



**Assessment Details**

This form is used when a documented hazard assessment is required and where a specific hazard assessment is not otherwise available e.g. hazard assessments for chemicals are available in the Chemical management System and Safe Work Procedures are available for task and process hazard assessment.

Original to be stored in author's local area and copy forwarded to [whs@anu.edu.au](mailto:whs@anu.edu.au) for information.

<b>College/School/Division/Work Area:</b>	RSFAS	<b>Initial Issue Date:</b>
		<b>Next Review Date:</b>
<b>Hazard Assessment Name:</b>	<b>2019 RSFAS Summer Research Camp - Canberra</b> 4-5 December 2019	
<b>Prepared by:</b>	Patricia Dennis	
<b>Responsible supervisor/s:</b>	Associate Professor Stephen Sault Interim Director, RSFAS	
<b>Identify the activity and the location</b>	<b>Identify who may be at risk</b> This may include workers, students, visitors, contractors and the public	
<b>Activity or process:</b> The camp involves the presentation of leading research in Actuarial Studies, Finance and Statistics in an informal workshop environment.	<b>Persons at risk:</b> RSFAS staff members and HDRs and Camp speakers	
<b>Location/s:</b> <ul style="list-style-type: none"> <li>• The Boathouse</li> <li>• Mount Majura Winery</li> <li>• Monster Restaurant</li> </ul>	<b>Hazard assessment team (Who was consulted?):</b> CBE WHS team	
<b>List of Legislation, Code of Practice, Australian Standards, Guidance Materials or University Procedure used to determine control measures</b>		
<b>Relevant ANU Process</b> <a href="#">Functions on campus guidance</a>		
<b>Relevant legislation includes:</b> <a href="#">Work Health and Safety Act 2011;</a> <a href="#">Work Health and Safety Regulations 2011;</a> and <a href="#">Work Health and Safety Code of Practices</a>		
<b>Relevant ANU policies and procedures include:</b>  <a href="#">ANU Policy</a> <a href="#">Work Health and Safety</a> <a href="#">Risk Management</a> <a href="#">Smoke-free</a> <a href="#">Code of conduct</a> <a href="#">Work-related social functions</a>  <a href="#">ANU Procedures</a> <a href="#">WHS Management System Handbook</a> <a href="#">Work health and safety hazard management</a>		



[Work health and safety actions](#)  
[Work health and safety communication and consultation](#)  
[Work health and safety management review](#)  
[Work health and safety incident management](#)  
[Provision of first aid services](#)  
[Electrical safety management](#)  
[Prevention of discrimination, harassment and bullying](#)

**ANU Forms**

[WHS Hazard Assessment](#)  
[WHS Hazard Register](#)

### Hazard Assessment Methodology

Assessing the hazard is often a brainstorming exercise, which is most effectively carried out in a team environment with the people required to complete the activity or process. Most activities or processes are broken down into a variety of separate tasks. Consider the hazards, the potential harm or negative outcomes and the conditions required for those negative outcomes to occur.

Whenever assessing the hazards associated with a task, always consider the following primary hazard factors.

- The **physical activities** required to complete the task e.g. repetitive movement, high force, physical exertion, awkward posture.
- The **work environment** e.g. lighting, work layout, traffic, thermal comfort, working in isolation.
- The **nature of the hazard itself** e.g. working with chemicals, microorganisms, radiation, machinery, potentially violent clients.
- The **individual workers involved**, e.g. level of training, skills, experience, health, age, physical capacity.

For assistance contact [whs@anu.edu.au](mailto:whs@anu.edu.au)

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Approved By: AD WEG

Version: 2

Release Date: 09/04/2019

Review Date: 09/04/2022

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Hazard Assessment						
Task, event or scenario	Hazard/s	Consequence/s e.g. What could go wrong? What could be the impact?	Inherent Hazard Rating [Use the <a href="#">Hazard Matrix</a> ]	Hazard Controls	Residual Hazard Rating [Use the <a href="#">Hazard Matrix</a> ]	Additional Hazard Controls? <sup>1</sup> Action Plan
Lack of communication and information on emergency arrangement	Slow in responding to accidents/allergies/illness	<ul style="list-style-type: none"> <li>Loss of critical time</li> <li>Injury</li> <li>death</li> </ul>	Low (5)	<ul style="list-style-type: none"> <li>The 2019 Camp will be held in Canberra. General, routine RSFAS WHS communications have provided, and will continue to provide, a sound foundation for risk management.</li> <li>All participants on registration provide contact mobile numbers if available and their emergency contact numbers.</li> <li>All participants should be aware of emergency contacts.</li> <li>All external invited participants will provide contact information and travel arrangement through emails.</li> </ul>	Low (3)	

<sup>1</sup> Always consider if it is possible to eliminate the hazard or hazardous task altogether. If this is not possible, refer to the hierarchy of controls.



				<ul style="list-style-type: none"> <li>Electronic version of the information pack will be emailed to participants prior to the camp including program, venue details and contact phone numbers.</li> </ul>		
<b>Catering/dining</b>	<ul style="list-style-type: none"> <li>Allergic reactions</li> <li>Potential accident or injury (i.e. spillages).</li> <li>Poor food hygiene preparation</li> </ul>	<ul style="list-style-type: none"> <li>Illness</li> <li>Allergic reaction</li> <li>Anaphylactic reaction</li> <li>Cuts, scrapes, sprains, concussion, and breaks</li> </ul>	Medium (11)	<ul style="list-style-type: none"> <li><a href="#">The Boat House</a> is a licenced, reputable restaurant/conference facility.</li> <li>Venue has first aid facilities and easy access to emergency assistance.</li> <li>Ensure that special dietary requirements have been clearly and accurately communicated to the catering service at the venue and that the venue is able to cater the needs.</li> <li>Ensure all participants are aware of venue's rules.</li> </ul>	Medium (6)	<ul style="list-style-type: none"> <li>Send list of allergies etc to venue ahead of event.</li> <li>Use licensed caterer for all meals</li> </ul>
<b>Alcohol/Drugs/Smoking</b>	<ul style="list-style-type: none"> <li>Accidents</li> <li>Allergies</li> <li>illness</li> <li>excessive consumption</li> </ul>	<ul style="list-style-type: none"> <li>Minor injury</li> <li>Major injury</li> <li>fatality</li> <li>illness</li> </ul>	Medium (12)	<ul style="list-style-type: none"> <li><a href="#">Venue</a> is required to meet a number of licensing and registration regulations to provide alcohol.</li> <li>Ensure all participants are aware that ANU alcohol/drugs/smoking</li> </ul>	Low (5)	Staff and students to follow and familiarise themselves with the ANU Code of Conduct and Work-related social functions policy



				<p>policy will apply at camp venue(s).</p> <ul style="list-style-type: none"><li>• Acknowledgement of ANU policies and commitment to comply with these policies are required for travel approval.</li><li>• Smoking is not permitted at venues.</li><li>• Limited alcoholic consumption is encouraged and managed; voucher (two drinks per person) is used to ensure no excessive use of alcohol.</li><li>• Alcohol consumption at any given time is also subject to Responsible Service of Alcohol (RSA) requirements of the venue.</li></ul>		
Seminar sessions	<ul style="list-style-type: none"><li>• Potential accidents (eg slips and trips) or injuries</li><li>• overcrowding</li><li>• Fire</li></ul>	<ul style="list-style-type: none"><li>• Cuts, scrapes, concussion, breaks</li><li>• Injury</li><li>• death</li><li>• illness</li></ul>	Low (5)	<ul style="list-style-type: none"><li>• Inform attendees of emergency exits at seminar venues.</li><li>• Ensure availability of at least one qualified first aider from RSFAS.</li><li>• Name(s) and phone number(s) of First Aiders are included in the information pack that will</li></ul>	Low (3)	



				be provided to each participants.		
Environment/ accessibility	Locations not accessible to all	Injury to person moving unsafely into venue not appropriate for their physical requirements.	Low (5)	<ul style="list-style-type: none"> <li>All locations are accessible to all.</li> </ul>	Low (1)	
Travel by Deane Transport Services coaches from Boathouse to Winery and then Monster restaurant	<ul style="list-style-type: none"> <li>Road accidents</li> <li>Person gets stranded</li> </ul>	Serious injury resulting from vehicle accident	High (14)	<ul style="list-style-type: none"> <li>Licensed coach operator with public liability insurance.</li> <li>Local service provider will be used to ensure driver is familiar with routes between venues.</li> <li>Operator provides quote including registration of correct times, addresses and contact numbers.</li> <li>Allow sufficient time to board the coach.</li> <li>Ensure passenger safety through provision of seat belts and coach safety rules.</li> </ul>	Medium (6)	
Visit to Mount Majura Winery	<ul style="list-style-type: none"> <li>Uneven surface</li> <li>Vine plantation</li> <li>excessive consumption of alcohol</li> </ul>	<ul style="list-style-type: none"> <li>injury, such as sprained ankles, bruising</li> <li>Falls</li> <li>Stings</li> <li>illness</li> </ul>	Medium (8)	<ul style="list-style-type: none"> <li><a href="#">Mount Majura</a> is a reputable winery business.</li> <li>Alcohol consumption at any given time is also subject to Responsible Service of Alcohol (RSA) requirements of the venue</li> <li>Provide participants with information on attire that</li> </ul>	Medium (6)	<ul style="list-style-type: none"> <li>Staff and students to follow and familiarise themselves with the ANU Code of Conduct and Work-related social functions policy</li> <li>Ensure passenger safety through</li> </ul>



				<p>best suits these activities and other preparations that may limit potential injuries.</p> <ul style="list-style-type: none"><li>• Participants' declaration to take full responsibility when choosing to attend these activities.</li><li>• No private vehicle is permitted on these tours.</li></ul>		<p>provision of seat belts and coach safety rules.</p>
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<b>Controls Plan</b>				
<b>Additional controls required</b>	<b>Resources required</b>	<b>Responsible person</b>	<b>Due Date</b>	<b>Completed</b>
Hold a safety briefing at beginning of event upon arrival at venue, noting all controls above plus venue emergency plan and evacuation locations.	Time (10 minutes)	Safety briefing will be done through email communications and information pack to camp attendees prior to the Camp and then at each location.		
Ensure briefing includes being aware of, and abiding to, the University's Code of Conduct at all times, as representatives of the University and of the Work related social functions policy.	Time (approximately five minutes)	This briefing will be done through email communications and information pack to camp attendees prior to the Camp.		
<b>List emergency controls for how to deal with emergency events related to the activity.</b>				
<p>Conference venue (the Boat House) emergency procedure will be informed on day one at the start of the conference.</p> <p>The emergency procedure will be identified with regard to the vineyard and restaurant if at all unclear.</p> <p>Emergency services will be called on 000 if required.</p> <p>A first aid officer from RSFAS will be in attendance.</p> <p>Declaration by workers and contractors through Eventbrite registration form.</p> <p>A statement is required from each participant through event registration.</p> <p>The statements will read as:</p> <p><i>I have read the relevant ANU policies and other relevant information through links provided in the RSFAS Risk Assessment. I acknowledge that managing these risks is also my own responsibility. I will comply with those policies during my participation of the Camp activities and support the implementation of proposed risk controls.</i></p> <p>Participants who indicate no commitment to compliance are, by default, taking full responsibility of their own safety during the camp.</p>				
<b>REVIEW</b>				
<b>Reviewed by:</b>		CBE WHS – Linda Parker		
<b>Review date:</b>		7 August 2019		





**Consequences and Likelihood Matrix**

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Medium (10)	High (14)	Extreme (21)	Extreme (22)	Extreme (25)
Likely	Medium (7)	High (13)	High (16)	Extreme (20)	Extreme (24)
Possible	Low (4)	Medium (9)	High (15)	High (18)	Extreme (23)
Unlikely	Low (2)	Medium (6)	Medium (8)	High (17)	High (19)
Rare	Low (1)	Low (3)	Low (5)	Medium(11)	Medium (12)

**Likelihood (Probability)**

Ranking	Description	Probability/frequency of event occurring
<b>Almost certain</b>	The hazard is expected to occur in most circumstances at the University	A daily to weekly occurrence or happening >75%
<b>Likely</b>	The hazard could occur in most circumstances at the University	Between weekly to monthly occurrence or 50% -75%
<b>Possible</b>	The hazard has occurred at some time at the University	Between monthly to yearly occurrences or 25% - 50%
<b>Unlikely</b>	The hazard could occur at some time	Occurs in up to a 10 yearly cycle, up to 25%
<b>Rare</b>	The hazard may only occur in exceptional circumstances	One in hundred year event, less than 1%

**Consequences**



Ranking	Injury, illness or disease	Plant equipment and materials	Environment
<b>Insignificant</b>	Report only, no injury	Report only, no damage	Report only, no contamination
<b>Minor</b>	Injury needing first aid treatment can return to work within shift.	Equipment able to be reset or get back into operation by the operator	Minor contained contamination ceasing when the short event is over, can remediate (e.g.: spill kit)
<b>Moderate</b>	Medical treatment injury – can return to work at normal duties i.e.: treated by a health professional (physiotherapist, doctor, etc.)	Damage requiring a repair/service by a trade/technician within the day	Contamination event that does not impact on ecosystem. Short impact does not need intervention
<b>Major</b>	Lost time injury – injuries where one or more days is lost from work	Damage requiring repairs/rebuild and possible recertification prior to reuse, lost use for one or more days	Notification to environmental agency, ecosystem will need time to recover, intervention required to remediate
<b>Catastrophic</b>	Fatality/fatalities or permanent disability. Unable to work	Destroyed or cannot be reused	Long term permanent effect to ecosystems. Significant intervention required to remediate

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Residual hazard score	Approver
Low (5 and below)	No approval required.
Medium (6-12)	The immediate supervisor/manager shall approve.
High (13-19)	Work may only proceed after the relevant college or division Executives (Dean, GM, Director (local area)) has assessed the hazards with high scores and implemented controls.
Extreme (20 and above)	Work may not occur. Chief Operating Officer (COO) must be notified. Leaders/managers/supervisors and Senior Manager must reduce the level of exposure before work can recommence.

 **Hierarchy of Controls**

1		<b>Eliminate the hazard</b> – remove it completely from your workplace	If this isn't possible then ...
2		<b>Substitute the hazard</b> – with a safer alternative	If this isn't possible then ...
3		<b>Isolate the hazard</b> – as much as possible away from workers	If this isn't possible then ...
4		<b>Engineering controls</b> – adapt tools or equipment to reduce risk	If this isn't possible then ...
5		<b>Administrative controls</b> – change work practices and organisation	If this isn't possible then ...
6		<b>Personal protective equipment (PPE)</b> – this should be the last option after you have considered all other options	If you think it's still not <b>SAFE</b> then 