**The purpose of this procedure is to accompany the risk screening tool for off-campus research community visit activities.**

**This risk screening tool assessment procedure should supplement existing required FOSH Research WHS Requirements Policy & Procedure, ethics, governance and approval processes engaged in by research staff and students.**

**All paperwork must be save to the appropriate to the S drive - S:\Academic\FOS\TS - Research Information under the appropriate Campus.**

**Step 1 -** Each staff member/student save evidence of approved WHS documentation and associated paperwork to S:\Academic\FOS\TS - Research Informationand maintain their own records e.g.:

* Risk Assessments
* Mandatory training and compliance
* Ethics approvals
* ELMO training
* Risk Screening tool for off-campus research community visit activities form
* Travel requests etc.

**Step 2** **-** Discuss with your research team/supervisor the need for a risk assessment to be conducted. All projects require an approved risk assessment and all new research locations require an approved Risk Screening tool for off-campus research community visit activities form. Repeat visits to the same location (where risks remain consistent with previous visits) may not require additional risk assessment.

**Step 3 -** Complete a [Risk screening tool for off-campus research activities](Risk%20screening%20tool%20for%20off-campus%20research%20community%20visit%20activities%20form.docx)

If you require assistance please work through the documentation with your supervisor. Additional assistance can be obtained from your local technical team -

|  |  |
| --- | --- |
| **Technical Area** | **Technical Area email address** |
| AW & PM Area | [southernareatech@csu.edu.au](mailto:southernareatech@csu.edu.au) |
| BA, OR, DU Area | [northernareatech@csu.edu.au](mailto:northernareatech@csu.edu.au) |
| Wagga - Animal & Field | [animalandfieldtech@csu.edu.au](mailto:animalandfieldtech@csu.edu.au) |
| Wagga - Life Science & Health | [lifesciandhealthtech@csu.edu.au](mailto:lifesciandhealthtech@csu.edu.au) |
| Veterinary Enterprises | vetent@csu.edu.au |

**Step 4** **-** If your risk screening for research community visits identified the need to complete mandatory requirements/checks (e.g. evidence of organisational orientation/training, COVID-19 vaccination etc), complete and save evidence according to school/faculty requirements

**Step 5** - If your risk screening for research community visits identified the need to complete training and save evidence according to school/faculty requirements. For example:

* [ELMO Training](https://csu.elmotalent.com.au/dashboard)
* Indigenous Cultural Competency Program
* Community/partner organisational orientation/training

**Step 6 -** If your risk screening for research community visits identified the need to travel please complete a domestic travel approval form <https://finance.csu.edu.au/forms/domestic-travel-booking>

**Step 7 -** If your risk screening for research community visits identified the need for any equipment, please complete an [equipment request form](https://interact2.csu.edu.au/bbcswebdav/pid-3143389-dt-content-rid-8155366_1/xid-8155366_1) and email it to [southernareatech@csu.edu.au](mailto:southernareatech@csu.edu.au)

**Step 8 -** When your risk assessment is complete, please store all approvals according to school/faculty requirements.