

## Pubs, Taverns and Bars Self-Assessment Tool

Use this assessment tool to ensure your workplace complies with relevant legislation. The list of items below is similar to the audit tool used by our Inspectors when checking the consumer and business services industry for compliance.

General Safety	Compliant Y or N	Legislative Reference
Are all compressed gas bottles ( <i>eg. Carbon Dioxide, Helium, LPG, etc</i> ) on site (used and unused) secured to prevent unintended movement or damage?	Y <input type="checkbox"/> N <input type="checkbox"/>	Act: S19(3)(b) Regs: 35
Do you have a safe system of work for handling glassware and crockery after it has been exposed to high temperature cleaning?	Y <input type="checkbox"/> N <input type="checkbox"/>	Act: S19(3)(c) Regs: 35
Are workers provided with suitable and adequate Personal Protective Equipment (PPE) for their role?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 44(2)
Are workers trained in the proper use, wearing, storage and maintenance of their PPE? And do they wear it correctly each shift?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 44(4), 46
First Aid	Compliant Y or N	Legislative Reference
Are you providing adequate first aid equipment ( <i>taking into account the nature of the work being carried out, nature of the hazards, and size/location of the workplace</i> ), and that equipment is accessible to workers?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 42(1)
Are an adequate number of workers trained to administer first aid, or do workers have access to an adequate number of other persons who are trained to administer first aid?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 42(2)
Have you checked to confirm whether the items in the first aid kit are within their manufacturer's printed use by date/ expiry date?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 42
Emergency Plans	Compliant Y or N	Legislative Reference
Have you checked that all firefighting equipment within test date? <i>(R359 if equipment used for hazardous chemicals R213 if equipment is not used for hazardous chemicals)</i>	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 213, 359

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Do all areas of the workplace have a sufficient space and layout to allow persons to enter, exit and move about without risks to health and safety in an emergency and under normal working conditions?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 40(a), 40(b)
Does the lighting at the site enable workers to carry out work without risks, to move about without risk, and for safe evacuation in an emergency?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 40(d)
Do you have an emergency plan for the site?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 43
Has your emergency plan been tested?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 43(4)
<b>Information, Training and Instruction</b>	<b>Compliant Y or N</b>	<b>Legislative Reference</b>
Do you provide appropriate information, training and instruction to workers, specific to their roles and the risks of the workplace?	Y <input type="checkbox"/> N <input type="checkbox"/>	Act: S19(3)(f) Regs: 39(2)
Do you have a reporting system for faults identified with plant and equipment?	Y <input type="checkbox"/> N <input type="checkbox"/>	Act: 19(3)(c) Regs: 39
Do you provide information, training and instruction to workers in a language they understand?	Y <input type="checkbox"/> N <input type="checkbox"/>	Act: 19(3)(f) Regs: 39
Are apprentices provided with adequate information, training and instruction?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 39
Have apprentices who are not under direct supervision (2 year and above) been risk assessed, and have you kept a copy of this assessment?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 39
<b>Exposure To Public</b>	<b>Compliant Y or N</b>	<b>Legislative Reference</b>
Do you have a process in place to manage exposure to violent and/or aggressive patrons?	Y <input type="checkbox"/> N <input type="checkbox"/>	Act: S19(3)(a), S19(3)(c) Regs: 35

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Plant and Equipment	Compliant Y or N	Legislative Reference
Are the exhaust fans, extraction fans, air conditioning units, etc regularly inspected and maintained/serviced to ensure they are functional and operational?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 213
Are door release mechanisms on walk in fridge/freezer door in good working condition and regularly tested/ inspected?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 213
Are emergency warning devices installed and in working conditions for any walk-in fridges and/or freezers at the site, and audible in an area where persons are working?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 213
Is equipment used onsite adequately guarded?  <i>Eg. Meat tenderiser. meat slicer, dough mixer, blenders,</i>	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 208
Electrical	Compliant Y or N	Legislative Reference
Is all current electrical equipment which is in use, safe to use? Is it within inspection testing dates? Have records been kept?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 149, 150 (Expiable), 151)
Are your Residual Current Devices (RCD) (if any) regularly tested? Have you kept records?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 164, 165 (Expiable))
Are emergency warning devices installed and in working conditions for any walk-in fridges and/or freezers at the site, and audible in an area where persons are working?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 213
Have you CHECKED to make sure you are NOT using double adaptors and/or multiple power boards (known as “piggy backing”) as permanent connection for electrical equipment?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 147
Work Environment	Compliant Y or N	Legislative Reference
Have you provided adequate manual lifting aids for the workplace?  <i>Eg. Unloading/loading delivery vehicles, moving product around the venue, lifting heavy items, etc.</i>	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 60

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For noisy areas of the venue, does the workplace exceed 80d(A) 8-hour TWA, or 140dB peak noise level?	Y <input type="checkbox"/> N <input type="checkbox"/>	Act: S19 Regs: 56-58
Are floors maintained free of slips, trips and falls risks?	Y <input type="checkbox"/> N <input type="checkbox"/>	Act: s19 (3)(a) Regs: 40 [c]
Does the lighting at the site enable workers to carry out work without risks, to move about without risk, and for safe evacuation in an emergency? <i>Eg. emergency exit signs illuminated</i>	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 40 (d)
Are cleaning chemicals, and other substances, clearly identified or labelled?	Y <input type="checkbox"/> N <input type="checkbox"/>	Act: S19(3)(d) Regs: 35
Do you have a chemical register for the hazardous chemicals onsite?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 346
Are the Safety Data Sheets (SDS) for hazardous chemicals readily accessible to workers?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 344
Are any cellar or basement, etc., floor access doors adequately risk controlled to prevent a person from falling from one level to another?	Y <input type="checkbox"/> N <input type="checkbox"/>	Regs: 40(c), 78
<b>Incident notification</b>	<b>Compliant Y or N</b>	<b>Legislative Reference</b>
Do you have a system in place for reporting notifiable incidents to SafeWork SA?	Y <input type="checkbox"/> N <input type="checkbox"/>	Act: Sec 38
Do you have a system in place to prevent disturbance of a scene if a notifiable incident occurs?	Y <input type="checkbox"/> N <input type="checkbox"/>	Act: Sec 39

## Notes