



# Student placement risk assessment record - individual placement

## Section 1: Student details

<b>Student name</b>		
<b>Student ID number</b>		
<b>CECC program</b>		
<b>Applicable CECC course (e.g. ENGN3100)</b>		Other:

## Section 2: Host organisation details

<b>Name of Host Organisation</b>		
<b>Physical address of Host Organisation</b>		
<b>Host supervisor's name</b>		
<b>Host supervisor's position</b>		
<b>Host supervisor's contact details</b>	E:	T:
<b>Placement project/s title and description</b> <i>(attached documents welcome)</i>		
<b>Period of placement (dates)</b>	From:	Until:
<b>Placement type:</b> On-site / Remote / Hybrid	<input type="checkbox"/> On-site <input type="checkbox"/> Remote <input type="checkbox"/> Hybrid (combination of on-site and remote)	
<b>On-site/online induction (including safety briefing)</b>	Date:	Completed by:
<b>Additional placement suitability requirements</b>	<input type="checkbox"/> Police Check <input type="checkbox"/> WWVP <input type="checkbox"/> Security Clearance <input type="checkbox"/> Physical Health Check <input type="checkbox"/> Evidence of Immunisation <input type="checkbox"/> Serology Test <input type="checkbox"/> Other	Additional details:

### Identified hazards – to be completed by Host Organisation

Hazard	Y	N	Likelihood of risk	Consequence of risk	Proposed risk controls	Residual risk and consequences
<b>COVID-19</b> - Spread of COVID – 19 - Infected with COVID - 19	<input type="checkbox"/>	<input type="checkbox"/>			- Provide Covid – 19 Workplace Guideline and training - Set up Work from home arrangements - Enforce Physical distancing - Impose Handwashing and hygiene - Cleaning - Monitor symptoms	
<b>Discrimination and harassment</b>	<input type="checkbox"/>	<input type="checkbox"/>			- Induction covers workplace code of conduct,	

<ul style="list-style-type: none"> <li>- Discrimination on the basis of race, sex, sexual preference or orientation, marital status, age, disability, ethic or national origin, religious or political affiliation</li> <li>- Bullying and harassment including sexual harassment</li> </ul>					<ul style="list-style-type: none"> <li>policy/procedures for workplace discrimination and harassment</li> <li>- Student is informed about appropriate workplace behaviours</li> <li>- Student is made aware of reporting channels for discrimination/harassment</li> </ul>	
<p><b>Machinery and equipment</b></p> <ul style="list-style-type: none"> <li>- PC's, Photocopiers, shredders, powered staplers, printers, neck/upper limb strains, inappropriate websites, etc.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>			<ul style="list-style-type: none"> <li>-Work equipment assessments.</li> <li>-Suitable instruction on use of equipment</li> <li>-Supervision as required.</li> </ul>	
<p><b>Manual Handling/Lifting</b></p> <ul style="list-style-type: none"> <li>- Back and upper limb strain</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>			<ul style="list-style-type: none"> <li>-Avoid manual handling where possible.</li> <li>-Assess all proposed tasks to ensure no manual handling which may present significant risk is undertaken by an intern.</li> </ul>	
<p><b>Movement around the site</b></p> <ul style="list-style-type: none"> <li>- Slips, trips and falls.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>			<ul style="list-style-type: none"> <li>-Induction, training and – supervision.</li> <li>-Interns to be advised to wear sensible footwear.</li> </ul>	
<p><b>Travel Off-Site (Required during placement hours)</b></p> <ul style="list-style-type: none"> <li>- at-fault accidents or incidents, not-at-fault accidents/incidents</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>			<ul style="list-style-type: none"> <li>-Interns who do not hold a full Australian driver's licence (or international equivalent) will not be permitted to drive while on duty.</li> </ul>	
<p><b>Continuous and/or excessive noise</b></p> <ul style="list-style-type: none"> <li>- damage to hearing</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>			<ul style="list-style-type: none"> <li>-Induction, training and supervision.</li> <li>- Appropriate PPE will be provided</li> <li>-Intern is prohibited from work that will expose them to excessive noise</li> </ul>	
<p><b>Radiation</b></p> <ul style="list-style-type: none"> <li>- radiation sickness, burns</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>			<ul style="list-style-type: none"> <li>-Restrict access to radiation sources and provide PPE where appropriate.</li> <li>-Induction, training and supervision.</li> <li>-Intern is prohibited from working with radioactive substances or isotopes.</li> </ul>	
<p><b>Flora and/or Fauna</b></p> <ul style="list-style-type: none"> <li>- Bites, scratches, allergy triggers, zoonoses</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>			<ul style="list-style-type: none"> <li>-Appropriate PPE will be provided.</li> <li>-Give training on correct handling techniques and procedures.</li> <li>-Interns to be supervised at all time</li> <li>- Animals to be housed in secure carriers.</li> <li>- Hand washing and disinfectants to be made available.</li> <li>- First aid provision available at all times.</li> </ul>	

<b>Weather conditions</b> - heat-stress, sunburn, hypothermia	<input type="checkbox"/>	<input type="checkbox"/>			-Training and supervision - Appropriate PPE will be provided	
<b>Chemicals</b> - Dust, fumes and vapours which may be toxic, irritant, harmful, corrosive	<input type="checkbox"/>	<input type="checkbox"/>			-Give training on correct handling techniques and procedures. -Appropriate storage and disposal arrangements are in place for chemicals. -Appropriate PPE is provided - Spillage kit to be made available in lab areas and staff trained in use. -Intern informed not to deal with spillages at induction.	
<b>Biological agents</b> - pathogens, zoonoses	<input type="checkbox"/>	<input type="checkbox"/>			-Give training on correct handling techniques and procedures. - Appropriate storage and disposal arrangements are in place for biological waste. - Appropriate PPE is provided - Spillage kit available in lab areas and staff trained in use. - Intern informed not to deal with spillages at induction.	
<b>Clinical waste and sharps</b> - Infection, cuts and needle stick injuries	<input type="checkbox"/>	<input type="checkbox"/>			-Information on the disposal of sharps given at induction - Intern will not handle clinical medical devices including sharps.	
<b>Any other hazards that present additional risks to young or inexperienced person?</b>	<input type="checkbox"/>	<input type="checkbox"/>				

### Section 3: Host organisation acknowledgement

I certify that the information contained within and/or provided as part of this student placement risk assessment is an accurate representation of the individual student placement details and working environment, as at the date of signing. Further, I acknowledge that amendments to the student's placement and/or working environment without endorsement from the university may nullify the university's coverage of Personal Accident insurance..

<b>Host Organisation delegate name</b>	
<b>Host Organisation delegate signature</b>	
<b>Date</b>	

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<b>Conclusion</b>	<b>Y</b>	<b>N</b>	<b>Action needed?</b>	<b>Action completed (date)</b>
<b>Has the Host Organisation provided a copy of the current</b>	<input type="checkbox"/>	<input type="checkbox"/>		

<b>WHS and Critical Incident Policy and Procedure?</b>				
<b>Has the Host Organisation returned a signed placement agreement?</b>				
<b>Are there any Individual Student Factors that need to be noted?</b>				
<b>Is a site safety visit required before placement is approved?</b>				
<b>Are the residual risks and consequences tolerable such that the placement can be approved?</b>				

**Assessment carried out by:**

<b>Name</b>			
<b>Job title</b>		<b>Department</b>	
<b>Signature</b>		<b>Date</b>	

**Placement approved by:**

<b>Course convener/ Supervisor name</b>			
<b>Signature</b>		<b>Date</b>	

**Additional notes**

Use this section to record information provided by placement provider and student that have informed the assessment.

## Risk matrix

Risk is typically assessed as a function of the likelihood and consequence of the risk materialising, as a result, not all risks are the same and should not be managed as such. The ANU uses a risk management matrix to assess the level of risk and facilitate an appropriate response.

The matrix and its accompanying definitions and escalation protocols are designed to provide staff with guidance about what to do (monitor or treat the risk) and where to escalate the risk (i.e. to line manager or higher). The risk matrix is the endorsed framework for assessing risks at all levels within the university (strategic, operational and day-to-day) and should be used to determine an appropriate course of action.

LIKELIHOOD		IMPACT/CONSEQUENCE				
		5	4	3	2	1
		Catastrophic	Major	Moderate	Minor	Insignificant
5	Almost certain	Extreme (25)	Extreme (20)	High (15)	High (10)	Moderate (5)
4	Likely	Extreme (20)	High (16)	High (12)	Moderate (8)	Moderate (4)
3	Possible	High (15)	High (12)	Moderate (9)	Moderate (6)	Low (3)
2	Unlikely	High (10)	Moderate (8)	Moderate (6)	Low (4)	Low (2)
1	Rare	Moderate (5)	Moderate (4)	Low (3)	Low (2)	Low (1)

## Risk rating descriptors and mitigating action requirements

Risk Rating	Score	Description	Action required
<b>Extreme</b>	20 - 25	Risks that significantly exceed the acceptable tolerance and need urgent and immediate attention.	<b>University Executive responsibility, immediate treatment required.</b> - Escalate to the responsible University Executive immediately with a detailed treatment plan. - Report to the Vice-Chancellor, ARMC and Council.
<b>High</b>	16 - 10	Risks that exceed the risk acceptance threshold and require proactive management.	<b>College GM/Service Division Director/Head of School responsibility. Treatment required.</b> - Escalate to responsible management immediately with detailed treatment plan to reduce risks to an acceptable level within 3 months. - Report to COO or DVCs and ARMC, as appropriate.
<b>Moderate</b>	4 - 9	Risks that are within the acceptable threshold and require active monitoring.	<b>College GM/Service Division Director/Head of School responsibility. Treatment required.</b> - Escalate to responsible management immediately with detailed treatment plan to reduce risks to an acceptable level within 3-6 months.
<b>Low</b>	1 - 4	Risks that are below the acceptable threshold and do not require active management.	<b>Local line management responsibility, treatment not required.</b> Significant management effort should not be directed towards these risks.

## Likelihood rating: evaluation criteria

You will determine how likely the University will be exposed to each specific risk after taking into account current internal controls and considering factors such as:

1. Anticipated frequency of occurrence;
2. The external environment (e.g. regulatory, economic, competition, community expectations and market issues);
3. The procedures, tools and skills currently in place; and
4. History of previous events - both the University and other providers.

Likelihood rating			
The number of times within a specified period in which a risk may occur either as a consequence of business operations or through failure of operating systems, policies or procedures.			
Likelihood	The risk/the event	Occurrence	Probability
Almost certain	Expected to occur in most circumstances.	Multiple over 12 months	>70%
Likely	Will probably occur in most circumstances	Once every 12 months	51 - 70%
Possible	Might occur within a 5 year time period	Once every 1 - 5 years	21 - 50%
Unlikely	Could occur within a specified time period	Once every 5-10 years	5 - 20%
Rare	May only occur in exceptional circumstances	Once every 20 years	< 5%

## Consequence rating: evaluation criteria

Factors of Consequences/ categories of risk		Colleges or Service Division Activity				
		Reputation and image	Compliance with Legislation	Disruption to operations	Financial	General environment & social impacts
Consequence category	<b>Catastrophic</b>	-Long term damage to reputation and standing of the University -Serious public or media outcry with national and international coverage -Significant breakdown in strategic and/or business partnerships	-Major systemic non-conformance resulting in loss of TEQSA license, other key license or accreditation -Criminal convictions resulting in imprisonment -Significant legal penalties or regulator sanctions -Litigation including class actions jeopardising future approvals, licensing and funding.	-Disruption to services causing campus closure or key business closure for > 1 month - Critical infrastructure service loss for > 1 month.	Financial impact >\$50M	-Extensive detrimental long term impacts on the environment and community. -Catastrophic and/or extensive discharge of persistent hazardous pollutant.
	<b>Major</b>	-Sustained damage to brand/image or reputation nationally or locally -Significant adverse national media coverage - Breakdown in strategic and/or business partnership	-Systemic non-conformance resulting in suspensions or conditional licenses -University staff prosecuted without being imprisoned -Legal penalties or regulator sanctions	-Disruption to teaching/course schedules or key business activities for > 1 week -Several key operational areas closed -Critical infrastructure service losses for > 1 week.	Financial impact >\$30M and <\$50M	-Long term detrimental environmental or social impact - Chronic and/or significant discharge of pollutant.
	<b>Moderate</b>	-Significant short term damage to reputation -Heavy local media coverage	-Serious one off non-conformance resulting in suspensions or conditional licenses -University staff being subject to legal proceedings -Minor or no legal penalties	-Disruption to a number of operational areas for up to one week -Critical service interruption not back within the agreed timeframe.	Financial impact >\$10M and <\$30M	-Serious, discharge of pollutant -Source of community annoyance within general neighbourhood that requires remedial action.
	<b>Minor</b>	-Minor, adverse local public or media attention and complaints -Reputation of a small number of people affected	-One off non-conformance -University receiving warning or other notice from regulatory authority to rectify non-conformance	-Some disruption to operational activity exceeding 1 day -Local interruption only, service loss to localised operations.	Financial impact >\$5M and <\$10M	-Short term, detrimental effect on the environment or social impact - Minor discharge of pollutants within local neighbourhood.
	<b>Insignificant</b>	-Issue resolved promptly by day to day management processes -Little or no adverse media coverage	-Minor non-conformance rectified internally -Unlikely to result in adverse regulatory response or action.	-Disruption of < 1 day to operational activity -No interruption to infrastructure services.	Financial impact <\$5M	-No lasting detrimental effect on the environment ie. Harm, nuisance, noise, fumes, odour, dust emissions of short-term duration.