

Risk Assessment Name:	<b>Placement Practice in the Health Group</b>
Describe Task/Issue you are undertaking: Students attending placement may be exposed to a myriad of clinical treatments and emotional events resulting in risk of incident or injury or distress. This risk assessment (RA) and action plan outlines the risks and control measures to: <ul style="list-style-type: none"> <li>• Allow Health Group students to undertake placement ensuring safety whilst optimising learning outcomes.</li> <li>• Ensure University staff and placement providers are aware of placement expectations and support services.</li> </ul> This RA should be updated to be discipline specific.	
Who is the Risk Approver?	Health Group
Date of Risk Assessment:	15/08/2018
Who is the Risk Owner?	Health Group
Who are the members of the Assessment Team?	Health Group, Health & Safety University Health & Safety Fit for Placement Office
<b>RISK RATING</b> (if all control measures as outlined below are adhered to:)	<b>Minor / Possible = LOW</b>

### Rating your Risk

Likelihood/ Consequences	Insignificant No injuries*	Minor First Aid treatment*	Moderate Medical treatment*	Major Serious or extensive injuries*	Catastrophic Death or large number of serious injuries*
Almost Certain	Low	Medium	High	High	Extreme
Likely	Low	Medium	Medium	High	High
Possible	Low	Low	Medium	Medium	High
Unlikely	Low	Low	Low	Medium	Medium
Rare	Low	Low	Low	Low	Medium

## Identify your Risks

Risk including causes and impacts	Existing controls - Write detailed outline control measures in place.
<p><b>Administrative controls –</b> agreements, responsibilities, site visits, training and induction</p>	<p>Griffith University and the Placement Organisation must ensure a 'Health and Human Services Placement Agreement'/Student Placement Agreement – Single or Multi Discipline (Domestic) has been reviewed; with approval to commence partnership given by Authorised Officers of both organisations.</p> <p><b>Placement organisation to provide / obtain:</b></p> <ul style="list-style-type: none"> <li>• University Staff Contact details</li> <li>• Site visits by University staff to be undertaken prior to students commencing placement</li> <li>• Student contact details and their emergency contacts must be known prior to students commencing placement.</li> <li>• Appropriate orientation process and guidelines on privacy and confidentiality, occupational health and safety (including emergency procedures), ethical practice, respect for diversity and any such other matters as considered appropriate by the organisation.</li> <li>• Opportunity for students to discuss issues with trained practitioners at the workplace</li> </ul> <p><b>University staff and clinical placement officer – CPO:</b></p> <ul style="list-style-type: none"> <li>• Ensure all paperwork between Griffith University and the placement provider is in place before students commence at the work site.</li> <li>• Attends initial site visit – report on findings. Follow up every 2years.</li> <li>• Conduct random visits</li> <li>• Staff outline safe work methods to students that emphasise best practice, risks and hazards to be aware of when treating patients and planning clinical work tasks.</li> <li>• Contact site supervisor / students at agreed times</li> </ul> <p><b>Students:</b></p> <ul style="list-style-type: none"> <li>• Griffith student placement induction programs to be undertaken prior to placement</li> <li>• Briefing on personal safety undertaken as part of induction process</li> <li>• Students to complete Griffith University On-line student WIL Placement training module</li> <li>• Organisation specific orientation/induction completed prior to commencement of placement</li> <li>• Work site and process inductions to be completed on site</li> <li>• Opportunity for students to discuss issues with trained practitioners and Griffith Staff members</li> <li>• Are required to comply with legislation and the placement organisations pre-placement requirements, including but not limited to, immunisation, health and criminal record check requirements, Blue Card requirements, prior to the commencement of a Placement.</li> <li>• Are required to display identification.</li> </ul>
<p><b>Work environment –</b></p>	<p><b>Placement organisation to:</b></p> <ul style="list-style-type: none"> <li>• Ensure students know how to access the work site - consider keys, swipe card, schedule, change rooms, lockers, dining facilities (if applicable)</li> <li>• Outline appropriate work wear that must be worn.</li> <li>• Provide personal protective equipment / clothing (PPE/C) where needed</li> <li>• Ensure adequate supervision is provided and not place students in isolation or working alone situations.</li> </ul>

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	<p><b>Students to:</b></p> <ul style="list-style-type: none"> <li>• Dress appropriately</li> <li>• Check work schedule. Be on time for work. Contact placement supervisor if going to be late.</li> <li>• Wear PPE/C when directed.</li> <li>• Make suitable transport arrangements for evening or weekend work.</li> <li>• Walk to car with another person - or request security escort.</li> </ul>
<p><b>Manual tasks involving people -</b> Students risk musculoskeletal injury, soft tissue strain/sprain resulting from patient movement</p> <p><b>Manual tasks involving objects -</b> Students risk musculoskeletal injury, soft tissue strain/sprain resulting from movement of furniture/fixtures</p>	<p>Student must complete the Griffith University on-line student WIL Placement training module and any organisation specific orientation/induction prior to attending placement and following instructions provided by placement supervisor.</p> <p><b>Organisation to ensure induction to/at commencement of placement / task</b></p> <ul style="list-style-type: none"> <li>• Adequate supervision</li> <li>• Moving aids are available – wheel chairs, beds, hoists – and equipment is maintained.</li> <li>• Use of mechanical aids – trolley, hoist – and equipment is maintained</li> <li>• Task rotation is scheduled</li> <li>• Adequate workspace.</li> <li>• Use lifts instead of stairs</li> <li>• Divide loads into smaller, manageable size</li> <li>• Safe work and lifting practices</li> <li>• Enforce appropriate use of PPE if necessary</li> <li>• Work-team cooperation</li> </ul> <p>If an incident occurs - log incidents at the workplace and on the University incident management system - GSAFE.</p>
<p><b>Emergency management -</b> Potential exposure to civil disturbances or fire may result in risk of incident or injury to students</p>	<p><b>Organisation to ensure induction to/at commencement of placement / task</b></p> <ul style="list-style-type: none"> <li>• Emergency plans developed and implemented</li> <li>• Organisation is responsible for ensuring visiting students / staff are aware of emergency management procedures</li> <li>• All fire equipment current and on annual maintenance schedule</li> <li>• Placement wardens direct staff / students / visitors to emergency assembly locations.</li> <li>• First aid provisions provided and First Aid Officers appointed and appropriately trained.</li> </ul>
<p><b>Slip / trip hazards</b> Exposure due to weather conditions, uneven surfaces, poor lighting, inadequate footwear, poor housekeeping / cleaning / maintenance, overuse or incorrect use of ladders / stairs / ramps or walkways. May result in injuries including musculoskeletal injury.</p>	<p><b>Organisation to:</b></p> <ul style="list-style-type: none"> <li>• Provide a safe working environment – grounds / building maintenance and cleaning conducted regularly</li> <li>• Adopt safe working practices.</li> <li>• Provide appropriate training, instruction or information to students during induction. e.g. how to clean up a spill</li> <li>• Perform regular workplace inspections and monitoring/review of tasks undertaken.</li> <li>• Workload/work rate is managed to eliminate rushing.</li> </ul> <p><b>Students must:</b></p> <ul style="list-style-type: none"> <li>• Complete the Griffith University on-line student WIL Placement training module and any organisation specific orientation/induction and following instructions provided by placement supervisor.</li> <li>• Wear appropriate footwear</li> <li>• Report identified hazards to the placement supervisor.</li> </ul>

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	<ul style="list-style-type: none"> <li>Log incidents at workplace and on the University incident management system - GSAFE.</li> </ul>
<p><b>Behavioural risk management –</b> Physical and Psychological Aggression / Threatening Behaviour, Sexual Harms, Persistent Harms (e.g. stalking, bullying, complaining), Social Media and Cyber Harms, Suspicious Packages / Behaviour</p> <p>Persons exposed to aggressive and violent behaviour either physically (eg. kicking, punching, biting, spitting) or via social media / cyber-attacks resulting in risk of adversely affecting student wellbeing in the workplace, property damage, physical assault/injury, or mental health leave in severe instances. Persons identify suspicious packages, items or behaviour.</p>	<p><b>Student Information:</b></p> <ul style="list-style-type: none"> <li>Briefed on personal safety during induction sessions</li> <li><a href="#">Safe Campuses</a> is promoted.</li> <li>Instructed to report suspicious incidents/personnel/behaviour to supervisor, placement security (if applicable) and university clinical placement officer.</li> <li>Encouraged to disclosure mental health conditions with placement organisation.</li> </ul> <p><b>Organisation:</b></p> <ul style="list-style-type: none"> <li>Risk assess activities</li> <li>Workloads and interactions with patients / residents / families / staff monitored and reviewed.</li> </ul> <p>In the event of an incident (e.g. theft / robbery, aggressive / threatening behaviour, physical harm, natural disaster, allergic reaction, contamination risk, suspicious incidents)</p> <p><b>Students:</b></p> <ul style="list-style-type: none"> <li>Contact the workplace supervisor, Element CPO and course convenor</li> </ul> <p><b>University Staff:</b></p> <ul style="list-style-type: none"> <li>Contact the Placement Provider, HOS and Dean (L&amp;T) if applicable</li> </ul> <p><b>Placement Provider:</b></p> <ul style="list-style-type: none"> <li>Contact the Griffith Element CPO</li> </ul> <p>Incidents, near misses and hazards must be lodged at the workplace and on the University GSAFE reporting system</p> <p>Counselling support services are available:</p> <ul style="list-style-type: none"> <li>Student Services: <a href="#">Counselling and Wellbeing</a></li> <li>Staff Services: <a href="#">Health Clinics</a></li> </ul>
<p><b>Motor vehicle travel –</b> Student may be involved in a Motor Vehicle Accident (MVA) on the way to or from placement. Students may travel in placement staff vehicles to complete home visits.</p>	<ul style="list-style-type: none"> <li>Griffith University lecture (on Practice Education)</li> <li>Encourage car-pooling / ride sharing</li> <li>Seatbelts to be worn at all times</li> <li>Students are not permitted to drive placement organisation vehicles.</li> <li>Log incidents at workplace and on the University incident management system - GSAFE.</li> </ul> <p>NB: student incidents should be lodged as No Lost Time Injuries (NLTIs) in GSAFE</p>
<p><b>Electrical</b> Potential exposure to damaged or faulty electrical equipment resulting in risk of electric shock, burns or electrocution in severe instances.</p>	<p><b>Placement site must:</b></p> <ul style="list-style-type: none"> <li>Ensure electrical safety of students.</li> <li>Outline Electrical safety in induction program.</li> <li>Have an annual electrical testing/tagging program in place.</li> <li>Display safety signage where appropriate</li> </ul>

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	<ul style="list-style-type: none"> <li>• Supervise work performed by students</li> <li>• Have emergency stop switches available (where applicable).</li> <li>• Ensure equipment is used correctly and maintained in good working order.</li> </ul> <p>Students must follow instructions provided by placement supervisor</p> <p>Log incidents at workplace and on the University incident management system - GSAFE.</p>
<p><b>Heavy workload, work pressure</b> Potential exposure to high workload stress or work pressure resulting in risk of adversely affecting student mental and physical health in the workplace, stress, fatigue, loss of concentration, professional effectivity or mental health leave in severe instances.</p>	<ul style="list-style-type: none"> <li>• Workloads considered during student reviews and managed on an on-going basis.</li> <li>• Regular student/supervisor meetings / communication.</li> </ul> <p>Counselling support services are available:</p> <ul style="list-style-type: none"> <li>• Student Services: <a href="#">Counselling and Wellbeing</a></li> <li>• Staff Services: <a href="#">Health Clinics</a></li> </ul> <p>Log incidents at workplace and on the University incident management system - GSAFE.</p>
<p><b>Biological - Bacteria/virus, human tissue/fluid</b> Persons exposed to biologicals resulting in risk of contamination, blood or body fluid exposure and health surveillance requirements or infection or allergic response in severe instances.</p>	<p><b>Organisation's responsibility:</b></p> <ul style="list-style-type: none"> <li>• First aid staff trained and on-call for incidents / emergencies</li> <li>• First aid kit available and regularly maintained.</li> <li>• Personal Protective Equipment to be provided where appropriate</li> <li>• Induction and training provided</li> <li>• Decontamination procedures available</li> <li>• Sharps / waste storage and disposal streams identified and operational</li> <li>• Risk assessments completed for all activities</li> <li>• Appropriately trained Supervisors</li> <li>• Adequate supervision</li> <li>• Biological spills procedures and kits available</li> <li>• Infection control protocols adhered to</li> <li>• Hand washing facilities available</li> </ul> <p><b>Student responsibility:</b></p> <ul style="list-style-type: none"> <li>• Personal Protective Equipment to be worn i.e. lab coats, protective eyewear, appropriate footwear, gloves</li> <li>• Follow supervisor instructions</li> <li>• Follow Exposure Prone Procedures</li> <li>• Vaccinations current</li> </ul> <p>Log incidents at workplace and on the University incident management system - GSAFE.</p>
<p><b>Sharp objects (e.g. needles, broken glass while on placement) -</b></p>	<p><b>Organisation's responsibility:</b></p> <ul style="list-style-type: none"> <li>• Students briefed / inducted and trained in activities</li> </ul>

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<p>Persons exposed to hazards from sharp implements resulting in risk of:</p> <ol style="list-style-type: none"> <li>1. Skin-penetrating injury, blood and body fluid exposure.</li> <li>2. Exposure to hazardous substances.</li> </ol> <p>May be caused by inadequate training, inadequate supervision, inadequate workspace, improper disposal (contaminated, non-contaminated) and clumsiness.</p>	<ul style="list-style-type: none"> <li>• Supervision is provided when using sharp objects</li> <li>• Encourage substitution of sharps</li> <li>• Sharp disposal containers available and disposed of correctly</li> <li>• Risk assessment completed and documented to include safe disposal and incident management of sharps</li> <li>• Sharps safety signage visible</li> <li>• First Aid Kit available and trained first aid staff/supervisors available</li> </ul> <p><b>Student responsibility:</b></p> <ul style="list-style-type: none"> <li>• Personal Protective Equipment to be worn i.e. lab coats, protective eyewear, appropriate footwear, gloves</li> <li>• Follow supervisor instructions</li> <li>• Follow Exposure Prone Procedures</li> <li>• Vaccinations current</li> </ul> <p>Health surveillance is available where required</p> <p>Log incidents at workplace and on the University incident management system - GSAFE.</p>
<p><b>Hazardous substances - compressed gases</b></p>	<p><b>Organisation's responsibility:</b></p> <ul style="list-style-type: none"> <li>• Ensure regulators are maintained to prevent exposure to hazardous contents due to regulator/gas line fault.</li> <li>• Training and handling in use of compressed gases is provided as part of the induction process</li> <li>• Gas reticulation maintained</li> <li>• Gas cylinders are stored upright and restrained to bench or wall plate.</li> </ul> <p><b>Student responsibility:</b></p> <ul style="list-style-type: none"> <li>• Follow supervisor instructions</li> </ul> <p>Log incidents at workplace and on the University incident management system - GSAFE.</p>
<p><b>Hazardous substances - chemicals, drugs and poisons, cleaners, detergents, decontaminants</b></p> <p>Spillage, poor handling, incorrect labelling.</p>	<p><b>Organisation's responsibility:</b></p> <ul style="list-style-type: none"> <li>• Eliminate unnecessary chemicals</li> <li>• Bulk volumes must be kept to a minimum</li> <li>• Safety showers/eye wash stations are available</li> <li>• Chemical Safety Data Sheets are available</li> <li>• Chemical spill kit available</li> </ul> <p><b>Student responsibility:</b></p> <ul style="list-style-type: none"> <li>• Personal Protective Equipment to be worn i.e. lab coats, protective eyewear, appropriate footwear, gloves</li> <li>• Follow supervisor instructions</li> <li>• Be familiar with where the chemical spill kit is located</li> </ul> <p>Log incidents at workplace and on the University incident management system - GSAFE.</p>
<p><b>Students - international placement</b></p>	<p><b>Students:</b></p>

<b>Risk</b> including causes and impacts	<b>Existing controls</b> - Write detailed outline control measures in place.
<p>Persons' may be exposed to external and uncontrolled environments, travel and off campus activities resulting in risk of incident or injury to students. Possible exposure to infection and environments of cultural sensitivity.</p>	<ul style="list-style-type: none"> <li>• Complete all necessary paperwork for overseas placements i.e.: International Placement Travel Declaration, Students Overseas Travel Insurance Form</li> <li>• Complete Griffith University on-line student training module (WIL Placement)</li> <li>• Participate in student international placement workplace inductions</li> <li>• Follow procedure manuals, risk assessments and Standard Operating Procedures</li> <li>• Adhere to workplace and university policy where relevant</li> <li>• Read Centres for Disease Control (CDC) and Safe Traveller web resources specific to travel destination</li> <li>• Register with Smart Traveller government website and International SOS prior to overseas travel.</li> <li>• Monitor information on DFAT website and modify travel plans if necessary.</li> <li>• Travel details provided to relevant Griffith supervisor and/or other staff member/s.</li> <li>• Transport &amp; location details, i.e. maps/directions, gathered prior to travel, where appropriate.</li> <li>• Students must not drive while on overseas placement.</li> <li>• Important contact details, including insurance policy details, kept handy while travelling.</li> <li>• Passport kept secure at all times.</li> <li>• Adequate insurance cover.</li> <li>• Visit a travel doctor prior to departure. Students are required to obtain appropriate vaccination. Hep B vaccination is mandatory.</li> <li>• Be aware of cultural sensitivities – do's and don'ts'</li> </ul> <p><b>University ensure:</b></p> <ul style="list-style-type: none"> <li>• Adequate supervision</li> <li>• Reasonable workloads and time allowances made for travel and study commitments</li> </ul> <p>All incident events must be reported to the Clinical Placement Coordinator ASAP.  Seek medical treatment immediately if required.  Incident Report forms must be completed at Placement organisation &amp; on Griffith GSafe on-line reporting system</p> <p>For all international travel – a separate, more detailed risk assessment and travel itinerary must be presented to the Element Clinical Placement staff before departing. The Element must approve the international placement schedule and arrangements.</p>