

04.23wc Risk Assessment for staff based outside Armidale

Overview

The majority of University staff work on the Armidale campus but in some circumstances the job description of staff or their physical location may require staff to be based in another location.

Staff who are not based on the Armidale campus are responsible for ensuring that their health and safety is not put at risk by their work environment or by the way they conduct their work related activities.

PART 1

Nature of work

- 4.32.1** The nature of approved work performed by University employees based outside Armidale consists, in the majority, of office type activities such as reading, computer operation, writing and related activities. The overall nature of these activities is low risk but there are specific risk factors principally relating to the risk of overuse injuries. In addition, the location itself may present standard risks associated with electrical safety, security or emergency situations such as fire or natural disasters.
- 4.32.2** The University of New England has a duty of care to ensure that all staff have a safe work environment and safe work system. Staff also have a responsibility to not put themselves and others at risk.
- 4.32.3** Staff working from a home based office are deemed to be in control of their workspace and must ensure that their premises is safe and without risk to health. As such offices are situated in a private dwelling the home owner is responsible for ensuring that there is adequate insurance to cover all contingencies.
- 4.32.4** WorkCover advises that normal Workers Compensation arrangements will apply in NSW but interstate work may require additional Workers Compensation coverage interstate.
- 4.32.5** Compliance costs for staff based outside Armidale are the responsibility of the Cost Centre and the staff member, as agreed at time of appointment.

Risk assessment

- 4.32.6** The University has a legislative obligation to ensure the health, safety and welfare of its employees, and where practicable eliminate risks to health, or control those risks. The University must

ensure a risk assessment approach to safety in designated workplaces. On campus this is met both in the initial design of buildings and then subsequently through inspections of workplaces.

There are several methods by which an assessment could be made for work locations not based in Armidale

- on-site safety specialist assessment
- self assessment
- Independent assessment
- Assessment made using [4.32 Working off Campus](#), and [04.12 Computer use guide \[TRIMed\].doc](#) or other suitable checklist and a comprehensive set photos of office or other work space.

4.32.7 On site location assessment may occur if the staff member is working from a shared facility office such as a TAFE. To facilitate this process the UNE Safety Unit will make contact with the on site safety specialists and arrange for an inspection of the workstation area. In such cases the staff member would be expected to attend any relevant safety inductions and safety orientation processes.

4.32.8 Alternatively, an independent assessment could be conducted. This can be done by an external consultant. There would be a cost associated with this process. Such a process is not supported as a routine measure.

4.32.9 In self-assessment, a checklist is completed by the staff member making the request. The checklist or the resulting risk identification and assessment worksheet is submitted with the Contract of Employment form. This is reviewed and approved by the Head of Cost Centre (with assistance of OHS Unit if required). All approvals must be filed in the Human Resources Record system.

- An independent assessment may be undertaken where indicated, such as when The amount of hours worked from home is high
- The duties performed at home entail a high risk
- There is any employee history of relevant injury
- Any other items in the self-assessment suggest increased risk.

4.32.10 Staff who have had an independent assessment will be expected to regularly complete a discomfort survey checklist. A major concern with an independent assessment is that it is a review of the work place at a particular moment on time. The assessor is not responsible if any changes are made after completion of assessment. As minor changes of items such as chair movement or adjustment are daily occurrences it is necessary to educate the staff member who is working at home so that they can continually monitor their posture, workplace environment and ergonomics.

PART 2

1. Form 4.23wc Instructions for use

This form (PTO) may be used to assess OHS and potential risks that may affect staff not based in Armidale.

2. Definitions

Issue = the hazard or risk that has the potential to cause harm

Controls = the management practices put in place to reduce or mitigate the identified risk

Residual likelihood = the exposure to the hazard/risk after controls are in place

Residual impact = the most likely consequence or outcome of exposure to the identified risk

Risk rating = the rating calculated using a matrix with likelihood and exposure

3. Issues – Issues will depend on the type of work

Common general hazards or risks may include

- Computer workstation layout or over use
- Slips trips and falls
- Manual handling
- Security
- Communication difficulties
- Loss of data ;
- Fail to protect intellectual property
- Failure to comply with contractual obligations
- Travel

KNOWRISK MATRIX					
Impact	Likelihood				
	Rare	Unlikely	Possible	Likely	Almost Certain
Insignificant	1 Negligible	2 Negligible	3 Low	4 low	5 Tolerable
Minor	2 Negligible	4 Low	6 Tolerable	8 Tolerable	10 Tolerable
Moderate	3 Low	6 Tolerable	9 Tolerable	12 High	15 Extreme
Major	4 Tolerable	8 Tolerable	12 Extreme	16 Extreme	20 Extreme
Catastrophic	5 High	10 High	15 Extreme	20 Extreme	25 Extreme

Form 4.32b Risk assessment for staff based outside Armidale

Name of staff member

Location

School or Directorate

Contact

Issue	Controls in place	Residual likelihood	Residual Impact	Risk rating
Add rows if required				
<i>Office use only</i>				
Assessment completed by			Date	
Approved by				
OHS Unit		File		

Further Information

Occupational Health and Safety Unit (ext. 3232)