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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | Health & Safety  field work risk assessment Form |

For use in conjunction with the and the.

The following forms and guidance materials are available for use: [Health & Safety: Field work plan](https://safety.unimelb.edu.au/__data/assets/word_doc/0009/4812957/field-work-plan.docx), [Health & Safety: Field work guidelines](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4699093/field-work-guidelines.pdf), [Health & Safety: Risk management requirements](https://safety.unimelb.edu.au/__data/assets/pdf_file/0009/4708161/health-and-safety-risk-management-requirements.pdf), [Health & Safety: Off-campus requirements](https://safety.unimelb.edu.au/__data/assets/word_doc/0006/4591383/Health-and-Safety-Travel-and-off-campus-requirements.docx).

For further information, contact your [Health and Safety Business Partner](https://safety.unimelb.edu.au/health-and-safety-contacts).

| RA No./ERMS Ref.: | Date: | Version No.: | Review Date: | Authorised by: |
| --- | --- | --- | --- | --- |

| STEP 1 – ENTER INFORMATION ABOUT THE ACTIVITY/TASK, ITS LOCATION AND THE PEOPLE COMPLETING THE RISK ASSESSMENT |
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| School/Faculty/Department: | Date(s) of field work: | Assessed by (Field Trip Leader/Field Work Supervisor): | | HSR/Employee representative: | |
| **Location of field work:** | | Are there any licensing/permit requirements?  Yes  No | If “yes” provide details: | | |
| Description of the field work: | | | | | Number of Participant(s): |

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| List systems of work for the activity/task:  ● Training ● Inspections  ● SOPs ● Existing controls  ● Emergency situations |  |
| Is there past experience with the activity/task that may assist in the assessment?  ● Existing controls ● SOPs ● Standards  ● Industry standards ● Incidents & near-hits ● Legislation & Codes  ● Training ● Incident Investigation ● Guidance material |  |

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| Step 2: risk rating – risk martrix and defintions |

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| **Likelihood** | **Consequence** | | | | | |
|  | **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Almost certain** | Medium | High | High | Extreme | Extreme |
| **Likely** | Medium | Medium | High | Extreme | Extreme |
| **Possible** | Low | Medium | Medium | High | Extreme |
| **Unlikely** | Low | Low | Medium | High | High |
| **Rare** | Low | Low | Low | Medium | High |

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| **Likelihood** |  | **Consequence** |
| Almost certain – will occur in most circumstances when the activity is undertaken (greater than 90% chance of occurring) |  | Insignificant –First aid treatment, minor injury, no time off work |
| Likely - will probably occur in most circumstances when the activity is undertaken (51 to 90% chance of occurring) |  | Minor – Single occurrence of medical treatment, minor injury, no time off work |
| Possible – might occur when the activity is undertaken (21 to 50% chance of occurring) |  | Moderate – Multiple medical treatments, non-permanent injury, less than 10 days off work |
| Unlikely – could happen at some time when the activity is undertaken (1 to 20% chance of occurring) |  | Major – Extensive injuries requiring medical treatment (e.g. surgery), serious or permanent injury/illness, greater than 10 days off work |
| Rare – may happen only in exceptional circumstances when the activity is undertaken (less than 1% chance of occurring) |  | Severe – Severe injury/illness requiring life support, actual or potential fatality, greater than 250 days off work |

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| **Risk Rating Priority for Action** | | | |
|  | **Risk acceptance guide** | **Action** | **Recommended action time frame** |
| **Extreme** | Not acceptable | Cease or isolate source of risk  Implement further risk controls  Monitor, review and document controls | Immediate  Up to 1 month  Ongoing |
| **High** | Generally (in most circumstances) not acceptable | Implement risk controls if reasonably practicable  Monitor, review and document controls | 1 to 3 months  Ongoing |
| **Medium** | Generally (in most circumstances) acceptable | Implement risk controls if reasonably practicable  Monitor, review and document controls | 3 to 6 months  Ongoing |
| **Low** | Acceptable | Monitor and review | Ongoing |

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| STEP 3 – Identify hazards and associated risk Scores and controls | |
| For each of the following prompts:   * **Review the prompts/examples** for each hazard that may potentially exist for the activity/task. * Determine and record an **inherent risk score** using the risk matrix. * In the **comments** box, describe when and where the hazard is present. * Specify the risk **control type**, for each current or proposed risk control. * Provide a **control description** for each current or proposed risk control. * Where **proposed risk control(s)** have been identified complete a [Health & Safety: Action plan](https://safety.unimelb.edu.au/__data/assets/word_doc/0005/4698680/health-and-safety-action-plan.docx); * Determine the **residual risk score** using the risk matrix   **Note:** Field work with a medium to extreme risk score requires a Field work plan. | Hierarchy of Control (Control Type)  El – Elimination  S – Substitution  En – Engineering Is – Isolation G – Guarding  Sh – Shielding  A – Administrative T – Training In – Inspection  M – Monitoring H – Health Monitoring  P – PPE |

| Category | Inherent Risk score | Comments (when and where hazard is present) | Control type | Control description  (Current And Proposed) | Residual Risk Score |
| --- | --- | --- | --- | --- | --- |
| Can anyone be adversely affected by the ENVIRONMENTAL conditions: |  |  |  |  |  |
| ● Extremes in temperature that could cause hyperthermia or hypothermia  ● Weather conditions such as strong winds, rain, or continuous sunshine (high UV)  ● The location is difficult to access ● The location is remote  ● The terrain is rocky, uneven, very step.  ● There are bodies of water such as dams, rivers, or the ocean  ● Working at heights (eg abseiling) ● Other |
| Can anyone be adversely effected by the FAUNA and FLORA: |  |  |  |  |  |
| ● Poisonous fauna such as snakes, scorpions, octopi  ● Biting and stinging insects/arachnids  ● Known allergies to sensitivities to plants  ● Dense forest or undergrowth ● Burrowing animals  ● Other |
| Can anyone be injured from the PLANT and/or EQUIPMENT used during the field work: |  |  |  |  |  |
| ● Struck, crushed or entangled ● Cut or stabbed  ● Shearing or friction ● Slip, trip or fall  ● Manual handling/ergonomics ● Vibration  ● Other |
| Can anyone be injured or adversely effected by CHEMICALS |  |  |  |  |  |
| ● Storage ● Handling  ● Decanting/Mixing ● Applying/Using  ● Spill/Leak ● Disposal  ● Other |
| Can anyone be injured or adversely effected from the MANUAL HANDLING requirements of the activity: |  |  |  |  |  |
| ● Excessive effort ● Awkward postures  ● Repetitive body movement or posture  ● Lack of consideration for human behaviour causing mental or physical stress  ● Other |
| OTHER |  |  |  |  |  |
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| STEP 4 – Identify the support SYSTEM requirements for field work |
| For each of the categories:   * Identify the **requirements** for each of the support system categories that will be used during the field work. * Describe the **possible hazards or adverse outcomes** that may be associated with the support system. * Specific **controls** to mitigate or reduce the possible hazards or adverse outcomes. |

| **What Are the Requirements for the following SUPPORT SYSTEMS:** | **Possible Hazards or Adverse Outcomes** | **Control Description**  **(Current and Proposed0** |
| --- | --- | --- |
| TRANSPORT |  |  |
| ● Road vehicle/car ● Four wheel drive  ● Mini bus ● Bus  ● Boat ● Bicycle  ● Other |
| COMMUNICATION and NAVIGATION |  |  |
| ● Mobile phone ● Land line  ● Satellite radio ● Marine radio  ● Compass ● Maps  ● Satellite navigation ● Other – specify |
| FOOD and WATER |  |  |
| ● Take food: Number of days:  ● Take water : Number of litres:  ● Hygiene – water for washing  ● Toilet arrangements and requirements  ● Hygiene – litter ● Other factors |
| LEGAL COMPLIANCE |  |  |
| ● Boat licence ● Fishing licence  ● Firearms ● Moisture gauge use licence  ● Permits for National Parks entry/removal of specimens  ● Fires in the open ● Other |
| EMERGENCY PLAN |  |  |
| ● First aid arrangements  ● Medical conditions/fitness of participants  ● Communication arrangements  ● Closest help - remoteness  ● Transport arrangements ● Other |

| STEP 5 – ImpleMEntation and consultation process | | | | |
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| Determine the person responsible for reviewing and implementing the risk assessment including the identified controls.  **For field work activities assessed as a medium to extreme risk, ensure that a field work plan has been completed, reviewed and signed off.**  Obtain the authorisation of the management representative. This may be the Field Trip Leader/Field Trip Supervisor or other where more senior authorisation is required.  Ensure the HSR (if applicable) has been consulted. Ensure the participant(s) undertaking the fieldwork have been consulted.  **Record below the names of the persons consulted.** | | | | |
| Management representative |  | | HSR/Employee representative |  |
| Employee(s)/Participant(s) |  | | Employee(s)/Participant(s) |  |
| Employee(s)/Participant(s) |  | | Person Responsible for implementation |  |
| Field work participants  Multiple participants/groups will be briefed on the risk assessment and field work plan prior to the activity. | | For large groups list on a separate form and attach | | |

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| Extra writing room - use this page to enter extended comments or descriptions |
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