|  |  |  |  |
| --- | --- | --- | --- |
| Hazards  List all possible hazards | Controls/Safety Precautions | Risk Rating | Control Type |
| Travel off campus | Worker to read and follow CSU travel insurance policy and driver safety guidelines. | Low | ADM |
| Driving where a 4WD is required | Staff undertake appropriate accredited 4WD training. E.g *National Code: FWPCOT3325 Operate four wheel drive vehicle on unsealed roads’*  Staff carry appropriate (as per training) recovery and communication equipment. | Medium | ADM |
| International travel | All staff read and follow CSU travel and travel insurance policy  All staff book travel through CSU Travel Office. | Low | ADM |
| Slips, trips and falls | Complete the SafeU@CSU ELMO  Wear appropriate sturdy, non-slip footwear when in field locations.  Be aware of surroundings and take precautions when walking on uneven surfaces, slippery environments and rough terrain.  Carry first aid kit. | Low | ADM PPE |
| Working in rural or remote areas | Academic in charge of fieldtrip establish a regular contact schedule with designated contact.  Academic in charge of fieldtrip carry communications equipment appropriate to location.  Academic in charge of fieldtrip ensure maps attached to the risk assessment are adequate for locating them.  At least one staff member on trip maintains first aid training. | Low | ADM PPE |
| Medical incident | All staff read and understand their rights and responsibilities under the CSU Work, Health and Safety Policy.  At least one staff member on trip maintains first aid training.  First aid kit is available at all times.  Academic in charge of fieldtrip carry communications equipment appropriate to location.  Academic should carry GPS or ‘Emergency Plus’ app on mobile device to determine location for emergency services in remote areas.  Academic in charge of fieldtrip complete online incident form as soon as practicable after an incident. | Low | ENG ADM |
| Manual handling | Research workers complete safeU@CSU ELMO.  Wear appropriate personal protective equipment e.g. sturdy footwear, long pants. | Low | ENG ADM |
| Operating equipment  (**List equipment being used** e.g. stock yard, harp trap etc) | Academic in charge complete training if required.  Manufacturer’s manual is available.  Safety requirements, as per manufactures manual, are implemented and maintained.  Academic in charge follow manufactures instructions.  If there is a safe work procedure – read and follow.  Academic in charge supervise students. | Low | ISO ENG ADM |
| Decline in psychological health | All staff aware that CSU has a confidential counselling service available to all staff and students. | Medium | ADM |
| Community Visits (including private residences, public buildings & spaces, health services & other community based organisations) | Academic in charge completes the [Risk screening tool](https://cdn.csu.edu.au/__data/assets/word_doc/0005/4285994/Risk-screening-tool-for-off-campus-research-community-visit-activities-form.docx) for off-campus community visits form and completes all requirements. | Medium | ADM |
| Wildlife | Academic in charge of fieldtrip ensure appropriate precautions are taken and appropriate protective clothing is worn. | Low | ADM PPE |
| Exposure | Academic in charge of fieldtrip consult weather forecast and provide advice on appropriate clothing.  Academic in charge of fieldtrip ensures drinking water is carried.  Academic in charge of fieldtrip ensures sunscreen is available.  Personal protective equipment including hat, sunglasses, long sleeve shirt and pants and, sturdy shoes. | Monitor | ADM PPE |
| Separation from group | Academic in charge of fieldtrip to brief participants on individual and group responsibilities, also use effective group management strategies during fieldwork, e.g. buddy system, counting heads, UHF. | Medium | ADM ENG |
| Environmental Emergencies | Daily Checks:   * Check fire, flood etc. warnings, as applicable, and decide if field work is safe to undertake. * Review necessary activities on days with high fire danger to minimise potential ignition sources. * Ensure evacuation point is clearly marked on the field work maps attached to this risk assessment. | Medium | ADM |
| Fire | Evacuate all persons to a safety location.  Put the fire out if safe to do so.  Contact appropriate authorities. | Medium | ADM |
| Operating motor boat | All staff follow appropriate Boating Safety Management System.  Complete appropriate induction.  Master clearly identified on risk assessment.  The Master or a crew member must hold a valid first aid certificate. | Low | ADM PPE |
| Boat- drowning | All persons within the boat shall wear an in date personal floatation device (life jacket) at all times. | Low | ADM PPE |
| Boat- capsize | Do not overload the boat.  Ensure the boat is maintained and serviced as per the service manual.  Ensure weight distributed as evenly as possible within the boat at all times.  Travel at a safe speed.  Keep a look out and avoid submerged structures e.g. snags. | Low | ADM PPE |
| Boat – launch & retrieval | Supervised at all times by Master | Low | ADM PPE |
| Injuries during livestock handling- this includes horses, sheep and cattle. | Academic in charge instructs students how to handle livestock safely and supervisors students during practical classes.  Technical staff are present during live animal practicals, to assist the academic in charge maintain the welfare of students and livestock.  Academic and technical staff have the authority to remove an animal from class that appears aggravated or unwell.  Docile and smaller breeds are selected for students to practice manual handling tasks. Eg. Merino sheep in comparison to heavier cross bred sheep.  All students receive an induction before their first practical.  All staff are required to read and follow The Animal Management Plan. | Medium | ADM PPE |
| Reaction or sickness from exposure or contact with herbicides | One weeks notification from the respective academic in charge, must be given to technical staff for any ‘paddock walks” where crops and/or weeds are inspected, to ensure that the area has not be sprayed by herbicides prior to the practical.  Signage is used at entrances regarding spraying | Medium | ADM |
| Bites or scratched from domestic animals | Well behaved, staff owned, domestic animals, namely dogs and cats, are used for live handling practicals, and are initially assessed for temperament before being admitted to the class.  Academic and technical staff have the authority to remove an animal from class that appears aggravated or unwell. | Medium | ADM |
| Additional information required | All staff and students must submit a field trip participation form | High | ADM |
| Hazardous Chemicals  **(List Chemicals being used)** | Research workers complete a hazardous chemicals risk assessment and follow all controls.  Hazardous chemicals can only be purchased with an attached approved hazardous chemical risk assessment to the order.  Research workers complete chemical safety ELMO.  Facilities and equipment comply with appropriate Australian Standards.  Chemical spills kits available in the facilities.  Manufacture SDS’s are available for all hazardous chemicals.  Personal protective equipment is available and worn when required by SDS’s and/or risk assessment.  Research workers handle, label and store chemicals as per FoSH guidelines, SDS and risk assessment.  Research workers follow FoSH Waste Guideline and the waste disposal flowchart for FoSH Facilities | Medium | ENG ADM PPE |
| Chemicals not listed as hazardous on the manufactures safety data sheet | Research workers complete chemical safety ELMO.  Facilities and equipment comply with appropriate Australian Standards.  Chemical spills kits available in the facilities.  Manufacture SDS’s are available for all chemicals or documentation from supplier that the chemical is non-hazardous’  Personal protective equipment is available and worn when required by SDS  Research workers handle, label and store chemicals as per FoSH guidelines, SDS and risk assessment.  Research workers follow FoSH Waste Guideline and the waste disposal flowchart for FoSH Facilities | Low | ENG ADM PPE |