

UNSW WIL Risk Management

For additional information refer to HS329 [Risk Management Procedure](#)

WIL activity name

Course/Project/Placement name

Identify the activity and the location of the activity

Description Eg. WIL internship placement at partner organisation working on team project

Identify who may be at risk from the activity:

The types of people may affect the risk controls needed and the location may affect the number of people at risk

Persons at risk Eg student interns, supervisors

How they were consulted on the risk Eg Preparation module

Acknowledgement of Understanding

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)

I have read and understand this risk management form

Name	Signature	Date

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, safety data sheets 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 risk rating matrix

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

<i>Task/ Scenario</i>	<i>Hazard</i>	<i>Existing controls</i>	<i>Any additional controls required?</i>	<i>Risk Rating</i>		
				<i>Consequences</i>	<i>Likelihood</i>	<i>Risk</i>
What activities are students participating in?	What are potential ways students could be harmed?	What actions are you currently undertaking to minimise this risk?	Do the activity owners need to take further action to minimise risk?			
<i>Eg travel to placement location</i>	Travel route is isolated from rescue, medical assistance or other emergency services Overseas travel Travelling on public transport Travelling at night	Students to be briefed on travel arrangements, discuss implications Check DFAT travel advisory website Comply with public transport COVID 19 protocols Consider previous experience of student	Overseas travel insurance in place			
<i>Eg day to day physical threats to health and wellbeing</i>	Manual handling risks. Slip, trip, or fall injuries. Exposure to noise, radiation etc	Seek confirmation from partner organisation about expectations of student's prior competency in high risk activities, and ensure student meets these	Confirm that training and supervision will be provided by the partner organisation throughout the placement. Include details in the written communication with the partner organisation.			
<i>Eg interacting with staff of partner organisation</i>	Exposure to bullying or discriminatory behaviour	Ensure access to WHS reporting module	Periodic check in			

RISK RATING METHODOLOGY AND MATRIX

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<p>Consider the Consequences</p> <p>Consider: What type of harm could occur (minor, serious, death)? Is there anything that will influence the severity (e.g. proximity to hazard, person involved in task etc.). How many people are exposed to the hazard? Could one failure lead to other failures? Could a small event escalate?</p>	<p>Consider the Likelihood</p> <p>Consider: How often is the task done? Has an accident happened before (here or at another workplace)? How long are people exposed? How effective are the control measures? Does the environment effect it (e.g. lighting/temperature/pace)? What are people's behaviours (e.g. stress, panic, deadlines) What people are exposed (e.g. disabled, young workers etc.)?</p>	<p>Calculate the Risk</p> <p>1. Take the consequences rating and select the correct column</p> <p>2. Take the likelihood rating and select the correct row</p> <p>3. Select the risk rating where the two ratings cross on the matrix below.</p> <p>VH = Very high, H = High, M = Medium, L = Low</p>																																													
<p>5. Severe: death or permanent disability to one or more persons</p> <p>4. Major: hospital admission required</p> <p>3. Moderate: medical treatment required</p> <p>2. Minor: first aid required</p> <p>1. Insignificant: injuries not requiring first aid</p>	<p>A. Almost certain: expected to occur in most circumstances</p> <p>B. Likely: will probably occur in most circumstances</p> <p>C. Possible: might occur occasionally</p> <p>D. Unlikely: could happen at some time</p> <p>E. Rare: may happen only in exceptional circumstances</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #ccccff;"> <th colspan="2"></th> <th colspan="5">CONSEQUENCES</th> </tr> <tr style="background-color: #ccccff;"> <th colspan="2"></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <th rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">LIKELIHOOD</th> <th>A</th> <td style="background-color: #90ee90;">M</td> <td style="background-color: #ffff00;">H</td> <td style="background-color: #ffff00;">H</td> <td style="background-color: #ff0000;">VH</td> <td style="background-color: #ff0000;">VH</td> </tr> <tr> <th>B</th> <td style="background-color: #90ee90;">M</td> <td style="background-color: #90ee90;">M</td> <td style="background-color: #ffff00;">H</td> <td style="background-color: #ffff00;">H</td> <td style="background-color: #ff0000;">VH</td> </tr> <tr> <th>C</th> <td style="background-color: #add8e6;">L</td> <td style="background-color: #90ee90;">M</td> <td style="background-color: #ffff00;">H</td> <td style="background-color: #ffff00;">H</td> <td style="background-color: #ff0000;">VH</td> </tr> <tr> <th>D</th> <td style="background-color: #add8e6;">L</td> <td style="background-color: #add8e6;">L</td> <td style="background-color: #90ee90;">M</td> <td style="background-color: #90ee90;">M</td> <td style="background-color: #ffff00;">H</td> </tr> <tr> <th>E</th> <td style="background-color: #add8e6;">L</td> <td style="background-color: #add8e6;">L</td> <td style="background-color: #90ee90;">M</td> <td style="background-color: #90ee90;">M</td> <td style="background-color: #90ee90;">M</td> </tr> </tbody> </table>			CONSEQUENCES							1	2	3	4	5	LIKELIHOOD	A	M	H	H	VH	VH	B	M	M	H	H	VH	C	L	M	H	H	VH	D	L	L	M	M	H	E	L	L	M	M	M
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Risk level	Required action
Very high	Act immediately: The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls
High	Act today: The proposed activity can only proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls and (ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and (iii) the document has been reviewed and approved by the Supervisor and (iv) a Safe Working Procedure or Safe Work Method has been prepared.
Medium	Act this week: The proposed task or process can proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of controls and (ii) a Safe Working Procedure or Safe Work Method has been prepared.
Low	Act this month: Managed by local documented routine procedures which must include application of the hierarchy of controls.