


Procedure Title	Gas BBQ Use		
SOP Number	WHS SOP 01		
School/Business Unit	UNE Academic and Residential Campus and Field Days	Location (building/lab/workshop if applicable)	Campus events and field days
SOP Development Date	22/03/2021	Prepared by	Oliver Knox Roland Helfer Peter Hosking
SOP Review Date	03/2024	Version #	1
Equipment Details: <i>(Provide details of the make, model, type and number of equipment. If multiple types add photos of all if appropriate – Remove this text)</i>			

















Relevant Australian Standards / Codes of Practice / Legislation	
<ul style="list-style-type: none"> AS/NZS 5263.1.7:2016 Gas appliances - Domestic outdoor gas barbecues 2030.1-2009 Gas Cylinders General Requirements AS1596 The storage and handling of LP Gas 	
Chemicals and Relevant Safety Data Sheets (can be obtained via UNE subscription to ChemWatch)	
<ul style="list-style-type: none"> LPG, Butane and propane – alternatively copy link below into browser: https://www.originenergy.com.au/content/dam/origin/lpg/LPG-BUS-HST-IST-0007%20-%20Information%20Sheet%20-%20Safety%20Data%20Sheet%20-%20Liquefied%20Petroleum%20Gas%20(LPG)%20-%20Final.pdf 	
Plant & Equipment Required	
<ul style="list-style-type: none"> Gas BBQ or spit. Various brands with and without electric ignitions sources, grill and hotplate designs. 	
Licenses Required	
<ul style="list-style-type: none"> none 	
Competencies Required	
<ul style="list-style-type: none"> Ability to read, comprehend and follow this SOP. BBQ user will sign off on the SOP and supervisor to counter sign before use. 	

Document Reference	Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
WHS F059	WHS OP021	1.0	23/10/2017	23/10/2020	1	22/03/2021

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DO NOT use this machine or perform this task unless appropriately instructed in its safe use and operation, and permission has been given.

Section 1 - PPE Required

								
	Dust Mask	Face Shield	Foot Protection	Hair Net	Protective Clothing	Respirator	Sun Protection	Breathing Apparatus
Compulsory			X				X	
As needed					X			
								
	Hand Protection	Hearing Protection	Safety Glasses	Safety Harness	Safety Helmet	Safety Vest	Apron/Lab Coat	Welding Mask
Compulsory							X	
As needed	X		X					
Additional PPE/Notes								
Aprons must be cotton drill and no flammable synthetic material								

Section 2 – Procedure

Certification of appliances.
 ALL BBQ's (and gas appliances) used at UNE MUST have a certification plate in place AND only be used as per certification conditions (i.e. if for 9 kg maximum, then larger bottles not allowed).

Licensed Modifications Only
 "Homemade" and non-certified retro fitted setups are banned. Any modifications must only be carried out and certified by a licenced gas fitter (listed on fair trade NSW website).

Setup and General Location
 Evaluate the weight of the BBQ and transport requirements and determine a method of transport and setup that has low manual handling risk.
 Always site a barbeque on a firm, level base sheltered from wind gusts and well away from anything flammable like garden sheds, vegetation, fences etc.
 Clear the surrounding area of combustibles before lighting a barbeque.
 Never use a gas BBQ inside as they are designed for well ventilated outdoor use only.
 If you need to use the BBQ in a covered area ensure it is keep away from buildings and entrances.

Document Reference	Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
WHS F059	WHS OP021	1.0	23/10/2017	23/10/2020	2	22/03/2021

Ensure that the lit barbecue is in the care of a responsible adult at all times.
If a gas leak does occur shut off the cylinder immediately and allow any gas to dissipate.
Limit potential trip and fall hazards around the BBQ area, even after it has been turned off.

Equipment Checks

Check that all gas hoses are in good condition and show no sign of perishing, burns or cracks before use. Ensure all connections are tight, free of any blockages and there are no leaks (Once a year check fittings for leaks with a solution of soapy water). Make sure the appropriate regulator for the gas is in place and if over 5 years old replace.



Figure – Above pictures show perished o-rings



Figure 2 – Gas hose - Inspect for perishing or cracks

Checking for Gas Leaks

Use some soapy water in a spray bottle. Turn on the gas bottle without turning on the BBQ. Spray the entire valve, regulator and hose assembly with the soapy water. Bubbles will form if there is a gas leak and you may also smell the gas

Cylinder

Ensure the cylinders are secured.
Ensure the gas bottle contents, size and regulator are appropriate for the burners (see operator manual and/or certification stamp on BBQ). Most BBQ work off a 9 kg gas bottle, do not exceed this size or modify the BBQ to use larger cylinders.

Document Reference	Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
WHS F059	WHS OP021	1.0	23/10/2017	23/10/2020	3	22/03/2021

Ensure the cylinder is in date by checking the stamp for cylinder age. Do not use if over 10 years old. Ensure the cylinder does not show any signs of damage, which can include rust.

Food Hygiene and Preparation

Ensure that the BBQ is clean before using.

Follow food safety guidelines.

If using knives ensure they are sharp and appropriate chopping boards are used.

Fire Safety and First Aid Equipment

Be aware of the nearest location of fire safety and first aid equipment. Have first aid equipment to hand in case of burns. Firefighting equipment such as a hose, extinguisher or fire blanket should also be available.

Be aware of, and ensure that you comply with, any fire restrictions that may be in place such as total fire bans.

Have a garden hose or similar continuous supply of water available at all times. Do not use on fat fires.

Fat Tray or Collection

Ensure that fat trays or collection tins are cleared before the BBQ is lit.

Lighting

Ensure the burner dials are closed and the hood (if fitted) is open.

Open the flow valve on the gas bottle 2-3 turns (do not open hard against the stop).

If fitted with a cowl, follow any manufacturer's instruction about cowl positions during ignition (normally open).

Open the burner nearest to bottle connection fully and ignite.

Only light the barbecue one burner at a time — some barbecues have a piezo igniter for this, but if not use either a gas BBQ lighter, a long tappers or long bodied match sticks to increase the distance between hands and ignition points. The design of most BBQ will allow cross lighting of the next adjacent burner, but even so, keep your face a distance away if you must look at the burners in case of build-up gas igniting.

Operation

Keep children away from any barbeque and remember to remove and secure any lighters and matches that you have used in lighting the barbeque.

Shutdown

After use, close off all the burner valves, thus extinguishing the ignition source.

Close the gas bottle valve.

Remain vigilant around the BBQ as it will remain hot for some time.

After it has cooled sufficiently to be handled, clean the cooking surfaces and return the BBQ and gas cylinder to its storage location. Gas bottles must never be stored indoors.

Cleaning

Wear heat resistant gloves and eye protection when cleaning.

Document Reference	Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
WHS F059	WHS OP021	1.0	23/10/2017	23/10/2020	4	22/03/2021

Never touch the grill surface; it may actually be hot when it appears to be cool.
Pay particular attention when working on the back and corners, these areas are prone to splashes.
Clean during service with a clean scraper and wipe with a clean cloth.
Clean the grill with hot water and grill cleaner as required.

POTENTIAL HAZARDS

Flammable gasses
Combustion gases
Combustion of fat associated with cooking
Hot surfaces
Ignition sources
Unsafe food handling
Manual handling
Eye and skin irritation (from cleaning products)

SPECIAL NOTE

NO PERSONNEL ARE TO USE THIS EQUIPMENT PRIOR TO OBTAINING:
COMPETANCY IN THE CORRECT USE OF THE EQUIPMENT
READING AND FULLY UNDERSTANDING THE OPERATOR'S MANUAL IF
AVAILABLE
READ THIS STANDARD OPERATING PROCEDURE AND THE ASSOCIATED RISK
ASSESSMENT
UNDERGOING PRACTICAL TRAINING WHILE PROPERLY SUPERVISED

Section 3 - Spill Procedure and Waste Disposal (If applicable)

It is advisable to clean and dispose of any grease or fat recovered from the cooking surfaces on a regular basis.
This is often collected into a metal waste or collection tin, the contents of which should be handled and disposed of into the domestic waste once cooled.

Section 4 – First Aid

First aid for burns

Remove the person from danger and further injury. Hold the burn under cold running water for 20 minutes. If necessary, prevent heat loss by covering unburnt areas.

Burnt clothing should only be removed if it does not stick to the burn. **Do not remove clothing that is stuck to the burn.**

Superficial burns require pain relief, dressings, and regular review to make sure they have not become infected.

Do not apply anything other than water to second or third degree burns until they are fully cooled and medically assessed. A major burn, defined as a burn of any depth that involves more than 20 per cent of the total body surface area, is a medical emergency and requires urgent treatment. Immediately apply cold water to all affected areas and then call triple zero (000) for an ambulance.

Document Reference	Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
WHS F059	WHS OP021	1.0	23/10/2017	23/10/2020	5	22/03/2021

Section 5 – Incident Management / Emergency Procedures

In the event of a fire have anyone in attendance move to a safe distance.
 Do not use water on fat fires.
 Turn off burners and gas bottle if safe to do so.
 Call 000 and security (2099) if needed.
 Report the incident in Skytrust.

In the event of a burn.
 Provide first aid treatment.
 Call 000 and security (2099) if needed.
 Report the incident in Skytrust.

Approval of SOP

Name	Diana Chambers	Title	WHS Manager
Date	22.03.2021	Signature	

Document Reference	Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
WHS F059	WHS OP021	1.0	23/10/2017	23/10/2020	6	22/03/2021

Sign Off

The University shall provide information and training to workers to enable them to perform tasks safely. This section is signed by workers (and supervisors) to indicate their understanding of the Standard Operating Procedure and indicates their competence to complete the job in a safe manner as deemed by their supervisor. Workers should always consult with their supervisor where there is concern about the safety of a task that effects themselves or others.

Date	Worker Name	Worker Signature	Supervisor Name	Supervisor Signature

Records Storage Instructions

All completed SOPs are to be recorded in TRIM Container A17/2181 utilising a TRIM license in your School/Business Unit. Completed SOPs are to be published on Safety Hub for ongoing utilisation.

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WHS F059	WHS OP021	1.0	23/10/2017	23/10/2020	7	22/03/2021