



Student ID:	Student Name:	School:
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Company Name

Company Address

Company Industrial Training Supervisor/contact details

Start date: _____

End Date: _____

Note: Industrial Training can only be for a maximum of 12 weeks.

Identify the activity and the location of the activity

Description of activity

Description of location

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

Persons at risk

How they were consulted on the risk

List legislation, standards, codes of practice, manufacturer's guidance etc used to determine control measures necessary

Work Health and Safety Act 2011
 Work Health and Safety Regulation 2011

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	Existing controls	Any additional controls required?	Risk Rating			Cost of controls (in terms of time, effort, money)	Is this reasonably practicable Y/N
					C	L	R		
			•						
			•						

Task/ Scenario	Hazard	Associated harm	Existing controls	Any additional controls required?	Risk Rating			Cost of controls (in terms of time, effort, money)	Is this reasonably practicable Y/N
					C	L	R		
			•						
			•						
			•						
			•						

RISK RATING METHODOLOGY AND MATRIX

Consider the Consequences	Consider the Likelihood	Calculate the Risk																																													
<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: 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 affect 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>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="margin: auto; border-collapse: collapse;"> <thead> <tr style="background-color: #4a4a8a; color: white;"> <th colspan="2"></th> <th colspan="5">CONSEQUENCES</th> </tr> <tr style="background-color: #d3d3d3;"> <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="background-color: #0000ff; color: white; writing-mode: vertical-rl; transform: rotate(180deg);">LIKELIHOOD</th> <th style="background-color: #d3d3d3;">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 style="background-color: #d3d3d3;">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 style="background-color: #d3d3d3;">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 style="background-color: #d3d3d3;">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 style="background-color: #d3d3d3;">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 and (v) the supervisor must review and document the effectiveness of the implemented risk controls
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) the document has been reviewed and approved by the Supervisor and (iii) 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.

List emergency procedures and controls

List emergency controls for how to deal with fires, spills or exposure to hazardous substances and/or emergency shutdown procedures

STUDENT TO COMPLETE

As a student of the University of New South Wales, I am required to do the following whilst undertaking IT in my organisation:

- Take reasonable care for my own health and safety,
- Take reasonable care that my acts or omissions do not adversely affect the health and safety of other persons,
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with prescribed WHS requirements,
- Co-operate with any reasonable policy or procedure in the workplace that has been notified to workers,
- Seek further information from the organisation and UNSW (where necessary) if my role or required actions are not clear,
- Inform the placement company if I am sick and unable to undertake IT,
- Report to UNSW and the placement organisation any incidents, hazards, near misses or other issues that may affect my health and safety in the workplace or the health and safety of other people.

STUDENT SIGNATURE:

DATE: ____ / ____ / ____

INDUSTRIAL TRAINING ORGANISATION TO COMPLETE

Prior to visiting or undertaking industrial training at an off-campus location, UNSW seeks to ensure that its students will be operating in a safe work environment in accordance with the WHS Act and WHS Regulation 2011. We request this section be completed by either the staff member who will directly oversee the student's activities whilst undertaking IT in your organisation or the IT coordinator.

By signing this section, the organisation agrees to and acknowledges it has the following in place:

- There is a WHS strategy including a written policy on commitment to maintain a safe workplace,
- There is a formal induction process for all workers, which will be provided to the student when they commence,
- There is a systematic risk management process to identify and address hazards and apply formal risk control methodology and a systematic process to review and (if necessary) revise control measures,
- There is an Emergency Management Plan (including first aid and fire warden arrangements) in place and available to stakeholders,
- Appropriate training and supervision is provided to workers by experienced and qualified person(s) in accordance to the level of risk and the type of work being undertaken,
- If the WHS Regulations so require, work is only carried out at the workplace by persons who are authorised to do so and/or by, or under the supervision of, persons who have prescribed qualifications or experience,
- All necessary tools and resources are provided to complete work safely, including the provision of personal protective clothing & equipment (PPCE) and health monitoring,
- Workplace incident statistics are recorded, reported, measured and available,
- The organization has a WHS consultation process in place to resolve WHS issues and a health and safety committee,
- The organisation will, so far as it is reasonably practicable, consult, co-operate and co-ordinate activities to be undertaken by the student with UNSW,
- There is a systematic workplace inspection process,
- There is a systematic approach to incident investigation and issue resolution,
- Provisions in place to ensure safety information is provided in an appropriate way to those of a non-English speaking background or for those with special needs,
- The organisation has policies concerning equal opportunities, anti-discrimination and bullying,
- All policies and processes referred to above will be made available to the students undertaking IT on commencement, and to UNSW, on request.

SUPERVISOR SIGNATURE:

DATE: ____/____/____

UNSW SCHOOL IT COORDINATOR TO COMPLETE

As the IT Coordinator, I am satisfied that the form has been complete by the student and the IT supervisor so the student can proceed with gaining approval for their IT Placement

COORDINATOR NAME & SCHOOL

NAME:

zID:

SCHOOL:

COORDINATOR SIGNATURE:

DATE: ____/____/____