

FIELDWORK RISK ASSESSMENT FORM

SECTION 1: GENERAL DETAILS AND APPROVAL

FIELDWORK DETAILS		
Fieldwork type: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Research <input type="checkbox"/> Other:		
Fieldwork description:		
Subject name (if applicable):		Subject No:
Date(s) of activity: From: / / To: / /		
Fieldwork supervisor:		Contact No:
Fieldwork location:		
Have you obtained the following safety equipment? Defibrillator <input type="checkbox"/> Satellite Phone <input type="checkbox"/> EPIRB <input type="checkbox"/> Oxygen Resuscitation Kit <input type="checkbox"/> Remote First Aid Kit <input type="checkbox"/>		
Detail two forms of communication:		
Location assessed by:		Date assessed: / /
Referenced documentation:		
Overall level of WHS risk associated with activity: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		
APPROVAL		
Completed by:		
Name:	Signature:	Date: / /
Supervisor:	Signature:	Date: / /
For fieldwork assessed as high risk:		
Head of Unit:	Signature:	Date: / /

SECTION 2: RISK ASSESSMENT

STEP 1: GENERAL REQUIREMENTS

Emergency Contact at UOW:

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.

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

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

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

Step 1 – Consider the Consequences		Step 2 – Consider the Likelihood		Step 3 – Calculate the Risk					
What are the consequences of this incident occurring? Consider what <u>could reasonably</u> have happened as well as what actually happened. Look at the descriptions and choose the most suitable Consequence.		What is the likelihood of the consequence identified in step 1 happening? Consider this <u>without new or interim controls in place</u> . Look at the descriptions and choose the most suitable Likelihood.		1. Take Step 1 rating and select the correct column 2. Take Step 2 rating and select the correct line 3. Circle the risk score where the two ratings cross on the matrix below. H = High, M = Medium, L = Low					
CONSEQUENCES		LIKELIHOOD							
Consequence	Description	Likelihood	Description		CONSEQUENCES				
					Minor	Moderate	Major	Severe	
Severe	Death or extensive injuries	Almost Certain	Is expected to occur in most circumstances	LIKELIHOOD	Almost Certain	M	M	H	H
Major	Medical treatment	Likely	Will probably occur in most circumstances		Likely	L	M	H	H
Moderate	First aid treatment	Possible	May occur at some time		Possible	L	L	M	H
Minor	Injury report, no treatment	Unlikely	May occur, but probably never will		Unlikely	L	L	M	M

Risk Control

Risk control is a method of managing the risk with the primary emphasis on controlling the hazards at source. For a risk that is assessed as “high”, steps should be taken immediately to minimize risk of injury. The method of ensuring that risks are controlled effectively is by using the “hierarchy of controls”. The Hierarchy of Controls are:

Order No.	Control Type	Example
Firstly	Eliminate	Removing the hazard, eg taking a hazardous piece of equipment out of service.
Secondly	Substitute	Replacing a hazardous substance or process with a less hazardous one, eg substituting a hazardous substance with a non-hazardous substance.
Thirdly	Isolation	Isolating the hazard from the person at risk, eg using a guard or barrier.
Fourthly	Engineering	Redesign a process or piece of equipment to make it less hazardous.
Fifthly	Administrative	Adopting safe work practices or providing appropriate training, instruction or information.
Sixthly	Personal Protective Equipment	The use of personal protective equipment could include using gloves, glasses, earmuffs, aprons, safety footwear, dust masks.

SECTION 3: PARTICIPANT LIST

Each person must have completed a [Fieldwork Participant Acknowledgement Form](#). And volunteer must complete the [Volunteer Acknowledgement form](#).

RELATIONSHIP	GIVEN NAME(S)	SURNAME	STAFF/STUDENT NO.
Staff/Student /Volunteer/Other			
Staff/Student /Volunteer/Other			
Staff/Student /Volunteer/Other			
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