



OzCook Catering

Policies and Procedures Library

Updated: 02-01-2026 Review period: Every two (2) years Location: OzCook Catering document library

WORK HEALTH AND SAFETY (WHS) POLICY

About this policy

Purpose

OzCook Catering is committed to providing a safe and healthy working environment for workers, contractors and customers during all catering operations and event services.

This policy aims to:

- reduce workplace injuries and incidents
- promote safe work practices
- support compliance with NSW WHS legislation
- ensure workers understand operational safety requirements.

Application

This policy applies to all workers, contractors and staff involved in OzCook catering services, food preparation, transportation and event operations.

Authorisation and review

This policy is authorised by the business owner of OzCook Catering and will be reviewed every two (2) years or as required.

Location

This policy is maintained within the OzCook Catering document library.

Related procedures

OzCook Catering follows practical WHS procedures to minimise operational risks during catering activities.

Manual handling

- Heavy equipment should be moved using trolleys where possible.
- Team lifting procedures should be used for large or awkward items.
- Workers should avoid unsafe lifting techniques.

Kitchen safety

- Non-slip kitchen footwear is mandatory.
- Sharp tools and knives must be transported safely.
- Hot surfaces and cooking equipment must be handled carefully.
- Wet floors should be cleaned immediately.

PPE requirements

Workers must use appropriate PPE during food preparation and event operations, including:

- gloves where appropriate
- aprons
- enclosed footwear
- protective clothing.

Event safety briefings

Before each catering event, workers will participate in a brief operational safety meeting discussing:

- weather conditions
- electrical safety
- equipment hazards
- operational risks
- emergency procedures.

Incident reporting

All injuries, hazards or unsafe conditions must be reported immediately to the business owner.

Responsibilities

Business owner

The business owner is responsible for:

- maintaining safe work systems
- providing operational guidance
- reviewing WHS procedures
- ensuring workers understand safety requirements.

Workers and contractors

Workers and contractors are responsible for:

- following WHS procedures
- using PPE correctly
- reporting hazards and incidents
- participating in safety briefings.