## 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
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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
2<sup>nd</sup> year field trip to Lake George

#### Form completed by
A. Tutor

#### Responsible supervisor/ authorising officer
A. Supervisor

#### Brief description of what’s happening

#### Identify the activity and the location of the activity

<table>
<thead>
<tr>
<th>Description of activity</th>
<th>Description of location</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 undergraduate students in 2&lt;sup&gt;nd&lt;/sup&gt; year travel to Lake George for 3 days to collect samples. 3 department staff travel with them. Accommodation is at Bushranger Hotel</td>
<td>Lake George is 25k x 10km, with average depth of 1m and maximum dept of 7.5m</td>
</tr>
</tbody>
</table>

#### 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.

<table>
<thead>
<tr>
<th>Persons at risk</th>
<th>How they were consulted on the risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students, staff, public</td>
<td>Students: Fieldtrip event information package and briefing night</td>
</tr>
<tr>
<td></td>
<td>Staff: Departmental meetings and the above</td>
</tr>
</tbody>
</table>

#### 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.
### 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 | Potential to cause harm | Existing controls | Any additional controls required? | Risk Rating | Cost of controls (in terms of time, effort, money) | Is this reasonably practicable (Y/N) |
|------------------|--------|-----------------|------------------------|--------------------|---------------------------------|------------|-----------------------------------------------|----------------------------------|
| Transport to the location – hired bus | Road traffic accident | Physical injury | • 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/slippery/obstacles) | Slip/trip/fall injury | • 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 | | • 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 | | | |

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”.

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

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.

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

The need for a SWP is often identified in the RMF.
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/coverage available

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.

<table>
<thead>
<tr>
<th>Additional control measures needed:</th>
<th>Handling tool $50</th>
<th>Responsible person</th>
<th>Date of implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check there are enough handling tools for each student</td>
<td>A. Tutor</td>
<td>02.01.13</td>
<td></td>
</tr>
</tbody>
</table>

**REVIEW**

Scheduled review date: 02.01.13 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

**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:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Tutor</td>
<td>B. Tutor</td>
<td>04.01.13</td>
</tr>
<tr>
<td>C. Tutor</td>
<td>C. Tutor</td>
<td>04.01.13</td>
</tr>
</tbody>
</table>

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.