wherever possible, single-use (disposable) utensils such as knives, forks, plates and cups should be used and thrown away after use. These items should be kept covered until required and should be handled carefully to minimise any risk of contamination. Re-useable items such as mugs should not be used unless there are facilities available on-site to wash and sanitise them, or there are enough items for the duration of the event.

### Water

If water is needed for hand washing or for washing up, a supply adequate to last the event must be provided. The water must be of drinkable quality. If using containers to transport water to the event, make sure that they are clean and have not been used to store chemicals.

If you do not have access to hot water for washing up, make sure that you take enough utensils so that you can use separate utensils for the raw and the cooked food at the event.

Charities and Community Organisations – Fact Sheet 5



*Note these are examples of regulations only.*

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### **Hand washing facilities**

Unless a written exemption has been obtained from your local council or health authority, food handlers must wash their hands with warm running water. An exemption is only likely to be issued where enough water is not available for hand washing. In such circumstances the local council or health authority may permit the use of alternatives such as cleaning creams or gels, or sanitising wipes.

If you have access to water, you should set up a temporary hand washing facility that provides running water. You can do this by using a large water container with a tap at its base. Another container, such as a bucket, should collect the wastewater, to keep the site dry and clean.

A supply of soap and paper towels must be provided at the hand washing facility so that hand washing can be undertaken properly. Supply a bin for used towels. This helps to keep the site tidy and prevents contamination from used towels.

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# Appendix I – Food Safety – Temperature Control



## Temperature control

The Food Safety Standards specify that potentially hazardous foods must be stored, displayed and transported at safe temperatures and, where possible, prepared at safe temperatures. However, you can also use time, rather than temperature, to keep food safe. This method is explained under 'The 2 hour/4 hour guide'.

Safe temperatures are 5°C or colder, or 60°C or hotter. Potentially hazardous food needs to be kept at these temperatures to prevent food-poisoning bacteria, which may be present in the food, from multiplying to dangerous levels. These bacteria can grow at temperatures between 5°C and 60°C, which is known as the temperature danger zone. The fastest rate of growth is at around 37°C, the temperature of the human body.

The Food Safety Standards also require you to have a thermometer if you prepare, handle or sell potentially hazardous food. This will enable you to check that safe temperatures are being maintained.

### What foods are potentially hazardous?

Foods normally considered to be potentially hazardous are:

- raw meats, cooked meats and food containing meat, such as casseroles, curries, lasagne and meat pies;
- dairy products and foods containing dairy products, such as milk, cream, custard and dairy-based desserts;
- seafood (excluding live seafood) and food containing seafood, such as seafood salad;
- processed fruits and vegetables, such as prepared salads and ready-to-eat fruit packs;
- cooked rice and pasta;
- processed foods containing eggs, beans, nuts or other protein-rich food, such as quiche and soya bean products; and
- foods that contain any of the above foods, such as sandwiches, rice salads and pasta salads.

### Keeping food cold

When you are preparing food, make sure that you have enough refrigerator space or insulated boxes with ice bricks to store the food. It is important to remember that refrigerators do not work properly when they are overloaded or when food is packed tightly, because the cold air cannot circulate.

If you are running out of room in your refrigerator, remove foods that are not potentially hazardous, such as drinks. The temperature of these foods is not critical and they can be kept cool in insulated containers with ice or ice blocks.

### Cooling foods

If potentially hazardous foods have to be cooled, their temperature should be reduced as quickly as possible. The temperature should fall from 60°C to 21°C in less than two hours and be reduced to 5°C or colder in the next four hours. It is difficult to cool food within these times unless you put food into shallow containers.

### Keeping food hot

If you are keeping food hot on cooktops, in ovens or in bain marie units, the equipment needs to be set high enough to ensure that the food remains hot (60 °C or hotter).

Charities and Community Organisations – Fact Sheet 4



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### The 2 hour / 4 hour guide

Although potentially hazardous food should be kept at 5°C or colder or 60°C or hotter wherever possible, this food can be safely between 5°C and 60°C provided it is between these temperatures **for less than four hours**. This is because it takes more than four hours for food-poisoning bacteria to grow to dangerous levels.

The 2 hour/4 hour guide applies to ready-to-eat potentially hazardous food. It provides guidance on how long this type of food can be held safely at temperatures between 5°C and 60°C and what should happen to it after certain times. The times refer to the life of the food, including preparation and cooling, not just to display times, so remember to add up the total time that the food has been between 5°C and 60°C.

Total time limit between 5°C and 60°C	What you should do
Less than 2 hours	Refrigerate or use immediately
Between 2 hours and 4 hours	Use immediately
More than 4 hours	Throw out

### Why have a thermometer?

A thermometer is essential in ensuring that food is kept at safe temperatures. If your organisation prepares, handles or sells any potentially hazardous food, it must have a thermometer which is accurate to  $\pm 1^\circ\text{C}$ . This means that when the thermometer shows a temperature of 5°C, the actual temperature will be between 4°C and 6°C. The thermometer must be available for use when foods are being prepared, so you may need more than one if foods are prepared in different places.

### How to clean and sanitise your thermometer

As the probe of the thermometer will be inserted into food, the probe must be cleaned and sanitised before it is used to measure the temperature of the food. This is especially important when the thermometer is used to measure the temperature of raw food and then ready-to-eat food, for example raw chicken and cooked chicken. To clean and sanitise your thermometer:

- wash the probe to remove any grease and food particles;
- sanitise the probe using alcohol wipes or very hot water; and
- thoroughly dry the probe using a disposable towel or let it air dry.

### Checking temperatures of food

- Determine the warmest area of a coolroom or the coldest area of a hot display unit.
- Insert the clean, dry probe into the food.
- Remember that temperature readings are not instant- wait until the temperature has stabilised before reading.
- Stabilise the thermometer between measuring hot and cold foods by allowing the thermometer to come back to room temperature.
- If the food is packaged or frozen, place the length of the probe between two packages of the food.

Remember that the temperature at the centre of food may be different from the surface temperature. For example, when cooked food is being cooled in the refrigerator, the centre of the food will take the longest to cool. Therefore, when checking the temperature of this food, make sure that you check the centre.



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### **How to check the accuracy of your thermometer**

Thermometers have to be accurate to ensure that temperatures are correctly measured. Ask the company that supplied your thermometer how often the thermometer should be checked for accuracy. It is best to have your thermometer regularly checked and maintained by the supplier of the thermometer. However, if you would like to check the accuracy of your thermometer yourself, use the following method.

- Place some ice into a container with a small amount of cold water. The ice should not float if the correct amount of water is used.
- Mix into a slurry and insert the thermometer probe.
- Leave it for about three minutes.
- Check and note the temperature. It should read 0°C.
- Do this three times and compare the temperatures recorded.
- If they vary by more than 1°C, get your thermometer checked by the supplier.

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# Appendix J – Food Safety – Temporary Food Stalls



Health Services

## Guidelines for Temporary Food Stalls (not for profit)

Approval for mobile food service facilities (i.e. temporarily positioned food stalls) are generally granted subject to compliance with the following conditions:-

### FOOD VEHICLES

- Food vehicles shall be constructed and fitted out with the requirements of the *Food Act 2008*.

### FOOD STALLS – GENERAL

- No cooking, other than "traditional barbecue and spit roast", is permitted in mobile food service facilities, unless specific prior approval has been granted and any additional requirements complied with.
- All surfaces to be made smooth, impervious and easy to clean.
- Stall to consist of a roof and three sides unless all food is otherwise protected.
- All stalls to be situated on a readily cleanable surface, e.g. concrete, brick, paving, duckboards, tarpaulins, vinyl or heavy-duty plastic. Floor covering to extend beneath all servery tables.
- Food stalls with a floor area less than 16m<sup>2</sup> can only be approved where limited pre-packaged or prepared (i.e. low risk) foods are being sold.
- An adequate supply of power for all equipment is required on the premises. Power cables to be raised off the ground or otherwise protected against traffic damage. Lighting to be provided within the stall if operation during the hours of darkness is proposed. All gas and electrical installations to comply with the relevant Western Power requirements. In this regard, a Certificate of compliance is required to be submitted to the City's Health Services section prior to the event.
- Separate hand washing facilities and utensil washing facilities supplied with running hot and cold water shall be provided within the stall. Both the hand basin and sink must be connected to an effluent receiving tank.
- Any wastewater is to be disposed of to sewer (i.e. down toilets), never to the stormwater drains. If sewer access is not available, wastewater needs to be taken away with the stallholder at the end of the day.
- A suitable refuse receptacle to be provided in each stall. In addition, an adequate number of refuse receptacles and litter bins to be provided adjacent to each stall.

### OTHER ISSUES

- Any mobile food service facility must be operated in compliance with the *Food Act 2008* and the *FSANZ Food Safety Standards*.
- A person must not operate a mobile food service facility without prior approval of the local government.
- All food to be sold from the facility must be protected in sealed packages or containers while in transit from the place of preparation to the facility
- All food to be sold from the facility must be protected from contamination at all times
- All food products kept at the facility are at all times maintained at a safe temperature
- Single use articles for the service of bulk or cooked products must be provided.

Please return completed form to:

Health Services City of Mandurah PO Box 210 MANDURAH WA 6210	Phone: 9550 3746 (Health Services) Facsimile: 9550 3888 Customer Services: 9550 3777 Email: <a href="mailto:health@mandurah.wa.gov.au">health@mandurah.wa.gov.au</a> Office Location: 3 Peel Street, Mandurah
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Note these are examples of regulations only.

Clubs should also consult their relative State/Council/Shire regulations before proceeding

## CLEANING GUIDELINES

Keeping food preparation areas clean is one of the best ways to avoid food contamination. Thorough cleaning involves removal of dirt and any leftover food, followed by sanitation.

It is very important to ensure that your food stall is maintained in a clean and sanitary condition at all times.

A suitable utensil washing facility shall be provided within the stall as well as a hand washing facility. Running warm water must be provided. This can be achieved through use of an urn or similar if reticulated water is not available to the stall.

### Six steps to proper cleaning

1. **Preclean** - Scrape, wipe or sweep away food scraps and rinse with water.
2. **Wash** - Use hot water and detergent to take off any grease and dirt. Soak if needed.
3. **Rinse** - Rinse off any loose dirt or detergent foam.
4. **Sanitise** - Use a sanitiser to kill any remaining germs.
5. **Final rinse** - Wash off sanitiser.
6. **Dry** - Allow to air dry.

### How to sanitise

Most food poisoning bacteria are killed if they are exposed to chemical sanitisers, heat, or a combination of both.

To sanitise small items, soak them for at least 5 minutes in a sink of water at 50°C with bleach. If using household bleach then add 1.25 ml to every litre of water used. For commercial bleach add 0.5 ml per litre of water used.

Alternatively, you can soak the items for 2 minutes in clean water at a temperature of 82°C or hotter.

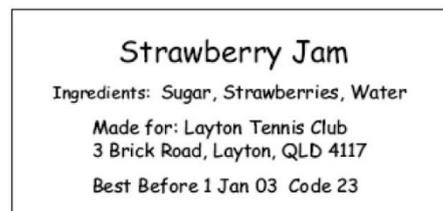
### Cleaning Tips

- Do your cleaning the same way every time. Follow the cleaning steps from 1–6.
- Clean all your equipment and food preparation areas regularly, particularly before and after use.
- Clean the surfaces of the food preparation area regularly. Remember to also clean drawer and cupboard handles.
- Single-use paper towels are better for drying than cloths. If you use cloths, make sure that they are washed in hot water and replaced regularly.
- Store chemicals and other cleaning equipment away from food preparation areas.
- Ensure that wastewater is disposed of to sewer, NEVER to stormwater drains or waterways.

## LABELLING GUIDE FOR PACKAGED FOOD SOLD AT COMMUNITY AND FUNDRAISING EVENTS

Food labels must include;

- A description of the food, for example 'strawberry jam' or 'chocolate cake';
- The name and address of the person or company who made the food, so that the maker can be traced if there is any problem with the food. A street address is needed, as a post office box cannot be traced;
- A list of ingredients;
- A 'best before' date to indicate how long the food will keep; and
- Any special storage conditions, for example 'keep refrigerated'.



A simple handwritten label is fine.

If you prepare the product yourself, you will know what is in it. If you have used a packet mix just write the ingredients from the packet on your label. Remember to include any ingredients you may have added, such as eggs.

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Note these are examples of regulations only.

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#### **Foods or ingredients that are known to cause allergic reactions**

If food for sale contains any ingredient on the following list, the information must be given to a buyer on request or displayed next to the food or on the packaging:

- Gluten (a substance found in wheat, rye, barley, oats and spelt, and therefore present in foods made from these grains, such as flour)
- Fish and fish products
- Crustacean (shellfish) and products
- Egg and egg products
- Milk and milk products
- Soya beans and products
- Sesame seeds and products
- Other nuts and products
- Sulphites (a preservative)
- Royal jelly (a secretion from the salivary glands of honey bees)
- Bee pollen
- Propolis (a substance collected by bees).

Note that this guideline is only for food manufactured for sale at City of Mandurah community and fundraising events. If you plan to sell food to other businesses or in approved premises, food labelling must comply with the FSANZ Food Standards Code. Details about these requirements can be found at [www.foodstandards.gov.au](http://www.foodstandards.gov.au) or contact Health Services on 9550 3746.

#### **GUIDELINES FOR THE PREPARATION OF FOOD FOR SALE FROM RESIDENTIAL PREMISES**

##### **Food you can prepare**

The following types of food may be approved for preparation in residential kitchens:

- Cakes (no cream)
- Jams
- Biscuits
- Pickled Onions
- Chocolate
- Muffins
- Chutneys
- Relishes and sauces that are heat treated
- Herb vinegars with a pH of less than 4.5
- Other foods may be approved following written application to the City's Health Services

##### **What you need to do**

- The food preparation area must be kept in a clean and sanitary condition and all fixtures, fittings and equipment should be well maintained.
- The premises should be fully enclosed and protected from the entry of vermin.
- Animals must not be allowed to enter the food preparation and service area at any time.
- Adequate rubbish disposal facilities must be provided in a sanitary condition.
- The food preparation area must be provided with hot and cold water at all times. Where practicable a double bowl sink should be available for use (one for cleaning of dishware and another for food preparation).
- Easy access to a handwash basin supplied with hot and cold water, disposable handtowels and soap must be provided at all times.
- Adequate refrigeration must be provided to ensure that all high risk foods such as meat, poultry and dairy products are stored at or below 5 degrees Celsius. Frozen products should be stored at or below 15 degrees Celsius.
- Raw and cooked food must be stored and handled separately to prevent cross contamination. Furthermore, all food must be completely covered at all times.
- Frozen food must not be defrosted at room temperature. The use of refrigerated defrosting or a microwave is recommended.
- Food preparation must only be undertaken by persons who have a basic knowledge of food safety principles (Environmental Health Officers can be contacted for information on the FoodSafe training program).
- Food grade detergents and sanitisers should be used on all food contact surfaces and equipment to ensure that cross contamination does not occur.

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# NOTES





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