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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | **HEALTH & SAFETY**  **FIELDWORK RISK ASSESSMENT**  **(TO BE ATTACHED WITH FIELDWORK PLAN)** |

If the fieldwork activity has a medium to high inherent risk, a fieldwork risk assessment is also required. This fieldwork risk assessment needs to be completed in conjunction with a [Fieldwork plan](https://safety.unimelb.edu.au/__data/assets/word_doc/0009/4812957/field-work-plan.docx).

Please read the [Fieldwork guidelines](https://safety.unimelb.edu.au/__data/assets/word_doc/0004/5026423/field-work-guidelines.docx) prior to commencing the fielwork plan and risk assessment.

Additional guidance: [Health & Safety: Risk management requirements](https://safety.unimelb.edu.au/__data/assets/pdf_file/0009/4708161/health-and-safety-risk-management-requirements.pdf) and [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. | Date: | Version No.: | Review Date: | Authorised by: |
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| STEP 1 –INFORMATION ABOUT THE FIELDWORK ACTIVITY, ITS LOCATION AND THE PERSON COMPLETING THE RISK ASSESSMENT |
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| Risk assessment conducted by: | Name:  Position: | **Title of fieldwork activity:** |  |
| Short description of the fieldwork activity including destination:  (copy/past from fieldwork plan) |  | | |

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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:   1. **Review the prompts/examples** for each hazard that may potentially exist for the activity/task. 2. Determine and record an **inherent risk score** using the risk matrix. 3. In the **comments** box, describe when and where the hazard is present. 4. Specify the risk **control type**, for each current or proposed risk control. 5. Provide a **control description** for each current or proposed risk control. 6. 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); 7. Determine the **residual risk score** using the risk matrix | 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 |

|  | | Inherent Risk score | Comments (when and where hazard is present) | Control type | Control description  (Current And Proposed) | Residual Risk Score |
| --- | --- | --- | --- | --- | --- | --- |
| Select the relevant hazards from the fauna and flora (tick boxes): | |  |  |  |  |  |
| Venomous fauna such as snakes, scorpions, octopi  Poisonous flora  Biting and stinging insects/arachnids, leeches, etc  Known allergies | Dense forest or undergrowth  Burrowing animals  Other, specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |
| **Select the environmental conditions (tick boxes):** | |  |  |  |  |  |
| Extremes in temperature that could cause hyperthermia or hypothermia  Weather conditions such as strong winds, rain, lightning, fog or continuous sunshine (high UV)  The location is difficult to access  The location is remote  The terrain is rocky, uneven, very steep.  [The activity is taking place during the Fire Danger Period](https://www.cfa.vic.gov.au/warnings-restrictions/fire-danger-period/fire-restriction-dates) | [The activity is occurring in an identified flood zone](https://www.ses.vic.gov.au/plan-and-stay-safe/flood-guides)  [The activity is occurring while an active emergency warning is in place (Fire, flood, severe weather, thunderstorm asthma)](https://www.emergency.vic.gov.au/respond/)  There are bodies of water such as dams, rivers, or the ocean  Working at heights (eg abseiling)  Other, specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |
| Select the relevant hazards from plant/equipment (tick boxes): | |  |  |  |  |  |
| Struck, crushed or entangled  Cut or stabbed  Shearing or friction | Vibration  Slip, trip or fall  Other, specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |
| Select the relevant hazards from chemical (tick boxes): | |  |  |  |  |  |
| Storage  Transportation  Handling  Decanting/Mixing  Applying/Using | Spill/Leak  Disposal  Drugs/Poisons  Other, specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |
| Select the relevant hazards from physical/manual handling demands (tick boxes): | |  |  |  |  |  |
| High or sustained forces, awkward postures, repetitive movements  High frequency or long duration | Other, specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |
| Select the relevant hazards from work design factors/job characteristics (tick boxes): | |  |  |  |  |  |
| Workload levels, pace and deadlines  Job control  Cognitive demands  Working alone | Support and assistance  Other, specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |
| **Other** | |  |  |  |  |  |
| Other, specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Other, specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |

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| STEP 4 – Identify support SYSTEM requirements for THE fieldwork ACTIVITY |
| For each of the categories:   * Identify the **requirements** for each of the support system categories that will be used during the fieldwork. * 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. |

**Food safety and hYGIENE**

Plan based on the number of people, trip duration, available facilities, purchase options, transportation, and storage. Address special dietary requirements and ensure adequate water supply and storage.

| **support system** | **DESCRIPTION** |
| --- | --- |
| Drinking water supply |  |
| Food storage and transportation details |  |
| Special dietary requirements |  |
| Preparation of food |  |
| Pest control |  |
| Waste disposal and cleaning |  |
| Communicable Diseases – Prevention and Response |  |
| Toilet and bathing arrangements |  |
| Hand washing arrangements |  |
| Other |  |

**Legal compliance and access permissions**

Ensure all legal compliance requirements associated with the fieldwork are in place before departure. If your work involves importing/exporting research samples interstate or overseas, please contact your [local area import contact](https://gateway.research.unimelb.edu.au/funding-contracts-and-ethics/ethics-and-integrity/biorisk-management/importing-biological-materials?vtab=Key_local_area_import_contacts) to discuss requirements.

| **support system** | **DESCRIPTION** |
| --- | --- |
| List permits (collecting, permission to enter private land, permit to travel through Indigenous lands) |  |
| Insurance, licences and special requirements |  |
| Animal and human ethics approval |  |
| International travel (passport, visa, vaccinations, international drivers’ licence, etc.) |  |

| STEP 5 – ImpleMEntation and consultation | | | |
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| Determine the person responsible for reviewing and implementing the risk assessment including the identified controls.  Obtain the authorisation of the management representative. This may be the Fieldwork Leader’s 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.** | | | |
| Fieldwork Leader’s Supervisor |  | HSR (if applicable) |  |
| Other Senior Leaders (if applicable) |  | Person Responsible for implementation |  |
| Others consulted |  | | |

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