

Resilient Soils Field Day - Risk Assessment

ACTIVITY	HAZARD OR RISK IDENTIFIED	ASSESSMENT OF CURRENT RISK (refer to matrix box)			RISK CONTROL MEASURES RECOMMENDED (refer to hierarchy of control guidelines and list details below for each hazard/risk identified)	ASSESSMENT OF FORECAST RISK (refer to matrix box)			ACTION OFFICER/PERSON
		C	L	Risk Level		C	L	Risk Level	
Registration/Welcom e/Morning Tea	Workshop Venue								
	Access driveway to venue	Mod	P	M3	Check access and flag identified hazards. Signpost directions	Mod	U	L2	RALF
	Venue - Access / egress.	Mod	P	M3	Safe general access and egress checked. Short distance between parking and house.	Mod	HU	L3	RALF
	Emergency procedures.	Major	U	M2	Ensure venue has emergency evacuation plan and advise participants of the plan at commencement of workshop. First Aid Kit. Conduct emergency procedures briefing.	Major	HU	L1	RALF
	Slips, trips, falls on uneven or slippery ground.	Mod	P	M3	Wear appropriate footwear. Observe ground conditions before walking on site. First Aid Kit.	Mod	HU	L3	RALF and participants
	Food consumption	Mod	P	M3	Ensure catering provides for dietary requirements and participants asked of any food allergies.	Mod	HU	L1	RALF and participants
Paddock Sessions	Field Event								
	Paddock sites will be accessed by foot	Mod	P	M3	Workshop participants will be advised of risks whilst walking eg loose surface and areas of concern to be flagged. Site to be checked on the afternoon prior to the field day for any safety concerns.	Mod	HU	L3	RALF, Host and participants
	UV exposure (damage to skin and eyes)	Mod	P	M3	Offer sunscreen at regular intervals and cover exposed skin. Sunglasses. Avoid prolonged periods in direct sunlight.	Mod	HU	L3	RALF and participants
	Dehydration	Mod	P	M3	Ensure adequate water supply is available at all times. Water will be available to all participants and participants reminded to keep hydrated.	Mod	HU	L3	RALF and participants
	Slips, trips, falls on uneven or slippery ground and injury in soil pits	Mod	P	M3	Wear appropriate footwear. Observe ground conditions before walking on site. Briefing by facilitator First Aid Kit.	Mod	HU	L3	RALF and participants
	Ants, ticks	Mod	P	M3	Keep skin covered. Check socks at regular intervals. Have salt and insecticides available.	Mod	HU	L3	RALF and participants
	Snake bite	Major	P	H3	Wear appropriate footwear. Observe ground conditions before walking on site. Briefing by facilitator & carry First Aid Kit.	Major	HU	L1	RALF and participants
	Falling limbs / tree branches.	Major	P	H3	Check site before entering, all participants to be aware of potential for falling limbs / tree branches. Avoid standing under trees in windy conditions.	Major	HU	L1	RALF and participants
Conclusion	Venue - Access / egress.	Mod	P	M3	Safe general access and egress checked. Short distance between car parking and hall.	Mod	HU	L3	RALF and participants
	Emergency procedures.	Major	U	M2	Ensure venue has emergency evacuation plan and advise participants of the plan at	Major	HU	L1	RALF and participants

					commencement of workshop. First Aid Kit. Conduct emergency procedures briefing.				
	Slips, trips, falls on uneven or slippery ground.	Mod	P	M3	Wear appropriate footwear. Observe ground conditions before walking on site. First Aid Kit.	Mod	HU	L3	RALF and participants

ACTIVITY	HAZARD OR RISK IDENTIFIED Potential to cause harm to people and/or damage to property. (Support with photographs, sketches or diagrams if appropriate)	ASSESSMENT OF CURRENT RISK (refer to matrix box)			RISK CONTROL MEASURES RECOMMENDED (refer to hierarchy of control guidelines and list details below for each hazard/risk identified)	ASSESSMENT OF FORECAST RISK (refer to matrix box)			ACTION OFFICER/PERSON You/ Team Leader/Manager
		C	L	Risk Level		C	L	Risk Level	
	Example: Slip, trip or fall at station entrance as a result of slippery surface in wet weather.	Mo	L	H5	Engineering: awning over entry door, floor treated with anti-slip coating or mat Administrative: Sign installed by station 'caution slippery when wet'; all staff notified of hazard	Mo	U	L2	Team Leader

MEASURES	
Consequence	Likelihood
<p>Extreme</p> <ul style="list-style-type: none"> - Multiple fatalities and/or injuries with widespread medical attention required <p>Major</p> <ul style="list-style-type: none"> - Single fatality, serious injuries or occupational illnesses with potential acute or chronic disabilities <p>Moderate</p> <ul style="list-style-type: none"> - Medical treatment required with potential for short term absence < 1 week with no fatalities or serious long-term disabilities <p>Minor</p> <ul style="list-style-type: none"> - Minor injuries only, medical treatment required. Sick leave not required. <p>Insignificant</p> <ul style="list-style-type: none"> - On-site first aid may be required. 	<p>Highly Likely</p> <p>The consequence is expected to occur in most circumstances (monthly)</p> <p>High level of known incidents (records/experience)</p> <p>Strong likelihood of re-occurring, with much opportunity and means to occur.</p> <p>Likely</p> <p>The event will probably occur in most circumstances (annually)</p> <p>Regular incidents known (records/experience)</p> <p>Considerable opportunity and means to occur.</p> <p>Possible</p> <p>The event should occur at some time over (2 to 5 years)</p> <p>Few infrequent, random occurrences recorded/experienced</p> <p>Some opportunity and means to occur.</p> <p>Unlikely</p> <p>The event could occur at some time (5 to 15 years)</p> <p>No known incidents recorded or experienced</p> <p>Little opportunity or means to occur.</p> <p>Highly Unlikely</p> <p>The event may occur only in exceptional circumstances (15+ years)</p> <p>Unheard of</p> <p>Almost no opportunity to occur.</p>

MATRIX		Consequence				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Extreme 5
Likelihood	Highly Likely 5	Low -L7	Medium -M4	High -H4	Critical -C4	Critical -C1
	Likely 4	Low -L8	Medium -M5	High -H5	High -H2	Critical -C2
	Possible 3	Low -L9	Low -L4	Medium -M3	High -H3	Critical -C3
	Unlikely 2	Low -L10	Low -L5	Low -L2	Medium -M2	High -H1
	Highly Unlikely 1	Low -L11	Low -L6	Low -L3	Low -L1	Medium -M1

RISK TOLERANCE AND ESCALATION LEVELS	
1	<p>Critical</p> <p>Escalate to Commissioner through chain of command. Implement a detailed action plan to address the risk.</p>
2	<p>High</p> <p>Escalate to Director through chain of command. Implement a detailed action plan to address the risk.</p>
3	<p>Medium</p> <p>Specify management accountability and responsibility for an appropriate action plan. Monitor trends and plan for potential improvements.</p>
4	<p>Low</p> <p>Manage by routine procedures. Monitor trends; review costs and effectiveness</p>