**WIL Activity Risk Assessment**

This WIL Activity Risk document is to help you, the WIL Coordinator/Academic Supervisor, assess any potential risks involved in a student undertaking a WIL Activity. The checklist in Part 1 is to be used to conduct a risk assessment if visiting the industry partner or when discussing the activity over the phone. Part 2 needs to be completed if there are any identified activities that the student will be involved in that could have a potential hazard of health and safety risk. Please note that this is a minimum level of due diligence that is required. Each course, student and situation may require more due diligence to be carried out prior to a WIL Activity taking place.

Industry Partner’s Name:…………………………………………………………………………

Industry Partner’s Supervisor Name: ……………………………………………………………

Dates of WIL Activity: …………………………………………………………………………………

WIL Activity Type: …………………………………………………………………………………….

Student Name:…………………………………………………………………………………………

RMIT Program: ………………………………………………………………………………………

RMIT School: ………………………………………………………………………………………….

RMIT WIL Coordinator name: ………………………………………………………………………

Date Risk Checklist Completed:……………………………………………………………………

**Part 1 - Checklist**

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| **Pre-WIL Activity** | | |
| Is the WIL activity being undertaken for credit towards the program the student is currently enrolled in? | | Yes / No |
| Does the WIL activity meet the learning requirements of the course? | | Yes / No |
| Is the student over 18? | | Yes / No |
| Has the student been matched to the activity and industry partner to ensure the student’s individual needs have been met? | | Yes / No |
| If a student with a disability, long term illness and/or mental health condition has been identified have reasonable adjustments been discussed and an implementation plan put in place with the industry partner to ensure the students personal requirements have been balanced with the inherent requirements of the activity? | | Yes / No |
| Are legislative requirements being met? Some key legislation to consider includes the following:  **Australia**  All Victorian employers are required by law to comply with the [Victorian Occupational Health and Safety Act (2004)](http://www.legislation.vic.gov.au/domino/web_notes/ldms/pubstatbook.nsf/f932b66241ecf1b7ca256e92000e23be/750e0d9e0b2b387fca256f71001fa7be/$file/04-107a.pdf) and with the [Work Health and Safety Act 2011](https://www.legislation.gov.au/Details/C2017C00305).  **Other Countries**  Follow the relevant legislation and seek advice from the [Global Experience Office](https://www.rmit.edu.au/students/life-and-work-opportunities/global-study-and-work) [https://www.rmit.edu.au/students/life-and-work-opportunities/global-study-and-work] in Australia or [Career Development and Employment Vietnam](https://www.rmit.edu.vn/career-centre) [https://www.rmit.edu.vn/career-centre] for more information. | | Yes / No |
| Have any previous issues or incidents been raised with the industry partner? | | Yes / No |
| Are there any conflicts of interest? | | Yes / No |
| Could this activity or the association with the industry partner have an obvious detrimental effect on RMIT’s reputation? | | Yes / No |
| Is the WIL Activity taking place or involve travel to an isolated location?  If the activity or travel to it, is isolated from rescue, medical assistance or other emergency services due to its location, time or the nature of work, **additional** risk management and communication strategies are required. | | Yes / No |
| Is the WIL Activity taking place overseas? If yes:   * Has the country been checked as safe to travel to on the [DFAT website](http://www.dfat.gov.au/)? * Has the student registered with the Global Experience Office (GEO) on the [online application portal Mobi](https://outbound.rmit.edu.au/index.cfm?FuseAction=Abroad.Home)? * Has the student arranged appropriate travel insurance and registered their travel details with [International SOS](https://www.internationalsos.com/MasterPortal/default.aspx?membnum=12ACPA000012&AspxAutoDetectCookieSupport=1)? | | Yes / No  Yes / No  Yes / No  Yes / No |
| **Industry Partner Preparation**  Industry partners hosting RMIT students on placements have the primary duty of care to ensure the health and safety of RMIT students during their placement. RMIT University therefore expects that placement organisations will recognise their responsibilities and have systems in place to reduce the risks to the health and safety of students undertaking placements. You must ensure that the industry partner is aware of their obligations (e.g. conducting an induction for the student on placement at the host premises).  WIL activities for some disciplines carry more risk and have higher health and safety requirements, for example Medical and Health Sciences. In these cases, RMIT staff must ensure that the partner is providing adequate inductions to students and maintaining appropriate health and safety procedures. | | |
| Is the Supervisor aware that all accidents / injuries involving the student must be reported to the WIL Coordinator/Academic Supervisor *and* RMIT OHS by logging an incident on [PRIME](https://www.rmit.edu.au/staff/my-employment/health-safety-and-wellbeing/report-an-incident-or-hazard) [https://www.rmit.edu.au/staff/my-employment/health-safety-and-wellbeing/report-an-incident-or-hazard]?  Has RMIT’s emergency contact details been supplied to the industry partner?  Has the industry partner’s emergency contact details been supplied to the RMIT Student and the RMIT WIL Coordinator/Academic Supervisor? | Yes / No  Yes / No  Yes / No | |
| Are there any non-academic requirements that have to be met, such as a Police Check or a Working With Children Check? If so, is the student aware and have these been completed? | Yes /No | |
| Are there any immunisations that are recommended or required for the student to obtain prior to starting the WIL Activity? | Yes / No | |
| Will an on-site induction and/or training be provided? | Yes / No | |
| Will documented safe working procedures be made available to the student? | Yes / No | |
| **On-site WIL Activity** |  | |
| Has the student been made aware of the following information before engaging with the industry partner?   * Health and safety policy? * Emergency procedures including emergency numbers? * First aid arrangements (including names and phone numbers of first-aiders)? * Procedure for reporting accidents/incidents/hazards? * Name and location of health and safety representative of the work area? * Details on the process for managing and resolving health and safety issues? | Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No | |

**If you have answered no to any of the above questions, please refer to your Program Manager or Head of School for further guidance before proceeding with the WIL Activity.**

**Part 2 - Tasks the student will undertake that can have a potential hazard or health and safety risk**

Please liaise with the industry partner to document information about any tasks the student will undertake that can have a potential hazard or health and safety risk.

Particular things to consider include:

* Manual handling risk (any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain any animated or inanimate object, e.g. Pushing trolleys, overexertion risk.)
* Slips, trips, falls;
* Striking an object, being struck by an object, caught by a machine, caught between moving objects;
* Exposure to noise;
* Exposure to radiation, light, thermal extremes;
* Chemical exposure, dust or fumes, skin contact, explosion and implosion;
* Vehicle accident; and
* Other (list any other hazards or risks associated with this task, e.g. assault, animal bite, cave in, collapse).

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| **Tasks with potential**  **hazards** | **Potential hazards**  **associated with**  **tasks** | **Strategies to control**  **risk to student arising**  **from these hazards** | **Is there OHS**  **training and**  **instruction**  **program for**  **the student?** | **Are you satisfied that the task is**  **suitable for the**  **student?** |
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