

Risk Profile	WORK		TRAVEL		LOCATION/REGION		HEALTH AND ENVIRONMENT		INSURANCE/LEGAL	
	indications	Factor Specific Risk Control Measures	indications	Factor Specific Risk Control Measures	indications	Factor Specific Risk Control Measures	indications	Factor Specific Risk Control Measures	indications	Factor Specific Risk Control Measures
HIGH	<p>Potential to cause permanent or serious injury/harm or fatalities, including:</p> <ul style="list-style-type: none"> Construction site with work at height or below ground, dusts, moving machinery, electrical systems. Operating machinery with mechanical hazards such as high-speed rotating parts, crushing or entanglement risks. Laboratory work with toxic/ hazardous materials. Working with known high-risk clients or locations Work with animal bedding or large or dangerous animals. Activities requiring specific licences or qualification (eg diving, flying aircraft, crewing an aerial device). Work involving significant hazards in small companies that do not have professional health and safety advice. 	<ul style="list-style-type: none"> Seek confirmation from Placement Provider about expectations of student's prior competency in high-risk activities, and ensure student meets these. Seek written confirmation that appropriate training and supervision will be provided by the Placement Provider throughout the placement. Request evidence of adequate risk controls. Ensure student is aware of the hazards of the placement as part of the briefing process. Consider pre-placement site visit. Seek advice from Western Health Safety and Wellbeing Unit, or Risk Management Unit if required 	<ul style="list-style-type: none"> Significant travel to reach placement, prolonged or local transport facilities known to be high risk (poor driving or vehicle safety standards). Demanding travel during placement. Student driving overseas Student required to drive unfamiliar vehicles. 	<ul style="list-style-type: none"> Refer to the Travel Policy, and if travel is overseas, also refer to Student Mobility Policy. All travel must be recorded in TEMS Brief student on travel arrangements, discuss implications with them. Consider the student's driving experience. Consider reducing risk by travelling accompanied where practicable. Advise students to ensure they have appropriate driving licence and insurance (for Country they will be working in) and of need to be familiar with local driving legislation. Check the Placement Provider insurance driving policy, where relevant. Specify regular contact times. 	<ul style="list-style-type: none"> Significant risk of civil disorder, crime or similar danger (eg placement in war zones, countries where Department of Foreign Affairs and Trade (DFAT) advises against travel). Unavoidable working alone or remote working in proximity to significant risk (e. medical student elective in a refugee camp/ remote Australian outback placement). Medical and rescue services not available quickly or locally. Means of communication likely to be difficult or compromised. Offshore placement agency an authority of a foreign country, or national, state, provincial or municipal government established for a public purpose. 	<ul style="list-style-type: none"> Refer to Student Mobility for overseas travel Policy requirements. DFAT/ SmartTraveller advice, and Travel Policy for restrictions. Record student travel as per Western policy requirements and with SmartTraveller, and International Office Students to participate in any required pre-departure briefings and tutorials Arrange briefing/ information to be provided in conjunction with someone with local experience or knowledge of conditions, expected behaviour and clothing eg student on previous placement or a placement practitioner at location). Identified communication plan in place, with information about Australian emergency contacts, or local contacts for remote placements. Consult with Western International Relations Development Manager regarding possible Foreign Interference 	<ul style="list-style-type: none"> Regional/local health risks require mandatory and specific health protection measures e. vaccinations for placements in Health facilities or in some overseas countries. Very hot or strenuous working conditions (eg manual working outdoors in the sun) Very cold working conditions eg placement in a food cold storage) Significant differences in cultural norms and laws (eg clothing, attitudes to women and LGBTQI travellers) 	<ul style="list-style-type: none"> Advise students to check health requirements and to arrange appropriate health protection/ mandatory vaccinations via their GP Advise student regarding appropriate use of PPE/ Sunscreen etc to reduce exposure. Advise student to research cultural norms and laws, including specific advice for travellers with a disability and LGBTQI+ travellers. 	<ul style="list-style-type: none"> Locations, activities and/or circumstances that are excluded from the University's travel and other insurance cover, and therefore expose the University to significant financial risk. Locations where the placement provider's insurance does not cover the student for personal or third-party liability associated with the work by the student. Criminal or civil proceedings Major breach of contract/duty of care resulting in investigations, major fines, senior executive liability 	<ul style="list-style-type: none"> Consult with the insurance staff in the Office of Finance for all offshore placements and for student placement agreements not on the standard Western SPA template. If locations, activities and/or circumstances are excluded from the University's insurance cover, consider alternative placements. If placement is to proceed, additional specific insurances may be purchased at cost to the work unit/ student Brief student on limitations of insurance cover. Consult with OGC
MEDIUM	<p>Potential to cause moderate impact on a person's health/ wellbeing:</p> <ul style="list-style-type: none"> Working in proximity to high risk factors (but not directly with them). Work in medium risk activities with moderate potential for harm on person's health or wellbeing eg education and service sectors. Low hazard work in small companies (less than 6 employees) that do not have professional health and safety advice 	<ul style="list-style-type: none"> Seek written confirmation from the Placement Provider that the student will not be expected to participate in high-risk activities and will be appropriately supervised and trained. Ensure student is aware of the hazards of the placement as part of the briefing process. 	<ul style="list-style-type: none"> Night travel. Long daily commuting requirement. Student required to drive familiar vehicle in reasonable conditions. 	<ul style="list-style-type: none"> Refer to the Travel Policy, and if travel is overseas, also refer to Student Mobility Policy. All travel must be recorded in TEMS Brief student on travel arrangements. Advise student to check that they have the necessary driving licences and insurances. Check the Placement Provider insurance driving policy, where relevant. 	<ul style="list-style-type: none"> Higher than normal risk of civil disorder, crime, or comparable danger. Delays likely in communicating with others. Placements abroad in areas identified as low to medium risk by the Department of Foreign Affairs and Trade. 	<ul style="list-style-type: none"> Refer to risk controls above 	<ul style="list-style-type: none"> Regional/local conditions require some precautionary measures, eg optional vaccination against diseases. 	<ul style="list-style-type: none"> Refer to risk controls above. A medical travel kit is a sensible precaution. 	<ul style="list-style-type: none"> Locations, activities and/or circumstances that require prior acceptance from the university's insurers before being covered. Breach of contract or duty of care that leads to allegations of criminal/unlawful conduct, individual liability or legal proceedings 	<ul style="list-style-type: none"> Refer to risk controls above.
LOW	<ul style="list-style-type: none"> Low hazard environments and activities in larger, well-established organisations with a well-developed health and safety system. 	<ul style="list-style-type: none"> Standard controls as per Western Placement Policy and Procedures 	<ul style="list-style-type: none"> No significant travel, comfortable daily commute. No driving associated with placement. 	<ul style="list-style-type: none"> Standard controls as per Western Placement Policy and Procedures 	<ul style="list-style-type: none"> Placements in Australia with no significant local risk 	<ul style="list-style-type: none"> Refer to standard controls as per Western Placement Policy and Procedures 	<ul style="list-style-type: none"> No significant environmental health risks. 	<ul style="list-style-type: none"> Refer to standard controls as per Western Placement Policy and Procedures 	<ul style="list-style-type: none"> Locations, activities and/or circumstances that are automatically included in the University's insurance cover. 	<ul style="list-style-type: none"> Refer to standard controls as per Western Placement Policy and Procedures