

## Work Attachment Environment Risk Assessment

### 1. Work place environment risk

- a. All work place environment are inherently risky, and due care must be taken to assess the risk and take the appropriate corrective action to mitigate or limit the risk.

### 2. When to assess risk

- a. Students are to assess their workplace risk within 3 days of starting a WA. They are also to initiate a new risk assessment whenever there is a material change in the work environment, such as installation of substantial machinery, relocation to a new locale or when traveling overseas.

### 3. How to assess risk

- a. Risk assessment starts with identifying hazards, and then assessing the severity and the likelihood of harm of each potential hazard.
- b. A systematic framework to identify hazards will be the PEEP Framework (see below).
- c. A risk assessment matrix should be constructed for each identified hazard to determine its level of risk, or risk rating.
- d. A review of the risk mitigation factors and control measures will also be required. Such factors or measures may be having expert supervision and experienced safety personnel in situ, proper step ladders or platforms when working from a height, proper PPE (Personal Protection Equipment such as helmets, safety eye glasses, reflective vests and safety shoes, communication equipment such as mobile phones or landlines, repatriation/evacuation vehicles such as cars, ambulance, proximity of medical facilities, level of medical care available, etc.

### 4. Managing risk

- a. When the risk rating any hazard is moderate or high, Students must ensure that risk mitigation factors and control measures are in place.
- b. When the risk rating of any hazard, is still high despite control measures, the Student must alert the Supervisor for further mitigation action.

**PEEP (People, Environment, Equipment, Processes)** is a simple way of systematically identifying hazards. On the ground, there is no particular order. You start with whichever is more salient, usually paying attention to what has changed the most from the previous safe setting.

### People

- Consider your team members, the leaders, members of public, community persons, drunks, bouncers, gangsters, pickpockets, scammers, etc. What sort of risks do they pose to you and your team?
- Are you targeted because of your profile?
- At the same time, consider also the risks that you pose to the communities that you are entering.

### Equipment

- This includes every tool, device, vehicle or facility that you may use: office/factory equipment, mobile equipment, phones, hospital, etc.
- Does your workplace require safety equipment? Do you have access to it? Do you know how to use it safely? Is it in sufficient quantity? Is it in good working condition
- Is the nearest medical facility able to deal with the sort of medical emergencies that you may face? If not, how far away is one that can?

### Environment

- This refers to both the physical and social environment, such as work from heights, in enclosed spaces, spaces with exposure to heat, fumes etc, as well as natural phenomena as typhoons and earthquakes.
- The social environment is a combination of many factors: socio-political situation, international relations, law and order, recent events, etc.
- In addition, it would be prudent, regardless of your belief system, to give due regard to the spiritual environment as perceived by the local people.

### Processes

- This refers to a variety of communication and operational systems. Are there guidelines and SOPs in place for activities that require them?
- Do you know what to do if they are lost or separated, or if there is a medical emergency that requires repatriation or evacuation?
- For the activity that you are engaged in, is there a need for safety briefings or movement restrictions?
- Processes also refer to leadership styles and internal team communication which can impact team effectiveness.

## Risk Assessment - Severity and Likelihood (Severity and Likelihood Scale)

SEVERITY	DESCRIPTION
Low	<p><b>Medical Attention NOT REQUIRED</b> E.g. minor cuts and bruises, sprained ankles with acceptable mobility, lowgrade fever, sunburn without blisters, and minor burns in non-critical areas.</p>
Medium	<p><b>Outpatient Medical Attention REQUIRED</b> Emergency doctor consultation or outpatient treatment is required. E.g. lacerations, 2<sup>nd</sup> degree burns, mild gastro-intestinal discomfort, heat exhaustion and mild hypothermia with no risks of worsening condition.</p> <p><b>Non-medical</b> Unfavorable situations resulting in disruption/cancellation of program. E.g. significant delay of services, unacceptable quality of materials/services provided, loss of assets more than \$1000.</p>
High	<p><b>Extended/Specialist Medical Attention REQUIRED</b> Hospitalization, diagnostic tests/observations, evacuation are required. E.g. unstable vital signs, blurred vision, multiple or worsening injuries, fractures and dislocations, unexplained/unexpected intense pain, unexplained severe and persistent abdominal pains, high-grade fever, head and spinal injuries, chest pain, trauma with unexplained numbness and loss of mobility, psychological distress with erratic behavior or self-hurt tendencies, compromised airways, severe allergenic reactions, bites and envenomation by animals, etc.</p> <p><b>Non-Medical</b> Significant offence to one's social/ethnic identity or religious beliefs, premature termination of program, souring relationship with community or partners, negative publicity on print or social media, incidents requiring consulate or police attention, e.g. loss of passport, deportation, missing person, etc.</p>

LIKELIHOOD	DESCRIPTION
Low	Unlikely to occur.
Medium	Occasionally occurs. Not uncommon.
High	Likely to occur.

**Risk Assessment – Matrix**

Severity Likelihood	Low	Medium	High
Low	0	1	2
Medium	1	2	3
High	2	3	4
Risk Rating	Action		
0 - 1	Acceptable risks. Usually no further action needed.		
2	Acceptable risks provided control measures are in place.		
3	Unacceptable risks. Control measures are needed to reduce risk loading.		
4	Unacceptable risks. Control measures are needed to reduce risk loading. The default measure is Termination.		

In other words, any risk ratings of 2 or above must be reduced, or have proper control measures in place.