SECTION 1: GENERAL DETAILS AND APPROVAL

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| --- | --- | --- | --- | --- |
| **FIELDWORK DETAILS** | | | | |
| **Fieldwork type:** Undergraduate Postgraduate Research Other: | | | | |
| **Fieldwork description:** | | | | |
| **Subject name (if applicable):**  **Subject No:** | | **Subject No:** | | |
| **Date(s) of activity:** From: Click here to enter a date. To: Click here to enter a date. | | | | |
| **Fieldwork Supervisor:**  **Contact No:** | | | | |
| **Fieldwork location:** | | | | |
| **Have you obtained the following safety equipment?**  **Defibrillator** **Satellite Phone** **EPIRB** **Oxygen Resuscitation Kit** **Remote First Aid Kit** | | | | |
| **Detail two forms of communication:** | | | | |
| **Location assessed by:** | | | **Date assessed:** Click here to enter a date. | |
| **Referenced documentation:** | | | | |
|  | | | | |
|  | | | | |
| **Overall level of WHS risk associated with activity:** **Extreme** **High** **Medium** **Low** **Negligible** | | | | |
| **APPROVAL** | | | | |
| **Completed by:** | | | | |
| **Name:** | **Signature:** | | | **Date:** Click here to enter a date. |
| **Supervisor:** | **Signature:** | | | **Date:** Click here to enter a date. |
| **For fieldwork assessed as high risk:** | | | | |
| **Head of Unit:** | **Signature:** | | | **Date:** Click here to enter a date. |
| **For fieldwork assessed as extreme risk** | | | | |
| **Dean:** | **Signature:** | | | **Date:** Click here to enter a date. |

SECTION 2: RISK ASSESSMENT

###### STEP 1: GENERAL REQUIREMENTS

|  |  |  |  |  |
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| **Emergency Contact at CSU: Contact No:** | | | | |
|  |  |  |  |  |
| **Nominated First Aid Officers:** |  |  |  |  |
|  |  |  |  |  |
| **Accommodation:** |  |  |  |  |
|  |  |  |  |  |
| **Catering Arrangements:** |  |  |  |  |
|  |  |  |  |  |
| **Personal Protective Clothing and Equipment Requirements:** | | |  |  |
|  |  |  |  |  |
| **Expected Weather Conditions:** |  |  |  |  |
|  |  |  |  |  |
| **Copies of Mandatory Qualifications, Licences and Training Attached:** | | |  |  |

###### STEP 2: HAZARD IDENTIFICATION

###### *Select applicable hazards or identify others which may be relevant to the fieldwork being undertaken.*

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| --- | --- | --- | --- | --- |
| **Environmental Hazards** | | | | |
| Hot environment (e.g. high UV, heat stress, dehydration) | Cold environment (e.g. frost bite, hypothermia) | Heavy rainfall, flooding | Bush fires | Extreme weather (e.g. storm, cyclones) |
| Contaminated soil/sand | Concealed holes | Bites & stings (e.g. jellyfish, ticks, leeches, spiders, bees) | Sharp surfaces/objects (rocks, oysters) | Animal attacks (e.g. snakes, dingos, crocodiles, wild pigs) |
| Unstable, uneven, soft or slippery surfaces | Contaminated land or water | River or lake crossing e.g. strong currents, waves, tides. |  |  |
| **Physical Hazards** | | | | |
| Unstable, uneven, soft or slippery surfaces | Contaminated land or water | River or lake crossing e.g. strong currents, waves, tides. | Noise | Moving, falling objects |
| Falls from heights (e.g cliffs, platforms) | Use or storage of hazardous chemicals | Fatigue (e.g. driving long hours) | Heavy traffic area | Working in/near water (e.g. boats, swimming, diving) |
| Hazardous equipment (e.g. hammers, drills) | Manual handling (e.g. lifting, pushing, pulling, digging) | Fencing (e.g. wire, electric, high) |  |  |
| **Other Hazards** | | | | |
| Diving | Boating | Infectious diseases | Working alone | Violent persons |
| Harassment | …………………………………………… | …………………………………………… | …………………………………………… | …………………………………………… |

###### STEP 3: ASSESSMENT OF HAZARDS

*From the hazards identified in Step 2 along with any others identified, assess the risk of those hazards below.*

| **Hazard** | **Description of Hazard** | **Current Controls** | **Risk**  **(C=consequence, L=likelihood, R=risk)** | | |
| --- | --- | --- | --- | --- | --- |
| **C** | **L** | **R** |
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###### STEP 4: RISK CONTROL

*From the selected identified hazards, prepare a control action plan as outlined below to ensure the risk is managed to an acceptable level.****Please note:*** *First Aid Kit and appropriate clothing, footwear, hat, sunscreen and an adequate supply of drinking water are always required, regardless of real or perceived risks.*

| **Hazard** | **Control Description** | **Control Type** | **Person Responsible** | **Target Date** | **Date Completed** |
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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Consequence** | **Likelihood** | | | | | | **1 Rare** | **2 Unlikely** | **3 Possible** | **4 Likely** | **5 Almost Certain** | | **5 Extreme (Death or permanent injury)** | Medium | High | Very High | Very High | Very High | | **4 Major (Hospitalisation)** | Medium | Medium | High | Very High | Very High | | **3 Moderate (Medical treatment)** | Low | Medium | Medium | High | High | | **2 Minor (First Aid)** | Low | Low | Medium | Medium | Medium | | **1 Insignificant (No treatment)** | Low | Low | Low | Low | Low | | |  |  |  | | --- | --- | --- | | Rating | Likelihood | Indicative frequency of occurrence | | 1 | Rare | Less than 5% chance of occurring | | 2 | Unlikely | 5% to 30% chance of occurring | | 3 | Possible | 30% to 50% chance of occurring | | 4 | Likely | 51% to 90% chance of occurring | | 5 | Almost Certain | Greater than 90% chance of occurring | |

RISK CONTROL

Risk control is a method of managing the risk with the primary emphasis on controlling the hazard at the source. For a hazard that is assessed as ‘high’, steps should be taken immediately to minimise the risk of injury. The method of ensuring that risks are controlled effectively is by using the hierarchy of controls, listed below:



SECTION 3: PARTICIPANT LIST

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| **RELATIONSHIP** | **GIVEN NAME(S)** | **SURNAME** | **STAFF/STUDENT NO.** |
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