|  |  |  |
| --- | --- | --- |
| Unifulllogo-wht2011_03r[1] | **STUDY TOUR / STUDY OVERSEAS RISK MANAGEMENT** | **RISK MANAGEMENT CHECKLIST   WHS74** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **INSTRUCTIONS FOR USE: When planning an Offshore Study Tour this risk management document is to be reviewed by the staff member leading the tour to help assess potential hazard and risk. This document indicates a variety of hazards that may exist during an Offshore Study Tour. It is the responsibility of the tour supervisor that a contemporary assessment of hazard and risk is undertaken to meet the requirements of the WHS legislation. The risk controls listed below should be considered and incorporated where relevant. If additional hazards and other controls unique to the tour are identified they should be included. Risk assessment and related documents should be retained locally as evidence for audit purposes.**  **Refer to** [***Appendix 1 Risk Assessment Matrix***](#_Risk_Assessment_Matrix) **for explanation on risk ratings.** | | | | **Study Tour Overview: example only  *Staff and students will undertake a multi-day offshore Study Tour to Fiji. The group comprises 10 undergraduate students and 2 academics. The tour departs Adelaide 19 November 2018 and is completed on 10 December 2018.***  ***This tour is part Course xxxxxx and students have completed a comprehensive lead up and preparation. The tour involves international air travel, local travel by vehicle and public transfer and accommodation in hotels and hostels, cultural experiences including visits …. and free time. The daily program includes site visits, teaching, and other organised activities. Students and staff will have periods of free-time for personal choice activities. The Trip Leader has had experience leading students on international tours. International flights have been coordinated by the UniSA Travel Office. The demands of this tour require that a moderate level of fitness, mental resilience and sound decision-making capability are essential attributes for supporting staff.***  **In preparation for this UniSA Study Tour the following risks and control measures have been considered to maximise the safety and wellbeing of students and staff on the tour.** | | | | **Workplace:** Click here to enter text. | **Name of Study Tour Supervisor:** | **Date completed:** | | **Prepared by:**   **Others consulted:** | | | | | | | | | | |
| ***Item*** | ***Hazard description*** | ***How exposed to hazard*** | ***Risk Rating***  ***(High/Medium/Low)*** | ***Recommended risk control measures***  ***(when implemented these controls are designed to reduce risk to as low as reasonably achievable)*** | ***Staff responsible*** |
| 1 | **Mental stress and fatigue** | Staff and students are likely to work long hours during the Tour. Continual long contact hours may cause fatigue, impair decision making and adversely impact personal health. Culture shock may occur. | **Medium** | * Plan the program of activities with consideration of duration of work commitments. Consider both contact hours and time spent planning / preparing for the next day etc * Initial program information to highlight this hazard and create awareness of time demands   Pre-departure workshop to outline this hazard. Information to include awareness of cultural differences and potential for participants to experience culture shock while undertaking offshore program.   * Build appropriate rest time into the program itinerary for both staff and students * Regular hydration, healthy food consumption, and sleep to be available and encouraged * Provide information on UniSA wellbeing program that provides awareness of coping with mental stress * Create awareness of this hazard and controls in order to effectively and pro-actively manage stress/fatigue * Participants to consider their fitness for the tasks required and to seek counselling/assessment from a medical professional as appropriate * All participants to sign the [WHS73A Study Overseas Health & Safety Acknowledgement](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/procedures/safety-and-wellbeing/study_overseas_health_and_safety_acknowledgement.pdf) |  |
| 2 | **Failure of control and organisation** | Overall control of tour disintegrates through sickness or other means | **Medium** | * Thorough planning process undertaken in accordance with UniSA safety management system * Staff are familiar with and adhere to relevant UniSA WHS Procedures (e.g.; Fieldwork; Travel and work offshore safety) * International SOS available (24/7) for emergency response action and guidance * Recommended ratio of minimum of two staff to accompany students * Established method to maintain formal regular contact between Tour leader and nominated contact person at UniSA * Daily itinerary / program developed and known to all * Pre-departure workshop for participants that provides key information * Study tour pack provided to participants. Pack includes Course Outline, Timetable, a Pre-Departure Checklist with WHS information, insurance, contacts and other information * Tour has been planned in accordance with UniSA Fieldwork Safety Procedure. WHS71 form – Fieldwork detail document prepared. |  |
| 3 | **Injury or Personal Illness** | Injury occurring as a result of an incident.  Sudden onset of a pre-existing illness.  Onset of communicable disease (eg: gastrointestinal upset) | **Medium** | * Pre-departure workshop for participants to outline the possibility of this hazard * Advice on travel immunisation requirements is available from ***International SOS*** (UniSA’s travel assistance service) * Student & staff to have necessary vaccinations prior to departure * UniSA Medical Clinic available to provide vaccinations. * Prior to departure, visit International SOS Assistance app / portal for up to date medical and safety information on region visiting * Provide information to participants on any current health issues in region to be visited * Participants to consider their fitness for travel and the tasks required and to seek counselling/assessment from a medical professional as appropriate * Participants with pre-existing illness, injury or allergies are encouraged to seek overseas medical assessment prior to travel. UniSA Medical Clinic can do this at no cost to the student * All travellers are to notify [University Insurance](http://w3.unisa.edu.au/fin/Commercial_Support/Insurance/Travel_Insurance/travel_insurance.asp) of any pre-existing medical conditions. * All participants to complete a *Study Overseas Activity Acknowledgement form* - *WHS73A* that identifies critical medical information * Tour Leader to have ready access to these *WHS73A* forms for all participants * Access to medical facilities is available if required * A First Aid kit is carried, and an accompanying staff member is qualified in First Aid * Caution if choosing to consume food from street vendors * In the event of sudden onset of illness, severe injury or need for emergency advice contact International SOS Assistance for guidance / assistance. * Incidents are reported to UniSA Supervisor and logged in the [UniSA Health Safety & Injury Management](https://my.unisa.edu.au/Staff/OHS/) online system within specified timeframe. |  |
| 4 | **Natural disaster** | Cyclone  Flood  Fires  Earthquake | **Medium** | * All staff / students are required to complete a [Business Travel Request](https://bpi.unisa.edu.au/suite/tempo/reports/view/QzqdHg) (BTR) form and submit it to Travel Team. * International SOS system tracks traveler’s itinerary and can provide notification to UniSA * International SOS automatically reach out to the traveller if there is a natural disaster/terrorist attack in location & provide advice * Seek and follow advice issued by UniSA Travel Team on travel to higher risk destinations * Once registered with them, International SOS will email participants if any warnings / advise have changed since booking date * Ensure a reliable means of communications and an established contact schedule * Students provided an emergency contact card at pre-departure workshops to carry on them. * International SOS will reach out to students/staff via SMS and e-mail. Students/staff are to immediately respond advising if assistance is required or not, this is reported back to the University * For emergency evacuation International SOS will be in contact with the traveler (mobile & email). Traveler to follow instructions * Key staff in Adelaide are immediately notified by International SOS of affected travelers and will action the Emergency Response Protocols if the traveller in unable to be contacted within a certain timeframe * The traveller is encouraged to log into International SOS portal for up to date advice for their travel location * Travelers can contact International SOS directly at any time for advice |  |
| 5 | **Political instability /**  **Civil unrest** | Political unrest / tterrorism may occur and lead to serious breakdown of normal in country procedures | **Medium** | * Pre-departure, Supervisor to contact International SOS for any in country specific information / advise * Seek and follow advice issued by UniSA Travel Team on travel to higher risk destinations * Reliable means of communications and established contact schedule * Students provided an emergency contact card * All participants to receive a Travel Summary pack with important contact information * Supervisor/traveler to contact International SOS in an emergency for guidance / assistance if required * International SOS will reach out to students/staff via SMS and e-mail. Please ensure students/staff immediately respond advising if assistance is required or not, this is reported back to the University |  |
| 6 | **Inability to evacuate or return to Australia in emergency** | Inadequate or no evacuation plan in place | **Medium** | * Travel arrangements prepared by and registered by UniSA travel team * International SOS available (24/7) for emergency response action and guidance * Prior to departure staff to download International SOS Assistance app * International SOS contact information provided to all in Pre-departure session * International SOS provide services to assist with travel safety and security * Reliable means of communications and established contact schedule back to UniSA contact person * Students provided an emergency contact card to carry (provided within the pre-departure workshop) * All participants to receive a Travel Summary pack with important contact information * Supervisor to contact International SOS in an emergency for guidance / assistance if required * Key staff in Adelaide are immediately notified by International SOS of affected travelers and will action the Emergency Response Protocols if the traveller in unable to be contacted within a certain timeframe * [Emergency Response Offshore](https://i.unisa.edu.au/siteassets/staff/finance/policies-and-guidelines/2.0-emergency-response-protocols-20-nov-2018-v1.0.pdf) |  |
| 7 | **Carrying medically prescribed drugs through Customs** | Customs may not recognise prescribed drugs | **Medium** | * Consult [UniSA Health Medical Clinic](http://www.unisamedical.com.au/) or GP to request written advice confirming legitimacy to carry drugs into a foreign country |  |
| 8 | **Remote location** | If injured / unwell access to medical attention and evacuation time might be prolonged | **Medium** | * Travel itinerary known to UniSA Travel and UniSA contact person * International SOS membership enables medical and evacuation assistance * First aid trained staff * Comprehensive First Aid kit carried and readily available during tour * Access to suitable communications to enable emergency response if required |  |
| 9 | **Manual handling** | Lifting, handling and carrying of luggage or equipment | **Low** | * Availability to undertake online manual handling training module prior to departure * Awareness of potential for manual handling injury * Adopt safe handling practices e.g.: use of trolleys / carts / buddy lifting * Transport between venues to limit duration of carrying luggage * Wearing of quality footwear is encouraged * Instruction and supervision of lifting / carrying if this is a potential hazard that will occur frequently |  |
| 10 | **Incapacitation of supervising staff / failure of control and organisation** | Overall control of tour disintegrates through illness or other means | **Low** | * Recommended ratio of minimum of two staff to accompany students * Staff are familiar with and adhere to relevant UniSA WHS Procedures (eg; Fieldwork; Travel and work offshore safety). * International SOS on call for emergency management advice * Ability to advise Supervisor at UniSA of current situation and provide regular updates * Study Tour pack provided to participants. Pack includes Course Outline, Timetable, a Pre-Departure Checklist, WHS information, insurance, contacts and other information. |  |
| 11 | **Separation from group** | Students may be separated / become lost from group | **Low** | * Actions on what to do in case of separation explained to group * Recommended ratio of minimum of two staff to accompany students. * Students to inform another member of the group before leaving the group during scheduled activities, or when leaving their room at night * Staff and students’ contact phone numbers known to all participants * Students provided with an emergency contact card to carry * Daily brief each morning prior to commencement of day’s activity * Each staff and student to use a local SIM card and carry their phone where possible * Preparation and planning adheres to relevant UniSA WHS Procedures (eg; Fieldwork; Travel and work offshore safety). * Provide a pre-departure workshop for participants. This information session should include relevant suite of WHS information including   awareness of foreseeable hazards. (Presentations, Handbook, or form WHS 72 etc). * Student information pack / Tour hand-book provided to participants. Pack includes Timetable, a Pre-Departure Checklist with WHS   information, insurance, contacts and other information. * Study Tour participants provided WHS information (form WHS 72 or similar) in advance that provides awareness of foreseeable hazards to   allow informed consent. * Staff qualified to provide first aid |  |
| 12 | **Mis-adventure** | * Intoxication * Horse-play   Participants may be exposed to mis-adventure through a variety of means.  Students will have various opportunities for free-time outside of their placement activities. | **Low** | * Information on preparation, health/safety, key contacts and expectations provided to participants. * All participants attend a pre-departure workshop in which course outlines and expectations are outlined * *All participants have completed the Study Overseas Activity Acknowledgement form* - *WHS73A* * UniSA Student Code of Conduct applies * Participants develop a specific tour Code of Conduct addressing risks of a behavioral nature. * Pre-selection process attempts to identify mature responsible minded participants * Students to inform another member of the group before leaving the group during scheduled activities, or when leaving their room at night * Free time is factored into the Tour program * Students are to indicate to staff their intentions and whereabouts during free time * Students to utilise a “buddy system” when on free time * International SOS available (24/7) for emergency response action and guidance * International SOS app / portal and assistance centres available for assistance in all matters. ***(See bottom of page for Intl SOS contacts)*** * Consequences arising from criminal, illegal or intentional acts are excluded from Insurance cover * Consequences arising from intoxication are not specifically excluded under our insurance cover but would be considered on their merits in relation to criminal, illegal or intentional acts. |  |
| 13 | **Vehicle accident when driving or commuting** | General road hazards during local travel by vehicle and public transfer | **Low** | * Use taxis, coach services and public transport in preference to self-driving * Engage reputable transport companies * Student hand-book and pre-departure to contain relevant information on local travel. * Drivers to be licensed and authorised to drive internationally (it is recommended that any driving be undertaken by UniSA staff not students)   International Drivers Permit (IDP) recommended  International SOS provide advice on [Traveling Safely](https://www.internationalsos.com/MasterPortal/default.aspx?content=traveladvice&trvcontid=14) - Getting around safely by car and public transport |  |
| 14 | **Security / violence** | Mugging, robbery,  personal confrontations, sexual harassment / assault. | **Low** | * Information on hazards provided in pre-departure information/workshop (including respectful behavior, sexual assault/sexual harassment, consent). * Students to travel with a buddy or in groups * Students provided with an International SOS card and local contact numbers for other group members * Plan routes carefully avoiding known problem areas * International SOS provide on call service for emergency management advice * Participants report all incidents immediately to Study Tour leader * First responder training available for staff. Once trained, tour leaders will be better able to provide assistance to participants. * SEU Counsellor / Training Coordinator (Sexual Harassment /Sexual Assault) able to deliver pre-departure awareness training * UniSA’s [Sexual Assault and Sexual Harassment website](https://i.unisa.edu.au/students/student-support-services/wellbeing-at-unisa/domestic-and-family-violence-sexual-assault-and-sexual-harassment/sexual-assault-and-harassment/) * [Sexual assault Emergency Help](https://i.unisa.edu.au/students/student-support-services/wellbeing-at-unisa/domestic-and-family-violence-sexual-assault-and-sexual-harassment/sexual-assault-and-harassment/emergency-help/) * **To report an incident of sexual assault or sexual harassment to UniSA, click** [**here**](https://i.unisa.edu.au/students/student-support-services/wellbeing-at-unisa/domestic-and-family-violence-sexual-assault-and-sexual-harassment/sexual-assault-and-harassment/deciding-what-to-do-next/report-online/)**.** |  |
| 15 | **Unscheduled return to Australia** | Personal emergency back in Australia  Participant returned home for misconduct | **Low** | * All participants attend a pre-departure workshop and sign student agreement and fieldwork acknowledgement form (WHS73) * Provide emotional support to student. Enlist support from UniSA counselling services if necessary (can provide phone support) * Contact International SOS (available 24/7) for emergency response action and guidance. International SOS will liaise with Insurance Team |  |
| 16 | **Undertaking recreational activities** | Free time may involve recreational activities | **Low** | * If any organised recreational activities are planned, they must be included in the Tour itinerary and any potential hazard / risks should be fully considered in advance * The University’s Insurance policy excludes certain specialist activities. During the planning process, if you are considering any specialist activities (e.g.; skiing, hiking, scuba) contact the UniSA Insurance Office for further information * If undertaking outdoor recreational pursuits engage only reputable service providers * Plans should address; supervision, boundaries, potential site hazards, actions in emergency, location of first aid, and any other item that is relevant at the time * Monitor any weather changes causing adverse conditions * In hot climates, be aware of the risk of inadequate hydration and potential for heat illness. Use frequent breaks and provide adequate drinking water |  |
| 17 | **Bites & stings** | Insects, spiders, sea life, snakes, wild animal bites and stings  Allergy to specific bites and stings | **Low** | * Nature of this hazard advised to all at pre-departure workshop * All participants to complete a *Study Overseas Activity Acknowledgement form* - *WHS73A* that identifies critical medical information * First Aid kit to include antihistamines * If operating in sea, long sleeved rash vests recommended to wear while in water where risk of stings is prevalent * If known allergy, travellers should carry personal medications and prescriptions |  |
| 18 | **Slip, trips or falls** | Uneven / rough terrain | **Low** | * If potential for rough/slippery terrain is likely, travellers to be informed in advance (Pre-departure workshop) * Wearing of quality footwear to be encouraged * Self-awareness when walking in all areas in an unfamiliar area * First aid kit to be available |  |
| 19 | **Outdoor work environments** | Study Tours involving frequent outdoor work may lead to exposure to extreme hot or cold weather conditions.  Destination specific WHS requirements may need to be considered | **Low** | * Pre-departure workshop for participants to outline the likelihood of exposure to this hazard * Participants responsible to supply suitable clothing and hats for extended outdoor work (broad brim hat, long sleeve shirt) * Regular application of sun screen (individual to supply and supervisors to have additional available) * Regular drinking of fluids to ensure adequate hydration * Regular breaks to be factored into activity to avoid exhaustion and prolonged sun exposure * Consideration of adjusting activity if deemed too extreme by supervisors * Staff to monitor conditions and students to ensure above controls are being enacted. * PPE to be worn as appropriate to activity |  |
| 20 | **Poor air quality** | Smog / pollution potentially leading to breathing ailments | **Low** | * If likely to be an issue, information on air quality hazard provided in pre-departure information * All participants to complete a *Study Overseas Activity Acknowledgement form* - *WHS73A* that identifies critical medical information * Asthmatic participants to be pre-advised of risks * Tour plans can be modified if being outdoors becomes a health hazard * Avoid / reduce exposure to air pollutants. (Face masks may assist) |  |
| 21 | **Sub-standard accommodation arrangements** | Accommodation provided may have safety concerns | **Low** | * Engage reputable service providers for group accommodation * Advise hotel management of any hazards and request replacement/ rectification |  |
| 22 | **Prevention of Sexual Exploitation, Assault, and Harassment (PSEAH)** | Potential for students / staff to be subjected to SEAH | **Medium** | * Determination of risk of SEAH for proposed Tour / Project to be undertaken by the Tour Leader with UI’s guidance. [[DFAT Guidance Note June2019](https://www.dfat.gov.au/sites/default/files/guidance-on-assessing-the-risk-of-seah.docx)]. * If risk is identified as HIGH or VERY HIGH the project is to be referred to the University’s Counsellor & Training Coordinator (Sexual Assault and Harassment) currently Sharon Lockwood for guidance / advice. * In the event that a proposed Tour / Project is rated HIGH or VERY HIGH certain additional protocols need to be enacted. Refer queries to UI’s Study Overseas Team. * Assessment of risk status of all (downstream) partners and individuals in relation to project and not to engage with any partners deemed High or Very High risk * Tour Staff must agree to understanding of and compliance with [DFAT's PSEAH policy](https://www.dfat.gov.au/sites/default/files/pseah-policy.docx) and UniSA's SASH policy. * PSEAH awareness to be included in pre-departure training and/or in the program handbook. * Students to be advised of PSEAH Policy and [UniSA’s Incident Reporting](https://my.unisa.edu.au/Staff/OHS/) tools and processes. * Students and Staff are required to complete [Consent Matters training](https://i.unisa.edu.au/students/student-support-services/wellbeing-at-unisa/respect-now-always/consent-matters-training/). * If the Tour / Project involves working with children or vulnerable people, all project participants must complete a Working with Children Check. * All students are to sign UI’s terms and conditions which includes abidance by UniSA conduct. |  |
|  | *Insert any other Tour specific hazards* |  |  |  |  |
| ***Health and safety travel tips:***  Note the ***International SOS*** membership number **12AYCA773040** (carry the card in your wallet – available at the pre-departure workshop)  Program the ***International SOS*** Assistance Centre contact number into your phone. Download the International SOS Assistance App and check-in regularly once overseas  “Call early, call often” ***ph: +61 2 9372 2468TTR***  Complete a University Business Travel Request. Review the International SOS pre-travel advisory information  Ensure all visas and passports are valid, with at least 6-month validity and kept secure  Immediately respond to International SOS when contact is made  Call the ***International SOS*** Assistance Centre for medical and security advice and emergency assistance of any description. ISOS will liaise with the UniSA Emergency Response Team. | | | | | |

# 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** |