



## Travel and Work Offshore Safety Procedure

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### Purpose

The University of South Australia is increasingly involved in offshore activities. This necessitates international travel and work by University staff. A core value of UniSA is the safeguarding and the management of the health, safety and welfare of staff during the performance of their work.

This is achieved through the application of pre-travel and during travel processes and procedures. In addition provisions are made for emergency response where procedure applies to all staff who travel for University business and/or work offshore.

### Procedure

#### 1. Health

Each member of staff required to travel outside Australia on behalf of the University must ensure that their personal state of health would not be endangered by such travel and/or by the duties undertaken upon reaching the off shore destination. Any pre-existing condition should be reported to the University Insurance Office. This office will hold the information with utmost confidentiality and provide advice regarding further medical clearances where required.

The [University's Travel Insurance Policy](#) excludes claims from persons who travel contrary to the advice of medical practitioners.

#### Medical Clearance for Travel Offshore

In the event of a pre-existing medical condition that has been identified at the beginning of the travel arranging process the UniSA Insurance team will advise the traveller to obtain a Medical Clearance.

#### Travel Doctor Services

The University has an account with the Travel Doctor (TMVC). Travellers may choose to use the Travel Doctor's services to obtain medical clearance or their own GP if required by the University Insurance Office. The costs incurred for these visits will be charged to the relevant cost centre (as mentioned in the FS32) and forwarded to the Central Finance Unit to process.

The Travel Doctor also maintains a 24 hour communications facility in Adelaide for University staff that have used their service within the last 12 months to respond to minor health or vaccine queries. This is also available through email by using the Walkabout Club facility on the Travel Doctor website. Every staff member will have access to this facility after their first visit to the Adelaide clinic. Existing clients of the centre can immediately gain access by contacting the clinic manager [adelaide@traveldoctor.com.au](mailto:adelaide@traveldoctor.com.au).

The Walkabout Club facility provides a link between the traveller and their own individual records held in the clinic. Existing clients of the Travel Doctor are also able to access medical staff by phone (+61 8) 82127522.

#### Medically prescribed drugs

To avoid possible problems with customs officials at the point of arrival, staff that have a need to carry medically prescribed drugs must ensure they carry documentary evidence to substantiate the need to carry drugs.

[Medicare](#) provides detailed information about travelling with prescribed drugs.



### **Immunisation**

Each member of staff travelling outside Australia must ensure they are aware of relevant vaccinations that are recommended and encouraged by The [Travel Doctor](#) prior to travel. Acquisition of vaccinations is left to the discretion of the traveller.

### **Deep Vein Thrombosis (DVT)**

Deep Vein Thrombosis has been identified as a risk for air travellers, particularly for flights greater than six hours. The following links offer further information on Deep Vein Thrombosis, please take the time to read these pages at the Department of Health and Ageing website prior to travel.

- [DVT and Air Travel Fact Sheet](#)
- [Deep Vein Thrombosis \(DVT\) after air travel a small risk](#)
- Where a DVT risk has been identified, a risk management plan should be created in conjunction with the treating or travel doctor. The cost of managing the risk as detailed in the risk management plan will be reimbursed by the University.

### **Medical kits**

All University staff who travel offshore on University business should consider carrying a medical kit to assist in the treatment of minor ailments and medical issues. The kits are available from the Travel Doctor and will be charged to relevant cost centres. The nature of the kit varies in relation to the destination, and guidance will be provided by the Travel Doctor in the purchase of an appropriate kit. Previously purchased kits from the Travel Doctor may also be replenished.

### **Luggage and equipment**

While the University's workers compensation system may compensate staff for many injuries sustained while engaged on university business in an overseas location this does not remove the requirement for all staff to exercise a duty of care to themselves. Any staff member involved in planning and participating in an overseas university business trip must be aware of the potential hazard that heavy and awkward pieces of luggage and other equipment may pose to the travelling staff member. Where possible some form of assistance should be provided to transport such items of luggage and/or equipment.

## **2. Reasonable Hours Of Work**

There is a requirement that offshore work is within workload expectations and compliant with legislative obligations.

There is a shared responsibility between the relevant authorised supervisor and the staff member to consider the expected workload in the development of the travel itinerary and to ensure that the number of hours worked per day and the number of days worked while offshore remain reasonable and fair, ensuring compliance with OHSW requirements to provide safe and healthy working conditions.

Rest time should be included via changes to itineraries or opportunities for time in lieu to be taken immediately upon return. The relevant authorised Supervisor may need to factor the additional cost for the extra rest periods into offshore travel budgets.

A fatigue management plan should include time:

- to rest after arrival to ensure adequate preparation for work commitments
- built in to allow for possible flight delays
  - taking into account the possibility of travel fatigue consideration should be given to not driving a vehicle for at least 24 hours following long haul international flights

### **Professional, Document Services and Grounds & Security Staff – Time in Lieu**

Professional, Document Services and Grounds and Security Staff working offshore in excess of regular hours or where regular days off cannot be scheduled will be entitled to time off in lieu. Such time is to be taken immediately upon return or closely following. The relevant authorised Supervisor will need to ensure that staff have the opportunity to take the time off in lieu and that contingency plans are employed to address onshore workload issues.



### **Professional, Document Services and Grounds & Security Staff – Work Time**

The itinerary should be negotiated with the relevant authorised Supervisor prior to booking travel. Travel time should be included as work time. Special consideration may need to be given to overnight travel, especially between different time zones.

### **3. Wellbeing While Travelling Or Working Offshore**

The University is a self-insurer under the South Australian Workers Rehabilitation and Compensation Act 1986. Staff are covered for workers compensation if they sustain an injury/illness in the course of their work whilst working on University business.

While the University's workers compensation system is available to staff for potential injuries sustained while engaged on university business in an overseas location, this does not remove the requirement for all staff to exercise a duty of care to themselves.

All possible preventative measures must be considered in the planning of travel arrangements and work to be performed offshore to ensure the wellbeing of staff. Any staff member participating in an overseas University business trip must be aware of any potential hazards. Examples of possible hazards include:

**Manual handling of luggage and equipment** - heavy and awkward pieces of luggage and equipment. Trip planning must include identifying manual handling hazards and planning for appropriate control measures e.g.

- Shipping resources and equipment prior to travel;
- Use of airport, hotel or personal trolleys to transport luggage and/or equipment.
- Carrying two or more small loads rather than one large heavy one. Where possible purchase ultra light luggage to minimise the weight carried; particularly important if lifting luggage into overhead lockers.
- Adopting correct ergonomic setup wherever possible for the use of laptop computers (particularly in non-work locations such as airports, hotel rooms).

**Reporting of incidents that occur or hazards identified** - In the event an incident occurs or a hazard is identified while a staff member is engaged in working offshore for the University, the following steps are provided to mitigate further risk and/or minimise the severity of injury:

- immediately contact the relevant number/s provided on the [Emergency Numbers Card](#) for assistance where an emergency has occurred;
  - in accordance with planned communication arrangements, immediately contact: a nominated University staff member (i.e. either a travelling colleague or a home-based supervisor); or
  - a host representative
- Seek medical assistance from a doctor as soon as possible where an injury or illness has been sustained;
- Log details of the incident/hazard in the University online [Incident/Hazard Reporting & Investigation System](#) available through [MyUniSA](#) on the [UniSA website](#)
- For medical emergencies ACE Assistance should be contacted. The 24 hour assistance number is contained within the Emergency Numbers Card provided prior to travel occurring.

**Note:** *The online form should be completed by the person involved/injured wherever possible where computer facilities are available. In circumstances where computer access is unavailable/non-existent, the nominated home-based supervisor shall log the report on the staff member's behalf within 12 hours of the incident where practicable. The system is available 24 hours a day and can be accessed globally where the staff member has internet and access to [MyUniSA](#).*

### **Safety While Working at Host or Partner Organisation**

Potential risk factors associated with personal safety at the destination and host or partner organisation must be explored and where necessary, identified, assessed and controlled using the attached 'Health and Safety Planning Checklist and 'Risk Assessment Prior to Travel'. Assessments must be approved by the relevant Line Manager to indicate that the level of risk is not significant and/or risk is adequately controlled.



### **Travel Insurance**

Staff members will not be covered for workers compensation if they sustain an injury/illness offshore whilst not working on University business, however these costs may be covered by the University's travel insurance policy.

Refer also to [travel insurance](#) for advice or contact the Consultant: Insurance Risk Compliance on (+ 61 8) 83021678.

### **Workers Compensation**

Staff who, at the time of the planned travel, are on a worker's compensation associated rehabilitation or return to work plan must discuss the matter with the University Rehabilitation Consultant and the Claims Manager prior to leaving Australia and follow any advice received from the Claims Manager and/or the Rehabilitation Consultant failure to do so may affect your workers compensation.

Staff who are injured or ill overseas should retain receipts for any expenses incurred and obtain medical certification of incapacity for work in case a worker's compensation or insurance claim needs to be lodged.

### **Host Organisations**

Staff who are 'hosted' by a partner organisation should ensure provision of a suitable workstation/facilities, a safety induction, supervision, and instruction on local OHSW procedures. Information relating to these requirements should be provided prior to travel. Evidence of induction and instructions should be provided to the University's staff supervisor for placement in the staff member's personnel file.

## **4. Personal Safety**

Risks to personal safety can be heightened when travelling abroad e.g. travelling on roads and public transport, health systems, crime, political/civil unrest, terrorism and war. The high risk issues are generally covered in advisories issued by the Federal Government website [Smartraveller](#). Travel does not proceed to certain locations where the PVC International communicates particular restrictions based upon "DO NOT TRAVEL" notifications via Smartraveller. If the country is subject to a "reconsider your need to travel" warning, travel plans should be referred to the relevant Line Manager for written endorsement and then approval be sought from the Pro Vice Chancellor International and Development via UniSA International. It should be noted that the University travel insurance contains exclusions that may be relevant in these circumstances. The University Insurance Office should be contacted in these circumstances for further advice. It is the University's expectation that managers and staff proposing offshore travel would routinely research destination information in the above manner.

All travellers must carry a recent Emergency Numbers Card or similar which contains the 24 hour ACE Rescue line number and other relevant emergency numbers - this card is available from your local work area or through the University Consultant Insurance Risk Compliance on 8302 1678. In addition, it would be advisable for travellers to carry other emergency contact numbers at which relevant University staff can be reached. All travellers should carry contact numbers and locations for local consulates or embassies in case some assistance or advice is necessary.

UniSA International Travel Safety website includes the [Emergency Response Protocol for Offshore](#), detailing the arrangements in relation to UniSA staff and student safety outside Australia while on University business or exchange.

Management planning for longer overseas placements should include a communications plan. The communications plan should establish the frequency and scope of reporting required to a nominated home-based supervisor. While this can assist in assuring that University objectives are being achieved, it may also assist in the management of other risks, including those relating to staff health and safety.

## **5. Cultural And Legal Risks**

Staff travelling off shore on University business must understand and be aware of differences in laws and culturally accepted behaviour. All University offshore travellers should refer to the [UniSA International Website](#). For further information regarding, a



travellers checklist, managing risks overseas, transnational teaching options, travel health and safety.

Travel and location information is required from travellers, and forms can be found on the [UniSA International](#) website. Use of the [International traveller's checklist](#) is highly recommended.

### Roles And Responsibilities

Head of School / Director of Unit / Pro Vice Chancellor

The Head of School / Director of Unit / Pro Vice Chancellor is responsible for

- Ensuring that the provisions of this procedure are applied to a travelling staff member.
- Authorise Travel

Immediate Supervisor

- Is responsible for ensuring the staff member has provided a current medical clearance (if required) as defined by this procedure.
- Is responsible for the completion of the 'Health and Safety Planning Checklist' and where identified hazards cannot be adequately controlled, complete 'Risk Assessment Prior to Travel'. Is responsible for the retention of the following documents:
  - Travel and work itinerary
  - Communications plan
  - Completed Health and Safety Planning Checklist prior to travel
  - Completed Risk Assessment Prior to Travel
- In conjunction with the staff member, the supervisor must ensure that any accrued time of in lieu (TOIL) is taken immediately upon return from overseas travel

Staff

- Staff travelling outside Australia must ensure that they are aware of and carry out recommended or required immunisation procedures prior to leaving Australia.
- Staff must have a current medical clearance to be fit for travel off shore
- In conjunction with their supervisor, staff must arrange to take any accrued TOIL immediately upon return from overseas travel.
- Staff must complete the 'Health and Safety Planning Checklist' to assist in identifying potential hazards associated with travel and work offshore. This should be checked and signed by the staff member's supervisor prior to travel. The completed checklist should be kept on file by the supervisor for future reference as required.
- Staff must complete the [overseas business travel form](#)
- Staff should exercise a duty of care to themselves when handling luggage or equipment.
- Staff must ensure they possess the most recent University Emergency Numbers Card whilst travelling.
- In the event that an incident occurs, a report should be lodged in line with University [OHSW Procedures](#).
- If injured or ill staff should attend a doctor where possible to seek appropriate treatment.

Human Resources Manager/Contact

The local HR Manager/Contact is responsible for:

- Ensuring local procedures and administrative practices are consistent with this procedure.

The Human Resources Unit (OHSW&IM Services)

The Human Resources Unit (OHSW&IM Services) is responsible for

- Providing guidance and advice on this procedure.
- The development and continuous improvement of this procedure.

### Performance Measures

- All Health and Safety Planning Checklists completed prior to departure
- All Pre-Travel Risk Assessments completed prior to travel



### References

[Travel Guidelines](#) – Finance Unit  
[University Travel Insurance](#)  
[Travel Offshore](#) – UniSA International  
[Fieldwork Procedure](#) – OHSW&IM Services  
[Working Alone or in Isolation Procedure](#) - OHSW&IM Services

### Related Information

The following websites provide additional information in assessing and managing health risks related to offshore travel:

[Department of Foreign Affairs and Trade](#)  
[Smart Traveller](#)  
[Travel Doctor](#)  
[World Health Organisation](#)

### Further Assistance

Staff may seek further advice from:

- Their immediate supervisor
- The designated OHSW&IM Officer / Consultant for their area
- The designated HR officer for their area
- OHSW&IM Services (Human Resources Unit)
- The Human Resources website
- The University's Consultant Insurance Risk Compliance
- The University's Insurance Website



## TRAVEL AND WORK OFFSHORE: HEALTH & SAFETY PLANNING CHECKLIST

This checklist is designed to reflect the content of the “Guidelines for Safety of Staff who travel Offshore”. It is a tool to help you apply the guidelines. It can be filled out by the traveller or supervisor, but should be signed by the traveller’s supervisor or line manager and retained. Completion of this checklist is evidence that the supervisor has considered safety aspects of travel and work overseas.

Where a ‘No’ answer is selected and cannot be easily actioned, refer to the ‘Travel and Work Offshore Risk Assessment Prior to Travel’ to identify potential risk factors, assess the level of risk and determine appropriate action to control the risk/s.

<b>Work Area:</b>	<b>Traveller:</b>		
<b>Overseas Country:</b>	<b>Overseas Work Location:</b>		
<b>Completed by:</b>	<b>Date:</b>		
<b>Item</b>	<b>Checked</b>		
<b>Health and Fitness</b>			
Pre-existing Medical Condition notified to Insurance Office	Yes	No	NA
Aware of Travel Doctor Walkabout Club for health and vaccine queries?	Yes	No	NA
Has the following action been taken for travel and work overseas for period of 6 months or greater? <ul style="list-style-type: none"> <li>• Full medical examination prior to departure?</li> </ul>	Yes	No	NA
Documents are sought to carry medically prescribed drugs to satisfy customs requirements as approved by the Travel Doctor?	Yes	No	NA
Necessary vaccinations/immunisations obtained?	Yes	No	NA
Deep Vein Thrombosis: Information sheet read?	Yes	No	NA
Medical kit from Travel Doctor carried if appropriate?	Yes	No	NA
<b>Fatigue Management and Reasonable Hours of Work</b>			
Workload expectations for offshore work have been considered?	Yes	No	NA
Total number of hours worked per day is reasonable (travel is treated as work)?	Yes	No	NA
Total number of days worked while offshore is reasonable?	Yes	No	NA
Sufficient rest breaks have been considered?	Yes	No	NA
Any time off in lieu is arranged to be taken immediately or as soon as reasonably practical after returning?	Yes	No	NA
<b>Manual Handling of Luggage and Equipment</b>			
Manual handling risks associated with handling luggage and equipment are considered?	Yes	No	NA
Resources and equipment shipped prior to travel?	Yes	No	NA
Weight is reduced, smaller bags are used, or use of lifting/carrying equipment is planned?	Yes	No	NA
Ergonomic use of laptops is considered when using in non-work locations e.g. hotel rooms, airports?	Yes	No	NA
<b>Workers Compensation</b>			
Has approval been obtained from the Manager OHSW&IM Services where a traveller has an open workers compensation claim?	Yes	No	NA
<b>Cultural and Legal Risks</b>			
Have cultural risks been considered where personal safety may be affected?	Yes	No	NA



<b>Personal Safety at Destination</b>			
Smart Traveller consulted?	Yes	No	NA
Has the following action been taken for a DFAT restricted travel warning? <ul style="list-style-type: none"> <li>Approval obtained from PVC: International and Development or nominee?</li> </ul>	Yes	No	NA
Traveller carrying a recent Emergency Numbers Card or equivalent?	Yes	No	NA
Contact numbers and locations for local consulates or embassies obtained?	Yes	No	NA
Communications plan developed between traveller and supervisor?	Yes	No	NA
Mobile phone contact arranged where appropriate?	Yes	No	NA
Travel itinerary prepared and copy kept with supervisor?	Yes	No	NA
<b>Safe Work at Offshore Location</b>			
If the work involves working alone or in isolation have the relevant procedures been referred to?	Yes	No	NA
If the work involves 'fieldwork', have the OHSW Procedure and forms for Fieldwork have been referred to?	Yes	No	NA
Where the work involves using the workplace of a host or partner organisation for one month or longer, have the following been considered for the acceptability of a safe work environment and safe systems of work: <ul style="list-style-type: none"> <li>Suitable workstation/facilities (including safe access/egress in the event of an emergency)</li> <li>Safety induction</li> <li>Supervision</li> <li>Instruction on local OHSW procedures</li> <li>OHSW management system of host/partner organisation?</li> </ul>	Yes Yes Yes Yes Yes	No No No No No	NA NA NA NA NA
Are the accommodation and travel arrangements at the overseas location satisfactory from a safety viewpoint?	Yes	No	NA
If work involves exposure of the traveller to significant hazards (eg chemicals, biohazards, industrial plant, infectious diseases, work-related stress, manual handling, motor vehicle transport) have the hazards been adequately assessed and controlled?	Yes	No	NA
<b>Record Keeping</b>			
Are practices in place to keep a record of the following (electronically or hardcopy) at a central location within the Workplace or Division/Portfolio or Central Insurance Office: <ul style="list-style-type: none"> <li>Medical clearances?</li> <li>Approvals?</li> <li>Communications plans and travel itineraries?</li> <li>Telephone numbers for making emergency contact with the traveller?</li> <li>Consideration of site-specific safety matters at offshore work location?</li> </ul>	Yes Yes Yes Yes Yes	No No No No No	NA NA NA NA NA
<b>Supervisor / Line Manager Name</b>	<b>Signature:</b>		
	<b>Date:</b> /    /		



## TRAVEL AND WORK OFFSHORE – PRE-TRAVEL RISK ASSESSMENT

<p>Complete this risk assessment – <b>Section 1</b> - Place a cross 'X' in the box where a hazard has been identified. <b>Section 2</b> - Document the hazard to be investigated. Where the identified hazard is not adequately controlled, complete <b>Section 3</b> to determine the level of risk and required controls to be implemented. <b>Section 4</b> – Document control plan for required action. <b>Section 5</b> – Consult with relevant personnel. <b>Section 6</b> – Supervisor/Manager endorsement and approval that risk is adequately controlled.</p>					
Area :			Division/Portfolio:		
Risk Assessor (s):			Assessment Date:		
Overseas Country:		Overseas Work Location:			
Employee travelling :		UniSA business :			
<b>Section 1.</b>		<b>Hazards To Be Taken Into Consideration For Assessment</b>			
<b>Health and fitness to travel</b>		<b>Safe Work at Host Organisation</b>		<b>Manual Handling – lifting or moving heavy/awkward objects</b>	
Pre-existing medical conditions	<input type="checkbox"/>	<b>Work Environment</b>		Luggage	<input type="checkbox"/>
Inadequate vaccinations / immunisations	<input type="checkbox"/>	Unfamiliar with workplace – no induction	<input type="checkbox"/>	Heavy research/teaching items	<input type="checkbox"/>
Medically prescribed drugs (are sufficient supplies carried or access available?)	<input type="checkbox"/>	Inadequate workstation/facilities	<input type="checkbox"/>	Laptop	<input type="checkbox"/>
		Lack of or no supervision	<input type="checkbox"/>		
<b>Fatigue Management</b>		No instruction on local OHSW procedures or adequate system in place	<input type="checkbox"/>	<b>Ergonomic</b>	
Working hours	<input type="checkbox"/>	Working Alone or in Isolation	<input type="checkbox"/>	Workplace arrangement	<input type="checkbox"/>
Workload expectation	<input type="checkbox"/>	Outdoor Work / hazardous environment	<input type="checkbox"/>	Workstation setup – use of screen based equipment / laptop	<input type="checkbox"/>
Travelling hours (are sufficient breaks considered for flights?)	<input type="checkbox"/>	Work in confined space	<input type="checkbox"/>		
Travel fatigue (Recovery on return – is rest time allocated following long haul flights?)	<input type="checkbox"/>	Work at height	<input type="checkbox"/>	<b>Chemical / Hazardous Substance</b>	
		Potentially volatile or violent clients	<input type="checkbox"/>	Liquids	<input type="checkbox"/>
<b>Personal Health &amp; Safety at Destination</b>				Fumes	<input type="checkbox"/>
DFAT restricted travel warning issued	<input type="checkbox"/>	<b>Emergency response</b>		Gases	<input type="checkbox"/>
Cultural hazards	<input type="checkbox"/>	Inadequate or nil evacuation plan in place	<input type="checkbox"/>	Vapours / Mists	<input type="checkbox"/>
Legal hazards	<input type="checkbox"/>			Solids	<input type="checkbox"/>
Inadequate communication plan	<input type="checkbox"/>	<b>Fieldwork</b>			
Local transport available for use	<input type="checkbox"/>	Fieldwork hazards not identified (Refer to OHSW Fieldwork Procedure)	<input type="checkbox"/>	<b>Biological Material</b>	
Unsafe accommodation/location	<input type="checkbox"/>			Pathogens	<input type="checkbox"/>
Poisoning or Contamination	<input type="checkbox"/>	<b>Physical Hazards</b>		Micro organisms	<input type="checkbox"/>
Intoxication	<input type="checkbox"/>	Hazardous plant/equipment	<input type="checkbox"/>	Parasites	<input type="checkbox"/>
Dehydration	<input type="checkbox"/>	Noise	<input type="checkbox"/>	Fungi or viruses	<input type="checkbox"/>
Violence	<input type="checkbox"/>	Compressed gases, pressure vessels	<input type="checkbox"/>	Laboratory animals	<input type="checkbox"/>
Bites / Stings	<input type="checkbox"/>	Electrical equipment	<input type="checkbox"/>		
Diseases	<input type="checkbox"/>			<b>Ionizing Radiation</b>	
		<b>Driving Vehicles</b>	<input type="checkbox"/>	Radioactive substances	<input type="checkbox"/>
				<b>Miscellaneous – Other</b> (please list hazards below in Section 2)	<input type="checkbox"/>





Section 4 – Implementation Plan			
Control Option	Resources	Person(s) Responsible	Proposed Implementation date

Section 5 – Consultation			
Have relevant staff been consulted in relation to this risk assessment? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, indicate who was consulted.			
Name:	Date:	Name:	Date:

Section 6 – Comments and Endorsements		
Name:	Signature:	Date:
<b>Line Manager Assessment Approval:</b>		
I am satisfied that the risks are not significant and/or adequately controlled and that resources required will be provided.		
Name:	Signature:	Date:
Position Title:		



**RISK ASSESSMENT MATRIX**

C o n s e q u e n c e	Probability				
		Very Likely	Likely	Unlikely	Highly Unlikely
	Life Threatening	High	High	High	Medium
	Detrimental	High	High	Medium	Medium
	Harmful	High	Medium	Medium	Low
Negligible	Medium	Medium	Low	Low	

**HAZARD CONSEQUENCE RATING TABLE**

<b>Life Threatening</b>	Hazard may cause death or total loss of one or more bodily functions (e.g. loss of: or use an arm, an eye, huge financial loss etc).
<b>Detrimental</b>	Hazard may cause severe injury, illness or permanent partial loss of one or more bodily functions (e.g. noise induced hearing loss), or serious property damage, loss of production capability.
<b>Harmful</b>	Hazard may cause a reportable incident i.e. an incident that results in the employee being unable to undertake their normal duties for 7 days or more, or significant property damage, high financial loss.
<b>Negligible</b>	Hazard may cause minor injury, illness or property damage, first aid treatment only or no injury, low financial loss.

**PROBABILITY RATING TABLE**

<b>Very Likely</b>	Exposure to hazard likely to occur frequently.
<b>Likely</b>	Exposure to hazard likely to occur but <b>not</b> frequently.
<b>Unlikely</b>	Exposure to hazard unlikely to occur.
<b>Highly Unlikely</b>	Exposure to hazard so unlikely that it can be assumed that it will not happen.

**RISK PRIORITY TABLE**

Risk Priority	Definitions of Priority	Required Time Frame
<b>High</b>	Situation critical, stop work immediately or consider cessation of work process. Must be fixed today, consider short term and/or long term actions.	<b>Now</b>
<b>Medium</b>	Is very important, must be fixed this week, consider short term and/or long term actions.	<b>This Week</b>
<b>Low</b>	Is still important but can be dealt with through scheduled maintenance or similar type programming. However, if solution is quick and easy then fix it today. Review and/or manage by routine procedures.	<b>1 - 3 Months</b>