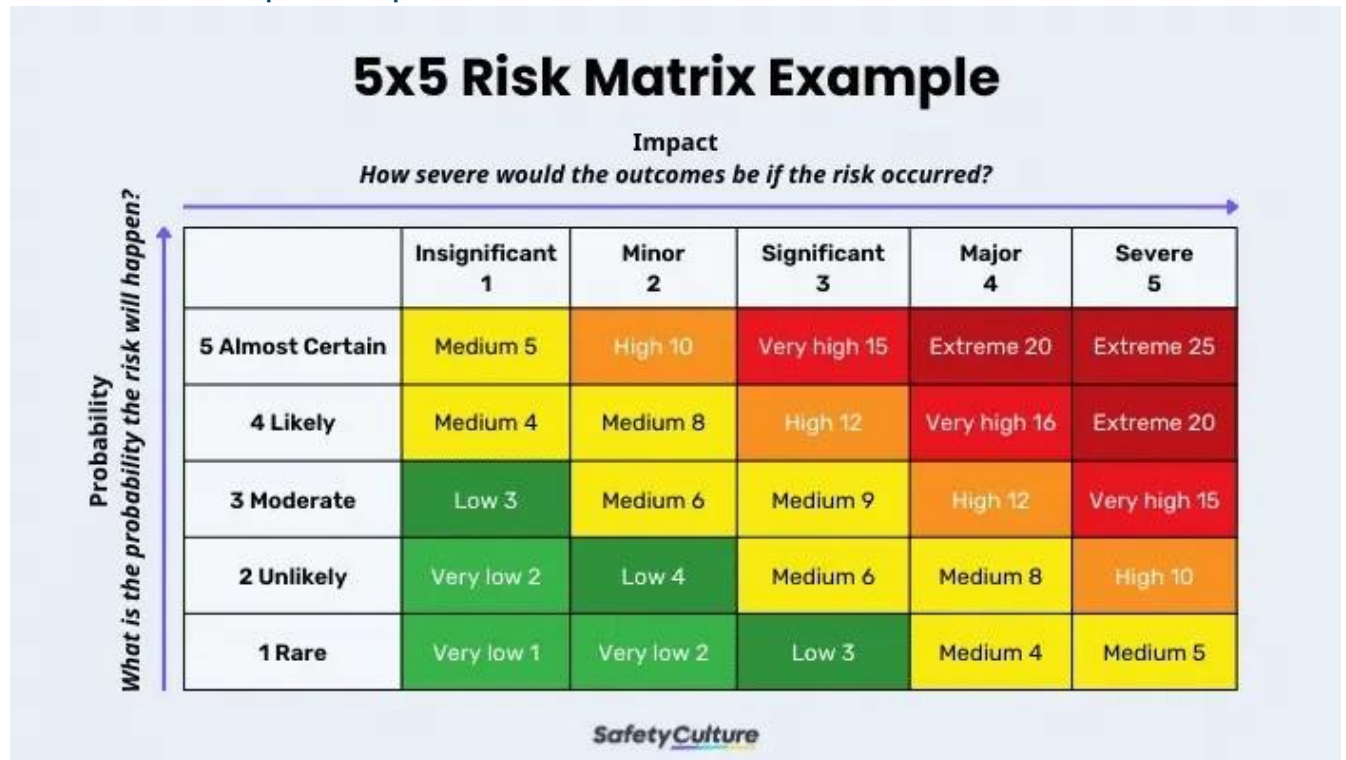


Placement/Project Risk Assessment

In this section consider the likelihood of the student being exposed to each hazard, and the consequence of this. This will help you to determine if the WIL activity has a low, medium or high risk associated with it, and the course of action to take.

Risk Profile Map Example



1. Work Factors

The potentials for harm at the place of work vary, consider the type of work and the hazards that are present all of the time.

To determine the Placement or Project Risk Category consider:

- a. Construction site with work at height or below ground, dust, moving machinery, electrical systems
- b. Operation of machinery with mechanical hazards such as high-speed rotating parts, crushing or entanglement risks
- c. Laboratory work with toxic/hazardous materials
- d. Community work with known high-risk groups of clients or locations (drug abusers, homeless, violent patients)
- e. Work with animal bedding or large or dangerous animals
- f. Activities requiring specific licences or qualification (e.g. diving, flying aircraft, crewing an aerial device)
- g. Work involving significant hazards in small companies that do not have professional health and safety advice.

High Risk – Organisation to provide details and risk assessments	Medium Risk - Organisation to provide details and risk assessments	Low Risk - Detailed risk assessment not required
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2. Travel and Transportation Factors

What are the ever-present potentials for harm?

Consider the following:

- a. How much travelling is involved
- b. Is the student expected to drive long distances, unfamiliar or remote routes, at very early or late times
- c. What types of vehicles will be used
- d. Potential for fatigue
- e. Is commute factored into daily routine
- f. Is the Student familiar with vehicle used
- g. Or is there no exposure to high or medium risks.

High Risk – Organisation to provide details and risk assessments	Medium Risk - Organisation to provide details and risk assessments	Low Risk - Detailed risk assessment not required
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3. Location and / or Region Factors

What are the ever-present potentials for harm:

- a. Consider areas that have high crime rates, run down areas, known areas for violence
Where the student is isolated or alone, rural areas
- b. Consider high hazards and high-risk work in isolated areas
- c. Consider how long will local emergency services take to reach you if needed
- d. Consider alternative communications
- e. Consider time differences, working time variances
- f. Consult www.safetravel.govt.nz
- g. Or is there no exposure to high or medium risks.

High Risk – Organisation to provide details and risk assessments	Medium Risk - Organisation to provide details and risk assessments	Low Risk - Detailed risk assessment not required
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4. General / Environmental Health Factors

What are the ever-present potentials for harm:

- a. Are there any regional/local health risks that require mandatory and specific health protection measures? e.g. inoculations
- b. Does the work involve very hot or strenuous working conditions
- c. Does the work involve very cold working conditions
- d. Are there any regional/local conditions that require some precautionary measures e.g. optional inoculations
- e. Are there no significant environmental health risks.

High Risk – Organisation to provide details and risk assessments	Medium Risk - Organisation to provide details and risk assessments	Low Risk - Detailed risk assessment not required
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Treating and Accepting Risks

Avoid the risk	Not to proceed with the activity or choosing an alternative approach to achieve the same outcome. Aim is risk management, not aversion.
Mitigate	Reduce the likelihood - improving management controls and procedures. Reduce the consequence - putting in place strategies to minimise adverse consequences, e.g. contingency planning.
Transfer the risk	Shifting responsibility for a risk to another party by contract or insurance. Can be transferred as a whole or shared.
Accept the risk	Controls are deemed appropriate. These must be monitored, and contingency plans developed where appropriate.

If the WIL activity has been determined to be High Risk under any of the above factors, the Division WIL Coordinator or equivalent must be assured that the Partner Organisation has processes and procedures in place to mitigate these risks prior to signing this Collaboration Agreement Form.