

RA No.: (if relevant)	Date: (date form is filled in)	Version No.: (if relevant)	Review Date: (if relevant)	Authorised by: (your supervisor)
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## STEP 1 – ENTER INFORMATION ABOUT THE ACTIVITY/TASK, ITS LOCATION AND THE PEOPLE COMPLETING THE RISK ASSESSMENT

<b>School/Faculty/Department:</b> School of BioSciences (Botany)	<b>Date(s) of field work:</b>	<b>Assessed by (Field Work Supervisor):</b> (ie Field trip leader)	<b>HSR/Employee representative:</b> Anton Cozijnsen
<b>Location of field work:</b> (List places you'll be going. Add maps as appendix if relevant. GPS coordinates may be relevant for remote/isolated fieldwork)		<b>Are there any licensing/permit requirements?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If "yes" provide details:</b> eg drivers licence, collecting permit
<b>Description of the field work:</b> (Provide a description of what activities you'll be conducting and the conditions of the field trip eg if remote, how far from nearest town, camping)			<b>Number of Participant(s):</b> (include staff and students)

<b>List systems of work for the activity/task:</b> <ul style="list-style-type: none"> <li>• Training</li> <li>• SOPs</li> <li>• Emergency situations</li> <li>• Inspections</li> <li>• Existing controls</li> </ul>	(circle the bullet points that are relevant to your field trip and add details here. Add extra points if relevant.) Eg Previous risk assessments Field work Plan Field work OHS Guidelines Group briefing prior to departure Training = first aid, 4 wheel driver training, Risk Management)
<b>Is there past experience with the activity/task that may assist in the assessment?</b> <ul style="list-style-type: none"> <li>• Existing controls</li> <li>• Industry standards</li> <li>• Training</li> <li>• SOPs</li> <li>• Incidents &amp; near-hits</li> <li>• Incident Investigation</li> <li>• Standards</li> <li>• Legislation &amp; Codes</li> <li>• Guidance material</li> </ul>	(circle the bullet points that are relevant to your field trip and add details here. Add extra points if relevant.) Eg Field trip leader with 10 years field work experience All participants have been to this site previously Previous risk assessments Field work Plan Field work OHS Guidelines)

## STEP 2: SELECT A RISK RATING METHOD

### TWO VARIABLE RISK MATRIX

(1) Definitions of likelihood labels			
	Likelihood (Probability)		
Level	Descriptor	Description	Expected to occur
A	Almost certain	The event will occur on an annual basis	Once a year or more
B	Likely	The event has occurred several times or more in your career	Once every three years
C	Possible	The event might occur once in your career	Once every 10 years
D	Unlikely	The event does occur somewhere from time to time	Once every 30 years
E	Rare	Heard of something like the event occurring elsewhere	Once every 100 years

(2) Definitions of consequence labels	
Severity level	Consequences
<b>V Catastrophe</b>	One or more fatalities and/or severe irreversible disability to one or more people
<b>IV Major</b>	Extensive injury or impairment to one or more persons
<b>III Moderate</b>	Short term disability to one or more persons
<b>II Insignificant</b>	Medical treatment and/or lost injury time <2 weeks
<b>I Negligible</b>	First aid treatment or no treatment required

(3) Risk rating matrix					
Likelihood label	Consequence label				
	I	II	III	IV	V
A	Medium	High	High	Very high	Very high
B	Medium	Medium	High	High	Very high
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

### THREE VARIABLE RISK CALCULATOR

(1) Definitions of exposure variables	
Exposure	E
Continuously or many times daily	10
Frequently: Approximately once daily	6
Occasionally: Once a week to once a month	3
Infrequently: Once a month to once a year	2
Rarely: Has been known to occur	1
Very rarely: Not known to have occurred	0.5

(2) Definitions of likelihood variables	
Likelihood	L
Almost certain: The most likely outcome if the event occurs	10
Likely: Not unusual, perhaps 50-50 chance	6
Unusual but possible: (e.g. 1 in 10)	3
Remotely possible: A possible coincidence (e.g. 1 in 100)	1
Conceivable: Has never happened in years of exposure, but possible (eg 1 in 1,000)	0.5
Practically impossible: Not to knowledge ever happened anywhere (e.g. 1 in 10,000)	0.1

(3) Definitions of consequence variables	
Consequences	C
Catastrophe: Multiple fatalities	100
Disaster: Fatality	50
Very serious: Permanent disability/ill health	25
Serious: Non-permanent injury or ill health	15
Important: Medical attention needed	5
Noticeable: Minor cuts and bruises or sickness	1

(4) Risk score calculator	
Risk Score = E x L x C	
Risk score	Risk rating
> 600	Very high
300 - 599	High
90 - 299	Medium
< 90	Low

### STEP 3 – IDENTIFY HAZARDS AND ASSOCIATED RISK SCORES AND CONTROLS

For each of the following prompts:

- **Review the prompts/examples** for each hazard that may potentially exist for the activity/task;
- Determine and record a **raw risk score** by referencing the two variable risk matrix or the three variable risk calculator;
- In the **comments** box, describe when and where the hazard is present;
- Specify the risk **control type**, for each current or proposed risk control;
- Provide a **control description** for each current or proposed risk control;
- Where **proposed risk control(s)** have been identified complete a [Health & Safety Action Plan](#);
- Determine the **residual risk score** referencing the same two variable risk matrix or three variable risk calculator used to determine the raw risk score

#### Hierarchy of Control (Control Type)

E – Elimination  
 S – Substitution  
 En – Engineering      Is – Isolation      G – Guarding  
 Sh – Shielding  
 A – Administrative      T – Training      In – Inspection  
 M – Monitoring      H – Health Monitoring  
 P – PPE

**Note:** Field work with a medium to very high risk score requires a Field Work Plan.

Category	Raw Risk score	Comments (when and where hazard is present)	Control type	Control description (Current And Proposed)	Residual Risk Score
<b>Can anyone be adversely affected by the ENVIRONMENTAL conditions:</b> X Extremes in temperature that could cause hyperthermia or hypothermia X Weather conditions such as strong winds, rain or continuous sunshine (high UV) • The location is difficult to access      • The location is remote X The terrain is rocky, uneven, very steep. X There are bodies of water such as dams, rivers or the ocean • Working at heights (eg abseiling)      • Other	10x3x5 =150 <b>MEDIUM</b>  Lightning strike/Bush fire: 1x0.5x100 =50 <b>LOW</b>	(Circle points in lefthand Category that are relevant) Traversing uneven terrain at some sites can result in sprains, strains, broken bones, slips, falls etc. It is possible to be caught in unexpected extreme weather conditions when in the field. Being caught in a bush fire and lighting are remotely possible while in the field.	E S M H PPE A T	Leader to continuously monitor weather and fire conditions. Fieldwork location/activities altered in adverse weather. Field work called off if weather conditions become dangerous. No umbrellas in field, particularly in storms. No smoking in field. If caught in storm or high wind, personnel advised to shelter in depressions and get off hill tops, not seek shelter under lone trees. If bushfire threatening, field trip will be called off and personnel returned to safe site/Melb. An alternative field site may be used, if relevant. Particularly in fog, personnel to keep together in group. No one to walk off alone. Buddy system used. If personnel need toilet, let staff know where they're going. Staff to monitor psychological and physical condition of personnel and act appropriately (eg apply first aid, return personnel to vehicles, call 000, if necessary). Pre-departure briefing providing safety information, possible weather conditions, requirements in field, food, drink & fitness	

Category	Raw Risk score	Comments (when and where hazard is present)	Control type	Control description (Current And Proposed)	Residual Risk Score
				<p>requiriements.</p> <p>Personnel provided with lists of items to atke including appropriate clothing, footwear, hat, sunglasses,other PPE, food &amp; water.</p> <p>Sunscreen provided.</p> <p>Gaitors provided.</p> <p>Sheltered sites used for tuition in field, if available and appropriate.</p> <p>Walking pace adjusted to group's fitnes; frequent stopping to look at plants and aditional breaks taken as required.</p> <p>Staff walk at front and back of student group.</p> <p>Personnel asked not to enterv water bodies (rivers, lagkes, reservoir)</p> <p>Mobile phone coverage throughout area.</p> <p>First aid kit and first aiders present.</p>	
<p><b>Can anyone be adversely effected by the FAUNA and FLORA:</b></p> <p>X Poisonous fauna such as snakes, scorpions, octopi</p> <p>X Biting and stinging insects/arachnids</p> <ul style="list-style-type: none"> <li>Known allergies to sensitivities to plants</li> </ul> <p>X Dense forest or undergrowth      • Burrowing animals</p> <ul style="list-style-type: none"> <li>Other</li> </ul>	<p>2x3x15 =150 MEDIUM</p> <p>Snake bite: 0.5x0.5x50 =12.5 LOW</p>	<p>(Cirlice points in lefthand Category that are relevant)</p> <p>Snakes may be presnt in field.</p> <p>Spider, ant, bee, wasp, march fly bites possible when in field.</p> <p>Allergic reactions/sensitivities to flora &amp; fauna.</p> <p>Branches flicking in face.eyes when group traversing though dense bush.</p> <p>Scratches to bare skin from traversing through vegetation.</p>	<p>M</p> <p>PPE</p> <p>T</p> <p>A</p> <p>H</p>	<p>First aid kits and first aiders present.</p> <p>Extra compression bandages in first aid kit.</p> <p>Large groups of people create substantial noise to scare off snakes.</p> <p>Walk as much as possible on cleared paths/walkways.</p> <p>Personnel asked to declare any pre-existing medical conditions prior to field trip.</p> <p>Personel advised to wear long sleeves, trousers, solid shoes to prevent scratches and bites. Gaitors may also be worn.</p> <p>Personnel asked to take note of people around them when walking in a group through this bush to prevent injuries from flicking branches.</p> <p>Safety glasses available to reduce branches poking in eye.</p>	
<p><b>Can anyone be injured from the PLANT and/or EQUIPMENT used during the field work:</b></p>	NA	NA	NA	NA	NA

Category	Raw Risk score	Comments (when and where hazard is present)	Control type	Control description (Current And Proposed)	Residual Risk Score
<ul style="list-style-type: none"> <li>Struck, crushed or entangled</li> <li>Shearing or friction</li> <li>Manual handling/ergonomics</li> <li>Other</li> <li>Cut or stabbed</li> <li>Slip, trip or fall</li> <li>Vibration</li> </ul>					
<b>Can anyone be injured or adversely effected by CHEMICALS</b> <ul style="list-style-type: none"> <li>Storage</li> <li>Decanting/Mixing</li> <li>Spill/Leak</li> <li>Other</li> <li>Handling</li> <li>Applying/Using</li> <li>Disposal</li> </ul>	NA	NA	NA	NA	NA
<b>Can anyone be injured or adversely effected from the MANUAL HANDLING requirements of the activity:</b> <ul style="list-style-type: none"> <li>Excessive effort</li> <li>Repetitive body movement or posture</li> <li>Lack of consideration for human behaviour causing mental or physical stress</li> <li>Other</li> <li>Awkward postures</li> </ul>	10x1x5 =50 LOW	(Circle points in lefthand Category that are relevant) Carrying equipment in field, to & from vehicles. Packing & unpacking vehicle.	En	First aid kits and first aider present. Daypacks used to carry equipment where possible. Work done near vehicles where possible to reduce carrying. Equipment split into many small loads rather than fewer heavier loads. Share carrying of heavy loads. Vehicle parked as close as possible to loading bay for loading/unloading. Small light equipment taken instead of large heavy items (eg 50m instead of 100m tapes)	LOW
<b>OTHER</b>					

## STEP 4 – IDENTIFY THE SUPPORT SYSTEM REQUIREMENTS FOR FIELD WORK

For each of the categories:

- Identify the **requirements** for each of the support system categories that will be used during the field work.
- 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.

What Are the Requirements for the Following SUPPORT SYSTEMS:	Possible Hazards or Adverse Outcomes	Control Description (Current and Proposed)
<b>TRANSPORT</b> X Road vehicle/car <ul style="list-style-type: none"> <li>• Mini bus</li> <li>• Boat</li> <li>• Other</li> </ul> <ul style="list-style-type: none"> <li>• Four wheel drive</li> <li>• Bus</li> <li>• Bicycle</li> </ul>	(Circle points in lefthand column that are relevant) Travel sickness Vehicle accident Vehicle breakdown	Fieldwork Risk Assessment and Plan provided to all participants so everyone has each others contact and emergency contact details. All travel is on sealed and gravel roads. 2 hourly breaks are taken when driving >4 hours. Additional drivers in each vehicle to swap driving and reduce fatigue. No driving at dawn or dusk to reduce chance of hitting kangaroo. First aid kit, fire extinguisher and road side assistance in all BioSc vehicles.
<b>COMMUNICATION and NAVIGATION</b> X Mobile phone <ul style="list-style-type: none"> <li>• Satellite radio</li> <li>• Compass</li> <li>• Satellite navigation</li> </ul> <ul style="list-style-type: none"> <li>• Land line</li> <li>• Marine radio</li> <li>• Maps</li> <li>• Other – specify</li> </ul>	(Circle points in lefthand column that are relevant) Mobile phone flat No mobile coverage Disorientation when in field, personnel unable to identify location on map.	All personnel are familiar with area. BioSc mobile phone taken with staff at all times. Car and electric chargers available. Personnel know how to use borrowed communication devices. Fieldwork Risk Assessment and Plan provided to all participants so everyone has each others contact & emergency details. Mobile phone coverage for most of site and route. All personnel have personal mobiles phones and are encouraged to carry these at all times. Maps provided to all personnel. “We Are here” exercise undertaken when first at site. Field activities undertaken within 100m of vehicle. Communication devices, cables and batteries, checked prior to trip.
<b>FOOD and WATER</b> X Take food: Number of days: <u>3 days</u> X Take water : Number of litres: <u>&gt;1 L per person per day</u> <ul style="list-style-type: none"> <li>• Hygiene – water for washing</li> <li>• Other factors</li> </ul> X Toilet arrangements and requirements X Hygiene – litter	No toilets in field Accidentally run out of water/food. Litter accidentally left behind.	Staying in house at nearby town where shops are available for purchasing goods. Each day personnel advised to take ample food and at least 1L water for all day in field (more water in hot weather). Regular breaks taken during trip to eat & drink. Personnel with health issues asked to report them to field trip leader prior to and during trip. Field trip leader mindful of this when planning and during trip. Personnel advised to take all litter with them. Toilet paper and trowel taken into field each day. Toilet waste buried at least 15cm deep and away from water sources.

What Are the Requirements for the Following SUPPORT SYSTEMS:	Possible Hazards or Adverse Outcomes	Control Description (Current and Proposed)
<p><b>LEGAL COMPLIANCE</b></p> <ul style="list-style-type: none"> <li>● Boat licence</li> <li>● Firearms</li> <li>X Permits for National Parks entry/removal of specimens</li> <li>● Fires in the open</li> <li>● Fishing licence</li> <li>● Moisture gauge use licence</li> <li>● Other</li> </ul>	<p>Collecting permit not carried at all times. Public report seeing personnel picking plants.</p>	<p>Field trip sites are all within National Park -&gt; DELWP collection permit has been obtained and requirements of permit have been met. Collecting permit carried in field at all times. Ranger-in-charge contacted prior to trip and Rangers office visited on way to field site.</p>
<p><b>EMERGENCY PLAN</b></p> <ul style="list-style-type: none"> <li>● First aid arrangements</li> <li>● Medical conditions/fitness of participants</li> <li>● Communication arrangements</li> <li>● Closest help - remoteness</li> <li>● Transport arrangements</li> <li>● Other</li> </ul>	<p>Worst case scenarios prepared for:</p> <p>Unpredicted bush fire breaks out in area during field trip</p> <p>Lost personnel</p> <p>Vehicle accident</p> <p>Personnel struck by lightning</p> <p>Snake bite</p> <p>Injured personnel</p>	<p>Weather and fire conditions assessed prior to trip and continuously monitored during trip.</p> <p>No field work on CODE RED fire danger days.</p> <p>If EXTREME fire danger is predicted, consider postponing trip and moving to alternative location.</p> <p>If fire breaks out while on trip and is threatening, evacuate personnel to nearest CFA safe site, town, or back to Melb, if safe to do so. Contact University.</p> <p>Fieldwork Risk Assessment and Plan provided to all participants so everyone has each others contact and emergency contact details.</p> <p>All personnel have mobile phones and are encouraged to carry them at all times.</p> <p>Maps given to all personnel prior to trip. "We Are here" exercise undertaken when first at site.</p> <p>If anyone is injured ring 000 or drive to medical help depending on severity/type of injury.</p> <p>First aid kits and first aiders present. Extra compression bandages carried in all first aid kits.</p> <p>Personnel declare pre-existing medical conditions prior to field trip.</p>

## STEP 5 – IMPLEMENTATION AND CONSULTATION PROCESS

Determine the person responsible for reviewing and implementing the risk assessment including the identified controls. For field work activities assessed as a medium to high risk, ensure that a Field Work Plan has been completed, reviewed and signed off.

Obtain the authorisation of the management representative.

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.**

<b>Management representative</b>	(your supervisor)	<b>HSR/Employee representative</b>	Anton Cozijnsen
<b>Employee(s)</b>	(participants)	<b>Employee(s)</b>	(participants)
<b>Employee(s)</b>	(participants)	<b>Person Responsible for implementation</b>	(field trip leader)
<b>Field work participants</b>	Multiple participants/groups will be briefed on risk assessment and field work prior to the activity		
	For large groups list on a separate form and attach		

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

Field trip pre-departure briefing date: \_\_\_\_\_

Field work Risk Assessment and Plan emailed to all participants on \_\_\_\_\_

Attachehd map.

**NB RED text has been added by Nicole Middleton as an EXAMPLE ONLY. This document must be amended to include information relevant to your field trip.**

For use in conjunction with the [OHS risk management procedure](#) and the [Off-campus risk management procedure](#).

For further information, refer to <http://safety.unimelb.edu.au/tools/risk/> or contact your [Local Health & Safety contact](#).