**APPENDIX B (1 of 3)**

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

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

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| **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**

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| **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/whenthe 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 residualrisk ratingafter 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 |

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| --- |
| **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.)

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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.