**RAMP - Risk Assessment and Management Plan**

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| **RAMP ID #** |  | *Insert by Administration Team*  |

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| **Project Title:** |  |
|  |  |
| **Project Leader/Name:** |  |
| **Location:** |  |
| **Date:** |  |

**RBHS - Radiation, Biosafety or Hazardous Substances***Refer to link below for full RBHS process*<http://intranet.ecu.edu.au/__data/assets/pdf_file/0011/758333/RBHSC-Application-and-Approval-Process-Flow-Chart-September-2017-V01.08.pdf>

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| **Do any of the activities in this RAMP trigger the RBHS Application Process?** |
|  |
|  [ ]  Yes |  No [ ]  |
| **RBHS Reporting required** – **Complete section below** |  **RBHS Reporting not required** |
|  |  |  |
| ✓/🗶 | **Describe activity:** |  |
|[ ]  Hazardous Substances: |  |
|[ ]  Radiation: |  |
|[ ]  Biological Substances: |  |
|  |
| ✓/🗶 | **Has this activity previously been approved through the School’s RAMP Process?** |
|[ ]  Yes | Field Safety Officer to include in Quarterly RBHSC Report |
|[ ]  No | Field Safety Officer to submit Application and seek approval from RBHSC |
|  |  |

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| **Revision History** |
| **Version** | **Revision Date** | **Summary of changes made** | **Changes made by** |
| 1 |  |  |  |
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| **Distribution** |
| This document has been distributed to: |
| **Name** | **Title/Position** | **Date of Issue** |
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| **1.** | **INTRODUCTION** |
|  | *What are you planning to do?* *People need to access this information easily and quickly. It is best to keep this section short by only highlighting the key issues like diving, 4wd, remote area work, chemical use etc.**E.g. this project focuses on marine ecosystems connectivity, on how allochthonous kelp can affect mesograzers growth rates in Posidonia sinuosa seagrass meadows. The following methods will be used;** *Diving- metro waters*
* *Boat use-metro waters*
* *Underwater rope transects*
* *Seagrass collection using quadrates.*
 |
| ***Please identify all inductions required for you and any team members for activities managed under this RAMP.*** |
| **Induction** | **Applicant** | **Other personnel** | **Valid for** |
| University | ✓ |  | 2 years |
| School | ✓ |  | 2 years |
| Dive Operations |  |  | 1 year |
| Dive Coordinator |  |  | 1 year |
| Vessel Operations |  |  | 1 year |
| Vessel Master |  |  | 1 year |
| Field Chemical use |  |  | 2 years |
| Workshop |  |  | 2 years |
| Pre-work safety |  | ✓ | Pre work |
| Laboratory |  |  | 2 years |
| Others (list) |  |  |  |
|  |  |
| ***Please identify any training required for you and any team members for activities managed under this RAMP.*** |
| **Training** | **Applicant** | **Other personnel** |
| First Aid Certification |  |  |
| Oxygen Provider Certification |  |  |
| Rescue Diver Certification |  |  |
| 4WD Certification  |  |  |
| Coxswains (grade 2) |  |  |
| Recreational Skippers Ticket |  |  |
| Cryogenics Training |  |  |
| Others (list) |  |  |
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| **2.** | **CONTEXT** |
|  | *What does this plan cover?**E.g. this risk management plan covers the emergency response, purchasing, storage, use and disposal of Hydrochloric Acid.*  |
| **3.** | **ROLES & RESPONSIBILITIES** |
|  | *Who does what? - Remember to include non ECU collaborators**Have you received an emergency contact and fitness form for each volunteer/ staff or student working on this project?* *Have you identified any competencies that are required for this project e.g. 4WD training, first aid etc.**Have you considered the nature of the work and the suitability of the volunteer/staff/student to undertake the tasks and are able to manage them (e.g. Medical issues, competencies or other).* |
| **4.** | **COMMUNICATION & CONSULTATION** |
|  | *Who will you be communicating with and when will you be engaging them?**Such as:**Emergency communication,**Schedule check in communication**In field communication* *Stack holders* *Government agencies**For example**In a medical emergency we will call (000) via a satellite phone**DEC (08) 12345678 via mobile phone to let them know we are working in the National park.* |
| **TEAM TELEPHONE NUMBERS** |
| **Name** | **Title/Position** | **Staff/Student ID** | **Phone #’s (H/M)Email (E)**  | **Emergency Contact Name** | **Phone #’s (H/M)** |
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| **5.** | **RISK ASSESSMENT** |

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| **Risk Register** | Inherent |  | Residual |
| **Section** | **Activity description** | **Mechanism** | **Hazard** | **Consequence** | **L** | **C** | **Intrinsic Risk Class** | **Preventative controls** | **L** | **C** | **Residual Risk Class** |
| Laboratory, field work, office, health etc. | What are you doing (data collection, chemical use, driving, etc.)? | What triggers the hazard (working alone, driving, workload, activity, etc.)? | What is the hazard (fatigue, poisoning, exposure etc.)? | What will happen (personal injury, death, equipment damage, environmental damage etc.)? | See Appendix 1 – Risk Assessment Matrix | See Appendix 1 – Risk Assessment Matrix | See Appendix 1 – Risk Assessment Matrix | What will you do to manage the hazard and reduce the risk? | See Appendix 1 – Risk Assessment Matrix | See Appendix 1 – Risk Assessment Matrix | See Appendix 1 – Risk Assessment Matrix |
| Field Work | In water activates | Interaction with shark | Increased anxiety, increased risk of panic, sharp teeth. | Serous personal injury, death. | Possible | Critical | Moderate | ECU dive manual. Shark shields.  | Rare | Critical | Moderate |
| Field Work | Driving | Long hours driving or working | Fatigue | Serous personal injury, death. | Possible | Catastrophic | Substantial | 12 hour working limit, driving plan. | Rare | Catastrophic | Substantial |

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| **6.** | **FIRST AID PLAN** |
|  | *What are the likely injuries?**What is the minimum number of trained first aiders on any field trip?**Are the ECU First Aid Kits suitable for your work?**Other requirements?* |
| **7.** | **FATIGUE / DRIVING PLAN** |
|  | *How will you mange drivers on long trips?**How will you mange fuel?**How will you mange hours worked? Remember there is a 12-hour normal duties working limit.* |
| **8.** | **EMERGENCY PROCEDURES** |
|  | *Such as:**Lost persons**Vehicle breakdown**Vehicle bogging**Vehicle extraction**Medical emergencies**Dive emergencies**Boating emergencies**Working alone* |

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| **9.** | **APPROVAL** |
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| **9a** | **Applicant** |
|  | **I (Name)** |  | **Position:** |  |
|  | *Will take reasonable care for my safety and health at work and avoid harming the safety and health of other people through any act or omission. To fill this obligation I will;* |
|  | * Follow ECU and SSCI safety and health procedures and instructions;
* Seek approval for all field trips
* Use personal protective clothing and equipment;
* Take good care of equipment;
* Report all hazards and any work-related injuries;
* Stop work if I am unsure of a task or feel it is unsafe;
* Emergency contact Health and Fitness Risk Assessment Form for each project member and will take appropriate measures that allow for each person’s health and fitness; and
* Ensure all personal under supervision are aware of safety and work tasks prior to any work.
 |
|  | **Signature:** |  | **Date:** |  |
|  |  |
| **9b** | **Supervisor** |
|  | **I (Name)** |  | **Position:** |  |
|  | *Will;** Ensure that personal on this project are adequately supervised to adhered to ECU and SSCI safety and health procedures and instructions;
* Have a copy of the Emergency contact Health and Fitness Risk Assessment Form for each project member on this RAMP and confirm appropriate measures have been taken that allow for each person’s health and fitness; and
* Endorse this Risk Management Plan.
 |
|  | **Signature:** |  | **Date:** |  |
|  |  |
| **9c** | **Approval** |
|  | **I (Name)** |  | **Position:** |  |
|  | * Approve this Risk Management Plan.
 |
|  | **Signature:** |  | **Date:** |  |

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|  | **1** | **2** | **3** | **4** | **5** |
|  | **Minor** | **Disruptive** | **Serious** | **Critical** | **Catastrophic** |
| **Project** | Potential for a minimal increase, <$50,000 or 0.5% in budget, no time impact, no quality impact. There may be issues that impact on the University's ability to fully operate services or activities proposed by the project at time of delivery. | Potential for cost increase $50,000 - $250,000, or 0.5-1% of budget, Minimal impact on time or quality. There may be issues that impact on the University's ability to fully operate services or activities proposed by the project or building at time of delivery. | Moderate potential for cost increase $250,000 - $3M, or 1-5% of budget, manageable impact on time, cost, resources and quality. Minimal impact on operation of services or activities proposed for the building or project at time of delivery. | Significant potential for a cost increase $3M - $10M, or 5-10% of budget, will impact on time, cost, resources or quality. Potential impact on multiple work streams, projects or stakeholders. University will need to operate service or activity in another location for an extended period of time or delay commencement of service or activity for >3 months or Practical Completion Date increased by >25%. | Major potential for a cost increase >$10M, or >10% of budget. Will have an unmanageable impact on time, cost, resources and quality. Potential impact on multiple work streams, projects or stakeholders. University cannot operate service or activity proposed in new/refurbished building, product is not viable. |
| **Environmental** | Internally managed with no discernible pollution impact or measurable impairment.  *and/or*Environmental liability or remediation cost <$5,000. | Internally managed with minor effects on biological or physical environment. *and/or*Minor short- medium term damage to a localised area, or ceases once the event is over. *and/or*Environmental liability or remediation cost $5,000 - $50,000. | Moderate harm- Measurable impairment on biological or physical environment but does not affect ecosystem function. *and/or*Short- medium term impacts; ecosystem will recover quickly without intervention. *and/or*Environmental liability or remediation cost $50,000- $500,000. | Significant harm - Serious environmental effects with some impairment of ecosystem function relatively widespread. *and/or*Medium - long term impacts, requiring remediation, ecosystem will recover over time once clean up has been completed. *and/or*Environmental liability or remediation cost $0.5m - $5m | Sustained long term harm - Very serious environmental effects with significant impairment of ecosystem function. *and/or*Long term, widespread effects. Remediation required. *and/or*Environmental liability or remediation cost >$5m |
| **Reputation and Image** | Issue resolved promptly by day to day management processes/Little or no stakeholder interest | Issue raised by students and/or local press/ Minor, adverse local public or media attention & complaints. Adverse impairment on the University's reputation with a small number of affected people | Student and or community concern, heavy local media coverage. Reputation impacted with some stakeholders. | Embarrassment for the University, including adverse media coverage/ Significant adverse national media / public coverage/ reputation impacted with a significant number of stakeholders/ Breakdown in strategic & or engagement partnership | Reputation and standing of the University affected nationally and internationally/ Serious public or media outcry (International coverage)/ Reputation impacted with majority of key stakeholders/ Significant breakdown, or termination in strategic & or engagement partnerships |
| **Business Interruption, Quality of Service**  | An event that can easily be absorbed through normal activity. Repeated informal complaints at a school level and/or one, or more formal complaints. Improvement recommendations present, but no non-compliance.Loss of 0.5 day to 2 days lectures or research or other operational activity or work from such activity. Negligible impact business interruption, brief loss of service. | An event, the consequences of which can be absorbed but management effort is required to minimise impact. Service issue causing / contributing to loss of up to 10 EFTSL, or loss of research or consultancy project < $10,000. Up to 2 non-compliance recommendations but accreditation /licence not immediately threatened. Loss of 2 days - 5 days lectures or research or other operational activity or work from such activity. Local interruption only, service loss for minimum period | Significant event that can be managed under special circumstances. Service issue causing/contributing to loss of 10-100 EFTSL, or loss of research or consultancy project ($10,000 - $500,000). More than 2 non-compliance recommendations and /or ongoing accreditation & licensing under immediate threat Loss of 5 days - 6 weeks lectures or research or other operational activity or work from such activity. Critical service interruption not back in agreed time. | Major event that with prioritised and focused management will be endured. Service issue causing /contributing to loss of more than 100 EFTSL / subject viability threatened or loss of some research & consultancy clients. Limited accreditation of Faculty or School with conditions of accreditation & limitations applied. Loss of 6 weeks - 13 weeks lectures or research or other operational activity or work from such activity. Critical infrastructure service loss for < 1 month | Extreme event with potential to lead to failure of most objectives or collapse of part of the business. School viability threatened by loss /lack of students or loss of a significant number of research or consultancy clients (more than 10% of budget or 5 clients). Non accreditation of Faculty or School. Loss of > 13 weeks lectures or research or other operational activity or work from such activity Critical infrastructure service loss for > 1 month |
| **Financial and Legal** | <$5000, or 0.5% of budget for Faculties, Schools, Institutes & Centres (Up to $500K for a ECU wide strategic risk). Unlikely to result in adverse regulatory response or action. | $5,001 to $50,000, or 0.5-1% of budget for Faculties, Schools, Institutes & Centres ($.5m - $2.5m for a ECU wide strategic risk). Minor non - compliance or breaches of Acts, regulations or consent conditions. Not likely to result in regulatory action, may result in infringement notice. Incident reportable to regulatory authorities. | $50K-$0.5m, or 1-5% of budget for Faculties, Schools, Institutes & Centres ($2.5m to $10m for a ECU wide strategic risk). Serious breach of Act, regulation or consent conditions with potential for regulatory action such as issuance of a formal notice, a fine or prosecution. | $0.5m to $5m, or 5-10% of budget for Faculties, Schools, Institutes, & Centres ($10m - $20m for a ECU wide strategic risk). Major breach of Act, regulations, or consent conditions that is expected to attract regulatory attention. Investigation prosecution and / or major fine possible. | > $5m, or 10% of budget for Faculties, Schools, Institutes, & Centres (or Above $20m for a ECU wide strategic risk). May be considered ' wilful' or 'negligent' by regulator. Significant prosecution & fines likely. May result in significant litigation, including class actions. May jeopardise future approvals, registration, licensing & funding. |
| **Workplace Safety** | Reported incident, near miss or minor injury reducing work effectiveness with no medical treatment from a medical practitioner and no lost time. | Reported incident/accident, first aid required, attendance at GP requiring medical treatment, lost time injury <5 working days, stressful event requiring professional clinical support. | Inpatient requiring hospital treatment, lost time injury >5 working days, serious temporary disability/minor permanent disability. | Single fatality, longer term hospitalisation/permanent disability for <5 people. | Multiple fatalities, permanent disability >5 persons. |

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| **Description** | **LIKELIHOOD** | **Score** | **1** | **2** | **3** | **4** | **5** |
| Theoretically possible but not expected to occur during the life cycle of the activity or the lifetime of the equipment | Rare(<5% probability) | **1** | **1(Low)** | **2(Low)** | **3(Low)** | **4(Low)** | **5(Moderate)** |
| Possible that it may occur once during the life cycle of the activity or the life of the equipment | Possible(5-10% probability) | **2** | **2(Low)** | **4(Low)** | **6(Moderate)** | **8(Moderate)** | **10(Substantial)** |
| This event may occur slightly more than twice during the life cycle of the activity or during the life of the equipment | Occasional(10-25% probability) | **3** | **3(Low)** | **6(Moderate)** | **9(Moderate)** | **12(Substantial)** | **15(High)** |
| This event may occur frequently during the life cycle of the activity or during the life of the equipment | Likely(25-50% Probability) | **4** | **4(Low)** | **8(Moderate)** | **12(Substantial)** | **16(High)** | **20(Extreme)** |
| Expected to occur routinely during the life cycle of the activity or during the lifetime of the equipment | Almost Certain(>50% probability) | **5** | **5(Moderate)** | **10(Substantial)** | **15(High)** | **20(Extreme)** | **25(Extreme)** |

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| **Acceptance Criteria** |
| **1 - 4**  | **Low** | **Staff** | **Acceptable with Periodic Review** - Exposure to this level of risk is acceptable without additional risk treatments.  |
| **5 - 9** | **Moderate** | **HOS/Manager/ Associate Dean** | **Acceptable with Periodic Review** – Exposure to this level of risk may continue, provided an appropriate assessment has been conducted. *Review period should not exceed 12 months* |
| **10 - 12** | **Substantial** | **Executive Dean/Dean RPS/Director** | **Acceptable with Ongoing Review** – Unnecessary exposure to this level of risk must be discontinued as soon as reasonably practicable, ongoing exposure will only be considered in exceptional circumstances. *Review period should not exceed 6 months.* |
| **15 - 19** | **High** | **Chancellery Member** | **Intolerable without treatment** – Exposure to this level of risk should be discontinued as soon as reasonably practicable. The decision to tolerate this level of residual risk must be made by a member of the Chancellery. *Review period should not exceed 3 months.* |
| **20 - 25** | **Extreme** | **V-C/ University Council**  | **Intolerable** – Exposure to this level of risk would normally be immediately discontinued except in extreme circumstances. *Review period should not exceed 1 month.* |