**DEAKIN UNIVERSITY WORK SAFETY ASSESSMENT**

**FIELDWORK & OFF-CAMPUS ACTIVITIES**

|  |
| --- |
| * Use this form to identify hazards in fieldwork & off-campus activities and the controls that will be used for **Fieldwork, undergraduate fieldtrips or work at premises managed by another organisation**.   + NOT required for conferences or other very low risk visits to organisations   + Domestic or international travel must follow the Deakin travel procedure * Approval and sign-off (section 3) must take place before work starts and should occur in the order:  1. Work Leader (the staff member or student who is directly controlling the work on a daily basis) 2. Work Supervisor (the staff member who is supervising the work; may also be the Work Leader) 3. Fieldwork & Off-Campus Work Safety Officer  * All work participants should have access to the completed assessment * An Off Campus Questionnaire should be completed by all participants attending a fieldtrip to obtain emergency contact details and medical information |

|  |  |
| --- | --- |
| **Work Leader:** Name | **Status:** Choose an item |
| **Work or unit title:** Text | |
| **Additional Participant names** | **Status (staff, student, volunteer)** |
| Name | Choose an item |

*(Click* ***+*** *in the text box above to add more rows)*

**SECTION 1: SUMMARY OF OFF-CAMPUS WORK**

|  |  |
| --- | --- |
| Provide a brief summary of the off-campus aspects of the work, using plain language with non-scientific terms. | |
| **Typical duties:** | Text |
| **Length of time off-campus:** | Text |
| **Location(s) of work:** | Location – address, nearest cross-road, GPS co-ordinates or landmark |
| **Previous experience at the site:** | Text |
| **Date(s) of work:** | Estimated start date until Estimated end date |

*Advice for repeat work: review the information in this form and alter if necessary when hazards are known to have changed due to location, work changes or seasonal variation (fire, floods etc.).*

**SECTION 2 – HAZARD ASSESSMENT**

**2.1 – WORK INVOLVING ANOTHER ORGANISATION**

**The work will be carried out:**

|  |
| --- |
| At premises managed by another organisation (e.g. another university, factory) |
| At a field site that is managed by another organisation (e.g. national park) |
| Other Organisation name:Text |
| **The work will be led by:** |
| Another Organisation: Text |
| Deakin staff |

**Will the other Organisation provide:**

|  |
| --- |
| Risk assessment of the work –Attach risk assessment or provide detail |
| Induction and training –Provide detail |
| After hours procedure –Provide detail |
| Safe work procedures –Attach procedure or provide detail (including web page details etc.) |
| Personal protective equipment –Provide detail of PPE that is required and will be provided |

Note: Any accidents or incidents at another Organisation must also be [reported back to Deakin](http://www.deakin.edu.au/life-at-deakin/health-wellbeing-safety/occupational-health-and-safety/accident-and-hazard-reporting)

**2.2 – FIELDWORK HAZARDS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LOCATION, TASKS & MATERIALS: What are the hazards of the work location, tasks, equipment or materials to be used? What controls can you use to reduce the risk?** | | | | |
| **Location/task/material** | | **Foreseeable hazards** | **Control measures to be used** | **Risk level: with controls in place (using Risk Matrix)** |
|  | International travel | Various | Deakin travel procedure:  Contact Faculty Travel Administrator | |
|  | Diving/ Boating/ Snorkelling | Drowning | Deakin diving/boating procedure:  Contact Deakin Boating & Diving Officer [Paul Tinkler](mailto:paul.tinkler@deakin.edu.au) | | |
|  | Use of UAV (drones) | Injury; breach of CASA Regulations | Deakin UAV procedure:  Contact [Matthew Connolly](mailto:matthew.connolly@deakin.edu.au) | | |
| e.g. river bank | | e.g. isolation | e.g. report-in procedure, work in pairs | Choose an item. |
| e.g. sample collection | | e.g. slippery rock surfaces | e.g. wear sturdy footwear | Choose an item. | |
| e.g. sample collection | | e.g. slippery rock surfaces | e.g. wear sturdy footwear | Choose an item. | |
| e.g. glacier | | e.g. isolation | e.g. report-in procedure, work in pairs | Choose an item. |
| e.g. glacier | | e.g. isolation | e.g. report-in procedure, work in pairs | Choose an item. |
| e.g. Sclerophyll forest | | e.g. isolation | e.g. report-in procedure, work in pairs | Choose an item. |
| *Refer to Appendix A & B for common location hazards, and Appendix C for risk matrix.*  *(Click* ***+*** *in a text box to add a cell or another row)* | | | | |

**ADDITIONAL CONTROLS: What other controls will you use to reduce the risk?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Communications: | Mobile phone: Number | EPIRB unit: Hex ID | 2-way radio |
| Satellite phone: Number | Spot messenger: ID# | Other: Detail | |
| First Aid Kit | Defibrillator | Other first aid item:e.g. EpiPen | |

|  |  |  |  |
| --- | --- | --- | --- |
| Trained first aid officers | Name | Level 2 First Aid course details | Date of course completion. |

*(Click* ***+*** *in the text box above to add more first aiders)*

|  |
| --- |
| Written procedures:  Emergency situation: What is the situation? e.g. separation from group |
| Safe work method: Detail e.g. sample collection |
| Use [Duty Officer](http://www.deakin.edu.au/__data/assets/word_doc/0020/414272/Fieldwork_notification_to_Duty_Officer_13-6-14.doc) or provide report-back details: Provide details or attach completed form |
| [Off-campus activities form](http://www.deakin.edu.au/__data/assets/pdf_file/0006/436389/OffCampusActivitiesQuestionnaire.pdf) to assess that participants are fit to take part and gather emergency contacts |
| Participant briefing before work How will this be done? |
| Training in safe work procedure Add detail |
| PPE in addition to standard requirements: Detail  i.e. clothing and equipment appropriate to seasonal conditions |
| Any other: Provide relevant detail |

**OVERNIGHT STAYS: Will the work involve overnight stays away from the University?**

|  |
| --- |
| Fixed accommodation e.g. hotel/motel/cabin: List any safety considerations |
| Private residence: List any safety considerations |
| Camping (tent): List any safety considerations, e.g. site selection, personal safety |

**TRAVEL: What are the travel arrangements to and from the field site?**

Vehicle, travel distance/times, driver(s), etc.

|  |  |
| --- | --- |
| **Select travel hazards that apply** | **Arrangements in place** |
| Extended drive time (>2 hours/day) | Planned regular breaks (at least every 2 hours)  Limit total travel per day to 10 hours  Alcohol and medication that causes drowsiness to be avoided before and during the trip  Any other arrangements |
| Use of 4wd vehicle off-road | Driver has undertaken accredited training (provide certificate or details of course undertaken)  Course details or any other arrangements |
| Towing a trailer | Driver has undertaken training course or demonstrated experience and competency  Any other arrangements |
| Possibility of animal strike | Limit driving during peak animal period 5-10pm  Bullbar is fitted to the vehicle |
| Other | Detail of arrangements |

*Private vehicles are only to be used in extreme circumstances. Refer to the Use of University Vehicles Guidelines*

**PERMITS & LICENCES: Are there any permissions, permits or licences required for the location or activities (e.g. private land, national parks)?**

|  |  |  |
| --- | --- | --- |
| **Type of Permit/Approval Required** | **Status** | **Expiry date** |
| Text | Select status | Select date if applicable |

**SECTION 3 – SIGN-OFF & APPROVAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Leader**  **Definition: The staff member or student who is directly controlling the work on a daily basis** | | | |
| As the Work Leader I believe so far as is practicable that: | | | |
| * This Work Safety Assessment is correct and that foreseeable hazards associated with FIELDWORK and OFF-CAMPUS WORK have been identified | | | |
| * Adequate hazard control measures have been identified and have/will be implemented and used * I am adequately experienced and trained in the work to be carried out, and will provide appropriate supervision to those working with me | | | |
| **Name:** Text | **Insert scanned signature:** |  | **Date:** Date |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Supervisor/Manager**  **Definition: The staff member who is supervising the work; may be the same person as the Work Leader** | | | |
| As the Work Supervisor I believe so far as is practicable that: | | | |
| * This Work Safety Assessment is correct and that the control measures will be in place when the work occurs. | | | |
| * Adequate induction and training has been/will be provided to all participants in this work to enable them to operate safely | | | |
| * Adequate supervision will be provided to all participants in this work to enable them to operate safely | | | |
| **Name:** Text | **Insert scanned signature:** |  | **Date:** Date |

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional Participants**  **Definition: Anyone taking part in the work who is not the work leader or supervisor** | | | |
| * I have read and understood this Work Safety Assessment; I will follow safe work practices as directed by the Work Leader and Work Supervisor | | | |
| **Name:** Text | **Insert scanned signature:** |  | **Date: Date** |

*(Click* ***+*** *in the text box above to add more additional participants)*

|  |
| --- |
| **Fieldwork & Off-Campus Work Safety Officer**  **Definition: The staff member who provides advice within their limits of expertise and training** |

|  |
| --- |
| Comments and Conditions: Text |

|  |  |  |  |
| --- | --- | --- | --- |
| Based upon my experience and training I believe that the hazards of this FIELDWORK & OFF-CAMPUS WORK have been fully identified, and that the controls implemented are adequate to minimise risk as much as possible. | | | |
| **Name & title:** Choose an item | | | |
| **Insert scanned signature:** |  | **Date:** Date |

**Note:** See [Deakin OHS Risk Assessment standard](http://www.deakin.edu.au/__data/assets/pdf_file/0008/228689/research-risk-assessment.pdf) for definition and clarification of roles

**WHO TO CONTACT (Fieldwork & Off-Campus Work Safety Officers)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Name** | **Position** | **Phone** |
| **SEBE (all areas)** | [Matthew Connolly](mailto:matthew.connolly@deakin.edu.au) | Manager, Health, Safety & Environment | 71370 |
| **LES, B** | [Clorinda Schofield](mailto:clorinda.schofield@deakin.edu.au) | Technical Services Coordinator (Fieldwork) | 17617 |
| **LES, W** | [David Mills](mailto:david.mills@deakin.edu.au) | Technical Manager | 33473 |
| **LES, W** | [Paul Tinkler](mailto:paul.tinkler@deakin.edu.au) | Senior Marine Technical Officer | 33527 |
| **LES, G** | [Tara Draper](mailto:t.draper@deakin.edu.au) | Fieldwork Technical Officer | 72719 |
| **ENG** | [Craig McGill](mailto:craig.mcgill@deakin.edu.au) | Technical Manager | 73452 |

**Appendix A – Common location hazards**

|  |  |  |  |
| --- | --- | --- | --- |
| Hazards associated with location | | | |
|  | Hazard source | Potential hazards | Control measures for consideration |
| Aquatic | Marine/coastal location | Currents, rips, abnormal waves, tides | Knowledge of tides/conditions, buoyancy aids, spotter to watch for waves, hypothermia treatment, drowning. |
| Inland waterways (rivers, estuaries etc.) | Loose rocks, slippery surfaces, underwater obstacles, mud | Knowledge of local conditions, buoyancy aids. Keep watch of upstream weather conditions and potential for flash flooding |
| Remote | Remote location (>30 mins from assistance, outside mobile phone coverage) | Isolation | Alternate communication method, Duty officer and Report-back procedure, local contact, emergency planning |
| Camping | Security, falling branches, security | Campsite selection, permission to camp |
| Overnight stay, after-hours work | Security, fatigue | Duty officer and Report-back procedure |
| Climate | High temperature | Heat exhaustion, dehydration, hyperthermia | Adequate water supply, suitable clothing, shade, rest breaks, avoid alcohol |
| UV exposure | Sunburn | Suitable clothing, sunblock, hat |
| Low temperature | Hypothermia, frostbite | Cold weather gear, stay dry/out of wind |
| Extreme weather event | Blizzard, storm, bushfire, cyclone, flood, etc. | Monitor weather forecast, changing conditions, emergency planning |
| Other | Urban location | Vehicles, assault | Local knowledge, security escort |
| Rocky or steep terrain, working at height | Slip, trip or fall | Training, harness |
| Confined Space | Asphyxiation | Training, Permit to work |
| Work on private land, national park | Security, legal issue | Duty officer and Report-back procedure, Permits/permissions required |
| Building sites | Accident | Permissions, induction ([white card](https://www.worksafe.vic.gov.au/safety-and-prevention/your-industry/construction/how-to-comply/induction-training)), training, supervision |
| International | Security, Unfamiliarity with area/customs, Disease, DVT, Jetlag | Duty officer and Report-back procedure, Local contact, Vaccination |
| Lab work | Various – chemical, biological, radiation | Induction, training, supervision, safe work procedures |

**Appendix B – Common field location and task hazards**

|  |  |  |  |
| --- | --- | --- | --- |
| Hazards associated with work tasks/equipment/materials | | | |
|  | Hazard source | Potential hazards | Control measures for consideration |
| Fauna and  flora | Microbiological material | Tetanus, malaria, cholera, typhoid | Vaccination, PPE, hygiene |
| Water-borne infection | Wound infection | Hygiene, first aid, vaccination |
| Animal handling (alive or dead) | Injury  Infection  Manual handling | Vaccinations (bats-rabies etc.); Animal handling training; Animal Ethics application; [Animal Ethics website](http://www.deakin.edu.au/research/researcher-support/integrity-secure/animal-ethics) |
| Venomous animals  Snakes, spiders, bees, ants etc. | Bite, exposure, anaphylaxis | Safe work plan; First aid plan; EpiPen, long pants & gaiters |
| Non-venomous animals, ticks leeches, sand flies, mosquitos etc. | Bite, exposure, lyme disease, malaria | Safe work plan; First aid plan |
| Plant or equipment | Mechanical (machinery, plant, tools, equipment) | Entanglement, trapping, crushing | Completion of Plant WSA, guarding, training, maintenance |
| Electrical (generators, equipment) | Shock, fire | Correct use, guarding, training, maintenance, portable RCD |
| Boating | Boat accident  Drowning  Stranding | Contact the Boating and Diving officer ([Paul Tinkler](mailto:paul.tinkler@deakin.edu.au)), Recreational boating licence, Accredited boat use course, Following Deakin Safe Boating Procedures |
| Use of specialist equipment (e.g. net cannon) | Injury | Training, permits, safe work procedures |
| Tasks | Diving, snorkelling | Drowning, Decompression sickness (Bends) | Contact the Boating and Diving officer ([Paul Tinkler](mailto:paul.tinkler@deakin.edu.au)). |
| Sample collection, netting, use of waders | Drowning, slippery surfaces, manual handling, uneven and unstable terrain, risk trips, slips and falls (Sprains and Strains) | Training, safe work procedures, Wear sturdy footwear and avoid dangerous terrain areas. |
| Moving heavy or awkward equipment | Soft tissue injuries, crush injuries, slips and falls | Share the load make many trips; do not overload yourself; wear sturdy footwear; only carry what you are comfortable with. |
| Working at heights | Falls | Harness, safety ropes, training, permit to work |
| Lone work | Isolation | Communication, Duty officer and report-back procedure, regular roll-calls |
| Pedestrian and Vehicle interaction | Struck by or crushed by vehicle | Training, PPE, traffic management, working near roadsides-high visibility vest need to be worn |
| Vehicle and Animal interaction | Animal hit by vehicle | Limit driving at peak animal period (5-10pm), reduce speed, use of the vehicle horn, avoid swerving, don’t tailgate, bullbar on vehicle |
| Other | Behaviour | Negative or disrespectful interactions that do not engender the university’s commitments to an equitable work and learning environment | Knowledge of group members, respect for other people/cultures, compliance with leader instructions |
| Hazardous chemicals (other than ethanol, unless used near a potential ignition source) | Various | Completion of appropriate Work Safety Assessment, MSDS, PPE |
| Manual handling | Injury | Training, safe work procedures, mechanical aids/trolleys |
| Health | Pre-existing condition, food allergies, lack of fitness | Health declaration, special arrangements |
| Preparation of food | Food poisoning | Food-handling procedures |

**APPENDIX C: Risk Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | **Likelihood** | | | |
| Very unlikelyCould happen but probably never will | **Unlikely**  Could happen but very rarely | **Likely**  Could happen some time | **Very likely**  Could happen at any time |
| **Potential Consequences** | Fatality or permanent disability or ill health | | **Medium** | **Medium** | **High** | **High** |
| Long term illness or serious injury, inpatient | | **Low** | **Medium** | **Medium** | **High** |
| Outpatient medical attention and several days off work | | **Low** | **Low** | **Medium** | **Medium** |
| First aid needed | | **Low** | **Low** | **Low** | **Medium** |
| **Risk Priority :** | | **Description** | | | | |
| **Low** | | Work may proceed – all should be aware of the hazard and its agreed management | | | | |
| **Medium** | | Work cannot proceed without further consideration – re-evaluate the controls to lower the risk level before work is conducted. The work should not be conducted unless a high level of risk control can be demonstrated with minimal chance of failure. | | | | |
| **High** | | Work cannot proceed – work with this risk level cannot proceed/ should be stopped immediately. Review the task/ project and reduce the risk using the hierarchy of control and reassess. | | | | |
| ***Where controls do not lower the residual risk to low, re-evaluate the task in consultation with your local Fieldwork & Off-Campus contact or Supervisor/Manager*.** | | | | | | |