**Instructions for Students**: Please complete all field highlighted in yellow. Please read all statements in table and make sure you understand the processes and your responsibilities. In addition to this USC Risk Assessment, you will need to submit copies of all relevant risk assessments and safe work method statements that are developed for your work experience activities by the organisation you will work for, before you can start your placement. This is your responsibility. Please add an electronic signature to the signature box (you can take a photo of your signature with your phone, email it to yourself, crop it and insert it into table). Once you have finished filling out form, save file name as: ***(Your Surname, First Initial) – USC Risk Assessment for Work Experience at (the Company)*** and send it back to me at amccallu@usc.edu.au

 Background: As part of the USC Engineering Program, all students are required to complete a minimum of 12 weeks (60 days) relevant work experience at an approved host organisation. USC students are covered by University insurances to undertake unpaid work experience at the host organisation. However, host organisations are required to induct students in appropriate safe work methods, and to work with the students to develop appropriate risk assessments for the work they will be performing with the organisation. The risk assessment is also a tool to provide clarity regarding WHS responsibilities and control of the working environment. Host organisations must provide copies of all internal risk assessments and safe work method statements developed to manage potential risks to student while they are undertaking work experience.

|  |  |
| --- | --- |
| Scope (What this risk assessment covers):  | Excludes (specific risk assessments required) |
| * Organisation or commercial operation/s-based sites or locations in proximity to a town, or city.
* During daylight hours
 | * Remote locations (without reliable communication and/or further than 50km from a hospital.
* Night or low visibility conditions.
* Conducting high risk activities: confined spaces, at height or in excess noise environment, boating or diving, drones or firearms.
 |

Risks completed by: STUDENT NAME Date completed: 12/02/2020

 **Specifics for this placement:**

|  |  |
| --- | --- |
| Student Name | Student Name |
| Program/Course/Employment Type | Engineering Work Experience Risk Assessment |
| Host or Provider | Company or Organisation Name and Contact Person |
| Project  | Are you working on a specific project or just working generally  |
| Dates | Insert the expected dates you will be working with the organisation |
| Notes | Any other important information about your placement?  |

**Risk Assessment Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard description** | **Inherent Risk** **(level of risk without controls)** | **Controls** | **Residual risk****(level of risk after controls are applied)** | **Specific Information/ Comment/ Notes** |
| [Consequence](#_Consequence_Assessment) | [Likelihood](#Likelihood) | [Risk rating](#_Risk_Rating_Tables) | [Consequence](#_Consequence_Assessment) | [Likelihood](#Likelihood) | [Risk rating](#_Risk_Rating_Tables) |
| **Host organisation** |  |
| **Exposure to unsafe practices.**Source: Lack of WHS systemsImplications: People Risk  | Catastrophic | Possible | High | * Risk assessment by Host completed and attached.
* Emergency/Incident response plan in place.
* Commitment to provide safety procedures provided to the student for activities.
* Host details recorded above.
 | Minor | Unlikely | Low | Please submit copies of all relevant risk assessments and safe work method statements that are developed for your work experience activities  |
| **Exposure to unsafe practices.**Source: Lack of supervisionImplications People Risk | Catastrophic | Possible | High | * Students are supervised by host staff throughout the placement.
 | Minor | Unlikely | Low |  |
| **Exposure to unsafe practices.**Source: Lack of Host & USC relationshipImplications People Risk | Catastrophic | Possible | High | * Both email and telephone liaison have been undertaken with the host by the supervisor. Contact information attached
 | Minor | Unlikely | Low | All contact information must be contained in the STUDENT PLACEMENT AGREEMENT between USC and the Host. |

|  |  |
| --- | --- |
| **Student** |  |
| **Exposure to unsafe practices.**Source: Lack of knowledge, skills or experience.Implications: People Risk | Catastrophic | Possible | High | * Student meets inherent requirements of the host.
* PID submitted and considered.
* Students have completed all compulsory require-ments e.g. Blue Card, Hep B vaccinations or briefings.
* Supervisor approves the student for the host and activities.
* Host provides an induction.
 | Moderate | Rare | Low | All engineering students undertaking work placements that include fieldwork or site work must have valid WHITE CARD before they will be allowed on site. It is the student’s responsibility to arrange a WHITE CARD for themselves. Students are generally also required to provide their own PPE, particularly steel-capped boots.  |
| **Environment** |  |
| **Emergency Events**Source: unexpected events, incidents or medical episodeImplications: People Risk | Catastrophic | Possible | High | * All host emergency procedures implemented if required.
* Researcher familiar with Incident response and reporting procedures.
* Disclosure of participants Medical conditions (including allergies) are required to be reported and an individual management plan developed.
* Persons with injuries or illnesses which could be aggravated by the activities or environment must have medical clearance and a medical plan to participate
 | Major | Rare | Medium | It is the student’s responsibility to advise the host organisation of any medical or other factors that may adversely affect personalhealth and safety or the health and safety of others while on placement. |
| **Activity** |  |
| Local travel | Catastrophic | Possible | High | * Drivers are authorised, licensed staff.
* Drivers are experienced or supervised
* The vehicle is fit for purpose for the expected driving and
* The vehicle is well maintained
* Route and road conditions are checked by the driver prior to departure and during travel.
* The route and destination is known and communicated.
 | Major | Unlikely | Medium |  |
| Outdoor work | Catastrophic | Possible | High | * Adequate drinking water available
* Outdoor activities limited during the middle of the day or in extreme heat conditions.
* Shade provided and utilized where possible.
* Sunscreen provided.
* PPE- long trousers and sleeves recommended and covered footwear worn by all participants.
 | Minor | Unlikely | Low | Please refer to relevant risk assessments and safe work method statements that apply to your work experience activities |
| Use of equipment and tools | Catastrophic | Possible | High | * Planned activities involving equipment or tools under the supervision, training and guidance of the Host organisation.
* First aid Kit and trained personnel available.
 | Moderate | Rare | Low | Please refer to relevant risk assessments and safe work method statements that apply to your work experience activities |
| **Other Considerations** |
| Add additional or specific information Here (if required) | Major | Possible | High | * Add additional or specific information Here
* Add additional or specific information Here
 | Major | Possible | High |  |

\*For definitions please refer to the [Risk Management -Procedures](https://www.usc.edu.au/explore/policies-and-procedures/risk-management-procedures)

**Signature Box**

**Please sign below indicating that you have read and understand this risk assessment** (all who are to work in accordance with this risk assessment should have read and understood it).

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role (Students leave this section blank)** | **Signature (print Full Name for signature)** | **Date** |
| Student Name | Compliance check by Choose an item. |  | Click or tap to enter a date. |
| You need to select your program coordinator from the list on the left and email this form to them on completion: | Authorised by Choose an item. |  | Click or tap to enter a date. |
| If your work experience includes any High Risks, you will also need authorisation from HoS as well.  | Authorised by Dean of School Science, Engineering & Technology  |  | Click or tap to enter a date. |

Risk Rating Tables Risk Matrix (Generic Information- FYI only)

|  |  |
| --- | --- |
|  | ***Consequences*** |
| **1. Insignificant** | **2. Minor** | **3. Moderate** | **4. Major** | **5. Catastrophic** |
| ***Likelihood*** | **a. Almost Certain** | **Medium** | **High** | **High** | **Extreme** | **Extreme** |
| **b. Likely** | **Low** | **Medium** | **High** | **High** | **Extreme** |
| **c. Possible** | **Low** | **Medium** | **Medium** | **High** | **High** |
| **d. Unlikely** | **Low** | **Low** | **Medium** | **Medium** | **High** |
| **e. Rare** | **Low** | **Low** | **Low** | **Medium** | **Medium** |

**Likelihood Assessment**

The number of times within a specified period which a risk (a specific event or outcome) may occur, either as a consequence of business operations or through failure of operating systems, policies or procedures. One or more of the following descriptions or indicators may be used to assess the likelihood depending on the relevance to the risk being considered.

|  |  |  |  |
| --- | --- | --- | --- |
| **Rating** | **Description** | **Quantification** | **Indicative Probability** |
| **Almost Certain** | The event is expected to occur in most circumstances. | Likely to occur once within a 3 month period or multiple times within 12 months. | >90% |
| Project - One or more times during project life. |
| **Likely** | The event will probably occur in most circumstances. | Could occur once within a 12 month period. | 71–90% |
| Project - 71-90% probability the event will occur during project life. |
| **Possible** | The event might occur at some time. | Could occur within a 1 to 5 year period. | 31–70% |
| Project - 31-70% probability the event will occur during project life. |
| **Unlikely** | The event could occur at some time but not considered likely to occur. | Could occur within a 5 to 10 year period. | 10–30% |
| Project - 10-30% probability the event will occur during project life. |
| **Rare** | The event may only occur in exceptional circumstances. | May occur within every 10 year period or more. | <10% |
| Project - Less than 10% probability the event will occur during project life. |

Consequence Assessment

The impact which a risk (a specific event or outcome) may have if it occurs, either as a consequence of business operations or through failure of operating systems, policies or procedures. Within each Category, one or more of the following descriptions or indicators may be used to assess the consequence depending on the risk being considered.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rating****Category** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| *Impact description* | *Some loss but notmaterial, existing controls and procedures assessed as adequate.* | *Event with consequences that can be readily**adsorbed but requires managementto minimise impact.* | *Significant event or circumstances that can be managed under normal circumstance.* | *Serious incident or event that can be endured with proper management.* | *Event or circumstance with potentially disastrous impact onbusiness and/or staff and students.* |
| Strategic Growth | * Minimal impact on delivery of strategic goal. Minimal impact on Strategic Plan and the University.
* KPI <5% lower that

expectation. | * Short-term impact on delivery of strategic goal. Minor impact on the Strategic Plan and the University.
* KPI 5%-10% lower than expectation.
 | * Medium-term delays in delivery of strategic goal. Moderate impacts on the Strategic Plan and the University.
* KPI <10%-25% lower that

expectation. | * Major delays in delivery of strategic goal. Major impacts to the Strategic Plan with reputational and / or political consequences.
* KPI <25%-50% lower than expectation.
 | * Inability to deliver strategic goal with catastrophic impacts to the Strategic Plan and major reputational and / or political consequences.
* KPI >50% lower than expectation.
 |
| Financial Viability | * <0.25% of operating budget (<$500K for USC Consolidated Budget).
 | * Between 0.25% & 1% of operating budget ($500k-$2m for USC Consolidated Budget).
 | * Between 1% & 5% of operating budget ($2m-$10m for USC Consolidated Budget).
 | * Between 5% & 10% of operating budget ($10m-$20m for USC Consolidated Budget).
* Short-term inability to pay staff &

creditors, <3 months cash reserves held | * >10% of operating budget (>$20m for USC Consolidated Budget).
* Inability to pay staff & creditors, <1 month cash reserves held.
 |
| Research Risk | * Minimal impact on delivery or outcome of research conducted.
 | * Some minor issues with the quality of research conducted.
 | * Lack of quality in research conducted.
 | * Components of Research Standards as per ARC/NHMRC Code of Research Conduct not met.
 | * Research Standards as per ARC/NHMRC Code of Research Conduct not met.
 |
| Culture and Values Risk | * Issue raised by community/ industry partner resolved promptly by day-to-day management processes.
* Negligible damage to culture and values with issues raised by staff resolved promptly by management processes; minimal staff turnover.
 | * Issue raised by community/ industry partner resolved by USC senior management.
* Minimal damage to culture and values but issues raised by staff escalated, indicating low morale with some increase to staff turnover (total USC turnover >10% but

≤15%). | * Criticism by community/industry partners leading to temporary but reversible breakdown in relationship requiring escalation to USC executive.
* Moderate damage to culture and values and issues raised by staff escalated indicating low morale with moderate staff turnover in key area (>15% but ≤20%); or unexpected loss of 1-2 key senior

staff members. | * Reversible significant breakdown in community/industry partnerships requiring extensive mediation.
* Major damage to culture and values and issues raised by staff escalated indicating low morale and engagement in University direction and resulting in significant staff turnover (>20% but

≤25%); or unexpected loss of several key senior staff. | * Complete and irreversible breakdown in community/industry partnerships.
* Significant damage to culture and values and issues raised by staff escalated indicating low morale and engagement in University direction and resulting in extensive staff turnover (>25%); or unexpected loss of several key executive staff.
 |
| Teaching and Learning Risk | * Issues in teaching & learning delivery resolved promptly through management processes.
 | * Consistency of teaching & learning delivery affected.
 | * Lack of quality in either programs/ courses delivered.
 | * Loss of professional accreditation for externally accredited programs with significant impacts to the University’s Strategic Plan and/or financial position.
 | * Loss of TEQSA accreditation.
 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rating****Category** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| Environmental and Social Responsibility | * Negligible impact, cosmetic remediation required.
* Little or no public interest; isolated/ transient complaint resolved through management processes.
* Minor local media coverage.
 | * Minor incident with adverse local environmental impact, capable of being remedied.
* Reputation affected with a few people; on-going complaint; performance concerns.
* Minor state media coverage.
 | * Moderate environmental impact, no long-term (≤1yr) or irreversible damage.
* Reputation impacted with some stakeholders; community support decreased.
* Series of adverse articles in local/ state media coverage.
 | * Severe environmental impact requiring significant remedial action (1-5yrs).
* Reputation impacted with several stakeholders; substantial public concern.
* Short-term adverse national media coverage.
 | * Long-term (>5yrs) environmental impact with on-going liabilities &/or possible site closure.
* Reputation impacted with most stakeholders; continuous public criticism; administrators appointed.
* Extensive adverse national/ international media coverage.
 |
| Operational risk | * Negligible impact, brief service interruption.
* University wide interruption to teaching, research &/or administration services during peak period of <1/2 day.
 | * Temporary & recoverable failure causing inconvenient service interruption.
* University wide interruption to teaching, research &/or administration services during peak period of between 1/2 day & 1 day.
 | * Temporary & recoverable failure causing intermittent service interruption & client dissatisfaction.
* University wide interruption to teaching, research &/or administration services during peak

period of between 1 day & 3 days. | * Widespread loss causing lengthy interruption of essential services.
* University wide interruption to teaching, research &/or administration services during peak period of between 3 days & 1 week.
 | * Extensive loss of essential services.
* University wide interruption to teaching, research &/or administration services during peak period of >1 week.
 |
| Regulatory and Compliance | * Negligible breach that is easily rectified.
* Non-compliance results in minor pecuniary penalties.
 | * Minor breach of legislation with unlikely litigation and minor pecuniary penalties. Breach is contained to a small area within the University.
 | * Moderate breach or failure to supply information causing investigation/report to authority. Breach may have some reputational consequences.
 | * Major breach or failure to supply required information with the possibility of litigation or fines and regulatory action with reputational consequences.
* Major breach or failure to supply information which results in damage to the relationship with USC’s regulators.
* Breach impacts multiple areas of the University.
* Non-compliance may place individuals at risk of harm.
* Liability may shift to Executive Officers.
 | * Significant breach of legislation which is likely to result in litigation or pecuniary penalties and severe reputational consequences.
* Regulator/ Government reporting and oversight.
* Breach significantly impacts the University’s financial viability or the operational viability of critical functions.
 |

