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|  | Health & Safety  field work risk assessment Form |

| Ra No.: | Date: | Version No.: | Review Date: | Authorised by: |
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| 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 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: Select a Risk Rating Method |

Two Variable Risk Matrix

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| (1) Definitions of likelihood labels | | | |
| Level | Likelihood (Probability) | | |
| Descriptor | Description | Expected to occur |
| A | Almost certain | The event will occur on an annual basis | Once a year or more |
| B | Likely | The event has occurred several times or more in your career | Once every three years |
| C | Possible | The event might occur once in your career | Once every 10 years |
| D | Unlikely | The event does occur somewhere from time to time | Once every 30 years |
| E | Rare | Heard of something like the event occurring elsewhere | Once every 100 years |

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| (2) Definitions of consequence labels | |
| Severity level | Consequences |
| V Catastrophe | One or more fatalities and/or severe irreversible disability to one or more people |
| IV Major | Extensive injury or impairment to one or more persons |
| III Moderate | Short term disability to one or more persons |
| II Insignificant | Medical treatment and/or lost injury time <2 weeks |
| I Negligible | First aid treatment or no treatment required |

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| (3) Risk rating matrix | | | | | |
| Likelihood  label | Consequence label | | | | |
| I | II | III | IV | V |
| A | Medium | High | High | Very high | Very high |
| B | Medium | Medium | High | High | Very high |
| C | Low | Medium | High | High | High |
| D | Low | Low | Medium | Medium | High |
| E | Low | Low | Medium | Medium | High |

Three Variable Risk Calculator

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| (1) Definitions of exposure variables | |
| Exposure | E |
| Continuously or many times daily | 10 |
| Frequently: Approximately once daily | 6 |
| Occasionally: Once a week to once a month | 3 |
| Infrequently: Once a month to once a year | 2 |
| Rarely: Has been known to occur | 1 |
| Very rarely: Not known to have occurred | 0.5 |

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| (2) Definitions of likelihood variables | |
| Likelihood | L |
| Almost certain: The most likely outcome if the event occurs | 10 |
| Likely: Not unusual, perhaps 50-50 chance | 6 |
| Unusual but possible: (e.g. 1 in 10) | 3 |
| Remotely possible: A possible coincidence (e.g. 1 in 100) | 1 |
| Conceivable: Has never happened in years of exposure, but possible (eg 1 in 1,000) | 0.5 |
| Practically impossible: Not to knowledge ever happened anywhere (e.g. 1 in 10,000) | 0. 1 |

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| (3) Definitions of consequence variables | |
| Consequences | C |
| Catastrophe: Multiple fatalities | 100 |
| Disaster: Fatality | 50 |
| Very serious: Permanent disability/ill health | 25 |
| Serious: Non-permanent injury or ill health | 15 |
| Important: Medical attention needed | 5 |
| Noticeable: Minor cuts and bruises or sickness | 1 |

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| (4) Risk score calculator | |
| Risk Score = E x L x C | |
| Risk score | Risk rating |
| > 600 | Very high |
| 300 - 599 | High |
| 90 - 299 | Medium |
| < 90 | Low |

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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 a **raw risk score** by referencing the two variable risk matrix or the three variable risk calculator; * 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**](file:///\\is-fs1b\propbuild\Environment%20Health%20and%20Safety\EHS%20MANUAL\EHSM%20Manager%20OHS%20Common%20Services\2015\Risk%20Assessments\safety.unimelb.edu.au\docs\health-and-safety-action-plan.docx); * Determine the **residual risk score** referencing the same two variable risk matrix or three variable risk calculator used to determine the raw risk score   **Note:** Field work with a medium to very high 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 | Raw Risk score | Comments (when and where hazard is present) | Control type | Control description  (Current And Proposed) | Residual Risk Score |
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| 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** |
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| 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 high risk, ensure that a Field Work Plan has been completed, reviewed and signed off.  Obtain the authorisation of the management representative.  Ensure the HSR (if applicable) has been consulted. Ensure the participant(s) undertaking the fieldwork have been consulted.  **Record below the namesa of the persons consulted.** | | | | |
| Research Group Leader |  | | HSR/Employee representative |  |
| Employee(s) |  | | Employee(s) |  |
| Employee(s) |  | | Person Responsible for implementation |  |
| Field work participants  Multiple participants/groups will briefed on risk assessment and field work prior to the activity | | For large groups list on a separate from and attach | | |

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| Extra writing room - use this page to enter extended comments or descriptions |
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For use in conjunction with the [*OHS risk management procedure*](https://policy.unimelb.edu.au/MPF1191) and the [*Off-campus risk management procedure*](http://safety.unimelb.edu.au/docs/off-campus-risk-management-procedure.doc).

For further information, refer to <http://safety.unimelb.edu.au/tools/risk/> or contact your [Local Health & Safety contact](http://safety.unimelb.edu.au/about/contacts/local.html).