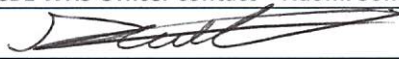


RSFAS Risk Assessment/Safe Work Method Statement

Risk Assessment/SWMS Number	For 2018 26 – 28 November	RSFAS Summer Research Camp The camp involves the presentation of leading research in Actuarial Studies, Finance and Statistics in an informal workshop environment.
Personal Qualifications, Training and Experience Required, including licences	As appropriate for activity	
Relevant Legislation, Regulations, Standards, Codes of Practice, Guidelines and ANU Policies and Procedures		
<p>Relevant legislation includes:</p> <ul style="list-style-type: none"> • <i>Work Health and Safety Act 2011;</i> • <i>Work Health and Safety Regulations 2011;</i> and • <i>Work Health and Safety Code of Practice).</i> <p>The above provides requirements relating to:</p> <ul style="list-style-type: none"> • Managing Work Health and Safety Risks; • Providing First Aid in the Workplace; and • Work Health and Safety Consultation, Cooperation and Coordination 	<p>Relevant ANU policies and procedures include:</p> <p>ANU Policy - Health Safety and wellbeing ANU Policy – Smoke-free ANU Procedure: Reporting work health and safety hazards and incidents at ANU ANU Procedure – Alcohol and other drugs in the workplace ANU Procedure: Fieldwork health and off-campus work safety ANU Procedure: Risk management ANU Procedure – Prevention of discrimination, harassment and bullying Liquor Act 2007 (sections 11 and 53, provisions relating to cellar door operations at wineries and hotels)</p> <p>ANU H&S Officer contact – Glyn Whitworth 612 53656 CBE WHS Officer contact – Naomi Somerville 0417 198 179</p>	
Safe Work Method Statement Authorised By	Signature	
	Name	Associate Professor Stephen Sault
	Position	Interim Director, RSFAS
	Date	27/8/18
	Review Date	

The approved ANU WHS Risk Assessment Methodology shall be used to determine the risk associated with any practice, system or task.																
IDENTIFY		ASSESS			CONTROL				IMPLEMENT			REVIEW				
Sequence of steps		Uncontrolled Risk			Risk control strategies				Residual Risk							
What are all the hazards/risks associated with this practice, task or system?		Likelihood	Consequence	Risk Rating	How will you reduce the likelihood and/or consequence of the risk?				Likelihood	Consequence	Risk Rating	Person responsible for control implementation	Date responsibility communicated	Agreed timeframe	Review Date	Reviewed? Y/N
Risk 1 - Lack of communication and information on emergency arrangement Hazard <ul style="list-style-type: none"> Slow in responding to accidents/allergies/illness Consequence Loss of critical time		Unlikely to possible	Moderate	MEDIUM 8	<ul style="list-style-type: none"> All participants on registration provided contact mobile numbers if available (and emergency contact numbers if available). All participants should be aware that other ways to seek assistance may be needed. All ANU participants have approved travel form in place prior to 20 October 2018. All external invited participants will provide contact information and travel arrangement through emails. All participants are supplied with an information pack that includes, but is not limited to, contact phone numbers for members of the Camp Management Team, RSFAS First Aid Officer(s), the coach driver and the venue's emergency procedure, site map and location of first aid kit(s). A wallet-size emergency and first aid contact card is provided to all participants that provides emergency contacts, location of first aid kits during the Camp and first aider contacts. Ensure that venue provides the standard first aid facilities. Electronic version of the information pack will be emailed to participants prior to the camp. 				Unlikely	Minor	MEDIUM 6	Steve Donna Trish Raymond University Participants Visiting Participants	by 03 October	From 30 June to 29 November	15 December	

<p>Risk 2 - Alcohol/Drugs/Smoking</p> <p>Hazard</p> <ul style="list-style-type: none"> Accidents/Allergies/illness resulting from excessive consumption <p>Consequence</p> <ul style="list-style-type: none"> Mild injuries/fatality 	Unlikely to possible	Major	HIGH 17	<ul style="list-style-type: none"> Leverage on venue's credentials as a leading accommodation/catering services provider that needs to meet a number of licensing and registration regulations to provide alcohol. Links to ANU Alcohol and drugs policy is provided to attendees in the Information Pack and emails prior to the Camp. Ensure all participants are aware that ANU alcohol/drugs/smoking policy will apply at camp site. Acknowledgement of ANU policies and commitment to comply with these policies are required for travel approval. Smoking is not permitted in any accommodation, common areas and/or bistro. Limited alcoholic drinks will be provided at dinner on 26 and 27 Nov. Voucher (two drinks per person) is used to ensure no excessive use of alcohol. Alcohol consumption at any given time is also subject to Responsible Service of Alcohol (RSA) requirements of the venue. ANU and the venue policies require responsible drinking on site. Attendees can be requested to leave at any time for non-compliance. 	Unlikely	Minor	MEDIUM 6	Steve Donna Trish University Participants Visiting Participants	by 03 October	From 30 June to 29 November	15 December	
<p>Risk 3 – Catering /dining</p> <p>Hazard</p> <ul style="list-style-type: none"> allergic reactions Potential accident or injury <p>Consequence</p> <ul style="list-style-type: none"> Cuts, scrapes, sprains, concussion, and breaks 	Unlikely to possible	Minor	MEDIUM 8	<ul style="list-style-type: none"> Venue has a licenced restaurant, catering capability and public liability insurance. Ensure venue has first aid facilities and information on access to medical help provided. There will be qualified RSFAS first aid officer(s) and at least one ANU first aid kit during the Camp. Update first aid kit to cater to fieldwork hazards and suspected demand. 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. Ensure all participants are aware of venue's rules. 	Unlikely	Minor	MEDIUM 6	Steve Donna Anna P Antje Tim	by 03 October	29 November to 1 December		

<p>Risk 4 – Seminar Sessions</p> <p>Hazard</p> <ul style="list-style-type: none"> Potential accidents (eg slips and trips) or injuries Fire <p>Consequence</p> <ul style="list-style-type: none"> Cuts, scrapes, concussion, breaks 	Unlikely	Minor	MEDIUM 6	<ul style="list-style-type: none"> Inform attendees of emergency exits at seminar venues. Ensure first aid kit(s) are available within, or nearby, the venue. Ensure availability of at least one qualified first aider from RSFAS. Name(s) and phone number(s) of First Aiders are included in the information pack that will be provided to each participants. 	Rare	Minor	LOW 3	Steve Donna Trish Raymond	by 03 October	26 - 28 November		
<p>Risk 5 – Travel to and From venue – by private vehicles</p> <p>Hazard</p> <ul style="list-style-type: none"> Road accidents <p>Consequence</p> <ul style="list-style-type: none"> Stress Various 	Likely	Moderate	HIGH 15	<ul style="list-style-type: none"> All ANU car drivers have submitted an ANU private vehicle form prior to travel. Ensure ANU drivers understand that adequate rest breaks during driving are highly recommended and it is their own responsibility to do so. Ensure invited participants understand that they take the full responsibility of their travel to and from the venue, including car hire costs and insurance of all passengers in the car. <i>(For the purpose of this event and its risk management, family members are not regarded as participants.)</i> 	Unlikely to possible 2	Moderate	MEDIUM 8	Steve Donna Trish Raymond Drivers as advised through registration and travel forms	by 03 October	26, 28 November		
<p>Risk 6 – travel by coach Travel to and from Venue</p> <p>Hazard</p> <ul style="list-style-type: none"> Road accidents Person gets stranded <p>Consequence</p> <ul style="list-style-type: none"> Serious injury resulting from vehicle accident Stress and/or various issues arising during travel time. 	Unlikely	Moderate to Major	MEDIUM 8	<ul style="list-style-type: none"> Licensed coach operator with public liability insurance. Operator provides quote including registration of correct times, addresses and contact numbers. Ensure there is a system in place to check all persons are on the bus before leaving (roll call). Allow sufficient time to board the coach. Ensure passenger safety through provision of seat belts and coach safety rules. Ensure invited participants understand that it is their responsibility to ensure sufficient insurance cover for their family members and safety during the travel to and from the venue. <i>(For the purpose of this event and its risk management, family members are not regarded as participants.)</i> Provider to ensure routes to and from venue are pre-planned. Provider to ensure GPS or maps are available to driver. 	Unlikely	Moderate	MEDIUM 6	Donna Trish Raymond	by 03 October	26, 28 November		

<p>Risk 7 - Trivia Night</p> <p>Hazard</p> <ul style="list-style-type: none"> Alcohol/drugs/smoking Potential accident or injury <p>Consequence</p> <ul style="list-style-type: none"> Cuts, scrapes, concussion, breaks, or stress 	Unlikely to possible	Minor	MEDIUM 9	<ul style="list-style-type: none"> Inform attendees of emergency exists from trivia room. Ensure first aid kit(s) is(are) available within, or nearby, trivia room. There will be no physical components of the trivia event. Ensure all controls under Risk 2 is implemented. 	Unlikely	Minor	MEDIUM 6	Steve Donna Trish	by 03 October	27 November		
<p>Risk 8 – Golf at Peppers Craigieburn</p> <p>Hazard</p> <ul style="list-style-type: none"> Potential accident or injury, such as sprained ankles, bruises, falls, muscle spasms or injuries from other players' golf clubs or balls. <p>Consequence</p> <p>concussion, breaks, or stress</p>	Unlikely to possible	Moderate	HIGH 15	<ul style="list-style-type: none"> Provide participants with information on outfits that best suit this activity and other preparations that may help limit potential injuries such as warm-ups. Provide participants with information on the club and their services and facilities. Inform participants golf clubs requirements and emergency procedures/first aid availability A 30 minutes class will be provided to receive training on playing golf and also some tips on safety. (to be confirmed) 	Unlikely	Minor	MEDIUM 6	Donna Trish Raymond	by 03 October	27 November		
<p>Risk 8 – Wine tour</p> <p>Hazard</p> <ul style="list-style-type: none"> Potential accident or injury, such as sprained ankles, bruises, falls, muscle spasms or stings and allergy. Potential accident when travel during the tour <p>Consequence</p> <p>concussion, breaks, stress</p>	Unlikely to possible	Moderate	MEDIUM 9	<ul style="list-style-type: none"> Only use the credited tour providers. Provide participants with information on outfit that best suit these activities and other preparations that may help limit potential injuries. Participants' declaration to take full responsibility when choosing to attend these activities. No private vehicle is permitted on these tours. 	Unlikely	Minor	MEDIUM 6	Donna Trish Raymond	by 03 October	27 November		

<p>Risk 8 – Walking between Peppers craigieburn and Golfview Lodge</p> <p>Hazard</p> <ul style="list-style-type: none"> Poor visibility if walk in the dark. Animals on the road <p>Consequence</p> <ul style="list-style-type: none"> Sprained ankles, or bites and stings. 	Unlikely to possible 2	Minor	MEDIUM 9	<ul style="list-style-type: none"> The premises operates under both Australiand standards and NSW State regulations for hospitality service industry (as part of the licencing application and renewal requirements on NSW state government website). The online reviews of this premises are very positive. No food and alcohol will be provided to the students from this premises. A professional staff member will accompany students on the premises. Provide PhD students with walking direction and torches. Students are required to walk in groups of at least three. Ensure that participants are aware of the location of first aid kits and qualified first aider(s). 	Unlikely	Minor	MEDIUM 6	<p>Steve Donna Trish Tim</p> <p>University Participants - PhD students</p>	by 03 October	26 - 28 November		
<p>Risk 9 - Individual time</p> <p>Hazard</p> <ul style="list-style-type: none"> Potential accident or injury, especially if physical activities are included. <p>Consequence</p> <ul style="list-style-type: none"> Cuts, scrapes, concussion, breaks, or snake bite. 	Unlikely to possible 2	Minor	MEDIUM 9	<ul style="list-style-type: none"> Ensure all participants are aware of individual responsibilities during the Camp. Any activity that is not on the Program are taken at participant's own risk. Provide participants, in the Information Pack, with generic information about the area. Inform participants of emergency procedures at venue prior and during the Camp. Ensure that participants are aware of the location of first aid kits and qualified first aider(s). 	Unlikely	Minor	MEDIUM 6	<p>Steve Donna Trish Raymond</p> <p>University Participants Visiting Participants</p>	by 03 October	26 - 28 November		

(Note. Insert further rows as required)

Emergency Procedure and Communication and Contact information

Please refer to the venue Peppers Craigieburn's procedures provided in your Information Pack and confirm it upon arrival/check-in.

Please ensure that the emergency contact information is readily available, including the wallet card provided in your information pack.

Declaration by workers and contractors (through travel form)

A statement is required from each participant when lodging travel form. Approval to travel may be subject to whether the applicant commits to comply with ANU and venue policies.

The statements should read:

I have read the relevant ANU policies and venue information, links of which are provided in the RSFAS Risk Assessment. I acknowledge that managing these risks is also my own responsibility. I will comply with those policies during the Camp and support the implementation of the risk controls provide in the risk assessment.

Participant who indicates no commitment to compliance may not be given approval to attend the Camp.

The agreement to the risk management approach from invited speakers and guests will be sought separately as their access to ANU system may be limited.

Reference - ANU Risk Matrix as of 1 July 2017

HAZARD MATRIX					
LIKELIHOOD	IMPACT/CONSEQUENCE				
	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)

HAZARD APPROVERS	
LOW (<=5)	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)	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.

LIKELIHOOD		
RANKINGS	DESCRIPTION	PROBABILITY / FREQUENCY OF EVENT OCCURRING
ALMOST CERTAIN	The hazard is expected to occur in most circumstances at ANU	Already a daily to weekly occurrence, >75%
LIKELY	The hazard could occur in most circumstances at ANU	between weekly to monthly occurrence 50 -75%
POSSIBLE	The hazard has occurred at some time at ANU	Between monthly to yearly occurrences 25 -50%
UNLIKELY	The hazard could occur at some time	Occurs in up to a 10 yearly cycle, up to 25%
RARE	The hazard may only occur in exceptional circumstances	One in hundred year event, less than 1%

CONSEQUENCE			
RANKINGS	ILLNESS, INJURY OR DISEASE	PLANT EQUIPMENT AND MATERIALS	ENVIRONMENT
CATASTROPHIC	Fatality / Fatalities or permanent disability. Unable to work	Destroyed or can't be reused	Long term permanent effect to ecosystems. Significant intervention required to remediate
MAJOR	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
MODERATE	Medical treatment injury – can return to work at normal duties i.e.: treated by a health professional (Physio, Doctor, etc.)	Damage requiring a repair/service by a trade/technician within the day	Contamination event that does not impact on ecosystem. Short impact doesn't need intervention
MINOR	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)
INSIGNIFICANT	Report only, no injury	Report only, no damage	Report only, no contamination