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| --- | --- | --- | --- |
| Hazards  List all possible hazards | Controls/Safety Precautions | Risk Rating | Control Type |
| Travel off campus | Research worker to read and follow CSU travel insurance policy and driver safety guidelines.  Research worker completes fieldwork summary and save to their S drive folder (S:\Academic\FOS\TS - Research Information). When conducting multiple field trips as part of the same project, a fieldwork research summary form must be completed and saved to the S drive for each individual trip. Further approvals for fieldwork summaries are not required after a risk assessment has been approved. | Low | ADM |
| Driving where a 4WD is required | Research workers undertake appropriate accredited 4WD training. E.g *National Code: FWPCOT3325 Operate four wheel drive vehicle on unsealed roads’*  Research workers carry appropriate (as per training) recovery and communication equipment. | Medium | ADM |
| International travel | Research workers to read and follow CSU travel and travel insurance policy.  Research workers book travel through CSU Travel Office. | Low | ADM |
| Working in rural or remote areas | Researcher workers establish a regular contact schedule with designated contact.  Research workers carry communications equipment appropriate to location.  Researcher workers ensure maps attached to the risk assessment are adequate for locating them.  Research workers obtain and maintain first aid training. | Low | ADM PPE |
| Medical incident | Research workers read and understand their rights and responsibilities under the CSU Work, Health and Safety Policy.  Research workers carry a first aid kit at all times.  Research workers carry communications equipment appropriate to location.  Research worker must carry GPS or ‘Emergency Plus’ app on mobile device to determine location for emergency services.  Researcher workers 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. tractor, harp trap etc) | Complete training if required.  Manufacturer’s manual is available.  Safety requirements, as per manufactures manual, are implemented and maintained.  Research workers follow manufactures instructions.  If there is a safe work procedure - read, sign and follow.  It there isn’t a safe work procedure and one is required – research to develop and have approved. | Low | ISO ENG ADM |
| Decline in psychological health | Research workers aware that CSU has a confidential counselling service available to all staff. | Medium | ADM |
| Community Visits (including private residences, public buildings & spaces, health services & other community based organisations) | Research worker 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 | Researcher workers ensure appropriate precautions are taken and appropriate protective clothing is worn. | Low | ADM PPE |
| Exposure | Research workers consult weather forecast and wear on appropriate clothing.  Research worker ensures drinking water is carried.  Research worker ensures sunscreen is available.  Personal protective equipment including hat, sunglasses, long sleeve shirt and pants and, sturdy shoes. | Monitor | ADM PPE |
| Separation from group | Research worker 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 | Research worker follows 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 |
| Volunteers | Email [insurance@csu.edu.au](mailto:insurance@csu.edu.au) the number of volunteers (e.g. citizen scientist) assisting fieldwork. Save a copy of the email sent to Insurance in your S drive folder. | NA | 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 |
| 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 |