|  |  |  |
| --- | --- | --- |
| Unifulllogo-wht2011_03r[1] | **STUDENT PLACEMENT RISK MANAGEMENT** | **UNIVERSITY RISK MANAGEMENT CHECKLIST WHS75** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **INSTRUCTIONS FOR USE:**  **This form is to be used by the staff member / academic supervisor who arranges placement for students to assess risk and provide evidence of consultation when planning the placement.**  **Completion of this form is likely to comply with Sect 46 of the WHS Act (SA) 2012 that requires UniSA and Host organisations to consult, co‑operate and co‑ordinate in their placement activities.**  **Refer to** [***Appendix 1 Risk Assessment Matrix***](#_Risk_Assessment_Matrix) **for explanation on risk ratings. Retain the completed form locally as evidence for audit purposes.** | | | | | | **Placement & Workplace:** Click here to enter text. | **Unit:** Click here to enter text. | **Name of Supervisor:** Click here to enter text. | **Date Completed:** Click here to enter a date. | | | | | | | | | |
| **Item** | **Hazard description** | **How exposed to hazard** | **Level of risk**  **(High/Medium/ Low)** | **Risk control measure(s)** | **Controls Incorporated** | **By whom** |
| 1 | **External worksite** | * Worksite is not under the control of UniSA. * Host Organisation (HO) may have a safety management system of variable quality. | Medium to Low | * Select the Host and placement worksites based on past experience and suitability following consultation / discussion between Program Director / Course Coordinator and the Host. A suitable host is one who provides a safe and healthy place of work, communicates well, includes staff input into their safety management system and takes prompt action to address any injuries or incidents, typically a government agency or a self-insured employer under the ReturntoWorkSA scheme. Monitoring of suitability is required on an ongoing basis. |  |  |
| * Arrange placement with government organisations or large self-insured employers where possible. |  |
| * Establish UniSA Placement Agreement with Host. |  |
| * Consult, co-operate and coordinate placement arrangements with the Host (refer to WHS Guideline: [Student Placement - Work Experience](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/safety-and-wellbeing/student_placement-work_experience.pdf) or similar). |  |
| * Add other controls here that may be unique to this placement arrangement. |  |
| 2 | **Lack of student knowledge of health and safety** | * Student is unaware of health and safety obligations and expectations. | Low | * Student undertakes WHS awareness online learning module ‘*Undertaking a University Placement’* prior to commencing Placement. **NOTE:** Student access must be arranged via consultation with the [Safety and Wellbeing team.](mailto:hsim.safetywellbeing@unisa.edu.au) |  |  |
| * Student is advised of vaccination requirements. |  |
| * Student has completed pre-requisite courses as part of curriculum. |  |
| * Host provides an induction process and relevant training for the student. |  |
| * Add other controls here that may be unique to this placement arrangement. |  |
| 3 | **Workplace hazards at host site** | * Student is unfamiliar with the work site and possible hazards associated with the placement. | Medium to Low | * The Host employer conducts induction to local work site including:   + Identifying hazards and appropriate control measures (may include training)   + Highlighting emergency procedures and personnel   + Explaining incident reporting processes   + Explaining consultation procedures. |  |  |
| * Host employer provides supervision of the student during the term of the placement. |  |
| * Student has attained fundamental knowledge of WHS responsibilities by completing the online learning module ‘*Undertaking a University Placement’.* |  |
| * Student is periodically supervised by a UniSA supervisor on a visiting basis. |  |
| * Add other controls here that may be unique to this placement arrangement. |  |
| 4 | **Heavy or awkward lifting/handling** | * Lifting/handling/pushing/pulling animate or inanimate objects without understanding personal limits or safe methods. | Medium | * Student undertakes manual handling training as part of course curriculum prior to starting placement. |  |  |
| * Student undertakes online Manual Handling training module prior to starting placement. |  |
| * Host identifies this hazard and provides training and supervision as required. |  |
| * Add other controls here that may be unique to this placement arrangement. |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Hazard description** | **How exposed to hazard** | **Level of risk**  **(High/Medium/ Low)** | **Risk control measure(s)** | **Controls Incorporated** | **By whom** |
| 5 | **Communicable Diseases** | * Caring for ill patients in a hospital environment or exposure to young children in a school environment. | Medium | * Student arranges to have necessary vaccinations prior to starting the placement and completes accompanying paperwork as evidence. |  |  |
| * Student has completed preparatory training in teaching and learning program to familiarise with this risk and control measures. |  |
| * Add other controls here that may be unique to this placement arrangement. |  |
| 6 | **Injury or illness** | * Occurs as a result of participating in placement. | Low | * Student reports hazards and incidents to UniSA supervisor and the host employer as soon as possible. UniSA supervisor logs details into the University online hazard/incident reporting and investigation system. University Insurance receive automatic notification. |  |  |
| * UniSA carries personal injury insurance for students on placement and advises the carrier of incidents within 24 hours. |  |
| * Add other controls here that may be unique to this placement arrangement. |  |
| 7 | **Hazardous work** | * The placement includes hazardous work as a known element of the placement [examples may include;   working from height, in isolation, with energised plant or equipment, working with plant, radiation, hazardous chemicals etc]. | High | * The nature of hazardous work is identified in the Placement Agreement. |  |  |
| * UniSA and Host consult in regard to any foreseen hazardous work using WHS Guideline: [Student Placement - Work Experience](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/safety-and-wellbeing/student_placement-work_experience.pdf) or similar. |  |
| * Host identifies this hazard and provides the appropriate level of training and supervision. |  |
| * Host has completed a risk assessment and has identified and implemented adequate control measures. |  |
| * Control measures comply with Australian Regulations, Standards, and Codes of Practice for the particular industry. |  |
| * Host informs student of specific hazards and risk associated with the work. |  |
| * Host provides appropriate level of onsite supervision & training for the student/s undertaking hazardous work. |  |
| * Personal Protective Equipment is provided to student where required. |  |
| * Add other controls here that may be unique to this placement arrangement. |  |
| 8 | **Driving or commuting** | * General road and traffic hazards.   Note: *There is evidence of multiple occurrences of MVA by students on placement* | Medium | * Student holds a current South Australian driving licence. |  |  |
| * Student drives a road worthy vehicle. |  |
| * Student adheres to current road rules. |  |
| Risk assessment documentation is completed for long distance or remote area driving as required. |  |
| * Add other controls here that may be unique to this placement arrangement. |  |
| 9 | **Isolation / night work** | * Placement is in a remote area or late evening or where shift work is required. | Medium | * Placement Agreement with Host identifies the nature of isolated/remote work. |  |  |
| * UniSA and Host to consult in regard to this hazard type if foreseen (refer to WHS Guideline: [Student Placement - Work Experience](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/safety-and-wellbeing/student_placement-work_experience.pdf) or similar). |  |
| * Risk assessment documentation is completed for specific location / circumstances as required. |  |
| * Host escorts student to their vehicle after hours. |  |
| * Host endeavours to pair students together in these circumstances where possible. |  |
| * Add other controls here that may be unique to this placement arrangement. |  |
|  | ***ADD other identified hazards not included above*** | * Click here to enter text. | Click here to enter text. | * Click here to enter text. |  |  |

**APPENDIX 1**

# Risk Assessment Matrix – The risk matrix below is used to determine the level of risk for each hazard.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **RISK SEVERITY/CONSEQUENCE** | | | |
| **LIKELIHOOD** | **CRITICAL**  *(may cause severe injury or fatality - more than two weeks lost time)* | **MAJOR**  *(injury resulting in at least one day lost time)* | **MINOR**  *(medical treatment injury - back to work)* | **NEGLIGIBLE**  *(first aid treatment - no lost time)* |
| **VERY LIKELY**  *(exposure happens frequently)* | **High** | **High** | **Medium** | **Medium** |
| **LIKELY**  *(exposure but not frequently)* | **High** | **Medium** | **Medium** | **Low** |
| **UNLIKELY**  *(exposure could happen but only rarely)* | **Medium** | **Medium** | **Low** | **Very low** |
| **VERY UNLIKELY**  *(Exposure can happen but probably never will)* | **Medium** | **Low** | **Very low** | **Very low** |
|  | | | | |

Based on SafeWork SA risk assessment matrix April 2015

**Risk Priority Table**

|  |  |  |
| --- | --- | --- |
| **Risk priority** | **Definitions of priority** | **Time frame** |
| **High** | Situation critical, stop work immediately or consider cessation of work process.  Must be fixed today, consider short term and/or long term actions. | **Now** |
| **Medium** | Is very important, must be fixed urgently, consider short term and/or long term actions. | **1 – 3 weeks** |
| **Low** | Is still important but can be dealt with through scheduled maintenance or similar type programming. However, if solution is quick and easy then fix it today. | **1 - 3 Months** |
| **Very low** | Review and/or manage by routine processes | **Not applicable** |