



Guidelines for Temporary Food Premises

About this Guide

Food prepared or sold from markets or outdoor events must comply with food safety regulations and generally require a food business licence.

This guide has been developed for individuals, businesses, charities and community organisations that operate temporary food premises. It clearly sets out what you have to do to comply with the *Food Act 2006* and the relevant provisions of the Food Safety Standards.

If you are planning to operate a temporary food stall and are unsure of the requirements, please contact Council's Licensing & Approvals Unit for further advice.

What is a Temporary Food Premise?

A temporary food premise is a premise other than fixed or mobile premises, and includes a stall, tent and other temporary structures. The temporary structure is used to prepare and sell food at occasional events such as a fete, festival, market or show and are dismantled after the event. Requirements for a temporary food premise and the type of food business licence required will vary depending on the extent of the food handling activity.

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Food Safety Laws

In Queensland, the *Food Act 2006* and the Food Safety Standards set out the legal requirements for preparing and serving safe food for sale. Anyone operating a food business needs to comply with this legislation.

Food Act 2006

The main purpose of the *Food Act 2006* is to ensure food for sale is safe and suitable for human consumption. The *Food Act 2006* manages food safety based on the level of risk that the food business presents to the community. The higher the level of risk, the higher the level of food safety regulation. The Act requires council to monitor the standard of operations in food premises which is achieved by providing for the licensing of particular food businesses.

The Act has introduced the requirement of nominated food safety supervisors in all food businesses to recognise, prevent and alleviate food safety hazards and allow for supervision and the ability to give directions to all food handlers in the food business.

The Food Safety Standards

The Food Safety Standards set out in the Australia New Zealand Food Standards Code are designed to ensure food businesses produce food that is safe to eat and are based on a preventative approach to the incidence of food borne illness in Australia.

The Food Safety Standards have been incorporated into the *Food Act 2006* and have been adopted across Australia to provide nationally consistent laws. The Food Safety Standards are made up of 3 parts: Food Safety Programs; Food safety practices and general requirements; and Food Premises and Equipment Standards. The standards can be obtained by visiting www.foodstandards.gov.au

There is a new Food Safety Standard, 3.2.2A – Food Safety Management Tools. This Standard introduces new requirements for all food service, catering, and retail businesses that handle unpackaged, ready-to-eat, potentially hazardous foods. Generally, these include caterers, restaurants, cafes, takeaway shops, pubs, supermarkets and delis, food vans and other facilities serving food.

The standard requires relevant food businesses to demonstrate that specific food handling activities are being adequately managed. These businesses will need to implement either two or three of the following tools depending on their food handling activities. The tools are:

1. Mandatory food handler training - (Category 1 & 2 businesses)
2. Appointment of a certified food safety supervisor - (Category 1 & 2 businesses)
3. Substantiation of critical food safety controls - (Category 1 businesses only)

What category is my food business?

1. **Category 1 business** - A caterer or food service business that processes unpackaged potentially hazardous food into food that is both ready-to-eat and potentially hazardous food. The food is then served to a consumer to eat without any further processing. Category one (higher risk) businesses must implement all three management tools listed above.
2. **Category 2 business** - A retailer of potentially hazardous, ready-to-eat food, where unpackaged food is handled, but not made or processed onsite (other than slicing, weighing, repacking, reheating or hot-holding). Category two businesses must have a certified food safety supervisor and trained food handlers.

What is food handler training?

Food handler training must include safe handling of food, food contamination, cleaning and sanitising of food premises and equipment and personal hygiene. Food businesses must ensure all food handlers have completed a food safety training course, or have appropriate skills and knowledge, before they start handling high-risk foods. There are some links to free food handler training below.

What is a certified food safety supervisor?

A food safety supervisor (FSS) must be a person who has recognised, formal certification as a FSS, obtained in the past 5 years. They should have recent, relevant skills and knowledge to handle food safely, particularly high-risk food. For further information refer to the heading, Food Safety Supervisor.

What does “substantiation of critical food safety controls” mean?

Category 1 businesses must keep records or demonstrate that requirements for safely receiving, storing, processing, displaying and transporting potentially hazardous food, and for cleaning and sanitising are being met. These are called 'prescribed provisions'. The business must show how these have been achieved or verified. The business must make a record, unless it can show in another way it is meeting requirements and be able to demonstrate this to an authorised officer (food regulator). Further information attached - FSS 322A Evidence Tool (Records).

When do I need to implement the tools?

Relevant businesses have until the **8 December 2023** to comply with the new Standard.

Need more information?

1. A copy of Food Safety Standard 3.2.2A can be found here - [Standard 3.2.2A Food Safety Management Tools.pdf \(foodstandards.gov.au\)](#)
2. Free food handler training - [Food handlers | Health and wellbeing | Queensland Government](#) (Do Food Safely) or [Food safety training | Cairns Regional Council](#) (I'm Alert Food Safety Training)
3. Food safety record templates - [Appendix 8 - Template examples.pdf \(foodstandards.gov.au\)](#)
4. A complete guide to the Food Safety Standards - [Safe Food Australia](#)

Food Safety Supervisor

Your licenced food business must have a Food Safety Supervisor. This person must have the experience and skills relevant to day-to-day food safety handling. They should also have the authority to instruct all staff within the food business.

Who should be a Food Safety Supervisor

- The food safety supervisor should be in a position to oversee food handling and be involved in the day-to-day food handling operations of the food business.
- They must be 'reasonably available' as a point of contact for food handlers and authorised officers.
- 'Reasonably available' means the food safety supervisor works onsite and oversees food handling of high-risk unpackaged foods, or can be easily contacted (e.g. by phone).
- It is not considered reasonable for a business to appoint someone as a food safety supervisor who does not regularly handle food as part of their normal duties, or is never onsite at a food business.

Role of the Food Safety Supervisor

The food safety supervisor makes sure the business is handling food safely so if something goes wrong, food that may be unsafe to eat is not processed further or served to consumers. The role of the food safety supervisor is to:

- make sure food safety risks are managed and issues are prevented or corrected
- instruct staff, review and update business procedures, and inspect premises and food handling operations
- share their food safety knowledge with other food handlers
- foster a positive food safety culture, so food safety is a top priority in 'the way we do things here'.

The business needs to make sure the food safety supervisor is able to fulfil these duties.

What are the requirements?

From 8 December 2023, food service, caterer and related retail businesses in Australia need to meet new food safety supervisor requirements.

Under Standard 3.2.2A - 11, category one and two businesses must: appoint a certified food safety supervisor (FSS) before engaging in a 'prescribed activity' .

- The certificate must be from either a registered training organisation or an organisation recognised by the relevant food regulator .
- The certificate must have been obtained within the past 5 years
- The food safety supervisor is reasonably available to advise and supervise each food handler engaged in that prescribed activity.

Prescribed activities involve handling unpackaged potentially hazardous foods that are ready to eat, which are high risk.

Food Safety Supervisor certificate

- The certificate will show the participant has completed the required units for the food safety supervisor course.
- Details of food safety supervisor competency units are available on the national register of vocational education and training website at training.gov.au
- Some training organisations may offer refresher courses for those who have received the qualification previously.
- Alternatively, the complete FSS course will need to be repeated every five years.
- The food safety supervisor should be able to provide their certificate to an authorised officer, if requested.

Food Safety Supervisor requirements for non category 1 or category 2 businesses

Food safety supervisors are still required for non category 1 and category 2 businesses, however the mandatory training and the obligation to undertake a refresher course detailed under Standard 3.2.2A are different.

You need to advise Council:

- the name and contact details of the Food Safety Supervisor within 30 days of the licence being issued. There is no fee for this.
- the name and contact details of any new Food Safety Supervisors within 14 days of the person becoming a Food Safety Supervisor
- if there is any changes to the contact details of the food safety supervisor within 14 days of the change
- if a person ceases to be a Food Safety Supervisor within 14 days of the change

You can notify Council of your Food Safety Supervisor by:

phoning on 1300 69 22 47

email to regadmin@cairns.qld.gov.au or

mail to Cairns Regional Council, PO Box 359, Cairns QLD 4870

Obligations

Your role

Whether you require a licence or not, as a food business operator, you have a responsibility and duty of care to ensure that any food prepared for sale at your business is safe and suitable for human consumption. This is a legal requirement of the *Food Act 2006*.

Before applying for a licence, you should seek approval from the Market Coordinator or Event Manager to ensure you are able to operate there if you are successful in obtaining a licence.

Our role

Cairns Regional Council is responsible for licensing, monitoring and regulating all food businesses to ensure that food operators meet their legislative requirements under the *Food Act 2006* and the Food Safety Standards.

Licensing Requirements

When you need a licence

Any person intending to prepare and sell unpackaged food from a stall on a temporary basis generally requires a food business licence. This includes a business that holds a food business licence for fixed premises or manufacturing facility and intends to sell unpackaged food on a temporary basis at a different location. If you are a non-profit organisation but you want to operate on a temporary basis (eg, a stall or stand at a festival, fete or market), you will need to complete and submit the [Notification by non-profit organisation: Temporary Premises \(PDF, 0.09 MB\)](#).

Examples of food intended to be sold under a temporary food premises licence may include:

- cutting fruit or vegetables
- fruit or vegetable juice processed at the place of sale
- sausage sizzle or barbecue
- unpackaged cakes or biscuits with potentially hazardous fillings (eg. fresh cream custard etc)
- unpackaged takeaway foods such as hamburgers, hot dogs, pizzas, hot chips or curry
- unpackaged cooked pasta or lasagne
- unpackaged yoghurt
- unpackaged food for taste testing
- any other unpackaged food, unless exempt.

Council considers temporary food premises applications under the following categories:

- Market Food Stall Level A – where preparation is restricted to non-alcoholic drinks and cutting up of fruit and vegetables or the display and serving of food prepared in a licenced kitchen;
- Market Food Stall Level B – where food preparation includes reheating or toasting and further food preparation than what is permitted under a Level A licence. Please note, cooking is not permitted under a Market Food Stall Licence.
- Temporary Food Premises (per event) – where the temporary food business operates for a single event only.
- Temporary Food Premises (annual) – where the temporary food business intends to operate on multiple occasions and at various locations throughout the year. This is limited to 26 occasions within the licensing year and excludes Rusty's Market (refer to Market Food Stall Level A or B).

If you intend to undertake any food preparation at another location (i.e. not within the temporary food premises) then the premises where this occurs must be approved and you will require an additional licence to cover these activities. If you intend to undertake food preparation at home please refer to our [home based food business guideline](#). Please be

aware there are requirements limiting the range of food that can be prepared from a domestic kitchen.

Examples of food preparation occurring at another location requiring a food business licence include:

- handling food for further food preparation at the stall, for example:
 - cutting vegetables and meat
 - making dough or batter
- preparing food to sell at the temporary premises, for example:
 - baking cakes
 - making fudge
 - making jam or chutney
- repackaging food to sell at the temporary premises, for example:
 - packing bulk coffee, herbs, spices or nuts into packages for sale.

When a licence is not required

You do not need a food business licence for your temporary food premises if:

- only packaged food (manufactured under a food licence) is handled
- only unpackaged snack food (manufactured under a food licence) is sold, including:
 - croissants, friands, doughnuts, muffins, churros, biscuits or cakes without potentially hazardous filling such as dairy fillings
 - carob, chocolates, chocolate bars, confectionery or muesli bars
 - dried vegetable chips, corn chips, potato chips, popcorn, crackers or nuts
 - pretzels, puffed rice, soy chips or toasted corn
 - meat jerky, dried or glazed fruit
- only whole fruit or vegetables are sold
- the sale of the following, unless it forms a potentially hazardous food:
 - whole, crushed, puffed or toasted nuts, grains and seeds
 - quinoa, spices, dried herbs, tea leaves, coffee beans, cereals or cocoa
 - coconut, couscous, edible oil, flour, legumes, lentils, noodles, oats or pasta
 - preparations for spreading on bread such as honey, peanut butter, hazelnut spread, vegemite, marmalade and jam
 - sugar and syrups such as golden syrup, maple syrup, rice syrup, malt syrup glucose syrup and coconut syrup
- the only preparation carried out involves the grinding of coffee beans or making coffee
- only drinks are sold (other than fruit or vegetable juice processed at the place of sale), including:
 - tea or coffee
 - soft drinks
 - alcoholic drinks

- only ice or flavoured ice is sold, for example:
 - shaved ice or snow cones
 - slurpees

Even though a licence may not be required, these types of businesses must ensure the sale of safe and suitable food, and comply with the Food Safety Standards. This includes the design, construction and fit out of the food premises.

If you require further information for temporary food licences, contact Council on 1300 69 22 47.

Stall Construction and Location

Site selection

Select a site which is level and is set up in a way that reduces the likelihood of dust and other contaminants entering the food stall.

Adequate space

Allow adequate space for all equipment, food, preparation and handling activities conducted on site. You are required to submit a floor plan with your food business licence application showing all benches, cooking equipment, storage and hand washing facilities.

Floors, walls and ceilings

The food stall must have three sides and a roof designed to maintain adequate ventilation and to protect food. There are only very limited exemptions to this requirement depending on location and food handling activities. Any alternative to this requirement is at the discretion of the authorised officer undertaking the assessment. Stalls must be constructed of a smooth and impervious material that is easy to clean and does not present a risk to health and safety. Where possible, all wall, floor and ceiling joints should be seamless to aid effective cleaning.

Floor coverings (eg. non-slip vinyl, groundsheet etc.) must be laid and suitably secured so as to provide a floor surface that is:

- smooth, non-absorbent and easily cleaned;
- durable; and
- non-trip and non-slip.

Equipment, fixtures and fittings

Use equipment, fixtures and fittings constructed of smooth and impervious material to aid easy and effective cleaning.

Benches and tabletops are to be:

- free of cracks and crevices;
- smooth and impervious; and
- easily cleaned.

Ventilation

Provide adequate ventilation to prevent the build-up of steam, mould and fumes and to ensure the safety of those in the and around the stall.

Other considerations

Other requirements relating to fire, structural, electrical and gas safety may apply. Ensure you contact the appropriate authority to enable you to meet the specific requirements.

Operational Requirements

Hand washing facilities

The stall must have a designated hand washing facility within the stall with the following minimum requirements:

- located in the stall with ease of access;
- provided with clean, warm running water;
- provided with liquid soap and single use paper towels.

[See diagram on page 14]

Note: Alcohol-based hand sanitisers are not sufficient to replace hand washing facilities.

As a minimum, you must have a 20-litre water container with a tap, a bucket to collect wastewater, liquid soap and a bin for paper towels. The container must be labelled 'Hand Washing Only' and the tap must be able to stay on to enable washing with two hands.

Cleaning and washing facilities

If washing of utensils and equipment is to occur at the stall, dish washing facilities (separate to hand-washing facilities) must be provided to enable:

- immersion and washing in warm water with detergent;
- rinsing in warm, clean water;
- immersion or thorough coverage with food grade sanitiser: and
- air-drying.

A washing facility must be large enough to effectively wash the largest piece of equipment (*see diagram on page 14.*)

Depending on the duration of the event you could ensure you have sufficient spare utensils instead of a dishwashing facilities. Alternatively, equipment may be taken off site, washed and sanitised in a suitably sized double bowl sink or suitable dishwasher. This is provided the storage of dirty equipment in the stall does not pose a risk to food or food contact surfaces.

Where utensils or equipment or surfaces have been used over a period of time to prepare, process or serve the same food, they will also need to be cleaned and sanitised at regular interval of at least every 2 hours or after each use whichever occurs first. It is important to understand cleaning and sanitising are different procedures. Once cleaned, all equipment and utensils must be stored in a manner that protects them from contamination.

Water Supply

All water used at the temporary food stall must be:

- From an approved potable water source (eg. town water);
- Not drawn from sanitary or toilet facilities;
- Not stored in an open container.

Waste Management

Adequate arrangement must be made for the storage and removal of waste generated inside and outside the food stall. You must ensure that waste storage and disposal does not cause an environmental nuisance.

Suitable waste bins are to be provided near the stall within easy access by the public. Waste bins should be fitted with a lid and bin liner, ensuring protection from flies, animals and other pests. They must be located so as not to allow contamination of food or food contact surfaces.

Waste oils and fats (including vegetable oil) are considered regulated wastes under Queensland legislation and must not be disposed of to sewer. Waste oil must be stored in a container labelled 'Waste Oil Only' and disposed of at an approved waste transfer station.

Wastewater

You must have provision to collect and dispose of wastewater. All waste water from dish washing, hand washing or otherwise is to be collected into a suitable container, labelled 'Wastewater Only', and disposed to sewer.

Note: Disposal of regulated wastes (including detergents, grease and oil) into a stormwater drain or waterway is an environmental offence and can attract on-the-spot fines.

For further advice, please contact a waste contractor or your local waste transfer station.

Food storage and protection

All food and utensils are to be transported, stored and displayed in such a way that they are protected against contamination from any source. In particular, they must be:

- stored separately from other materials; and
- protected from dust, flies and coughing/sneezing by everyone including the public.
- all food stored inside the stall must be stored off the ground and be wrapped, packaged or kept in enclosed containers.
- all stored food must be covered or in sealed containers.
- storage containers for food and utensils must be able to be easily and effectively cleaned and sanitised or must be single use.
- as far as practicable food is to be wrapped or bagged at the point of preparation or placed in sealed displays.
- ready-to-eat foods must be stored separately from raw food to prevent cross-contamination.
- food and utensils must be stored separately from other items.

- all condiments such as sauce, mustard etc., must be contained in squeeze type dispensers or in individual sealed packs and must be stored in accordance with the manufacturer's instructions, ie keep refrigerated after opening (see appendix 1).
- tea, coffee, cordial and other beverages must be dispensed from an enclosed or lidded container equipped with a tap or spout.

Cooking and cooking appliances

Cooking appliances are to be located in the food stall unless otherwise directed by the authorised officer.

Adequate provision must be made to protect the stall walls from heat, flame and splashing.

A suitable fire extinguisher and/or fire prevention equipment (eg. a fire blanket) is required in close proximity to any gas operated or exposed flame type cooking appliance.

Cooking and heating equipment must not be accessible to the public.

All electrical equipment used should be tested and tagged.

Personal health and hygiene

Persons with symptoms of a foodborne illness or another condition which is reasonably likely to be a food safety risk:

- **Should not** undertake food handling or be in a food handling area; and
- **Should** use a replacement worker until the disease or condition has passed *(subject to relevant medical advice)

All food handlers are to adhere to standards of personal cleanliness and hygiene by:

- Being clean and wearing clean clothing;
- Having clean hands and fingernails;
- If wearing an apron, taking it off before leaving the stall;
- Wearing hair tied back;
- **Not** sneezing, blowing or coughing over food or food contact surfaces;
- **Not** making unnecessary contact with ready-to-eat food;
- **Not** spitting, eating or smoking in the food stall;
- Ensuring any cuts or abrasions are immediately covered with coloured Band-Aids and fresh gloves; and
- Thoroughly covering any exposed bandages or dressings with a waterproof covering before handling food.

Food handlers should wash their hands or, if gloves are used, change their gloves:

- Between handling raw and ready-to-eat foods; immediately after smoking, coughing, sneezing, eating, drinking or any act of personal grooming;
- After touching their hair, scalp or body opening;
- After entering or returning to the food stall;
- After using the toilet; and
- Whenever necessary for food safety.

Food handling

Food handling utensils must be:

- Provided and used (bring spares)
- Protected from contamination during storage and while in use.

Take-away eating and drinking utensils must be either:

- Pre-wrapped in paper napkins, food grade bags or similar material prior to distribution to the public; or
- Enclosed in suitable dispensers (see appendix 1).

Provide suitable utensils, such as tongs or spoons to serve ready-to-eat food.

If providing single-use eating/drinking utensils, keep them adequately protected from contamination (eg. knives and forks are stored handle-up in a container).

Food samples

Food given away as samples is considered 'food for sale' under the provisions of the *Food Act 2006* and must be:

- adequately supervised by a staff member
- covered with a protective barrier to minimise the likelihood of contamination.

Samples should be labelled with signage to indicate 'no double dipping' or single serve only'. Single-use sampling utensils, such as toothpicks or spoons, must be stored in a container that is separate from used sampling utensils. The container must be labelled to clearly indicate this to the customer.

Food displays

Display facilities must be able to be easily and effectively cleaned.

Food must not be displayed so as to be openly accessible to the public. All food on display must be either:

- packaged; or
- enclosed in a suitable display cabinet; or
- protected by a physical barrier such as a sneeze guard; or
- in covered containers.

Food Temperature Control

To minimise bacterial growth, all potentially hazardous foods are to be kept under temperature control, either:

- 5°C or below for cold food; or
- 60°C or above for hot food.

Potentially hazardous foods prepared in the stall must be for immediate sale and consumption unless kept under temperature control.

Acceptable methods of maintaining food at correct temperature include:

- Refrigerated displays or cooler boxes with adequate supply of ice;
- Gas or electric food warmers/hot boxes

Note: Electric power is not always available at temporary food stall locations.

Potentially hazardous food that is to be cooked must be kept cold (5°C or below) until it is cooked.

Food warmers may only be used for keeping food warm, not for reheating. Reheat food rapidly to 60°C or above and display or store it at that temperature or hotter.

A probe thermometer must be provided at the stall and be used for checking temperatures of potentially hazardous foods.

Note: Food not stored at the correct temperatures can be seized by an authorised officer in accordance with the Food Act 2006. Potentially hazardous foods include meat, seafood, dairy, egg, cut salads and cooked rice/pasta.

Transporting food

- All food and utensils must be transported in such a way that they are protected from contamination from any source.
- Potentially hazardous foods must be transported under temperature control. For example, in a cooler box with adequate supply of ice.
- All containers, portable coolers and parts of vehicles used to transport food must be washed and sanitised before and after use.
- Raw meats must be transported in separate containers from ready-to-eat products such as salads and bread.

Single Use Plastics Reduction

Single Use Plastics Reduction

Council recognises that the avoidance of single-use plastics is an effective way to reduce unnecessary landfill and the impacts of litter in the land and sea environment. As a result there are condition for stall holders of Council run venue hire, events and markets.

Further information about the policy and packaging can be found on Councils [website](#)

Gas Compliance

Organiser of outdoor public events such as markets, entertainment events and fundraising activities have a responsibility to ensure where gas appliances are being used, it is done in a safe manner.

Outdoor public event organisers and vendors must make sure:

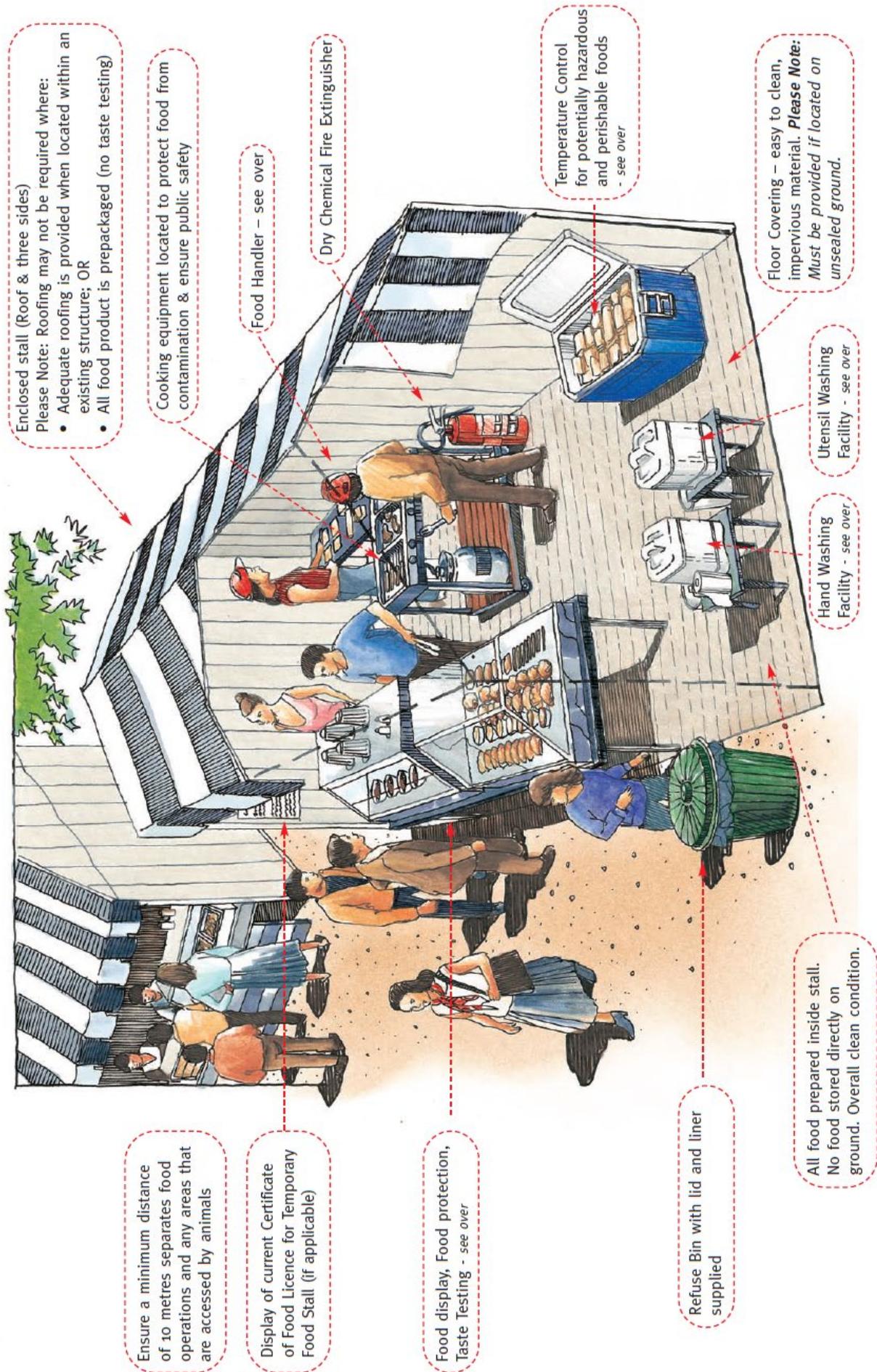
- any gas system is installed by an appropriately licensed person
- all portable and mobile gas appliances are used in line with the manufacturer's instructions
- the storage and handling of LP gas cylinders is conducted in a safe manner.

Read the [Guideline for managing gas safety at public events \(PDF, 158KB\)](#) to identify your responsibilities if you are organising or managing an outdoor public event.

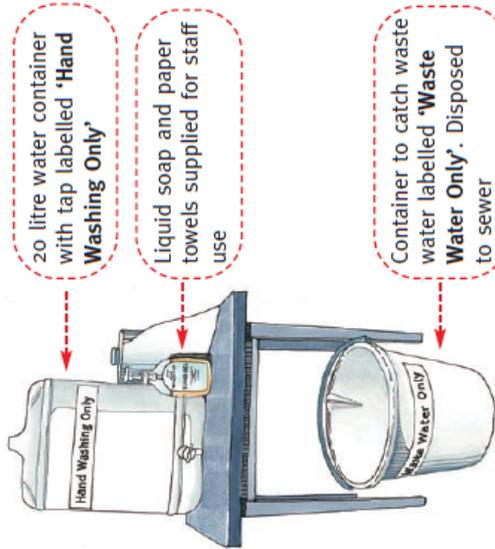
Use the [LPG gas safety checklist for outdoor events](#) if you are organising small or one-off events.

Further information can be found on the Queensland Government website [Using gas at outdoor public events | Business Queensland](#)

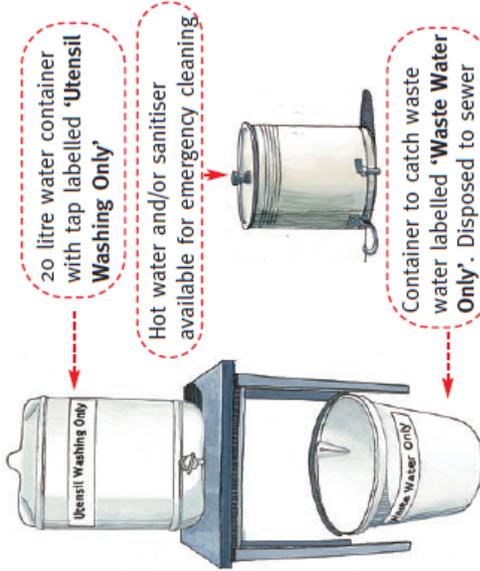
ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



Minimum hand washing facilities

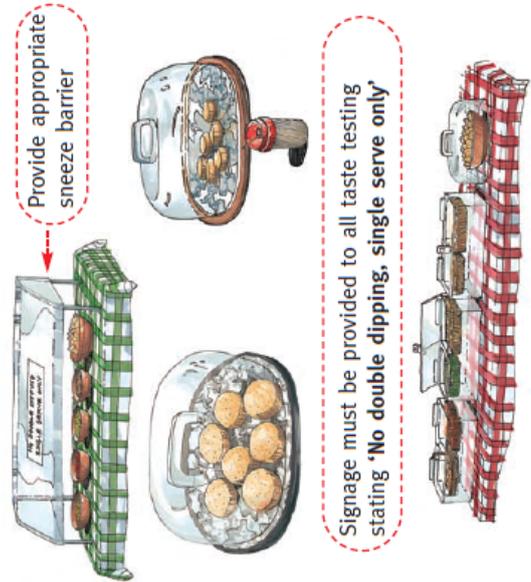


Minimum utensil washing facilities

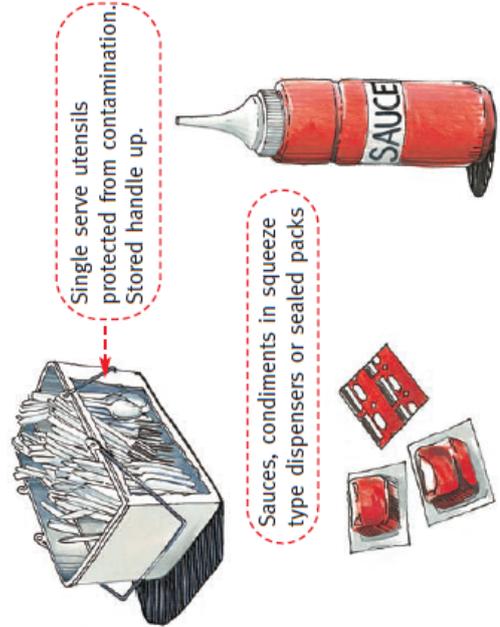


Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils

Food display, food protection, taste testing

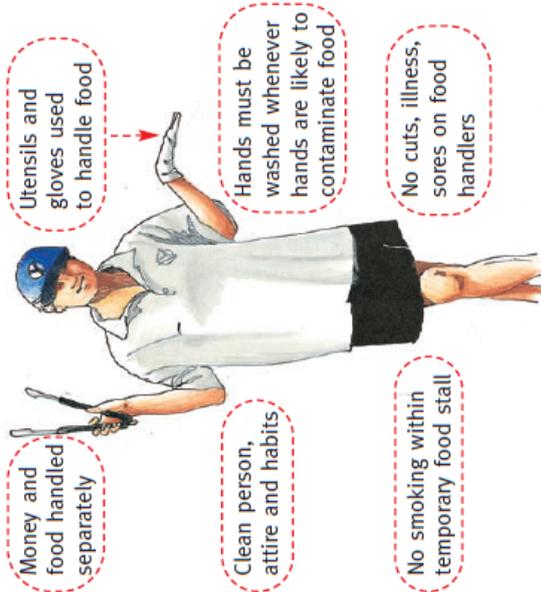


Sauces, condiments and single serve utensils



For further information on this topic, please contact Council

Food Handlers



Temperature control of potentially hazardous food





Event: _____ Site/stall: _____

Name: _____ Event date: _____

Checklist for outdoor events

All gas installations must comply with relevant Australian standards. Non-portable gas appliances (even those installed outside or in temporary shelters) must be installed by a licensed gas fitter.

- | | |
|---|--|
| <input type="checkbox"/> Has all gas work been undertaken by a licensed gas fitter? | <input type="checkbox"/> Do you have clear access to the gas cylinder valve if you need to turn the gas supply off in an emergency? |
| <input type="checkbox"/> Have connection joints been tested with soapy water for gas leakages? | <input type="checkbox"/> Are supply hoses from cylinder to appliance in good condition (without kinks or abrasions)? |
| <input type="checkbox"/> Is there a suitable fire extinguisher available? | <input type="checkbox"/> Do the hoses pose a trip hazard? |
| <input type="checkbox"/> Are cylinders secured in an upright position, on a level, non-combustible surface? | <input type="checkbox"/> Have all appliances been approved and do they display a certification badge? |
| <input type="checkbox"/> Are cylinders in a well-ventilated location? | <input type="checkbox"/> Are appliances secured against falling or tipping? |
| <input type="checkbox"/> Are cylinders positioned at least 1.5 m from an ignition source (such as an electric socket or naked flame)? | <input type="checkbox"/> Are appliances clear of combustible/flammable materials (such as cardboard, oil containers, wall partitions)? |
| <input type="checkbox"/> Is test date not more than 10 years ago on LP gas cylinders? | <input type="checkbox"/> Are ring burners secured (or fixed) to a stable, non-combustible base? |
| <input type="checkbox"/> Are any spare cylinders (i.e. not in use) stored externally? | <input type="checkbox"/> Do you have operating instructions for the use of all appliances? |

If in doubt about what to do, contact a licensed gas fitter.

If a gas leak is suspected:

- Turn off gas supply at the appliance.
- Turn off the cylinder.
- Do not use ignition sources (such as mobile phones or lighters).

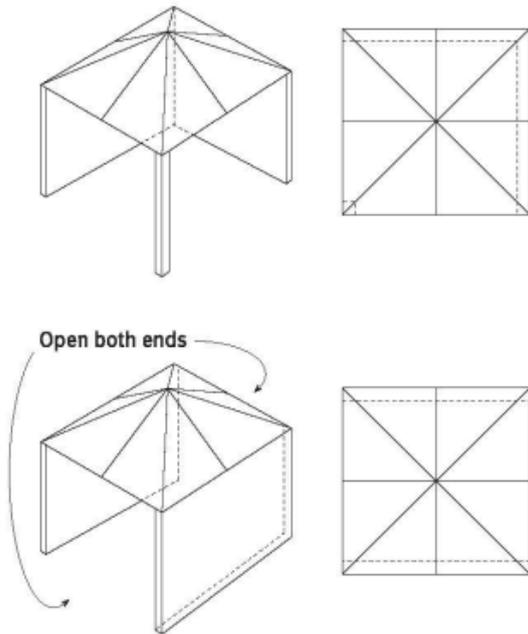
In an **emergency**—telephone 000.



Examples of ventilation

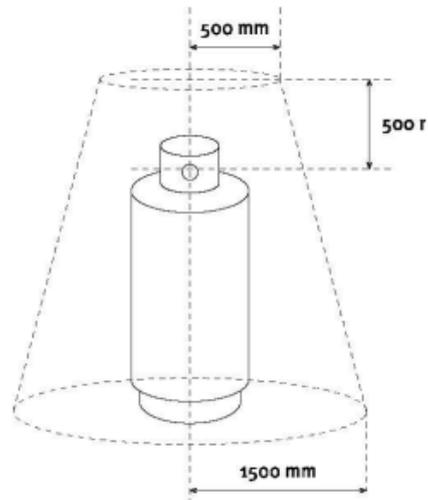
Examples of the minimum ventilation needed when using gas appliances in a 'quasi' outdoor situation.

Outdoor areas must be well ventilated when using gas. These images show that having two sides of the tent/shelter open ensures good cross breeze and ventilation in a quasi-outdoor situation.



Hazardous area

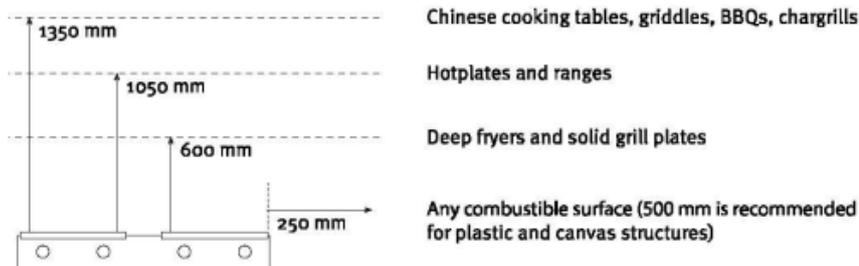
No ignition sources are to be used within these hazardous areas of a cylinder.



Do not use an ignition source within these distances around a gas cylinder.

Clearances from burners

Burners (such as hotplates and deep fryers) should not be placed near combustible surfaces. Use these clearances as a guide to how far away to keep combustible materials.



Note: This is not a complete guide to LPG safety and compliance. For more information, visit www.dnrm.qld.gov.au or contact the Petroleum and Gas Inspectorate at gassafe@dnrm.qld.gov.au. Other legislative requirements may apply in relation to matters such as food safety and general workplace health and safety.

Appendix 3 – Gas Device & Cylinder Safety

Butane cookers



Outdoor heaters



Gas bottles



Gas leaks and emergencies

A gas leak in a confined area can cause:

- nausea
- dizziness
- asphyxiation
- fire or explosion.

If there is an emergency or a life-threatening situation, call triple zero (000) immediately.

If you smell gas, stay calm and:

- turn off your gas appliances
- open all doors and windows
- turn off your gas cylinder or supply and isolate your power supply
- evacuate the area.

Do not use lighters or matches, or turn electrical appliances or lights on or off.

If the gas leak continues, call your gas supplier or a licensed gas fitter.

Reporting incidents and complaints

To report an incident or make a complaint about gas work or devices, email gassafe@dnrm.qld.gov.au or call 13QGOV (13 74 68) during business hours.

More information



For information about servicing and repairing your gas devices, contact your local gas fitter.

For information about your natural gas supply or LPG cylinders, contact your gas supplier.

For more information about gas safety, visit www.qld.gov.au and search for 'gas safety'.

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Gas device & cylinder safety



Gas device safety

Have a licensed gas fitter install, repair, regularly service and remove gas devices. Choose gas devices with these safety features:

- flame-failure devices, which cut off the gas if the flame is accidentally extinguished
- automatic reignition, which allows the appliance to relight itself if the flame is accidentally extinguished.

Do not use portable or unflued gas devices inside, unless they are approved for indoor use.

Portable butane 'lunch box' cookers

- Use these according to the manufacturer's instructions.
- Check whether your model of cooker has been suspended or recalled.



Portable outdoor heaters

These can produce large amounts of carbon monoxide (a toxic gas), so do not use them indoors. Before storing a heater indoors, disconnect and remove the gas cylinder.

- Have your heater serviced regularly.
- Follow the manufacturer's instructions.
- Keep the heater away from people and combustible materials and place it on a stable, level surface.

Outdoor events

Refer to the LPG gas safety checklist for outdoor events (available at www.publications.qld.gov.au).

Have non-portable gas devices installed by a licensed gas fitter, and consider hiring a gas fitter to check all your gas devices before the event.

LPG is gas in a liquid form under high pressure, so you must be careful when storing, using and transporting LPG cylinders.

- Check cylinders regularly for damage, malfunction and leaks (a 'rotten egg' smell).
- Carry and store cylinders upright at all times.
- Check that valves are tightly turned off.
- Insert a 'POL' valve plug in the cylinder when it is not in use.
- Have an approved test station repair or replace cylinder valves if needed.
- Keep cylinders away from heat and direct sunlight where practicable.

Using gas cylinders

When using a cylinder with a low-pressure gas device, use a regulator to control the pressure. If you are not sure how to do this, ask the manufacturer or your gas supplier.

- Do not use damaged or corroded cylinders.
- Do not use cylinders that are out of date. The date is stamped on the base or the neck of the cylinder.
- When you have finished using the device, make sure the regulator hose is empty of gas. To do this, turn off the cylinder valve while the gas device is still operating, then turn off the gas device valve.

Exchanging or refilling cylinders

LPG cylinders can be refilled or exchanged at your local LPG retailer.

- Before you purchase a cylinder or accept an exchange cylinder, make sure that it has a valve plug fitted.
- To be refilled, a cylinder must have a valid 10-year stamp.
- Do not refill your own gas cylinder. Only trained people using special equipment can do this safely.

Transporting cylinders

Transporting gas cylinders in enclosed vehicles can pose a safety risk.

- Do not carry a cylinder greater than 9 kg in an enclosed vehicle.
- You can transport up to 2 cylinders (of 9 kg or less) at a time in an enclosed vehicle.
- When transporting cylinders, secure them upright in the vehicle, preferably in the boot, with a plug firmly fitted in the POL valve.



Disposing of gas cylinders

You can dispose of cylinders safely at approved gas cylinder test stations, some council refuse centres and some gas suppliers.

Moving gas cylinders

Most removalist companies will not transport gas cylinders. Some gas suppliers operate an exchange system that allows you to surrender a cylinder in one city and obtain a voucher for a replacement in the new city. To retain a cylinder, have it certified as 'gas free' by a gas supplier or approved cylinder test station.

Around the yard

Find out where gas pipelines are on your property by calling **Dial Before You Dig** on 1100 during business hours. This free service provides the location of all relevant underground networks within two working days.

Visit www.1100.com.au for more information.

Online resources



Watch our gas safety videos for top tips on:

- safe use and installation of gas appliances
- butane 'lunch box' cookers
- safe use of BBQs and gas cylinders
- safety with LPG cylinders
- gas appliances and carbon monoxide.



To view these videos, visit www.qld.gov.au or scan the QR code.

