**APPENDIX B (1 of 3)**

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| **OFF-CAMPUS ACTIVITY – HAZARD MANAGEMENT** |

**This tool may be used to assist with hazard identification**

|  |  |  |  |
| --- | --- | --- | --- |
| **OFF-CAMPUS ACTIVITY SAFETY MANAGEMENT CHECKLIST** | | | |
| **Name or description**  **of the off-campus activity** |  | **Date** | / / |
|  |  |

**HAZARD IDENTIFICATION - Could participants be exposed to any of the following hazards during the off-campus activity?**

|  |  |
| --- | --- |
|  | |
| Amenities are inadequate, insufficient  Animals that bite, sting, carry disease, are poisonous or are  unpredictable  Biological hazards (e.g. viruses, toxins, bacteria, zoonoses,  rubbish, wastewater, mould, animal/human body fluids.  Location has known diseases e.g. ross river)  Communication issues (e.g. no mobile coverage, noise)  Disabled access/facilities are inadequate  Electrical hazards (e.g. portable electrical equipment used in  outdoors or wet surroundings, excavation work)  Emergency evacuation foreseeable (e.g. bushfire, flood,  medical)  Engulfment (e.g. unstable landforms, excavations and trenches)  Environment – dirty, muddy, dusty, wet, slippery, hot, sunny  Environment – other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Fall from a height (e.g. cliffs, pits, ladders, trees)  Fire hazard/naked flame (e.g. open fires, fire bans)  Hazardous chemicals (e.g. fuel, flammables, compressed  gases, cryogenics, corrosives, pesticides, solvents)  Hazardous plant/equipment (e.g. chain saws, drill rigs, neutron  probes, moving parts which could crush, fall, cut, entangle)  Hazardous Manual Tasks – lifting, pushing, or use of manual  tools, manual rock breaking, manual excavation, handling  heavy, large, bulky or awkward items)  Hit by a vehicle  (e.g. moving vehicles in proximity to pedestrians)  Lighting (e.g. due to time of the day/night/location)  LPG cylinders, heaters  Medical emergency – first aid  Noise (e.g. > 85dBA, or 140dB Peak)  Powered equipment  Radiation (e.g. sealed/unsealed sources, ionizing radiation,  radio/frequency, lasers) | Remote or isolated location  Scaffolding, elevated work platform, towers   (e.g. potential for fall, collapse)  Scientific experiments  Security threat (people, property, information, personal security)  Slip, trip hazards or uneven surfaces  Temperature extremes (cold e.g. hypothermia)  Temperature extremes (hot e.g. heatstroke, sunburn)  Temporary structures to be installed  Transportation – vehicle appropriateness and safety  Transportation – driver fatigue  Transportation – heavy equipment (e.g. stowage and loading)  Transportation – contingencies (e.g. vehicle breakdown)  Violence/aggression/personal threat  (e.g. dealing with difficult people or challenging circumstances,)  Workplace/surface is unstable or uneven  Weather conditions (e.g. windy, lightning, hot)  **Other** (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **Other** (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Other** (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Other** (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Other compliance issues for consideration:**  Minors (i.e. children under the age of 18) are attending  Permits, licenses and/or permission may be required,  (including but not limited to)  Access to property or government lands  Trapping, catching or taking plants or animals  Liquor or other licence and/or registration |

* Please note this list is not exhaustive, but can be used as the basis for your initial hazard identification**.**
* If you tick yes to any of the above, the hazard will need to be assessed and controlled either via a risk assessment   
  (For further information, see HSW Handbook [Hazard Management](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hazard-management-handbook-chapter))**.**

**APPENDIX B (2 of 3)**

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| **OFF-CAMPUS ACTIVITY – HAZARD MANAGEMENT** |

**Stage 2 and Stage 3 – Risk Assessment and Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Stop and think.**  **What could cause harm** | **Assess the harm** | **What needs to be in place**  **before you start** | **Re-assess**  **the level of risk** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Identify and list each hazard that is part of this activity | Record how/when  the worker is exposed to the hazard  (e.g. what is the route of exposure) | Calculate the risk rating without controls in place  (See descriptor table overleaf) | The measures you select must address the hazard, be selected in accordance with the Hierarchy of Control and be clear to the worker.  (Refer to the [Hazard Management](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hazard-management-handbook-chapter) handbook chapter for guidance if required.) | i.e. the residual  risk rating  after controls  are in place |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Low  Medium  High  Very high |  | Low  Medium  High  Very high |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Low  Medium  High  Very high |  | Low  Medium  High  Very high |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Low  Medium  High  Very high |  | Low  Medium  High  Very high |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Low  Medium  High  Very high |  | Low  Medium  High  Very high |

|  |
| --- |
| **Authorisation for events** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Residual risk rating** | **Authorisation** | **Name and signature (or attach evidence of authorisation)** | |
| **Low & medium risk** | Supervisor/Person in control of the event |  |  |
| **High risk** | Head of School/Branch |  |  |
| **Very high risk** | Executive Dean/Divisional Head |  |  |

**Records Management:**

Ensure there is a system for retaining this Risk assessment in accordance with the State Records of SA, General disposal [Schedule No 30](https://archives.sa.gov.au/sites/default/files/public/documents/20160317%20General%20Disposal%20Schedule%20No.%2030%20Final%20V1.1.pdf) issued under the State Records Act 1997.

(Contact the University’s [Records Management Office](https://www.adelaide.edu.au/records/records-services) for further assistance/information if required.)

**Appendix B (Page 3 of 3)**

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| **OFF-CAMPUS ACTIVITY – HAZARD MANAGEMENT** |

**RISK ASSESSMENT TABLES**

Three essential steps are taken:

1. The probability or likelihood of an incident occurring is evaluated;
2. The severity of the potential consequences is calculated or estimated;
3. Based on these two factors, the risks are assigned priority for risk control through the use of a risk rating.

Risk assessment involves examining and evaluating the likelihood/severity/consequence in order to prioritise and implement adequate controls. The risk matrix has been adopted based on the principles of AS/NZS ISO 31000 (2009) Risk Management – Principles and Guidelines and Code of Practice “How to Manage Work Health and Safety Risks (2012).

**Likelihood Table**

|  |  |
| --- | --- |
| **CATEGORY** | **DESCRIPTION** |
| Almost certain | There is an expectation that an event/incident will occur. |
| Likely | There is an expectation that an event/incident **could occur** but not certain to occur. |
| Possible | This expectation lies somewhere in the midpoint between “could” and “improbable”. May happen occasionally. |
| Unlikely | There is an expectation that an event/incident is doubtful or **improbable** to occur. |
| Rare | There is no expectation that the event/incident will occur. |

**Consequences Table**

|  |  |
| --- | --- |
| **CATEGORY** | **DESCRIPTION** |
| Severe | Injury resulting in death, permanent incapacity. |
| Major | Injury requiring extensive medical treatment, hospitalisation, or activities could result in a Notifiable occurrence. |
| Moderate | Injury requires formal medical treatment (hospital outpatient/doctors visit etc), activities could result in an Improvement Notice. |
| Minor | Injury requires first aid treatment. |
| Negligible | Injury requires minor first aid (e.g. bandaid), or result in short term discomfort (e.g. bruise, headache, muscular aches etc), no medical treatment. |

**Risk matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Consequences** | | | | |
|  | **Negligible** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Almost Certain** | **Medium** | **High** | **Very High** | **Very High** | **Very High** |
| **Likely** | **Medium** | **Medium** | **High** | **Very High** | **Very High** |
| **Slight** | **Low** | **Medium** | **High** | **High** | **Very High** |
| **Unlikely** | **Low** | **Low** | **Medium** | **Medium** | **High** |
| **Rare** | **Low** | **Low** | **Low** | **Medium** | **Medium** |

**If the level of risk is assessed as high or very high**

* Stop the activity;
* Determine if the activity is to:
* continue; or
* cease

in consultation with your Manager/Supervisor.

Follow the process in the [Hazard Management HSW Handbook chapter](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hazard-management-handbook-chapter) where the risk cannot be reduced to medium or low.