**When work is to be carried out off the UNSW premises Supervisors are to assess risks separately due to the nature of the task and the uncertainty on the premises that is outside the control of UNSW. Supervisors need to fill in this form based on project tasks and then have all employees involved in Off-site work read this through carefully and sign at the bottom of this page. In high risk environments there may be a call for the ‘Buddy System’, please refer to CPHCE Protocol for more.**

|  |  |
| --- | --- |
| **HS Form Number:** CPHCE\_HS\_OSW\_(Insert Project Number) | The following listed in the table are only guides – It is the responsibility of the supervisor to ensure all tasks are listed along with the potential hazards, controls and risk rating |
| **Supervisors name:** | **Position title:** |
| **Workers name:** | **Position title:** |
| **Name of project:** | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HS Risk Assessment and Managment for Field Work** | | | | | | | | | | | |
| **Identify the activity and the location of the activity** | | | | | **Identify who may be at risk from the activity** | | | | | | |
| **Description of activity**  **Description of location** | View Guideline for completing this assessment [HS017-1](http://www.ohs.unsw.edu.au/hs_procedures_forms/guides/HS017_-_1_Guide_to_Completing_Risk_Management_Form.pdf) | | | | **Persons at risk**  **How they are consulted on the activity** | | General staff; Part-time/ Casual staff; Academic staff; PhD students; Visitors to the school  View Guideline for determining the risk – it is only necessary to show the risk rating. See here for a guide on calculating risk: [Risk Management Procedure](http://www.ohs.unsw.edu.au/hs_procedures_forms/procedures/HS329_Risk_Management_Procedure.pdf)  You may find these factors helpful [HS019](http://www.ohs.unsw.edu.au/hs_procedures_forms/checklists/HS019_Fieldwork_RA_Checklist.doc)  Supervisors or HS representative | | | | |
| **List legislation, standards, codes of practice, manufacturer’s guidance etc used to determine control measures necessary** | | | | | | | | | | | |
| Work Health and Safety Act 2011  Work Health and Safety Regulation 2011  Code of Practice for Hazardous Manual tasks | | | | | | | | | | | |
| Task/Scenario | | Hazard | Associated harm | | Existing controls | Any additional controls required? | | | Risk Rating | Cost of controls (in terms of time, effort, money) | Is this reasonably practicableY/N |
| Meetings/ face to face dealings with staff and students | | * Physical /emotional intimidation * Aggression towards staff members | * Physical or emotional injury to staff’ * Malicious damage | | * Consultation with staff * Procedures to minimise risk * Workplace bullying policy communicated to all staff * Equity unit advice and policies * Conflict resolution training * Security staff * Workplace violence Prevention and management * Policy | N | | | L |  |  |
| Telephone and email enquires and communication | | * Aggression towards staff members * Intimidation and harassment issues | * Emotional injury to staff | | * Consultation with staff * Procedures to minimise risk * Workplace bullying policy communicated to all staff * Equity unit advice and policies * Conflict resolution training * Security staff * Workplace violence Prevention and management policy | N | | | L |  |  |
| Working inside a building | | * Slips, trips and falls * Fire in building * Working after hours/ working alone * [Electrical](https://cms.unsw.edu.au/ohs_hazards/electrical.html) * Poor Housekeeping * Equipment Hazards/ Sharp edges/ Hot surfaces * Trailing Cables * Staff unaware of emergency procedures * Poor ventilation * Poor lighting | * Physical injury * Burns and smoke inhalation * Personal assault | | * Building fire wardens * Building fire safety * Compliance with Emergency drills * Making sure staff are aware of emergency procedures * Workplace inspections to identify slip and trip hazards * Report any damaged power cords or power points * Minimise the use of power boards and extension cables and ensure they are not across walkways. Do not attach numerous extension cords or power boards together. Ask for more power points to be installed. * Ensure that floors, walkways, stairs and storage areas are free from obstructions * Check that emergency exits are not blocked * Ensure that all floor surfaces are properly maintained and, if required, covered with non-slip material * Provide adequate lighting in all areas * Use step stools or step ladders to reach items above shoulder level, Not chairs or tables * Stabilise filing cabinets and bookcases to prevent their falling over * Do not stack files or equipment on top of high cupboards or cabinets * Regularly maintain all equipment to the manufacturers specification * Do not overload bookshelves and store heavy items at a low levels * Ensure employees are aware of the emergency procedures for their area * Ensure employees receive appropriate training for the tasks they perform | N | | | L |  |  |
| Thermal comfort outside normal Office | | * Excessive heat * Lack of ventilation/air flow * Excessive cold | * Heat exhaustion * Dehydration * Headaches * Fainting * Dizziness * Illness | | * Advising water to be carried at all times * Wearing lighter and loose fitting clothing during hot weather * Monitor staff for signs of heat distress * Wearing warm, wind protective clothing during cold weather | N | | | L |  |  |
| Travel to and from venue | | Slips, Trips and falls | Physical injury | | Ensuring staff/ students wear appropriate footwear and carry mobile phone | N | | | L |  |  |
| Travel to and from venue | | Handling equipment/ Luggage | Physical injury | | Use appropriate manual handling aids to carry heavy equipment and luggage | N | | | L |  |  |
| Travel to and from venue | | Vehicle accident | Physical injury | | Ensuring the UNSW travel policy is followed  * Ensuring your vehicle is fully insured * Ensuring that you are licensed to drive the vehicle | N | | | M |  |  |
| Travel to and from venue | | Vehicle or pedestrian accident | Physical injury | | Ensure students travel in groups.Ensure staff and students carry a mobile phone. | N | | | M |  |  |
| Working or visits to public areas | | Encounter with violent person/s or animal | Physical Injury, Theft of personal possessions, Psychological injury | | Ensure students travel in groupsEnsure staff and students and carry a mobile phone  * Avoid displaying jewellery, portable electronic equipment or other signs of wealth (e.g. use cheap bags, hide jewellery!) | N | | | L |  |  |
| Working outdoors | | UV exposure Contact/ inhalation of biological elements | DehydrationSunburn  * Allergic reactions | | Ensure students and staff wear appropriate clothing and have water and complete fieldwork medical questionnaire  * Sunscreen and Insect repellent | N | | | L |  |  |
| **Acknowledgement of Understanding**  All persons performing these tasks must sign that they have read and understood the risk management (as described in HS329 Risk Management Procedure). | | | | | | | | | | | |
| ***Name*** | | | | ***Signature*** | | | | ***Date*** | | | |
|  | | | |  | | | |  | | | |
|  | | | |  | | | |  | | | |
|  | | | |  | | | |  | | | |
|  | | | |  | | | |  | | | |
|  | | | |  | | | |  | | | |

|  |  |
| --- | --- |
| Risk Rating | |
| Risk Level | Required action |
| **Very high**  **(VH)** | Act immediately: The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls |
| **High (H)** | Act today: The proposed activity can only proceed, provided that:  (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls and  (ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and  (iii) the document has been reviewed and approved by the Supervisor and  (iv) a Safe Working Procedure or Safe Work Method has been prepared and  (v) the supervisor must review and document the effectiveness of the implemented risk controls |
| **Medium (M)** | Act this week: The proposed task or process can proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of controls and  (ii) the document has been reviewed and approved by the Supervisor and  (iii) a Safe Working Procedure or Safe Work Method has been prepared. |
| **Low (L)** | Act this month: Managed by local documented routine procedures which must include application of the hierarchy of controls |

|  |  |
| --- | --- |
| Review |  |
| Next Scheduled review date | November 2015 |
| Are all control measures in place? | Yes |
| Are controls eliminating or minimising risk? | Yes |
| Are there any new risks? | No |
| Reviewed by and date of review | Kristina C 6/11/2013 |