

OFF-CAMPUS SAFETY MANAGEMENT – RISK ASSESSMENT DECISION TOOL APPENDIX A

START HERE
Does your off campus activity involve any of the following?

- OFF-CAMPUS ACTIVITIES THAT REQUIRE A RISK ASSESSMENT**
- Handling venomous or dangerous animals
 - Use of hazardous plant/equipment
 - Use of hazardous chemicals
 - Fall from a height (e.g. cliffs, ladders, trees, towers)
 - Boating/diving
 - Caving, archaeology digs
 - Confined space entry
 - Locations where communication would create difficulty in gaining assistance
 - Where Fatigue is a clear risk due to travel distances/travel conditions
 - Hot work (welding, etc) where there is the potential for uncontrolled fire
 - Use of drones
 - Use of firearms


YES



**A formal Risk Assessment
IS REQUIRED**

Complete a risk assessment in accordance with HSW Hazard Management Handbook chapter or use the tailored template in the Off Campus Safety Management FAQ.

If the above does not apply go to the amber box below



- FOR OTHER ACTIVITIES IS THE ANSWER TO ANY OF THESE QUESTIONS YES?**
- Given the nature of the activity it is foreseeable that an injury/illness could occur that is likely to require medical treatment;
- OR
- Rescue and medical assistance is not immediately available (e.g. covered by the fire service, ambulance service within normal response times);
- OR
- Standard communication arrangements are not operational or reliable. (e.g. mobile phone signal);
- OR
- Travel is outside the metropolitan areas (Roseworthy is considered Metropolitan) and/or using other than normal means of transport (e.g. other than motor vehicle, public transport, commercial plane)
- OR
- A worker is working on their own in a remote/secluded/isolated workplace.


If you answered YES to any of these



**A formal Risk Assessment
IS NOT REQUIRED**

Complete the activity safely and in accordance with the information/instruction provided to you by your supervisor.
Ensure your own safety and the safety of others.

If you answered NO to all of these



HSW Handbook	Off- Campus activities - FAQ	Effective Date:	11 September 2018	Version 2.0
Authorised by	Associate Director, HSW	Review Date:	11 September 2021	Page 1 of 2
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

HSW Handbook	Off-Campus activities - FAQ	Effective Date:	11 September 2018	Version 2.0
Authorised by	Associate Director, HSW	Review Date:	11 September 2021	Page 2 of 2
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			