

## WHS017 Cellar Safety

**Legal Application:** WHS Act 2011 s.19 contains the primary duty of a 'person conducting a business or undertaking' (PCBU) to ensure so far as is reasonably practicable the instruction and training necessary to ensure health and safety at work.

ch.3 of the WHS Regulation 2017 and Section 17 of the WHS Act 2011 address Risk Management generally.

### Reference Documents:

- SafeWork Australia: How to Manage Work Health and Safety Risks – Code of Practice
- SafeWork Australia: Managing Risk of Hazardous Chemicals – Code of Practice
- HIISafe Online Resource – SafeWork: Cleaning Beer Lines Checklist
- SafeWork NSW: Risks Associated with Cleaning Beer Lines – Safety alert
- SafeWork NSW: Safe work around cellar door hatches in the hospitality industry – Safety alert

### Purpose

To ensure that suitable safety precautions are taken when working in the cellar.

### Scope

This procedure encompasses all work involving the cellar.

### Responsibilities

Management have the responsibility to:

- ensure the cellar is sound in structure, suitably lit and ventilated.
- ensure suitable and safe access and egress to the cellar is provided.
- ensure suitable safe systems of work are in place for cellar operations.
- ensure a safe operating procedure is in place for beer line cleaning.- **See Safe Work Method Statements**
- ensure suitable training and supervision is provided. **See Safe Work Method Statements**
- ensure suitable personal protective equipment is provide and used.

Workers have the responsibility to:

- ensure they work in accordance with the safe procedures.
- use appropriate lifting aids and PPE.

### Procedure

- Trolleys will be used when changing or moving kegs.
- Control will be maintained of kegs at all times.
- Gas cylinders will be changed following safe operating procedures.
- If installed gas monitoring equipment will be checked regularly.
- Full kegs will not be stacked.
- Clear walkways will be maintained to all areas.
- Completion of the WorkCover Beer Line checklist with kegs and beer lines.
- Beer lines will not be tangled or kinked.
- Safe operating procedures must be followed when undertaking beer line cleaning. **PPE including goggles and gloves must be worn at all times.**
- Use safety goggles and gloves when emptying glass bins.
- Clean up any spills immediately. Keep area free of broken glass. If area is wet, use portable wet floor signs.(the nearest one is in the kitchen nearby)
- Gas cylinders are to be secured with the chains provided. When necessary move them in accordance with Manual Handling Procedures.

The Goulburn Club Board is responsible for both strategic and operational management of the club. Therefore the Goulburn Club Board covers all roles covered by the following terms: a Person Conducting a Business or Undertaking ('PCBU'), Officers and Directors, Managers as well as workers.