



Curtin University

Guide to managing online application form

Fieldwork and Work Integrated Learning (WIL) Risk Assessment

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1 INTRODUCTION

The purpose of this document is to provide a guide for support staff in the Health and Safety team to administer first level assistance to users of the form.

The '**Fieldwork and Work Integrated Learning (WIL) Risk Assessment**' form replaces the paper-based Preliminary Risk Identification form and the Risk Matrix.

The online solution will:

- Capture Participant and Fieldwork details in a form.
- Calculate the level of risk associated with the fieldwork, through a series of questions with mitigants listed as required. The pages are discussed in more detail later in the document.
- Provide workflow to gain approval.

DRAFT

2 FORM FUNCTIONS

This section explains general functions that apply throughout the form.

2.1 Mandatory Fields

All mandatory fields have an asterisk, as in example below:

Mobile *
<input type="text"/>

If a field with an asterisk is missed, red warning notice will appear:

Mobile *
<input type="text"/>
This is a required field

Also, name of the page in the left pane will be highlighted:

HOME
Fieldwork and Work Integrated Learning (WIL) Risk Assessment
Planning and Preparedness
Personal Information

2.2 Question Format

By default, some questions are hidden. If a response to a question requires further information, supplementary field(s) or question(s) will be displayed.

For example, if participants will be a group, a list is required:

Fieldwork Participant Details				
The risk assessment is required for: *				
<input type="radio"/> MYSELF	<input type="radio"/> STUDENT	<input type="radio"/> STAFF	<input checked="" type="radio"/> GROUP	<input type="radio"/> VISITOR

A prompt to upload a list will be displayed:

Fieldwork Participant Details

The risk assessment is required for: *

MYSELF	STUDENT	STAFF	GROUP	VISITOR
--------	---------	-------	-------	---------

Upload a list of group participants and their details.

Upload Now

[Sample List Template | Open](#)

For some fields, for example Staff and Students, additional information will display, once they are identified.

Before Staff name selected:

Fieldwork Participant Details

The risk assessment is required for: *

MYSELF	STUDENT	STAFF	GROUP	VISITOR
--------	---------	-------	-------	---------

Search by Staff Name or ID

After Staff name selected:

Fieldwork Participant Details

The risk assessment is required for: *

MYSELF	STUDENT	STAFF	GROUP	VISITOR
--------	---------	-------	-------	---------

HRONormalTest TESTID01 (282100E)

Full Name and Curtin ID

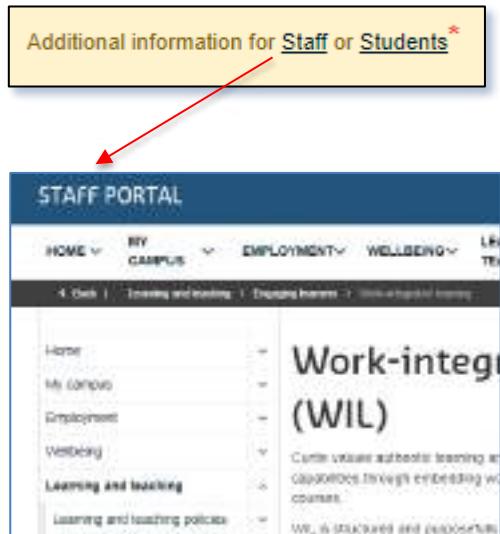
HRONormalTest TESTID01 (282100E)

Email Address

282100E@curtin.edu.au

2.3 Web Links

Where available, links will open additional web pages in new tabs. For example:



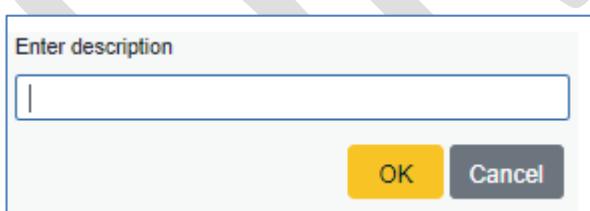
2.4 Navigating Features

2.4.1 Save

Top right of each page. Action allows Applicant to save a draft copy of the form.



A prompt will appear asking for a 'Description':



This description/name will appear in the draft section of their Dashboard:



2.4.2 Next

Top right and bottom right of each page. Action takes form to next page (note – cannot move to next part of form until ‘Acknowledgement’ completed)



NEXT

2.4.3 Previous

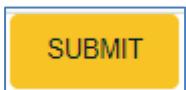
Top right of each page after acknowledgement. Action takes form to previous page.



PREVIOUS

2.4.4 Submit

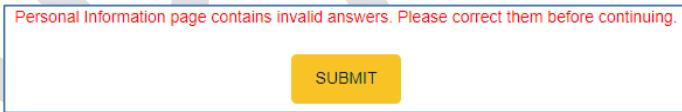
When all mandatory fields have been completed, the Submit option is available at the bottom of the Summary page or approval page.



SUBMIT

Note!

If any mandatory fields have been left unanswered, form cannot be submitted. When clicking on ‘Submit’, page will scroll to the top, where you can see the incomplete pages highlighted in the left pane. The below error message will display above the submit button:



Personal Information page contains invalid answers. Please correct them before continuing.

SUBMIT

3 FORM STRUCTURE

Below is a list of the pages that make up the form and a brief description about their content. More detail about each page is provided in the following section.

Name of Page	Description
Fieldwork and Work Integrated Learning (WIL) Risk Assessment Page	Landing page. Acknowledgement of policy
Planning and Preparedness Page	Preparation tasks generally applicable to majority of fieldwork instances
Personal Information	Information about the applicant and the participants
Fieldwork Details	Information about the fieldwork
Location	Risk questions about the Location of the fieldwork
Health and Safety	Risk questions about the Health and Safety of the fieldwork
Compliance	Additional compliance/information requirements
Summary	Summary of all information and risk levels. Adjustment to risk level, if required. Submit prompt
Approver page	Received by Low risk level or 'Final' Approver.
Endorser page	Received by 'First' Approver eg Supervisor
WIL page (Work Integrated Learning/Health & Safety group)	Received if highest Calculated/Revised risk is high*
R&A page (Risk and Assurance group)	Received if Fieldwork is to include travel to DFAT 3 or DFAT 4 country*
	<i>*if both Fieldwork risk and travel risk are high, the WIL group will receive the form in first instance and liaise with the Risk group to address the full risk of fieldwork</i>

3.1 Fieldwork and Work Integrated Learning (WIL) page

As the first page of the form, this page displays brief general information about fieldwork and the need to consider associated risk. Page contains links to 'Fieldwork Policy and Procedures' and 'WIL Guidelines'.

General Information

Fieldwork WIL Risk Assessment criteria

- Safety, security and welfare of participants
- The Project WIL supervisor enhances student learning
- Increased awareness of potential risks, appropriate mitigants and good practice guides and resources
- Appropriate mitigations and agreed processes for the level of risk

Personal Information

Personal information collected is handled in accordance with the Australian Privacy Principles. [View GDC Data Use Statement for more information](#). This applicant is responsible for the release of fieldwork participants in areas of risk identified.

Reference mandatory field

Contact Information

For assistance please call Health and Safety - 03 9068 4900

Acknowledgement

Please read and acknowledge the relevant Fieldwork Policy and Procedures and WIL Guidelines and all ensure that fieldwork participants are briefed on their obligations. Additional information for [Staff](#) or [Students](#).

YES NO

Acknowledgement of the policies, procedures and guidelines is required to continue:

Acknowledgement

I have read and understood the relevant Fieldwork Policy and Procedures and WIL Guidelines and all ensure that fieldwork participants are briefed on their obligations.

YES NO

Once acknowledged, Applicant can move to the next page by clicking on 'Next' at the bottom right-hand corner of the page:

Acknowledgement

I have read and understood the relevant Fieldwork Policy and Procedures and WIL Guidelines and all ensure that fieldwork participants are briefed on their obligations.

YES NO

NEXT

Or by selecting the page in the left pane:

HOME

Fieldwork and Work Integrated Learning (WIL) Risk Assessment

Claimed and Exempted

3.2 Planning and Preparedness page

This page lists general tasks that the participants and/or organisers of fieldwork should complete ahead of the fieldwork as part of routine arrangements.

Acceptance of mandatory tasks is required before continuing to following pages.

Planning and Preparedness

Prior to commencement of fieldwork, participant(s) will be adequately prepared as follows:

- Pre-briefing sessions conducted for fieldwork participant(s). Additional information for [Staff](#) or [Students](#)*
- On-site induction conducted before fieldwork commences
- Contingency plans are in place should the fieldwork not be able to proceed*
- Specific threats to the safety and health of participant(s) are identified and addressed e.g. arising from race, religion, gender and disabilities etc.*
- Student background reports on Blackboard checked or accessed via Student One (Staff Only)
- Relevant [Fieldwork checklist](#) consulted*

[SAVE](#) [PREVIOUS](#)

3.3 Personal Information page

This page displays who the Applicant is and collects information relating to the Participant(s).

Personal Information

Applicant details

Name (23000SH)	Schedule Financial Services
-------------------	--------------------------------

Participant Participant Details

The risk assessment is required for *

MYSELF STUDENT STAFF GROUP VISITOR

ANN-MAREE JOLLY (1011796)

Full Name and Contact ID
ANN-MAREE JOLLY (1011796)

Email Address
TMM198@carleton.ca

Mobile *

Fieldwork Participant Next of Kin Details/Emergency Contact

Full Name	Mobile

Relationship

Next

Note!

If completing the form on behalf of a student, correct StudentID is required. This is to:

- Reduce risk of error/duplication, as large volume of names is referred to.
- Protect student information by restricting the search.

3.3.1 Applicants

Applicant information is displayed at the top of the page. This is the person who has logged in and is filling in the form.

They can be:

- Staff – any staff member can apply for self, other staff, students, groups or visitors. A staff member must apply on behalf of a visitor if they do not have a staff ID.
- Students – can only apply for themselves, not on behalf of others.

For example, only staff (with CurtinID) will be able to see all the options below:

Fieldwork Participant Details				
The risk assessment is required for: *				
MYSELF	STUDENT	STAFF	GROUP	VISITOR

Note!

Where applicants complete the form on behalf of other participants, they are expected to communicate the results or any further requirements of the assessment to the participants as only the applicants will receive email notifications relating to the progress of the form. A table of emails is listed in the Appendix.

3.3.2 Participants

Participants are those taking part or are involved in the fieldwork activity. The purpose of this section is to capture who they are and their contact details.

3.4 Fieldwork Details page

This page captures information about the **activities of the fieldwork** and how they relate to Curtin study, work or research.

Fieldwork Details

Fieldwork Type:

Title of Unit/Fieldwork Activity:

Fieldwork Description:

Fieldwork Location:

Fieldwork Dates:

Start Date: End Date:

Provide name and contact details for Supervisor/Fieldwork Coordinator/Line Manager/Unit Coordinator. This staff member will be responsible for supporting participants while on fieldwork, and approving or endorsing this form upon completion.

Search by Staff Name or ID:

Next

- Fieldwork Type – the term ‘Fieldwork’ covers all Curtin work/study conducted off campus.
- Title of Unit/Fieldwork Activity – the purpose of this is to provide further information about the background of the fieldwork. This is also the reference that will display in dashboards
- Fieldwork Description – brief explanation of fieldwork activity
- Date range – date from and to. Risk assessment cannot be applied for retrospectively. End date cannot precede Start Date.
- Name of Supervisor/Fieldwork Coordinator/Line Manager/Unit Coordinator – staff member with authority to Approve/Endorse who also has knowledge/responsibility for the fieldwork.

The following two pages (Location, Health and Safety) relate to potential risks of the fieldwork. Although they can have impact on each other, these are separate to the Travel Risk, which is addressed through the travel approval process.

- ➔ Answering each question is mandatory.
- ➔ If initial answer is '**No**', risk will be calculated as Low and applicant can proceed to next question.
- ➔ If initial answer is '**Yes**', risk will be calculated as a level higher than Low. Available mitigants will be displayed either as mandatory and/or to reduce the risk level. The calculated risk for each question is listed on the summary page.
- ➔ Other than travel to DFAT 3 and DFAT 4 countries, the final calculated risk level can be revised on the Summary page at the end of the form if a valid reason can be provided.
- ➔ Applicant can add own mitigants in free text space provided.
- ➔ The final calculated risk will be the highest risk level recorded against any of the risk-related questions.
- ➔ If risk level is calculated as High, Health and Safety will liaise with Risk & Assurance, where required.

Note!

The responses in the 'LOCATION' and 'HEALTH AND SAFETY' pages have an impact on the calculation of risk level.

3.5 Location page

The form uses Government DFAT ratings as part of its risk calculation. DFAT 3 and DFAT 4 countries will have risk level calculated as High and will need to be assessed by Risk & Assurance (R&A) group. Once endorsed by the Supervisor, the form will be forwarded to R&A automatically. If endorsed by R&A, they will nominate the next Approver.

When fieldwork includes International Travel, additional questions will display to obtain more detail and present relevant mitigants.

Location

Is International Travel required? *

Yes
 No

Will participant(s) be accessing or travelling with Third Parties? *

Yes
 No

Location

Is International Travel required? *

Yes
 No

List all cities to be visited DFAT Rating

Add Country Remove Country

Indicate which of the following will apply:

Situational Awareness Guidelines will be followed*

Downloaded the [International SOS App](#), read and understood medical and security information for destination*

Registered travel plans with [Smarttraveller](#) (Australian Citizens/Residents Only)

Additional question

Is the destination subject to [Australian Autonomous Sanctions](#)? *

Yes
 No

Additional question

Is the destination subject to the [Defence Trade Control Act](#)? *

Yes
 No

3.6 Health and Safety page

This page contains Health and Safety questions that will have a bearing on the risk level of the fieldwork. As with Location page, if answer is 'Yes', question will expand to display mitigants.

High risk rating will be directed to WIL/H&S group. If endorsed, the next Approver will be nominated by this group.

Health and Safety

Does the location experience issues with hygiene or quality concerns when accessing food and/or water? *

Yes
 No

Have any pre-existing medical conditions or disabilities been identified? *

Yes
 No
 Not Applicable

Are there recommended immunisations and vaccinations for the fieldwork activity or location? * ↴

Yes
 No

Will participant(s) be staying in accommodation other than a hotel? *

Yes

Below is an example where a 'Yes' response will generate mitigants:

Health and Safety

Does the location experience issues with hygiene or quality concerns when accessing food and/or water? *

Yes
 No

Indicate which of the following will apply:

Pre-briefing sessions conducted for fieldwork participant(s). Additional information for Staff or Students ↴
 Accommodation and Site Safety Assessment undertaken in accordance with Fieldwork guidelines ↴
 Bottled water will be sourced in country
 Ice will be avoided in drinks
 Foods will be sourced from, or prepared in, reputable venues

Comment Section

If possible, provide additional risk mitigants (optional)

Have any pre-existing medical conditions or disabilities been identified? *

Yes

3.7 Compliance page

This page collects any additional information or permissions. Response to the questions is mandatory, however the response has no bearing on the calculated risk level.

The screenshot shows a 'Compliance' page with a sidebar containing navigation links: 'Participant Details', 'Participants and Permissions', 'Financial Information', 'Fieldwork Details', 'Logistics', 'Health and Safety', 'Questionnaire', and 'Comments'. The main content area has a header 'Compliance' with buttons for 'PRINT', 'PREVIEW', and 'NEXT'. It contains three questions:

- "Will any external organisation be funding your participant(s) (e.g. industry/government/community)?"
Options: Yes No
Note: TPA R04-10-01009-Accreditation-001-002-2016-FA000102-009-Health-and-Safety-14-0001
- "Does the participant require a police check (background check) or other clearance to work with children?"
Options: Yes No
- "Are you participating for requirements such as travel (participants, permit or license) for the fieldwork?"
Options: Yes No

3.8 Summary page

This page contains the following segments:

- Summary of the details entered from the participants and fieldwork pages:

General Details	
Fieldwork and WIL Risk Assessment ID	TPA19001009
Overall Risk Level	Medium
Participant Type	GROUP
Applicant Details	(296052H)
Participant Name	GROUP
Supervisor Details	Sally Tweddle
Fieldwork Type	Clinical Placement / Practice
Fieldwork Description	Practicum
Fieldwork Dates	25/10/2015 - 31/12/2015
Fieldwork Location	Bentley

- Planning and Preparedness tasks agreed to at the start of the form:

Planning and Preparedness	
Prior to commencement of fieldwork, participant(s) will be adequately prepared as follows:	
Pre-briefing sessions conducted for fieldwork participants	Yes
On-site induction conducted before fieldwork commences	No
Contingency plans are in place should the fieldwork not be able to proceed	Yes
Specific threats to the safety and health of participant(s) are identified and addressed	Yes
Student background reports on Blackboard checked or accessed via Student One (Staff Only)	No
Relevant Fieldwork checklist consulted	Yes

- Calculated risk level for each question.
- List of mitigants selected – can serve as a list of commitments/agreements and checklist for any future-dated tasks.

Location	
Is International Travel required?	No (Low Risk)
Will participant(s) be accessing or travelling with Third Party or Curtin information?	No (Low Risk)
Will participant(s) be travelling to a remote, rural or regional location?	No (Low Risk)
Does the fieldwork location experience extreme weather or environmental conditions?	No (Low Risk)

Health and Safety	
Does the location experience issues with hygiene or quality concerns when accessing food and/or water?	Yes (High Risk)
<u>Risk Mitigant(s)</u>	
Pre-briefing sessions conducted for fieldwork participants	Yes
Accommodation and Site Safety Assessment undertaken in accordance with Fieldwork guidelines	Yes
Bottled water will be sourced in country	No
Ice will be avoided in drinks	No
Foods will be sourced from, or prepared in, reputable venues	No
Additional Information	No additional information provided.

- Final calculated risk
- A section where final calculated risk can be adjusted.
- Submit button. On submission the form will be directed to the Supervisor nominated on the Fieldwork page.

Your Fieldwork and WIL Risk Level Profile:

This is the calculated risk level based on the answers you have provided in the form: **High**

If you do not agree with the overall risk level, choose a level from options below to revise your risk profile:

If any mandatory questions have been left unanswered, Applicant cannot submit form for approval. The following error message will be displayed:

Compliance page contains invalid answers. Please correct them before continuing.

Note!

If the risk calculated through the answers does not reflect the expected level it can be revised by the applicant at the end of the Summary page. A justification is required for revising the risk. The risk level calculations are listed in the Appendix.

3.9 Approval page

3.9.1 Acknowledgement

It is mandatory for a nominated Supervisor to have experience and be familiar with fieldwork. They must acknowledge this before approving or endorsing.

Approval

Fieldwork Risk Assessment ID	Applicant Name
FRA19001757	
Review	Audit Trail
Acknowledgement *	
<input checked="" type="checkbox"/> I am experienced and familiar with the roles and responsibilities for fieldwork.	

Note!

Where the calculated risk is low and the Supervisor is also the applicant, no further approval is necessary. The Supervisor should acknowledge their experience on the compliance page before they can submit through the Summary page.

Example where Applicant is also the Supervisor and the Fieldwork Risk is assessed as Low:

Compliance

Fieldwork and Work Integrated Learning (WIL) Risk Assessment	Planning and Preparation
Personal Information	Facility Details
Location	Health and Safety
Concentrations	Permitting
Will an external organization be hosting participants? (e.g. industry/government/community) *	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
<small>This does not include Acclimatization and Site Safety Assessment, nor Health and Safety section.</small>	
Does the fieldwork activity require ethics approval? *	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Will participant(s) be required to gain external permissions, permits or licences for the fieldwork? *	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
I am experienced and familiar with the roles and responsibilities for fieldwork. *	
<input type="checkbox"/> I AGREE	

3.9.2 Approval Decisions

3.9.2.1 Approve

Approval can be given at the following steps:

- Supervisor can ‘Approve this request’ if the calculated risk level is Low.
- Head of School can ‘Approve this request’ if the calculated risk level is Medium.
- PVC/VC can ‘Approve this request’ if determined by WIL/H&S and/or R&A groups.

With this decision, the Applicant will be notified and the request will be completed.

Fieldwork and Work Integrated Learning (WIL) Risk Assessment Planning and Preparation Personal Information Fieldwork Details Location Health and Safety Correlation Summary Endorse Review	<h3>Approval</h3> <p>Fieldwork Risk Assessment ID: FRA19001712 Applicant Name:</p> <p>Review Audit Trail</p> <p>Acknowledgement *</p> <p><input checked="" type="checkbox"/> I am experienced and familiar with the roles and responsibilities for fieldwork</p> <p>How do you wish to proceed? *</p> <p><input type="radio"/> Approve this request <input type="radio"/> Return this request to the applicant for amendments <input type="radio"/> This request is not approved</p> <p>Please provide reason for your decision or directions for amendment:</p>
---	--

3.9.2.2 Endorse

Endorsement can be given at the following steps:

- Supervisor can ‘Endorse this request’ if the calculated risk level is higher than Low. They need to nominate a relevant Head of School who will be the appropriate approver for a Medium risk form.
- WIL/H&S and/or R&A groups can ‘Endorse this request’ if the calculated risk level is higher than Medium. For High risk forms, Head of School will be copied in the submission email.

Fieldwork and Work Integrated Learning (WIL) Risk Assessment Planning and Preparation Personal Information Fieldwork Details Location Health and Safety Correlation Summary Endorse Review	<h3>Approval</h3> <p>Fieldwork Risk Assessment ID: FRA19001712 Applicant Name:</p> <p>Review Audit Trail</p> <p>Acknowledgement *</p> <p><input checked="" type="checkbox"/> I am experienced and familiar with the roles and responsibilities for fieldwork</p> <p>Please nominate a Head of School to approve: *</p> <p><input type="text" value="Search by Staff Name or ID"/></p> <p>How do you wish to proceed? *</p> <p><input type="radio"/> Endorse this request <input type="radio"/> Return this request to the applicant for amendments <input type="radio"/> This request is not approved</p> <p>Please provide reason for your decision or directions for amendment:</p>
---	--

3.9.2.3 Return for amendments

If the decision at any step is to ‘Return this request to the applicant for amendments’, directions must be given in the text box area provided for comments. The Applicant will be notified of the requirement to respond to the request.

3.9.2.4 Not approve

If ‘This request is not approved’ is selected, reason must be given in the text box area provided for comments. This decision will **terminate** the Risk Assessment request.

Please provide reason for your decision or directions for amendment:

Test preview

Note!

Form user can check history of previous workflow and timeframes in the ‘Audit Trail’ tab.

Example of Audit Trail on the ‘Approval’ page:

Approval

Flatwork Risk Assessment ID: Applied Name
PRM19800713

Status: **Pending approval or endorsement**

Status	Date Assigned	Assigned To	Comment by Previous User	Date Completed
Draft	2019-10-29 2 10:08 PM			2019-10-29 2 10:30 PM
Pending approval or endorsement	2019-10-29 2 10:08 PM	Karenia Colegate	(None)	

4 FORM WORKFLOW

The online form can be forwarded for endorsement or approval through the online workflow. The next recipient of the workflow is determined from the responses given in the form.

Example 1- the selected Supervisor will be the next person to receive the form for action, as indicated on the 'Fieldwork Details' page:

Provide name and contact details for Supervisor/Fieldwork Coordinator/Line Manager/Unit Coordinator. This staff member will be responsible for supporting participants while on fieldwork and approving or endorsing this form upon completion.

Search by Staff Name or ID

If you cannot find your supervisor, please email Health and Safety team at HealthandSafety@curtin.edu.au.

Example 2- the selected Head of School/Area will be the next person to receive the form for action, after the Supervisor has endorsed a Medium level Risk:

Please nominate a Head of School to approve: *

Search by Staff Name or ID

4.1 Workflow Roles

4.1.1 Applicant

Person filling in the form. This is the person who will receive all the relevant notifications and they are not the participant it is their responsibility to keep the participants informed of any requirements identified and the status of the form. Participant(s) will not receive separate notifications

4.1.2 Approver/Endorser

Initial Approver/Endorser is identified on the Fieldwork Details page. This staff has to have an Intelledox account.

Provide name and contact details for Supervisor/Fieldwork Coordinator/Line Manager/Unit Coordinator. This staff member will be responsible for supporting participants while on fieldwork and approving or endorsing this form upon completion.

Search by Staff Name or ID

Note!

The information provided by the applicant becomes read-only to any subsequent endorsers or approvers.

4.2 Workflow Groups

The two groups in the form workflow both have administrator view.

4.2.1 WIL/Health and Safety (WIL/H&S)

This group will receive workflow if final risk is high. Also are the first contact point for form queries.

4.2.2 Risk and Assurance (R&A)

This group will receive workflow if fieldwork requires travel to DFAT 3 or DFAT 4 countries.

4.3 Workflow Descriptions

The below tables list detailed workflow descriptions for each risk level. The email references in the descriptions correspond to the email content tables in the Appendix.

4.3.1 Low risk

SN	Workflow	Description								
1.	Request for fieldwork approval (Applicant)	<p>1.1. Applicant fills-in the fieldwork risk assessment form and the system calculated risk level is Low. 1.2. Applicant selects the Primary Approver to approve (for low risk level) the request. 1.3. Applicant will have option to preview before submission.</p> <p>On Submit, 1.4. The Applicant receives email notification (Email #1) on successful submission of the application w/ the completed field work risk assessment form in pdf and Curtin Emergency Notification Plan. 1.5. 'Primary Approval' workflow assignment to the selected Primary Approver. The Primary Approver receives email notification (Email #2) with a link to approve the form</p>								
2.	Amend Application (Applicant)	<p>2.1. Applicant receives email notification (Email #8) with reason for amendment and a link to the form. 2.2. Applicant has edit access to the form sections completed by the applicant. Applicant updates the application and re-submits. The system calculated risk level may vary after the applicant amends and the workflow pathway will be updated accordingly.</p> <p>On Submit, 2.3. 'Primary Approval' workflow assignment to Primary Approver. The Primary Approver receives email notification (Email #2) with a link to the amended form.</p>								
3.	Primary Approval	<p>3.1. Primary Approver has read-only access to the form sections completed by the applicant. 3.2. Primary Approver reviews the risk assessment and will have option to approve, return or not approve the assessment.</p> <table border="1"><thead><tr><th>Action</th><th>On Submit</th></tr></thead><tbody><tr><td>I approve this assessment</td><td>3.3. The Applicant receives email notification (Email #4) on Primary Approver approval</td></tr><tr><td>I would like to return this application for amendments</td><td>3.4. 'Amend Application' workflow assignment to the Applicant. The Applicant receives email notification (Email #8) on 'request form amendment' of the application with instruction on how to proceed / comments from the Primary Approver</td></tr><tr><td>I do not approve this assessment</td><td>3.5. The Applicant receives email notification (Email #11) with reason for rejection from the Primary Approver</td></tr></tbody></table>	Action	On Submit	I approve this assessment	3.3. The Applicant receives email notification (Email #4) on Primary Approver approval	I would like to return this application for amendments	3.4. 'Amend Application' workflow assignment to the Applicant. The Applicant receives email notification (Email #8) on 'request form amendment' of the application with instruction on how to proceed / comments from the Primary Approver	I do not approve this assessment	3.5. The Applicant receives email notification (Email #11) with reason for rejection from the Primary Approver
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I do not approve this assessment	3.5. The Applicant receives email notification (Email #11) with reason for rejection from the Primary Approver									

4.3.2 Medium Risk

SN	Workflow	Description								
1.	Request for fieldwork approval (Applicant)	<p>1.1. Applicant fills-in the fieldwork risk assessment form and the system calculated risk level is Medium.</p> <p>1.2. Applicant selects the Primary Approver to review the request.</p> <p>1.3. Applicant will have option to preview summary before submission. This allows the Applicant to gather more information when applying on behalf of another person.</p> <p>On Submit,</p> <p>1.4. The Applicant receives email notification (Email #1) on successful submission of the application w/ the completed field work risk assessment form in pdf</p> <p>1.5. 'Primary Approval' workflow assignment to Primary Approver. The Primary Approver receives email notification (Email #3) with a link to review the form</p>								
2.	Amend Application (Applicant)	<p>2.1. Applicant receives email notification (Email #8) with reason for amendment and a link to the form.</p> <p>2.2. Applicant has edit access to the form sections completed by the applicant. Applicant updates the application and re-submits. The system calculated risk level may vary after the applicant amends and the workflow pathway will be updated accordingly.</p> <p>On Submit,</p> <p>2.3. 'Primary Approval' workflow assignment to Primary Approver. The Primary Approver receives email notification (Email #2) with a link to the amended form.</p>								
3.	Primary Endorsement	<p>3.1. Primary approver has read-only access to the form sections completed by the applicant.</p> <p>3.2. Primary Approver selects the Head of Area to approve the request.</p> <p>3.3. Primary approver reviews the risk assessment and will have option to endorse, return or not approve the assessment.</p> <table border="1"> <thead> <tr> <th>Action</th> <th>On Submit</th> </tr> </thead> <tbody> <tr> <td>I endorse this assessment</td> <td>3.4. 'Head of Area Approval' workflow assignment to selected Head of Area. The Head of Area receives email notification (Email #13) with a link to approve the form.</td> </tr> <tr> <td>I would like to return this application for amendments</td> <td>3.5. 'Amend Application' workflow assignment to the Applicant. The Applicant receives email notification (Email #8) on 'request form amendment' of the application with instruction on how to proceed / comments from the Primary Approver.</td> </tr> <tr> <td>I do not approve this assessment</td> <td>3.6. The Applicant receives email notification (Email #11) with reason for rejection from the Primary Approver.</td> </tr> </tbody> </table>	Action	On Submit	I endorse this assessment	3.4. 'Head of Area Approval' workflow assignment to selected Head of Area. The Head of Area receives email notification (Email #13) with a link to approve the form.	I would like to return this application for amendments	3.5. 'Amend Application' workflow assignment to the Applicant. The Applicant receives email notification (Email #8) on 'request form amendment' of the application with instruction on how to proceed / comments from the Primary Approver.	I do not approve this assessment	3.6. The Applicant receives email notification (Email #11) with reason for rejection from the Primary Approver.
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I do not approve this assessment	3.6. The Applicant receives email notification (Email #11) with reason for rejection from the Primary Approver.									
4.	Head of Area Approval	<p>4.1. Head of Area has read-only access to the form sections completed by the Applicant and Primary Approver.</p> <p>4.2. Head of Area reviews the risk assessment and will have option to approve, return or not approve the assessment.</p> <table border="1"> <thead> <tr> <th>Action</th> <th>On Submit</th> </tr> </thead> <tbody> <tr> <td>I approve this assessment</td> <td>4.3. The Applicant receives email notification (Email #4) on approval.</td> </tr> <tr> <td>I would like to return this application for amendments</td> <td>4.4. 'Amend Application' workflow assignment to the Applicant. The Applicant receives email notification (Email #8) on 'request form amendment' of the application with instruction for the Applicant on how to proceed / comments from the Head of Area.</td> </tr> <tr> <td>I do not approve this assessment</td> <td>4.5. The Applicant and Primary Approver receives email notification (Email #11) with reason for rejection from the Head of Area.</td> </tr> </tbody> </table>	Action	On Submit	I approve this assessment	4.3. The Applicant receives email notification (Email #4) on approval.	I would like to return this application for amendments	4.4. 'Amend Application' workflow assignment to the Applicant. The Applicant receives email notification (Email #8) on 'request form amendment' of the application with instruction for the Applicant on how to proceed / comments from the Head of Area.	I do not approve this assessment	4.5. The Applicant and Primary Approver receives email notification (Email #11) with reason for rejection from the Head of Area.
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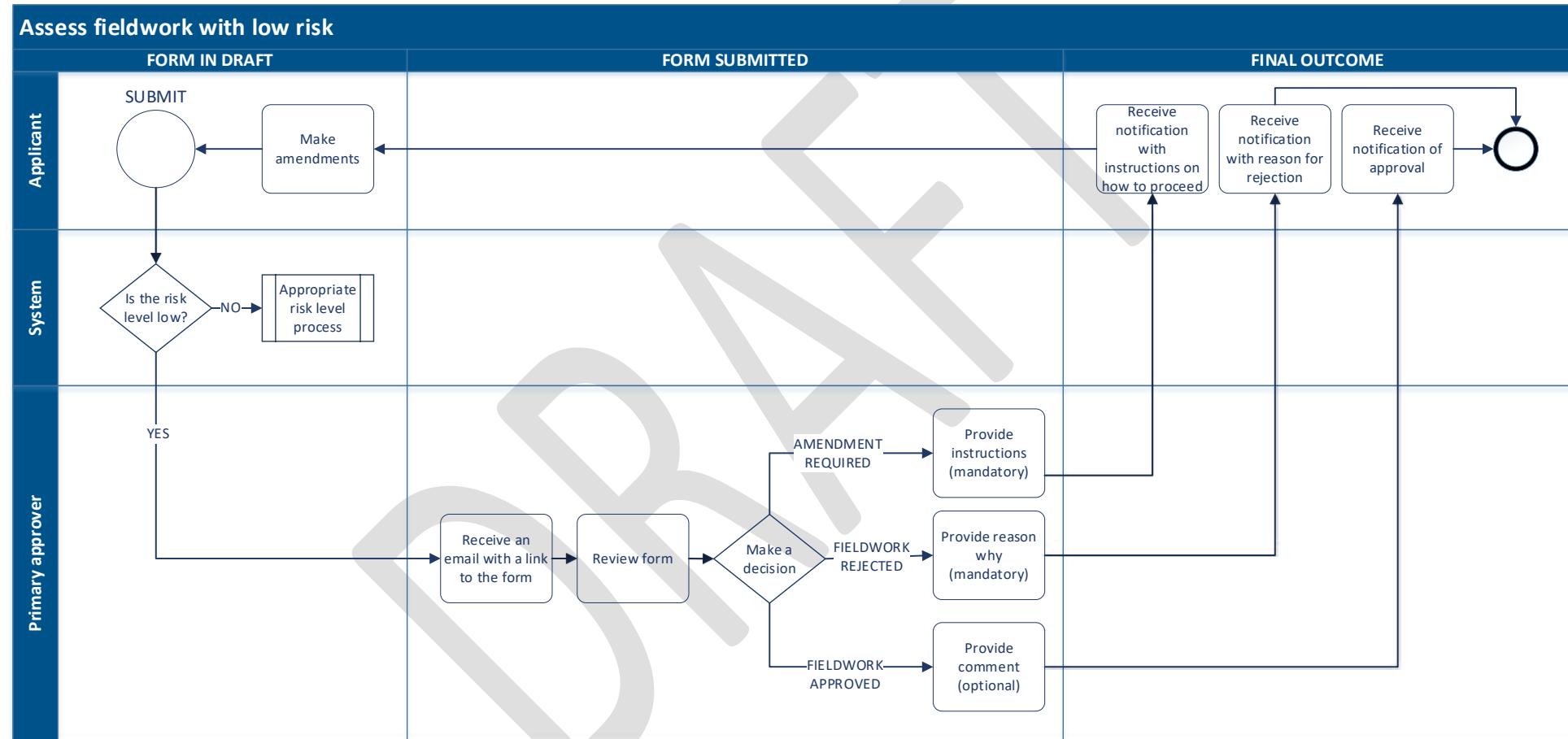
4.3.3 High Risk

SN	Workflow	Description										
1.	Request for fieldwork approval (Applicant)	<p>1.1. Applicant fills-in the fieldwork risk assessment form and the system calculated risk level is High.</p> <p>1.2. Applicant selects the Primary Approver to review the request.</p> <p>1.3. Applicant will have option to preview summary before submission. This allows the Applicant to gather more information when applying on behalf of another person.</p> <p>On Submit,</p> <p>1.4. The Applicant receives email notification (Email #1) on successful submission of the application w/ the completed field work risk assessment form in pdf</p> <p>1.5. 'Primary Approval' workflow assignment to Primary Approver. The Primary Approver receives email notification (Email #3) with a link to review the form</p>										
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3.	Primary Endorsement	<p>3.1. Primary approver has read-only access to the form sections completed by the applicant.</p> <p>3.2. Primary Approver selects the Head of Area to be CC'd in the request.</p> <p>3.3. Primary approver reviews the risk assessment and will have option to endorse, return or not approve the assessment.</p> <table border="1"> <thead> <tr> <th>Action</th><th>On Submit</th></tr> </thead> <tbody> <tr> <td>I endorse this assessment</td><td>3.4. 'H&S/Risk Approval' workflow assignment to H&S or CIRM Group. H&S/Risk Group and Head of Area receives email notification (Email #8) with a link for CIRM Approver endorse the form</td></tr> <tr> <td>I would like to return this application for amendments</td><td>3.5. 'Amend Application' workflow assignment to the Applicant. The Applicant receives email notification (Email #4) on request form amendment of the application with instruction on how to proceed / comments from the Primary Approver</td></tr> <tr> <td>I do not approve this assessment</td><td>3.6. The Applicant receives email notification (Email #5) with reason for rejection from the Primary Approver</td></tr> </tbody> </table>	Action	On Submit	I endorse this assessment	3.4. 'H&S/Risk Approval' workflow assignment to H&S or CIRM Group. H&S/Risk Group and Head of Area receives email notification (Email #8) with a link for CIRM Approver endorse the form	I would like to return this application for amendments	3.5. 'Amend Application' workflow assignment to the Applicant. The Applicant receives email notification (Email #4) on request form amendment of the application with instruction on how to proceed / comments from the Primary Approver	I do not approve this assessment	3.6. The Applicant receives email notification (Email #5) with reason for rejection from the Primary Approver		
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I do not approve this assessment	3.6. The Applicant receives email notification (Email #5) with reason for rejection from the Primary Approver											
4.	H&S/Risk Endorsement	<p>4.1. H&S/Risk Group have read-only access to the form sections completed by the Applicant, Primary Approver, H&S/Risk Group comments (if applicable).</p> <p>4.2. H&S/Risk Group select the High or Extreme Risk Level Approver (according to risk level) to approve the request.</p> <p>4.3. H&S/Risk Group review the risk assessment and will have option to endorse, return or not approve the assessment.</p> <table border="1"> <thead> <tr> <th>Action</th><th>On Submit</th></tr> </thead> <tbody> <tr> <td>I endorse this assessment</td><td>4.4. If system calculated risk level or revised risk level is High, H&S/Risk Group will nominate appropriate High Risk Approver. High Risk Level Approver receives email notification (Email #14) with a link to approve the form.</td></tr> <tr> <td>I would like to return this application for amendments</td><td>4.5. 'Amend Application' workflow assignment to the Applicant. The Applicant receives email notification (Email #8) on request form amendment of the application with instruction on how to proceed / comments from the H&S/Risk Group.</td></tr> <tr> <td>I do not approve this assessment</td><td>4.6. The Applicant receives email notification (Email #5) with reason for rejection from the H&S/Risk Group.</td></tr> <tr> <td></td><td>4.7.</td></tr> </tbody> </table>	Action	On Submit	I endorse this assessment	4.4. If system calculated risk level or revised risk level is High, H&S/Risk Group will nominate appropriate High Risk Approver. High Risk Level Approver receives email notification (Email #14) with a link to approve the form.	I would like to return this application for amendments	4.5. 'Amend Application' workflow assignment to the Applicant. The Applicant receives email notification (Email #8) on request form amendment of the application with instruction on how to proceed / comments from the H&S/Risk Group.	I do not approve this assessment	4.6. The Applicant receives email notification (Email #5) with reason for rejection from the H&S/Risk Group.		4.7.
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I do not approve this assessment	4.6. The Applicant receives email notification (Email #5) with reason for rejection from the H&S/Risk Group.											
	4.7.											
5.	High Risk Level Approval	<p>5.1. High Risk Level Approver has read-only access to the form sections completed by the Applicant, Primary Endorser and H&S/Risk Group.</p> <p>5.2. High Risk Level Approver reviews the risk assessment and will have option to approve, return or not approve the assessment.</p> <table border="1"> <thead> <tr> <th>Action</th><th>On Submit</th></tr> </thead> <tbody> <tr> <td>I approve this assessment</td><td>5.3. The Applicant receives email notification (Email #4) on approval</td></tr> <tr> <td>I would like to return this application for amendments</td><td>5.4. 'Amend Application' workflow assignment to the Applicant. The Applicant receives email notification (Email #8) on request form amendment of the application with instruction on how to proceed / comments from the High Risk level Approver.</td></tr> <tr> <td>I do not approve this assessment</td><td>5.5. The Applicant receives email notification (Email #11) with reason for rejection from the High Risk level Approver</td></tr> </tbody> </table>	Action	On Submit	I approve this assessment	5.3. The Applicant receives email notification (Email #4) on approval	I would like to return this application for amendments	5.4. 'Amend Application' workflow assignment to the Applicant. The Applicant receives email notification (Email #8) on request form amendment of the application with instruction on how to proceed / comments from the High Risk level Approver.	I do not approve this assessment	5.5. The Applicant receives email notification (Email #11) with reason for rejection from the High Risk level Approver		
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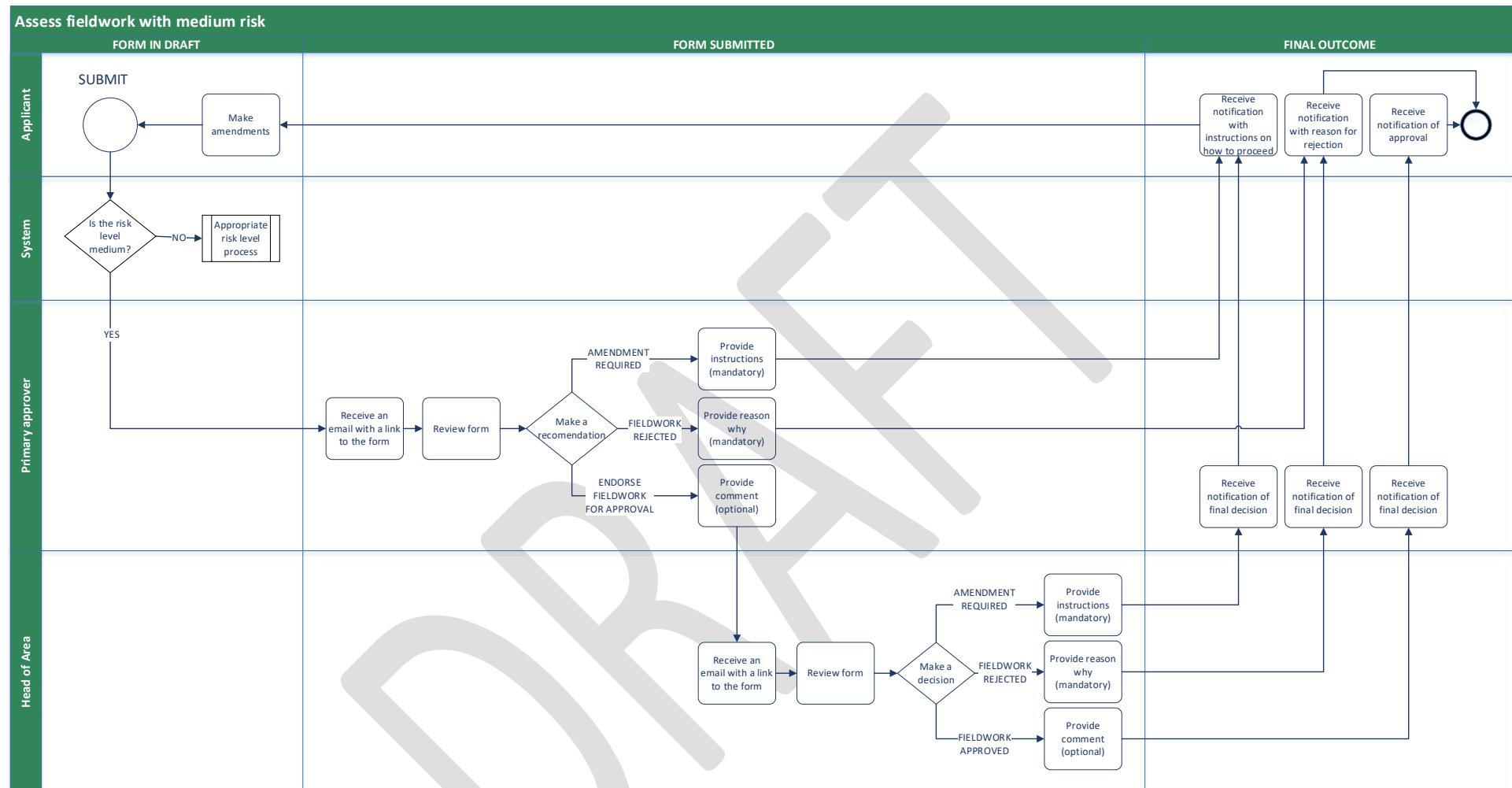
4.4 Workflow Maps

These maps illustrate the flow of approval for each risk level

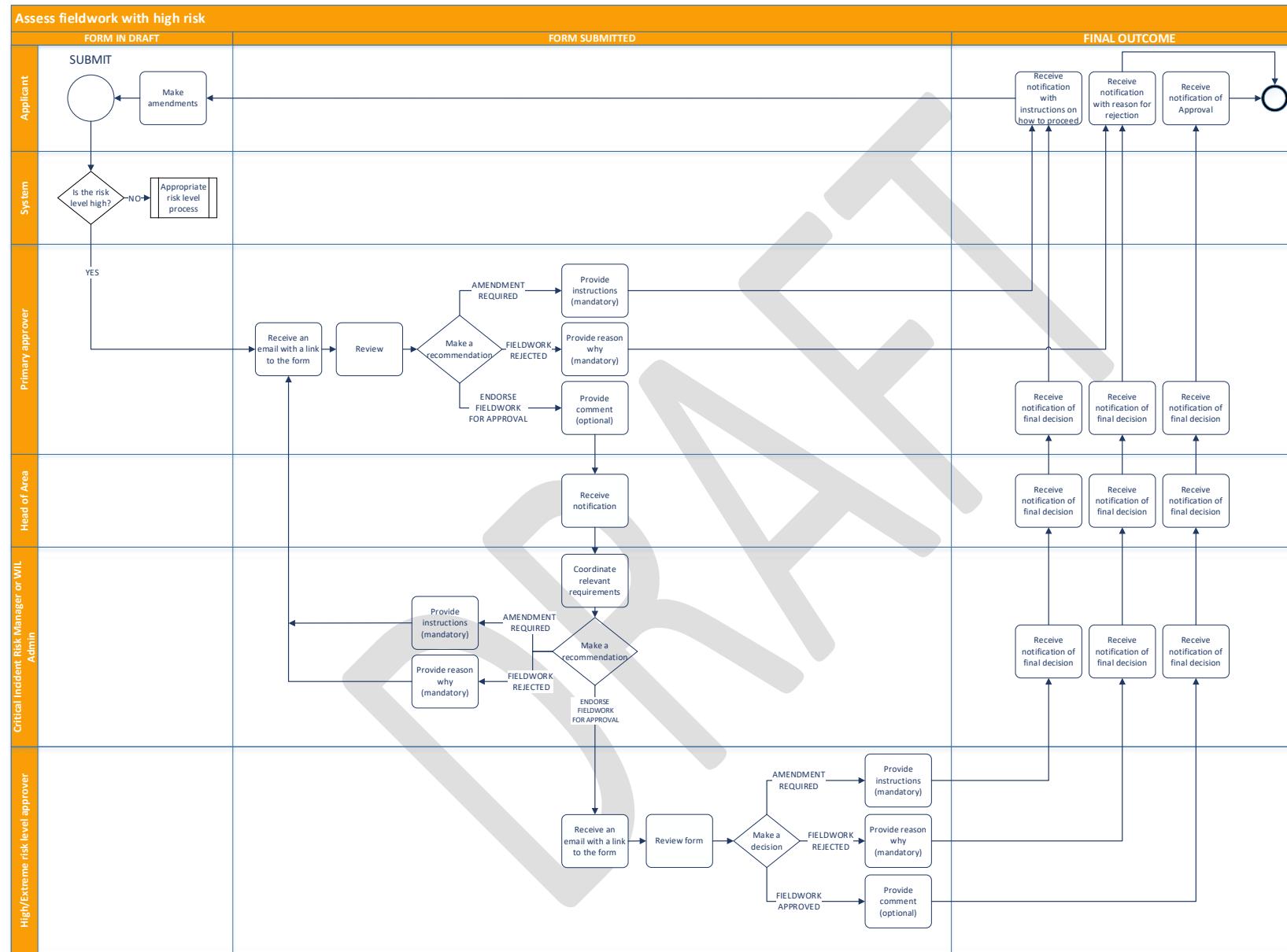
4.4.1 Calculated risk level = Low, Approved by Primary Approver (eg. Supervisor)



4.4.2 Calculated risk level = Medium, Approved by Head of School/Area



4.4.3 Calculated risk level = High (= any risk higher than Medium), reviewed by WIL and/or R&A, forwarded to appropriate Approver



5 EMAIL ATTACHMENTS (Output)

When the form is submitted, two attachments will be sent with the initial submission of the form in the notification email:

1. Fieldwork and Work Integrated Learning (Summary Form Output) - a pdf of the summary is generated, which can also serve as a checklist for any required mitigants.



Fieldwork and
Work Integrated Le

2. Curtin Emergency Notification Plan_Domestic/International (as applicable):



Curtin Emergency
Notification Plan Do

6 EMAIL NOTIFICATIONS AND REMINDERS

6.1 Initial Submission

- Applicant receives notification on submission with pdf of the form output and Curtin Emergency Plan
- First Approver/Endorser receives email notification of action required, with a link to the form

6.2 Approval

- Applicant is notified of decision (approved, not approved)

6.3 Amendments

- Applicant notified of amendment required

6.4 Endorsement

- Medium risk (Endorsement) – Head of School/Area receives email notification of action required, with a link to the form
- High risk (Endorsement) – groups receive email notification of action required, with a link to the form

6.5 Reminders

- Three day reminders – reminder to the current holder of form
- Additional two days - reminder to latest holder of form and WIL administrator

For a comprehensive list of emails and notifications please see APPENDIX

7 DASHBOARD

Link provided on website(s) will open the Fieldwork and Work Integrated Learning Risk Assessment Dashboard. This is where users can keep track of their forms. Level of access will determine views and actions available:

Fieldwork and Work Integrated Learning Risk Assessment

The dashboard interface includes a header with three icons: 'Initiated' (document icon), 'Pending Approval' (globe icon), and 'Completed' (mobile phone icon). Below the header, there are four main sections with red numbers indicating the count of forms in each category:

- Initiated**: Shows 2 forms: 'Risk Assessment Form' (Draft) and 'Site Assessment Form' (Draft).
- Pending Approval**: Shows 1 form: 'Risk Assessment Form' (Pending approval or review).
- Drafts**: Shows 3 forms.
- In Progress**: Shows 4 forms.
- Completed**: Shows 5 forms.

Each section has a search bar at the top right. The 'Completed' section also includes a 'Nothing found' message at the bottom.

1. Forms the individual initiated
2. Forms that are awaiting the individual's approval
3. Draft forms, not yet submitted
4. Submitted forms, in approval workflow
5. Completed forms (Approved, Not Approved)

8 FREQUENTLY ASKED QUESTIONS

- Why can't I submit?

All mandatory questions must be answered before you can submit. Look for red warnings throughout the form or pink highlights in the left pane

- Why is my risk at this level?

The risk level has been calculated with a pre-determined formula. If you feel the calculated risk does not reflect the true risk of your fieldwork, you can adjust the level on the Summary page, providing a valid reason

- Can I save my form?

Yes, you can save your form with the 'Save' button, at the top-right corner of the form. You can retrieve the draft copy of your form from the dashboard.

- Can I open my form after submitting?

Yes, you can open your submitted from the dashboard, as 'read-only'.

- Can I get a pdf copy of my form?

As an Applicant you will receive a pdf of your responses when you submit the form.

- Where can I see my form?

You can see your form in the dashboard, under 'My Forms'.

9 APPENDIX

9.1 Risk Level Calculations

Page	Questions	Risk level if answer is no	Risk level if answer is yes and only mandatory mitigants selected	Risk level if answer is yes and all mitigants selected	Risk level if answer is DFAT1/2 and only mandatory mitigants selected	Risk level if answer is DFAT 1 or 2 and all mitigants selected	Risk level if answer is DFAT3 or 4
Location	<i>Is International Travel required?</i>	LOW			Medium	Medium	High
Location		LOW	Medium	Medium			
Location	<i>Is the destination subject to Australian Autonomous Sanctions?</i>	LOW	Medium	Medium			
Location	<i>Is the destination subject to the Defence Trade Control Act?</i>	LOW	Medium	Medium			
Location	<i>Does the location have known security, political issues, or significant differences in culture or the laws of the land compared to Australia?</i>	LOW	Medium	Medium			
Location	<i>Will participant(s) be accessing or travelling with Third Party or Curtin information? (e.g. Intellectual Property, Research etc on phone, laptop) *</i>	LOW	High	Low			
Location	<i>Will participant(s) be travelling to a remote, rural or regional location?</i>	LOW	High	Medium			
Location	<i>Does the fieldwork location experience extreme weather or environmental conditions?</i>	LOW	High	Medium			
Health and Safety	<i>Does the location experience issues with hygiene or quality concerns when accessing food and/or water?</i>	LOW	High	Low			
Health and Safety	<i>Have any pre-existing medical conditions or disabilities been identified?</i>	LOW	Medium	Low			
Health and Safety	<i>Are there recommended immunisations and vaccinations for the fieldwork activity or location?</i>	LOW	Low	Low			
Health and Safety	<i>Will participant(s) be staying in accommodation other than a hotel? Will participant(s) be staying with family and/or friends? (Yes)</i>	LOW					
Health and Safety	<i>Will participant(s) be staying in accommodation other than a hotel? Will participant(s) be staying with family and/or friends? (No)</i>	LOW	Low	Low			
Health and Safety	<i>Does the fieldwork involve working with hazardous materials e.g. chemicals, biological materials, or a hazardous activity?</i>	LOW	Medium	Low			
Health and Safety	<i>Will participant(s) be using plant and equipment as a part of their fieldwork?</i>	LOW	Medium	Low			
Health and Safety	<i>Does the fieldwork involve working alone or in isolation?</i>	LOW	Medium	Medium			
Health and Safety	<i>Will participant(s) be travelling in a car more than 50km outside an urban area?</i>	LOW	Medium	Medium			
Health and Safety	<i>Will participant(s) be undertaking any of the following: travelling on unsealed roads; or using a mode of transport other than a car (e.g. boat, motorcycle, scooter, helicopter, charter flight etc)?</i>	LOW	Medium	Medium			

9.2 Emails - Content

#	Action/Trigger	To	Risk Level	Purpose	Subject Heading	Attachments	Email content
1	Submit	Applicant/Requestor	Low	Initial notification of Submission	Risk Assessment Form [FRA19000105]	Summary Emergency Contacts	<p>Dear [Applicant name],</p> <p>Fieldwork Risk Assessment ID: FRA19000105 Fieldwork Risk Assessment Rating: Low Name: [Participant name] Destination: Australia Fieldwork Dates: 22/11/2019 - 29/11/2019</p> <p>Your form request has been submitted for approval.</p> <p>If you have any queries in relation to your application or if you need to submit any additional supporting documentation, please contact your nominated supervisor/line manager or contact Work Integrated Learning by email at wil@curtin.edu.au including a specific subject heading, Curtin ID number and the above Fieldwork Risk Assessment ID.</p> <p>Please find attached Fieldwork and Work Integrated Learning summary to view the information provided in your application.</p> <p>Kind Regards, Work Integrated Learning</p>
2	Approve	Approver	Low	Prompt for action/decision	Risk Assessment Form [FRA19000105] - Pending approval or endorsement		<p>Dear [Approver Name],</p> <p>Please review and approve the fieldwork risk assessment.</p> <p>Fieldwork Risk Assessment ID: FRA19000105 Fieldwork Risk Assessment Rating: Low Name: [Participant name] Destination: Australia Fieldwork Dates: 22/11/2019 - 29/11/2019</p> <p>To view this form, click here</p> <p>Should you require assistance, please contact Healthandsafety@curtin.edu.au.</p> <p>Kind Regards, Work Integrated Learning</p>
3	Endorse	Supervisor	Medium/High	Prompt to review	Risk Assessment Form [FRA19000107] - Pending approval or endorsement		<p>Dear [Supervisor name],</p> <p>Please review the fieldwork risk assessment:</p> <p>Fieldwork Risk Assessment ID: FRA19000107 Fieldwork Risk Assessment Rating: High Name: [Participant name]</p>

							<p>Destination: Pakistan Fieldwork Dates: 20/11/2019 - 20/11/2019</p> <p>To view this form, click here</p> <p>Should you require assistance, please contact Healthandsafety@curtin.edu.au.</p> <p>Kind Regards, Work Integrated Learning</p>
4	Approve	Applicant/Requestor	Any	Notification of 'Approved'	Risk Assessment Form [FRA19000105]		<p>Dear [Applicant name],</p> <p>Fieldwork Risk Assessment ID: FRA19000105 Fieldwork Risk Assessment Rating: Low Name: [Participant name] Destination: Australia Fieldwork Dates: 22/11/2019 - 29/11/2019</p> <p>Fieldwork and WIL Risk Assessment is approved, you may now proceed organising the fieldwork.</p> <p>Should you require assistance, please contact at 0488888888.</p> <p>Kind Regards, Work Integrated Learning</p>
5	Proceed	Applicant = Supervisor	Low	Notification of 'Approved'	Risk Assessment Form [FRA19000110]		<p>Dear [Applicant name],</p> <p>Fieldwork Risk Assessment ID: FRA19000110 Fieldwork Risk Assessment Rating: Low Name: [Participant name] Destination: Australia Fieldwork Dates: 25/11/2019 - 25/11/2019</p> <p>Fieldwork and WIL Risk Assessment is recorded as low risk, you may now proceed organising the fieldwork.</p> <p>Kind Regards, Work Integrated Learning</p>
6	Reminder	Approver/Endorser	Any	Reminder	Risk Assessment Form [FRA19000126] - Pending approval or endorsement		<p>Dear [Approver/Endorser name] ,</p> <p>You have a Fieldwork Risk Assessment requiring your attention. Please attend to this as a matter of urgency.</p> <p>To view this form, click here</p> <p>Kind Regards, Work Integrated Learning</p>

7	Reminder	Approver/Endorser & WIL Admin	Any	Reminder	Risk Assessment Form [FRA19000126] - Pending approval or endorsement		<p>Dear [Approver/Endorser],</p> <p>You have a Fieldwork Risk Assessment requiring your attention. Please attend to this as a matter of urgency.</p> <p>To view this form, click here</p> <p>Kind Regards, Work Integrated Learning</p>
8	Amendment	Applicant	Any	Notification of 'Amendments required'	Risk Assessment Form [FRA19000123] - Amendment required		<p>Dear [Applicant name],</p> <p>Fieldwork Risk Assessment ID: FRA19001733 Fieldwork Risk Assessment Rating: High Name: [Participant name] Destination: Australia Fieldwork Dates: 31/10/2019 - 31/10/2019</p> <p>The following amendments are required before Fieldwork Risk Assessment FRA19001733 can be approved:</p> <p><i>Test Forward success</i></p> <p>Please make the necessary adjustments in Intelledox click here and resubmit for approval.</p> <p>Should you require assistance, please contact Healthandsafety@curtin.edu.au.</p> <p>Kind Regards, Work Integrated Learning</p>
9	Endorse	WIL-H&S	High	Prompt for action	Risk Assessment Form [FRA19000101] - Pending WIL review		<p>Dear WIL or H&S Team,</p> <p>Please review the fieldwork risk assessment:</p> <p>Fieldwork Risk Assessment ID: FRA19001732 Fieldwork Risk Assessment Rating: High Name: [Participant name] Destination: Bangladesh Fieldwork Dates: 31/10/2019 - 31/10/2019</p> <p>To view this form, click here</p> <p>Should you require assistance, please contact Healthandsafety@curtin.edu.au.</p> <p>Kind Regards, Work Integrated Learning</p>

10	Endorse	R&A	DFAT3/4	Prompt for action	Risk Assessment Form [FRA19000101] - Pending Risk Office review		<p>Dear Risk Team,</p> <p>Please review the fieldwork risk assessment:</p> <p>Fieldwork Risk Assessment ID: FRA19001732 Fieldwork Risk Assessment Rating: High Name: [Participant name] Destination: Bangladesh Fieldwork Dates: 31/10/2019 - 31/10/2019</p> <p>To view this form, click here</p> <p>Should you require assistance, please contact Healthandsafety@curtin.edu.au.</p> <p>Kind Regards, Work Integrated Learning</p>
11	Not Approved	Applicant	Any	Notification of 'Not Approved'	Risk Assessment Form [FRA19000116]		<p>Dear [Applicant name],</p> <p>Fieldwork Risk Assessment ID: FRA19000116 Fieldwork Risk Assessment Rating: Medium Name: [Participant name] Destination: Australia Fieldwork Dates: 19/11/2019 - 19/11/2019</p> <p>Fieldwork and WIL Risk Assessment was not approved for the following reasons:</p> <p><i>Test not approved</i></p> <p>Should you require assistance, please contact [Supervisor name] at 0481456456.</p> <p>Kind Regards, Work Integrated Learning</p>

12	Notify	HOS	High	Notification of High risk submission within School	Risk Assessment Form [FRA19000107]		<p>Dear [HOS name],</p> <p>Fieldwork Risk Assessment ID: FRA19000107 Fieldwork Risk Assessment Rating: High Name: [Participant name] Destination: Pakistan Fieldwork Dates: 20/11/2019 - 20/11/2019</p> <p>Your form request has been submitted for approval.</p> <p>If you have any queries in relation to your application or if you need to submit any additional supporting documentation, please contact your nominated supervisor/line manager or contact Work Integrated Learning by email at wil@curtin.edu.au including a specific subject heading, Curtin ID number and the above Fieldwork Risk Assessment ID.</p> <p>Please find attached Fieldwork and Work Integrated Learning summary to view the information provided in your application.</p> <p>Kind Regards, Work Integrated Learning</p>
13	Approve	HOS	Medium	Prompt for action/decision	Risk Assessment Form [FRA19000123] - Pending final approval		<p>Dear [HOS name],</p> <p>Please review and approve the fieldwork risk assessment.</p> <p>Fieldwork Risk Assessment ID: FRA19000123 Fieldwork Risk Assessment Rating: Medium Name: [Participant name] Destination: Australia Fieldwork Dates: 26/11/2019 - 27/11/2019</p> <p>To view this form, click here</p> <p>Should you require assistance, please contact Healthandsafety@curtin.edu.au.</p> <p>Kind Regards, Work Integrated Learning</p>

14	Approve	PVC/VC	High	Prompt for action/decision	Risk Assessment Form [FRA19000133] - Pending final approval		<p>Dear [High Risk approver name],</p> <p>Please review and approve the fieldwork risk assessment.</p> <p>Fieldwork Risk Assessment ID: FRA19000133 Fieldwork Risk Assessment Rating: High Name: [Participant name] Destination: Central African Republic Fieldwork Dates: 28/11/2019 - 29/11/2019</p> <p>To view this form, click here</p> <p>Should you require assistance, please contact Healthandsafety@curtin.edu.au.</p> <p>Kind Regards, Work Integrated Learning</p>
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9.3 Emails - Attachments

9.3.1 Example of Form Summary

Fieldwork and Work Integrated Learning (WIL) Risk Assessment Summary (FRA19001760)

Curtin ID:	
Applicant Name:	
Participant Name:	
Supervisor Name:	
Supervisor Contact:	6481456458
Fieldwork Type:	Research Project – Test
Fieldwork Description:	
Fieldwork Dates:	21/10/2018 – 21/10/2018
Risk Rating:	Low

Planning and Preparedness:

Prior to commencement of Fieldwork, participant(s) will be adequately prepared as follows:

Orientation sessions conducted for fieldwork participants	Yes
On-site induction conducted before fieldwork commences	Yes
Contingency plans are in place should the fieldwork not be able to proceed	Yes
Specific threats to the safety and health of participant(s) are identified and addressed	Yes
Student background reports on Blackboard checked or accessed via Student One (Staff Only)	Yes
Relevant Calcheck checklists consulted	Yes

Location

Is International Travel required?	No
Will participant(s) be accessing or travelling with Third Party or Curtin information?	No
Will participant(s) be travelling to a remote, rural or regional location?	No
Does the fieldwork location experience extreme weather or environmental conditions?	No

Health and Safety

Does the location experience issues with hygiene or quality concerns when assessing food and/or water?	No
Have any pre-existing medical conditions been identified?	Not applicable
Are there recommended immunisations and vaccinations for the fieldwork activity or location?	No
Will participant(s) be staying in accommodation other than a hotel?	Not Applicable
Does the fieldwork involve working with hazardous materials e.g. chemicals, biological materials, or a hazardous activity?	No
Will participant(s) be using plant and equipment as a part of their fieldwork?	No



Does the fieldwork involve working alone or in isolation?

No

Will participant(s) be travelling in a car more than 50km outside an urban area?

No

Will participant(s) be undertaking any of the following; travelling on unsealed roads; or using a mode of transport other than a car (e.g. boat, motorcycle, scooter, helicopter, charter flight etc)?

No

Compliance

Will an external organisation be hosting participant(s) (e.g. industry/government/community)?

No

Does the fieldwork require ethics approval?

No

Will participant(s) be required to gain external permissions, permits or licences for the fieldwork?

No

Your Fieldwork and WIL Risk Level Profile:

Overall Risk Status:	Low
Revised Risk Status:	
Comment:	

9.3.2 Example of Curtin Emergency Notification Plan

Curtin Emergency Notification Plan - Domestic

Applies to all Curtin-approved activities

In a Life Threatening Emergency

i.e. Natural disaster;
Life threatening incident – security or health;
Immediate medical health response required.



Dial 000



Inform your Next of Kin, contact your Curtin Fieldwork Coordinator/Line Manager, as well as your Host Organisation Supervisor.

If you are unable to reach your Curtin Fieldwork Coordinator/Line Manager, contact Curtin Critical Incident Risk Management, per below



Curtin Fieldwork Coordinator/Line Manager notifies relevant Head of Area and Curtin Critical Incident Risk Management

Note: Even if the event or incident has been resolved, you will still need to contact your Curtin Fieldwork Coordinator/Line Manager, to keep them informed. Please also report the [incident online](#), if it relates to a Health and Safety issue, as soon as practicable.

EMERGENCY CONTACTS	
Curtin Fieldwork Coordinator/Line Manager	
Host Organisation Supervisor	To be completed
Curtin Critical Incident Risk Management	+61 401 103 483 (+61 9266 3951 during business hours)
Curtin Counselling Services	08 9266 7850 (during business hours) OR
International SOS for A/Hours Counselling Services	+61 2 9372 2468 (24/7) Membership No: 12AYCA656047

Communication Plan for Domestic Fieldwork

Curtin Non-Emergency Notification Plan– Domestic

Applies to all Curtin-approved activities

In a Non- Emergency Incident

Examples include (not comprehensive): sexual harassment, well-being matters, minor illnesses like flu/cold/stomach upset, minor injuries such as cuts/bruises/needle stick; potential exposure to an infectious disease; conflict with other staff/students or community, theft of documents, etc.



Seek medical or police advice if required



Contact your Curtin Fieldwork Coordinator/Line Manager, as well as your Host Organisation Supervisor, within 24 hours



Curtin Fieldwork Coordinator/Line Manager informs, and seeks advice from Curtin Critical Incident Risk Management if appropriate, and notifies relevant Head of Area as necessary

Note: Even if the event or incident has been resolved, you will still need to contact your Curtin Fieldwork Coordinator/Line Manager, to keep them informed. Please also report the [incident online](#), if it relates to a Health and Safety issue, as soon as practicable.

EMERGENCY CONTACTS	
WA Police (non-emergency incident)	131 444
Curtin Fieldwork Coordinator /Line Manager	
Host Organisation Supervisor	To be completed
Curtin Critical Incident Risk Management	+61 401 103 483 (+61 9266 3951 during office hours)
Curtin Counselling Services	08 9266 7850 (during business hours) OR
International SOS for A/Hours Counselling Services	+61 2 9372 2468 (24/7)Membership No: 12AYCA656047

Communication Plan for Domestic Fieldwork