**Workplace Health/Safety (WHS) advisory – information document**

**ENGN4200**

ANU has a duty of care towards its students to ensure that they are adequately trained and protected when engaging in coursework-related activities that carry a level of risk.

All ENGN4200 projects where students will undertake **activities other than typical office-based work require a formal risk assessment (RA) process.** A RA involves an analysis of tasks associated with the project and the identification of any related potential hazards. It also sets out any induction, training equipment and/or work practice requirements necessary to minimise risks to individuals, equipment, the organisation and/or the environment.

Under the ANU [WHSMS Handbook, chapter 3.1 Hazard Management](https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook/chapter-31-hazard-management) **the responsibility for conducting a RA sits with the project supervisor**. For projects where the primary project supervisor is *not* an ANU staff member, the RA may be completed by a secondary panel member (i.e., CECC-based co-supervisor or second examiner) or, as a last resort, by the ENGN4200 course convener. Please note that anyone signing a RA must have completed the appropriate ANU risk management training (via ANU Pulse module).

**A student must also formally agree to, and endorse, the RA outcome** to confirm that they are aware of any existing risks, as well as safety requirements associated with their project.

All ENGN4200 students should take the following steps:

1. Identify the *ANU staff member* who will oversee RA for the project. Please note that, other than for externally-supervised projects, this should be the *primary supervisor*.
2. Review the risk profile of their project to determine if a formal RA is required. A [Hazard and Risk Assessment Decision Tree](https://imagedepot.anu.edu.au/whs/3.1 Hazard Management/3.1 Appendix A Risk Assessment Decision Tree.pdf) is provided by ANU to support this activity.
3. Notify the ENGN4200 convenor of whether the project requires a RA, to assist with course-level compliance and tracking purposes. This can be done at the time of initial project registration.
4. If a RA is required, the supervisor will conduct a Risk Assessment in accordance with the following:
   1. Use the approved [ANU WHS Hazard and Risk Assessment Template](http://imagedepot.anu.edu.au/whs/3.1 Hazard Management/3.1 Appendix B WHS Hazard and Risk Assessment Template.docx)
   2. If the project is to be conducted at non-ANU facilities, the external host organisation will need to complete a **CECC Student Placement Risk Assessment and Insurance Form** (from Wattle).
      * To be submitted to the [CECC Student Employability team](mailto:student.employability.cecs@anu.edu.au) (cc the ENGN4200 convenor) for initial vetting. Will then be forwarded by the course convenor to the ANU supervisor.
      * The risk information supplied by the external entity will need to be incorporated by the supervisor into the ANU RA template.
   3. Please note that projects found to have a residual risk level (i.e., after reduction measures) of *Moderate* or above may be unsuitable for undergraduate projects. A re-formulation of activities and/or consultation with the [CECC WHS team](mailto:whs.cecs@anu.edu.au) may be required.
5. Ensure the RA document is complete and signed by both student and supervisor.
6. Notify the course convenor (through Wattle or other designated course communication channel) that the RA process is complete and provide a signed copy of the finalised RA form.
7. If a [Student Activity Approval](https://policies.anu.edu.au/ppl/download/ANUP_000968) is required for off-campus insurance purposes, this may be obtained once the RA is complete.

**Importantly**, students *should not*, under any circumstances, engage in activities that are the subject of a RA process until that process has been completed and any ensuing WHS requirements adhered to.

**Also, very importantly,** please notethe staff member who signs the RA *will be responsible* for ensuring the ongoing applicability of the RA and monitoring project safety throughout the duration of the project.