|  |  |  |  |
| --- | --- | --- | --- |
| **Activity Title** |       | **Date/s of Planned Activity / Event** |       |
| **Faculty/TAFE/ Operational Area** |       | **Department** |       | **Location of Activity** |  |
| **ARA Prepared by** |       | **Signature** |       |
| **Activity Description / purpose** | Describe the activity being undertaken |
| The Activity Risk Assessment (ARA) helps identify the hazards & risks associated with an activity. **This template should be downloaded and saved locally. The information should be reviewed and amended so it is contextualised for the activity being undertaken.** Identified hazards are to be controlled using the hierarchy of control, and where reasonably practicable, eliminated. If not practicable to eliminate risks, they should be minimised.  |
| **Areas noted that potentially could be related to this assessment**  | **EMERGENCY RESPONSE** |
|[ ]  Plant and equipment  |[ ]  Falls from height |[ ]  Communication plan established |
|[ ]  Electrical risk  |[ ]  Noisy work environments |[ ]  Medical requirements met |
|[ ]  Mobile plant |[ ]  Remote or isolated work |[ ]  Rescue plans in place |
|[ ]  Hazards substance  |[ ]  Diving  |[ ]  Emergency preparedness in place  |
|[ ]  Dangerous goods  |[ ]  Working around water or risks of drowning |[ ]        |
|[ ]  Personal Protective Equipment  |[ ]  Hazardous Manual tasks |[ ]        |
|[ ]        |[ ]        | **CDU Security** – **1800 646 501** or **08 8946 7777** |
| **ARA IN CONSULTATION WITH - *Signed by all parties in the development of this ARA*** |
| **Name** | **Signature** | **Name** | **Signature** |
|       |       |       |       |
|       |       |       |       |

|  |
| --- |
| **Endorsement / Approval is determined by the highest risk level applied after controls are implemented** |
| **Risk Level**  | **University Risk Management Authority**  | **Guidance**  |
| **Critical**  | **VC or DVC or PVC or VP**  | A considerable potential for multiple fatalities, activity failure of strategic significance, or serious long-term degradation of University reputation. |
| **High**  | **DVC or PVC or VP** | A considerable potential for serious degradation of a University capability, fatal injury, major asset loss, task or activity failure of significance, or significant degradation of reputation. |
| **Medium** | **DVC or PVC or VP or Immediate Supervisor of activity**  | A moderate potential for serious degradation of a University capability, serious injury, major asset damage/loss, activity or task failure of tactical significance, or short-term impact to reputation. |
| **Low**  | **Task Activity Supervisor**  | Has potential to degrade University capability, injure personnel, damage equipment, or compromise the task or activity. |

|  |
| --- |
| **ARA ENDORSEMENT – ARA *to be signed off by authorised immediate supervisor or Manager for approving prior to the activity commencing*** |
| **Name** | **Position** | **Signature** |
|       |       |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Consequence Table** |  |  | **Likelihood Table** |
|  | **Personal (Physical and/or Psychological) Consequence Description** | **Property & Environment Consequence Description** |  |
| **Very High****5** | * Fatality or multiple/single serious injury or illness either physical or psychological requiring immediate treatment as an in-patient in a hospital.
* Permanent total disability with significant functional restrictions
* Lost time injury 5 days or more.
* Unable to return to work.
 | * Widespread contamination, ecological damage and endangerment of community actioned within 4 hours.
* Damaged to multiple ecosystems.
* Long term impairment – damaged / contaminated beyond habitable use and most assets lost beyond repair/restoration.
* Significant and sustained repatriation program required.
 |  | **Almost Certain****5** | * >90%
* May occur multiple times in a year.
* Event will probably occur in most circumstances.
 |
| **High****4** | * Multiple/Single serious injury or illness either physical or psychological
* Permanent partial disability, with functional restriction.
* Injury or illness either physical or psychological requiring immediate treatment as in an in-patient in a hospital.
* Restricted work duties as certificated by a qualified medical practitioner or alternate work duties outside of normal employment.
* Any “notifiable” safety incident requiring medical attention.
 | * Major incident causing significant environmental damage and public endangerment actioned within 1 business day.
* Damage to a local ecosystem.
* Major impairment – partially damaged / contaminated.
* Major repatriation required – some assets lost beyond repair/restoration.
 |  | **Likely****4** | * >61% - <90%
* May occur at least once in a year.
* Event will probably occur at some time.
 |
| **Moderate****3** | * Serious injury or illness either physical or psychological requiring medical treatment from a medical practitioner.
* No hospitalisation.
* Temporary (full or partial) injury.
* Restricted work duties as certified by a qualified medical practitioner or alternate wok duties outside of normal employment.
* Lost time Injury 1-4 days.
* Any “notifiable” safety incident that does not lead to injury.
 | * Incident requiring action within 5 business days.
* Damage impact limited to one local environment.
* Moderate impairment – temporary closure
* Moderate repatriation required - limited number of assets damaged.
 |  | **Possible****3** | * >35% - 60%
* May occur at least once between 1 and 5 years.
* Event could occur at some time.
 |
| **Low****2** | * Minor injury or illness requiring first aid treatment.
* No restrictions to work duties.
* No lost time injury days.
 | * Incident with no significant environmental damage or limited damage to an isolated area that is actioned within 1 month.
* Minor impairment – no closure.
* Minor repatriation required.
 |  | **Unlikely****2** | * >10% - 35%
* May occur at least once between 5 and 10 years.
* Event may occur in some circumstances.
 |
| **Very Low****1** | * Near miss event
* No injury either physical or psychological or no treatment.
* Does not require adjustment to work duties.
* No lost time injury days.
 | * Incident with little or no damage on the environment.
* No impairment (closure) or repatriation required.
 |  | **Rare****1** | * < 10%
* May occur less than once in 10years.
* Event may occur only in exceptional circumstances.
 |

|  |  |  |
| --- | --- | --- |
| **Risk Matrix** |  | **Hierarchy of Control** |
|  | **Likelihood** | **Consequence** |  |  |
| **1** | **2** | **3** | **4** | **5** |  |  | A diagram of a funnel  Description automatically generated |
| **Very Low** | **Low** | **Medium** | **High** | **Very High** |  |
|  | **5** | **Almost Certain** | **Medium** | **High** | **High** | **Critical** | **Critical** |  |  |  |
|  | **4** | **Likely** | **Low** | **Medium** | **High** | **High** | **Critical** |  |  |  |
|  | **3** | **Possible** | **Low** | **Medium** | **Medium** | **High** | **High** |  |  |  |
|  | **2** | **Unlikely** | **Low** | **Low** | **Medium** | **Medium** | **High** |  |  |  |
|  | **1** | **Rare** | **Low** | **Low** | **Low** | **Low** | **Medium** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

| **Task/Activity** | **Hazard - what can harm you?** | **Inherent Risk Level** | **Control measures** | **Residual Risk Level** | **Responsible Person(s)** |
| --- | --- | --- | --- | --- | --- |
| **C** | **L** | **R** | **C** | **L** | **R** |
| **Movement of equipment****Set up and dismantling of activity infrastructure.** | **Manual Handling:*** Incorrect lifting techniques
* Lifting objects too heavy
* Lifting and moving objects with pre-existing injuriesDamage to environment, equipment, or infrastructure

Failure of equipment/infrastructure due to incorrect set up or dismantling.  Potential injuries - musculoskeletal injuries to back, knees, shoulders* Other injuries caused by environment, equipment or infrastructure e.g. gas main ruptured by digging equipment; equipment strikes people causing injury.
* Environmental damage

Equipment or infrastructure damage | 4 | 3 | H | * Use team lifts for heavy or awkward loads
* No twisting or over-reaching
* Use correct manual handling techniques
* Use mechanical lifting wherever possible
* Eliminate manual handling by using mechanical aid such as forklift, trolleys etc, and if unavoidable use appropriate manual handling techniques
* Lift to your capacity and do not over exert yourself
* Use other workers to help lift if beyond your capacity
* Obtain permissions (e.g. dig permit, clearing consent etc.).
* Site inspection prior to setup to determine site specific hazards.
* Follow manufacturer instructions/manuals
 | 3 | 3 | M |       |
| **Movement of people in the environment** | * Terrain: Uneven, rocky, steep, wet or muddy; loose surfaces e.g. gravel
* Using undefined paths
* Tools, equipment and collected specimens left lying around

Other trip hazards e.g. fallen branches; long grass, vines and other plants; ropes and wires; electrical cords.  Slips Trip and FallsInjuries from falls etc, including sprains/strains; bruising; wounds/lacerations; fractures/breaks. | 3 | 3 | M | * Maintain high standards of housekeeping – clean up all tools and equipment that are not required
* Store tools and equipment and collected specimens in dedicated areas away from general traffic areas
* Monitor site/s throughout the activity to ensure safety
* Site inspections throughout the day
* Use HiVis tape to mark any hazards that cannot be removed
* Ensure all electrical cords are elevated or barricaded when on the ground
* Activity participants to wear footwear appropriate to the environment, activity and conditions.
 | 2 | 3 | L |       |
| **Aboriginal Sacred Sites and Cultural Heritage Areas** | Inappropriate access to sitesDamage to cultural heritage areas or objects CDU reputation damageCause offence to Indigenous or other cultural communities    | 3 | 1 | L | * Obtain permission from custodians or Management Authority
* Observe all posted signage or information provided by area custodians or Management Authority
* Attend training/briefings where required by custodians or Management Authority
* Inform all activity participants of the areas that are not to be accessed

Refrain from culturally undesirable practices and interactions, including such things as stereotyping, discrimination, and using racist, sexist or other demeaning or harmful language. | 3 | 1 | L |       |
| **Fatigue – Exposure to Sun and Heat** | Heat related illness or injury  Potential hospitalisation or in extreme case fatality   | 3 | 3 | M | * Develop hydration plan
* Cool drinking water to be made available throughout the activity.
* Reduce exposure to direct sunlight where ever possible
* Participants should apply sunscreen when exposed to sunlight
* Wear suitable clothing e.g. long sleeve shirt, long pants, wide brimmed hat in open sun
* Self-monitor and adjust pace of work/rest/drinking water; and keep an eye on other participants
* Schedule heavy physical work to the cooler times of the day / year
* Activity leader to regularly observe participants to assess for early signs and symptoms of heat related illness
* Any symptoms of heat stress must be treated immediately
* Stop work and reassess whole task if any participants experience heat illness symptoms
* Participants to present ‘fit for work’ at commencement of each shift
* Develop and implement activity/trip specific emergency response procedure that includes managing heat related illness.
 | 2 | 3 | L |       |
| **Fatigue – workload** | Illness or injuryPhysical or mental stressPotential hospitalisation or in extreme case fatality   | 3 | 3 | M | * Self-monitor and adjust pace of work/rest breaks
* Schedule heavy physical work to the cooler times of the day
* Rotation of workers through strenuous tasks
* Schedule adequate rest break between shifts to allow for participants to sleep
* Activity leader to regularly observe participants to assess for early signs and symptoms of fatigue
* Stop work and reassess whole task if any participants experience fatigue
* Participants to present ‘fit for work’ and well-rested at commencement of each shift

Develop and implement activity/trip specific emergency response procedure that includes managing fatigue. | 2 | 3 | L |       |
| **Electrical** | Electric ShocksElectrocutionBurnsElectrical Initiated Fire   Hospitalisation, Potential fatalityProperty damage | 4 | 3 | H | * All electrical equipment used is to be tested and tagged
* All electrical cords to be elevated on insulated posts or if on the ground covered by approved hard insulated covers
* All power cords to be connected to RCD protected supply
* Extinguishers in place
* First-Aid Officer on-site
* All electrical connections to be checked prior to equipment being energised
* Electrical generation devices must be fitted with RCD protection
 | 3 | 3 | M |       |
| **Vehicles** | Vehicle accident e.g. collision, rolloverVehicle breakdown Injuries to people orpotential fatalityDamage to vehicle    | 4 | 3 | H | * Driver training and licencing
* Vehicle roadworthy
* Pre-trip and periodic inspections throughout
* AOD; Fatigue; Mobile phones
* Ensure that vehicles are driven at posted speed limit
* Ensure that vehicles are not driven through areas that are heavily populated with pedestrian traffic
* Park away from pedestrian traffic areas.
* Participants directed not to walk, on roads or tracks used by, or in areas frequented by, vehicles
* Tools, recovery equipment; spares etc.
* Develop and implement activity/trip specific emergency response procedure that includes dealing with vehicle breakdown.
 | 3 | 3 | M |       |
| **Equipment Failure** | Strong wind gusts uplift marquees, tents, marquees, tarpaulins etc.Equipment strikes people causing injuryEquipment damage   | 2 | 2 | L | * All equipment including tents, marquees, tarpaulins etc. will be set up according to supplier standard and instructions
* Equipment to be inspected throughout the event to ensure secure
 | 2 | 1 | L |       |
| **Participant Behaviour** | Intoxicated or drug affected personsFailure to comply with staff directives or InstructionsAggressive or inappropriate behaviourIllegal behaviourInappropriate access to private property, sacred areas, government land etc.Use/carriage of alcohol and other drugs Personal security and safety - theft, harassment, assault and hostile persons Breach of privacy  Physical injuries from fights or scuffles or in extreme cases, fatalityInappropriate behaviour e.g. bullying; sexual assault or harassment; verbal abuse CDU reputation damage | 3 | 3 | M | * No consumption of alcohol and other (recreational) drugs permitted for the duration of the trip
* Develop and implement activity/trip specific emergency response procedure that includes dealing with behavioural issues.
* Contact 000 (Police) as required to deal with offenders
 | 3 | 2 | L |       |
| **Heavy Vehicle Operation** | Interaction between Heavy Vehicles and pedestrians or light vehicles.  Injuries to personnel or damaged infrastructure or vehicles. | 4 | 2 | M | * All heavy vehicle operators must walk the path they intend to manoeuvre through.
* Barricades to be used where heavy vehicles cross pedestrian pathways and guides/signage used to warn pedestrians.
* Operators must have high risk work license
* HV to be serviceable and all warning devices operational
* Heavy vehicles only to use designated areas

When reversing, guides must be used and signals between drivers and guides understood. | 3 | 2 | M |       |
| **Use of compressed gas** | Gas Cylinder ruptures Gas leak; Fire or Explosion    | 3 | 3 | M | * Gas cylinders are to be in well maintained, certified, in operational condition and kept secured and away from direct sunlight and other ignition sources
* Check fittings, hoses and connections before use
* Fire extinguishers available and persons trained in the use of extinguishers
* First Aid available on site
 | 2 | 2 | L |       |
| **Fire** | Electrical, gas, building or environmental fires Injuries to people orpotential fatality from burns or smoke inhalationProperty damage   | 3 | 3 | M | * Ensure sufficient and appropriate firefighting equipment is in place at key locations
* Contact 000 if required for Fire Brigade/Rural Fire
* Clear onlookers away from the site
* Observe fire bans and restrictions in place
* Regular review of fire warning advisory services during trip

Develop and implement activity/trip specific emergency response procedure that includes dealing with fire(s). | 2 | 2 | L |       |
| **Suspicious/illegal behaviour or activity by person/s not directly participating (personal attack, unattended items, other threats)** | Potential terrorist or lone person threatRiotsMugging/Theft Injuries to people orpotential fatalityPotentially CatastrophicLoss of personal items    | 3 | 3 | M | * All CDU Staff, Security and Contract Safety to be alert to any suspicious behaviour and report to Security immediately for action
* Call #7777 Campus Security to Report or
* Call #000 for Police attendance
* Safety and security plans
* Trip emergency plan
* Secure accommodation doors and vehicles.

Secure possessions | 3 | 3 | M |       |
| **Waste management** | VerminDisease Personal health risk resulting in injury or illness Contamination of site    | 2 | 2 | L | * Sufficient facilities to dispose of any waste generated during the trip
* Sufficient toilet facilities provided to cater for expected number of persons participating in trip
* Regular site inspection and collection of waste from around site for disposal
* Periodic inspection and cleaning of toilet facilities

All areas to be left in a clean and presentable state. | 2 | 2 | L |       |
| **Lone worker** | Injury to personLost or missing    | 4 | 2 | M | * Brief all participants
* Maps/GPS available for worker
* Individuals to always carry communication equipment
* Individuals to always carry PLB
* Implement a routine call in/check in procedure if unable to maintain line of site or remain within earshot
* Clear signage indicating directions to main meeting point
* Define paths or site with hi-vis tape
* Develop and implement activity/trip specific emergency response procedure that includes lost person
 | 3 | 2 | M |       |
| **Health and hygiene** | Food poisoningVerminPersonal health risk resulting in injury or illnessContamination of food | 2 | 3 | M | * Individuals to provide their own personal hygiene products – soap, toothpaste, deodorant, toilet paper
* Appropriate food storage containers, eskies, and prep items (knives, chopping boards etc.)
* Arrange access to food preparation facilities
* Waste management controls
* Lockable case for medications storage

Allergies – ensure all participants are aware of potential issues and have an action plan in place | 2 | 2 | L |  |
| **Quads/UTV** | Vehicle not in good condition or is unsuitable for the working environmentDriver operating vehicle outside of their or vehicle capabilitiesVehicle accident e.g. collision, rolloverVehicle breakdownInjuries to people orpotential fatalityDamage to vehicle | 3 | 3 | M | * Driver training and licencing
* Vehicle roadworthy
* Pre-trip and periodic inspections throughout
* Operate as per Manufacturers operations manual

PPE as required | 3 | 2 | M |  |
| **Firearms and other weapons** | ProjectileInjury, illness or in extreme cases, fatality | 4 | 3 | H | * Licences
* Ensure positive firearms clearance procedures. Second person confirmation of clearance.
 | 4 | 2 | M |  |

| **Task/Activity** | **Hazard - what can harm you?** | **Inherent Risk Level** | **Control measures** | **Residual Risk Level** | **Responsible Person(s)** |
| --- | --- | --- | --- | --- | --- |
| **Working on, over, in or under water** | * Falls from height.
* Slips, trips and falls from low level
* Persons being knocked over by moving objects (e.g. crane loads, vehicles, etc.)
* Loss of balance (e.g. by high winds, sudden vessel movements, etc.)
* Failure or absence of edge barriers
* Failure or absence of fall prevention equipment, ropes, lines.
* Vessels or floating platforms sinking.
* Tide action, waves or swell from passing waterborne traffic.
* Flooding or high tide inundation of areas
* Encounters with dangerous animals found in and around aquatic environment (e.g. crocodiles, sharks, stingers etc.)

Buoyancy aid not being worn (or not inflating)* Shock from sudden immersion in cold water
* Drowning due to weight of waterlogged clothing
* Incapacity following injury – caused by striking an object during a fall, or whilst in the water.
* Fatigue or hypothermia where rescue is not immediate.
* Injuries to people orpotential fatality
* Loss of, or damage to, equipment and vessel
* Loss of, or damage to, personal items
 | 4 | 3 | H | * Boat operations training
* Boat maintenance
* Buoyancy aids (PFD; rescue buoy) available and worn by all participants – must be size fitting
* Marine safety equipment recommendations
* Spotter
* Rescue boat
* Verification of participant swimming ability
* Restrict access to area
* Fixed edge protection (for Platforms, gangways etc.)
* Appropriate warning signs and/or edge markings displayed to highlight the danger.
* Vessel to be operated as per signposted speed limits or other restrictions
* Frequently check environmental and weather conditions (forecasts and warnings advices) and consistently update the group
* Check tide times and heights
* Check river crossing details
* SCUBA dive plan and SWMS/JSA (signed off by dive master)
* Authorised Dive permit
* Dive medical Certificate
* Dive Competency certificates
* Dive Operations log
* Verification of Divers first aid qualifications
* SCUBA equipment maintenance logs
 | 3 | 3 | M |  |

| **Task/Activity** | **Hazard - what can harm you?** | **Inherent Risk Level** | **Control measures** | **Residual Risk Level** | **Responsible Person(s)** |
| --- | --- | --- | --- | --- | --- |
| **Fauna / Flora – direct or indirect contact** | * Bites
* Puncture wounds or scratches
* Stings
* Trampled; kicked; butted
* Zoonosis
* Injury or illness or death
* Disease or zoonoses
* Exposure to person (e.g. inhalation, ingestion, skin or eye contact)
 | 3 | 3 | M | * PPE
* Avoid getting milky juice/latex onto skin or in eyes
* Regular washing of hands
* Dust mask if pollen is the problem
* If known allergies or sensitivity, avoid contact with that plant; seek medical advice as soon as symptoms appear
* Discontinue handling of plant immediately
* Be aware of local and seasonal hazards
* Avoid walking in overgrown areas
* Wear appropriate clothing

Use appropriate repellents | 3 | 2 | M |  |
| **Chemicals** | * Exposure to person (e.g. inhalation, ingestion, skin contact)
* Incompatible chemicals inappropriately segregated
* Chemicals not stored in correct conditions
* Loss of containment (e.g. spills, breakage during transport)
* Fire/explosion
* Environmental damage
 | 3 | 3 | M | * Safe Work Procedure or Job Safety Analysis completed and available
* Full Safety Data Sheet available for each hazardous chemical
* Controls and mitigation measures implemented as per SWP/JSA’s that involve chemicals
* Dangerous goods transport packaging and placarding appropriate and in place
* Emergency Plan in place including all required firefighting, safety and rescue equipment;

Spill kits suitable for the chemicals being used | 3 | 2 | M |  |
| **Adverse Weather** | Adverse weather e.g. storms, lightning, cyclone, floodsUV RadiationInjury or deathBecoming isolated or being unable to return to ‘base’ due to flooding or adverse weatherSunburn/heat illnessVehicle accident e.g. collision, rollover, slip off road, bogged etc. caused by poor driving conditions or damaged roads due to adverse weather e.g. storms, smoke from bushfires, cyclone, floodingRoad closures due to floods, bushfires or other adverse weather can result in poor driving conditions and increase the risk of an accident occurring Injury or deathBecoming isolated or being unable to return to ‘base’ due to adverse weather eventsInjuries to personnel or potential fatality (e.g. sunburn/heat illness; struck by lightning; struck by moving object in high wind event; smoke inhalation) | 3 | 3 | M | * Frequently check environmental and weather conditions (forecasts and warnings advices) and consistently update the group
* Cyclone Action Plan (i.e. cessation of activity and return to base)
* Develop specific trip plan for adverse environmental and weather events
* Check road conditions and weather conditions (e.g. floods, bushfires, and road closures) prior to trip
* If necessary drivers may need to choose alternate routes if safe to do so or postpone travel.
* Never enter flooded area (wait until level drops or use alternative route)
* Double your following distance
* Slow down

Other controls as per Task /Activity ‘Fatigue – Exposure to Sun and Heat’ | 3 | 2 | M |  |
| **Condition of vehicle and vehicle selection** | * Vehicle accident e.g. collision, rollover
* Vehicle breakdown
* Flat tyres
* Damaged windscreens
* Mechanical issues (lack of oil etc.)
* Run out of fuel

Vehicle not in condition suitable for remote travel or unroadworthy (bald tyres, headlights/tail lights not working etc.)* Injuries to personnel or potential fatality
* Damaged vehicle.
* Becoming isolated or being unable to return to ‘base’ due to accident or breakdown

Vehicle fails because not fit-for-purpose and incapable of performing the journey (e.g. 2WD used on a 4WD only track) | 4 | 2 | M | * Vehicle must be maintained in roadworthy condition (Vehicle maintenance schedule to be adhered to and log books updated appropriately.)
* Pre-trip and periodic inspections throughout (Vehicle pre-start to be conducted prior to any remote travel and each day of remote travel prior to travel.)
* Select vehicle based on a fit-for-purpose and capabilities assessment (Driver to be trained in vehicle selection, usage and University Motor Vehicles Guidelines for Use and Hire, and Travel on University Business Procedure.
* Tools, recovery equipment; spares etc.
* Calculate anticipated fuel use and carry spare fuel
* Develop and implement activity/trip specific emergency response procedure that includes dealing with vehicle breakdown and accidents.
* Communication plan
* Vehicles taken into remote areas should have the following equipment:
* Diesel powered
* Four-wheel drive equipped with a bull bar and powered winch including appropriate wire rope and shackles
* Dual spare wheels and tyres – not fitted to all vehicles
* Have sufficient fuel to cover the journey
* Recovery equipment (jack and shovel
* Fresh water supply
* Satellite telephone and optional EPIRB
* First Aid kit (Check first aid kits prior to trip)
 | 4 | 2 | M |  |
| **Drivers that are not competent, operating vehicle outside their own capabilities or unfit to drive** | Vehicle accident e.g. collision, rolloverRisk of accident occurring due to driver having no training or licence, not fit to drive or not following road rules and appropriate procedures.Injuries to personnel or potential fatalityDamaged vehicle. | 4 | 2 | M | * All driver training completed (e.g. all drivers of 4wd vehicles must have completed CDU 4WD course and have submitted evidence of this to Facilities prior to booking a 4WD vehicle.)
* Valid licence (All drivers must hold a valid “Australian” or “Written in English” licence and it must be the appropriate class of licence for the vehicle being driven. Holders of Learners and Provisional licenses are not permitted to drive University vehicles.)
* Observance of road rules
* Awareness of Alcohol and Drug obligations
* NO driving whilst using Mobile phones
* Fatigue management
* Ensure that vehicles are driven at posted speed limit and road conditions
* Ensure that vehicles are not driven through or parked in areas that are heavily populated with pedestrian traffic
 | 4 | 2 | M |  |
| **Fatigue – Driving for long distances or long periods****Distractions whilst driving** | Vehicle accident e.g. collision, rolloverImpacts on driver’s concentration increasing the risk of an accident occurring.Risk of musculoskeletal disorders (MSD) due to sustained static postures.Distractions whilst driving such as eating and drinking; talking on mobile phone; loose objects in the car; checking maps; adjusting radios and other controls (e.g. climate control) and other devices such as GPS can increase the risk of an accident. | 3 | 3 | M | * Drivers should pre-plan their trip and work out rest stops, meal breaks and overnight stops
* Get plenty of sleep prior to driving
* Check medications with your doctor and make sure they won't make you drowsy
* Avoid alcohol
* wind down the windows every now and then for some fresh air
* Stop as soon as you feel tired or your attention wanders
* Don’t start your trip too early in the day. Your body isn't used to concentrating before dawn or in the early hours.
* Drivers should take adequate rest breaks (stop for at least 15 minutes every two hours)
* Share the driving if possible
* Never drive for more than 10 hours in a single day
* Drivers should adjust their seat prior to starting the vehicle
* Worker should be given the option to use overnight accommodation where necessary
* Driving at night should be avoided
 | 2 | 2 | L |  |
| **Emergency response and communications equipment** | Lack of, or out of date first aid equipment to treat injuriesLack of fire-fighting equipment to control fire situationsLack of, or non-operational communication equipment to alert of emergency and summon assistance when needed.Injuries to personnel cannot be managed in an effective way and injured persons condition may deteriorate to the point of fatalityEffective Emergency Response to anticipated emergency events cannot be implemented and situations dealt with. | 3 | 3 | M | * Develop and implement activity/trip specific emergency response plan
* Develop and implement activity/trip specific emergency communications plan
* Provision of all necessary ER equipment
* Driver to take a reliable and functioning means of verbal (two way) communication on any journey. The communication device must be applicable to the location and may be mobile phone, satellite phone, UHF radio. Tracking and alert devices such as EPIRB, PLB devices or SPOT trackers may also be required in addition to verbal communication devices.
* Check all ER equipment prior to trip
* Vehicles taken into remote areas should have the following equipment:
* Diesel powered
* Four-wheel drive equipped with a bull bar and powered winch including appropriate wire rope and shackles
* Dual spare wheels and tyres – not fitted to all vehicles
* Have sufficient fuel to cover the journey
* Recovery equipment (jack and shovel
* Fresh water supply
* Satellite telephone and optional EPIRB
* First Aid kit (Check first aid kits prior to trip)
 | 3 | 2 | M |  |
|  |         |       |       |       |       |       |       |       |       |
|  |         |       |       |       |       |       |       |       |       |

|  |  |
| --- | --- |
| **ACTIVITY ABORT CRITERIA** | **EMERGENCY PREPAREDNESS** |
| The below criteria’s set out but is not limited to situations that triggers the modification, change or aborting of the detailed activity.[ ]  Adverse weather warning announced affecting activity (e.g., cyclone, storm alerts, extreme temps) [ ]  Medical Emergency[ ]  Community unrest or local event affecting access to a community (e.g., Sorry Business)[ ]  Communications failure – LOSS of all contact with CDU management or first responders[ ]  Flooded roads[ ]  Road closures or restrictions[ ]  Travel advice or warning issued affecting traveler’s destination or movement corridors[ ]  Threat toward or actual incident involving travel party or initiated by external parties[ ]  Delays affecting ability to complete journey during daylight hours (e.g., late departure)[ ]  Transport/vehicle not fit for purpose or defects make it unsafe to operate[ ]  Key authorized personnel required for activity leave or are absent[ ]  Other.      \_\_\_\_\_\_\_\_\_If criteria above have been identified activity is to **immediately stop** and re-assess the activity  | **MEDICAL** |
| * Assess Emergency situation
* Isolate energy sources
* Secure area
* Call 000
* Check conditions
* Implement emergency plan
* MEDICAL/INJURY - Apply first aid
 |
| **DRS ABC(D)** |
| * **Danger** Check for danger
* **Response** Check for response
* **Send** for help Call 000
* **Airway** Check for foreign materials
* **Breathing** Check for breathing
* **CPR Start** CPR 30 compression 2 breaths
* **Defibrillation** Apply defibrillator (if available)
 |

|  |
| --- |
| **ARA ACCEPTANCE** |
| In signing below, I confirm that:• I have read this ARA and / or it has been explained to me. I clearly understand and have accepted its contents.• I clearly understand that the controls in this ARA must be applied as documented; otherwise work is to cease immediately. |
| **Name** | **Position** | **Signature** | **Date** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |