

HS017-1 Guide to Completing HS Risk Management Form (HS017)



For a guide to completing Risk Management Forms on SafeSys please see the [SafeSys Help and Knowledge](#) pages.
For additional information refer to HS329 [Risk Management Procedure](#)

Faculty/Division: Science		School/Unit: BEES		
Document number: HS_SCI_001	Initial Issue date: 01.01.13	Current version V1.1	Current Version Issue date 01.01.16	Next review date 01.01.17

Risk management name: **2nd year field trip to Lake George**

Form completed by	A. Tutor	Signature A. Tutor	Date 01.01.13
Responsible supervisor/ authorising officer	A. Supervisor	Signature A. Supervisor	Date 03.01.13

Identify the activity and the location of the activity

Description of activity	20 undergraduate students in 2 nd year travel to Lake George for 3 days to collect samples. 3 department staff travel with them. Accommodation is at Bushranger Hotel
Description of location	Lake George is 25k x 10km, with average depth of 1m and maximum dept of 7.5m

Identify who may be at risk from the activity:

This may include fellow workers, visitors, contractors and the public. The types of people may affect the risk controls needed and the location may affect the number of people at risk

Persons at risk	Students, staff, public
How they were consulted on the risk	Students:- Fieldtrip event information package and briefing night Staff:- Departmental meetings and the above

List legislation, standards, codes of practice, manufacturer's guidance etc relevant to this activity/process

Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Bel-Art Long-Handled Dipper instructions leaflet	The main act and regulation are already written for you. Add to this list any relevant WorkCover Codes of Practice , Australian Standards , manufacturer's guidance, safety data sheet information and any other information that was used to determine what control measures are necessary
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People who could be harmed need to be informed of the risks – explain how this was done e.g. briefing notes/meetings/etc

Identify hazards and control the risks.

1. An activity may be divided into tasks. For each task identify the hazards and associated risks. Also list the possible scenarios which could sooner or later cause harm.
2. Determine controls necessary based on legislation, codes of practice, Australian standards, manufacturer's instructions etc.
3. List existing risk controls and any additional controls that need to be implemented
4. Rate the risk once all controls are in place using the matrix in HS329 Risk Management Procedure

SHADED GREY AREAS

If you need to determine whether it's reasonably practicable to implement a control, based on the risk complete the shaded grey columns

Feel free to resize the boxes to suit your situation/the amount of text you need to use

Task/ Scenario	Hazard	Associated harm	Existing controls	Any additional controls required?	Risk Rating			Cost of controls (in terms of time, effort, money)	Is this reasonably practicable Y/N
					C	L	R		
	Potential to cause harm								
Transport to the location – hired bus	Road traffic accident	Physical injury	<ul style="list-style-type: none"> • Reputable company used • Driver has required licence • First aid/fire equipment on the bus • Cancel trip in the event of adverse weather • Etc etc 	No					
Sample collection	Poor ground conditions (uneven/sli ppery/obst acles)	Slip/trip/fall injury	<ul style="list-style-type: none"> • Safe Work Procedure (SWP) details sample collection • Group leader assess the ground conditions in advance • Areas of potential hazards avoided • All students have walking shoes/boots • Whole group warned of identified potential hazards • Etc etc 	No					
	Lake	Drowning	<ul style="list-style-type: none"> • Group leader assess the lake conditions prior to sampling • Students issued with long-handled sample collection tools • Areas of potential hazards avoided • Etc 	Check there are enough handling tools for each student					
		Etc							

Considering all controls are in place, use the risk rating to determine the consequence, likelihood and risk

If existing controls are not sufficient and more are needed, list them here

If any additional controls are needed, outline the cost involved in implementing these e.g. \$5000/2 weeks of research stopped/1 extra support officer

The need for a SWP is often identified in the RMF

Answer Yes or No: Consider if it is reasonably practicable to implement the additional controls on the basis of the risk and the cost

List all possible tasks involved in the activity being managed

List any controls that are already in place: Use the legislation, standards, codes of practice etc to determine what control measures are necessary. Always following the hierarchy of controls. If a control measure is needed but it's not yet in place, add it to "Additional controls required"

List emergency procedures and controls

- Group leader has up-to-date first aid training
- All emergency contact details held with BEEs administrator and with Group Leader
- Mobile phones carried at all time and full reception / emergency use

Consider any emergency situations and how they will be dealt with

Any additional controls that are needed should be written here. Use this section to assign responsibility. These can be added as corrective actions to the myUNSW hazard reporting system to track to completion.

Implementation

Additional control measures needed:	Date of implementation		
Check there are enough handling tools for each student	Handling tool \$50	A. Tutor	02.01.13

REVIEW			
Scheduled review date:	02.01.14	02.01.15	02.01.16
Are all control measures in place?	Yes		
Are controls eliminating or minimising the risk?	Yes		
Are there any new problems with the risk?	No		
Review by: (name)	A. Supervisor		
Review date:	02.01.14		

Use this section to continuously review how the risk is being managed. If the activity remains the same with no changes then it can be reviewed multiple times over several years. If there is a major change then a new risk management form should be completed

Acknowledgement of Understanding

All persons performing these tasks must sign that they have read and understood the risk management (as described in HS329 Risk Management Procedure).

Note: for activities which are low risk or include a large group of people (e.g. open days, BBQ's, student classes etc), only the persons undertaking the key activities need to sign below. For all others involved in such activities, the information can be covered by other methods including for example a safety briefing, induction, and/or safety information sheet (ensure the method of communicating this information is specified here)

Risk management name and version number:		I have read and understand this risk management form	
Name	Signature	Date	
B. Tutor	<i>B. Tutor</i>	04.01.13	
C. Tutor	<i>C. Tutor</i>	04.01.13	

Ensure that all people who could be affected by the risk are informed. Where reasonably practicable, ask them to sign here as evidence of this