

Remote Work and Outdoor Activities

Business Name:	ABN:
Business Address:	
Contact Person:	Phone: Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:
Signature: Title: Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	



RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	

  

Risk Rating & Required Action:	
<b>4A</b>	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
<b>3H</b>	Review and approve additional controls for the task parts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

  

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	No injury	no schedule impact	Deviation caught and corrected on site

  

**Notes on Hierarchy of Controls:**  
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

*aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.*

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Governance, WHS Duties and Management Commitment	<ul style="list-style-type: none"> <li>Lack of documented WHS policy for remote work and outdoor activities</li> <li>Unclear allocation of WHS responsibilities under WHS Act 2011 (PCBU, officers, workers, others)</li> <li>Inadequate due diligence by officers to ensure WHS systems are resourced and verified</li> <li>Failure to consider remote and isolated work risks in the WHS management plan</li> <li>No consultation framework with workers and HSRs on remote work and camping/hiking risks</li> <li>Inadequate monitoring and review of WHS performance for remote and outdoor activities</li> <li>Inconsistent application of WHS requirements across different teams or locations</li> </ul>	4A	<ul style="list-style-type: none"> <li>Establish and maintain a documented WHS management system that specifically covers remote work, camping and hiking activities in accordance with the WHS Act 2011 and relevant WHS Regulations</li> <li>Define and document WHS roles, responsibilities and accountabilities for PCBUs, officers, managers, supervisors and workers involved in remote and outdoor activities</li> <li>Implement officer due diligence processes (e.g. quarterly WHS governance meetings, WHS performance dashboards, documented reviews of controls for remote work and outdoor programs)</li> <li>Develop a written Remote and Outdoor Activities WHS policy endorsed by senior leadership and communicated to workers and contractors</li> <li>Implement a formal consultation process with workers and Health and Safety Representatives (HSRs) when developing and reviewing processes for remote work and camping/hiking activities</li> <li>Integrate remote and outdoor WHS risks into the organisation's overall risk register and enterprise risk framework with scheduled management review</li> <li>Ensure adequate resourcing (budget, equipment, training and competent personnel) is allocated to manage remote and outdoor activity risks</li> <li>Establish KPI and assurance processes (e.g. audits, inspections, incident trend reviews) to verify that WHS policies and procedures for remote work and outdoor activities are implemented and effective</li> </ul>	3H
2. Planning and Approval of Remote Work, Camping and Hiking Activities	<ul style="list-style-type: none"> <li>Remote or outdoor trips proceeding without formal risk assessment or management approval</li> <li>Inadequate pre-trip planning for terrain, remoteness, seasonal conditions and bushfire risk</li> <li>Failure to consider participant fitness, experience and medical suitability at planning stage</li> <li>No process to assess suitability of campsite, hiking route or activity type</li> <li>Informal or ad-hoc trip arrangements outside organisational planning systems</li> <li>Lack of contingency planning for early exit, medical evacuation or severe weather</li> <li>Insufficient coordination when multiple PCBUs share the same camp or trail area</li> </ul>	4A	<ul style="list-style-type: none"> <li>Implement a mandatory Trip Planning and Approval Procedure for all remote work, camping and hiking activities, requiring documented risk assessments and supervisor sign-off before departure</li> <li>Use a standardised Remote and Outdoor Activities Risk Assessment template that addresses environment, route difficulty, distance from assistance, weather, fire danger, local hazards and participant capability</li> <li>Introduce a pre-trip participant screening process (including fitness, hiking/camping experience and declared medical conditions) with clear acceptance criteria and escalation to health professionals if required</li> <li>Require pre-approval of all camp locations, hiking routes and alternate routes by a competent person using current maps, local land manager advice and emergency access considerations</li> <li>Prohibit unofficial or unsanctioned remote trips by mandating that all work-related camping and hiking is booked and recorded through the organisational planning system</li> <li>Develop written contingency and evacuation plans for each remote area activity, including identified safe refuges, emergency vehicle access points and helicopter landing zones where applicable</li> <li>Where other PCBUs use the same campground or trails, establish coordination arrangements (e.g. information sharing, joint briefings and mutual aid expectations) in line with WHS Act consultation duties</li> </ul>	2M

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3. Remote and Isolated Work Management	<ul style="list-style-type: none"> <li>Workers camping or hiking in locations with limited access to assistance in a reasonable timeframe</li> <li>Lack of formal system for managing the additional risks of remote and isolated work under WHS Regulations</li> <li>Inadequate supervision or support when workers are dispersed across multiple remote campsites or trails</li> <li>Unclear procedures for workers temporarily separating from the main group (e.g. solo scouting, toilet breaks, photography)</li> <li>Failure to define maximum acceptable response time for assistance or rescue</li> <li>Over-reliance on a single individual with remote area competence (e.g. only one experienced guide or leader)</li> </ul>	4A	<ul style="list-style-type: none"> <li>Develop and implement a Remote and Isolated Work Procedure specifically addressing camping and hiking activities in accordance with WHS Regulations requirements</li> <li>Define acceptable response and rescue timeframes for remote locations and only approve activities where emergency access is reasonably practicable within that timeframe</li> <li>Design activities so workers are organised into defined groups with appointed leaders, established supervision ratios and clear roles for movement between groups and separation from the group</li> <li>Prohibit unplanned solo travel in remote areas by implementing a buddy system requirement within the WHS procedures</li> <li>Ensure that multiple workers (not just one) are trained and deemed competent in remote area leadership, navigation, remote first aid and emergency response for each trip</li> <li>Include remote and isolated work considerations in pre-trip approvals, with escalation to senior management for high risk remoteness profiles</li> <li>Conduct periodic audits of remote work practices (including spot checks and post-trip reviews) to confirm compliance with the Remote and Isolated Work Procedure</li> </ul>	2M
4. Journey Management and Transport Systems	<ul style="list-style-type: none"> <li>Absence of a formal journey management system to and from remote campsites and trailheads</li> <li>Use of unsuitable vehicles for sealed roads, water crossings, steep access tracks</li> <li>Inadequate controls for driver fatigue, speed and night driving on roads</li> <li>Lack of process for monitoring road conditions, closures, flood warnings and bushfire road blocks</li> <li>No requirement to record departure times, routes and estimated arrival times</li> <li>Reliance on private vehicles without minimum safety and maintenance standards being specified and verified</li> </ul>	4A	<p>[REDACTED]</p>	2M

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5. Communications and Location Tracking	<ul style="list-style-type: none"> <li>No reliable communications coverage in remote or mountainous camping and hiking areas</li> <li>Over-reliance on mobile phones in areas with patchy or no reception</li> <li>Absence of a structured check-in / check-out system with escalation triggers</li> <li>Lack of real-time location information for dispersed work groups on trails</li> <li>Failure to allocate responsibility for monitoring devices and responding to alerts</li> <li>Inadequate training in the use of satellite phones, PLBs, radios or tracking devices</li> </ul>	4A	[REDACTED]	2M
6. Competency, Training and Induction for Remote, Camping and Hiking Activities	<ul style="list-style-type: none"> <li>Insufficient remote, camping or hiking competency among leaders and participants</li> <li>Lack of understanding of WHS duty reporting obligations and emergency procedures</li> <li>Inadequate first aid skills in remote or wilderness settings</li> <li>Failure to train workers in the use of specialised outdoor equipment (stoves, tents, navigation tools, water treatment systems)</li> <li>No formal verification of competency before authorising staff to lead remote trips</li> <li>Inconsistent induction for new workers, contractors or volunteers involved in outdoor activities</li> </ul>	4A	[REDACTED]	2M

SAMPLE

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7. Health, Fitness, Fatigue and Psychological Risk Management	<ul style="list-style-type: none"> <li>Participants undertaking strenuous hikes or camping with unmanaged health conditions (e.g. cardiac, respiratory, allergies, diabetes)</li> <li>Physical overexertion, dehydration and heat stress due to inadequate fitness or acclimatisation</li> <li>Fatigue from long travel, poor sleep in tents, night-time disturbances and extended physical effort</li> <li>Psychological stress, anxiety or panic in remote or unfamiliar environments</li> <li>Inadequate systems for managing medication, allergies and anaphylaxis risk in remote areas</li> <li>Cultural or personal factors leading to reluctance to disclose health issues during planning</li> </ul>	4A	[REDACTED]	2M
8. Environmental and Terrain Risk Management (Weather, Bushfire, Flood, Wildlife)	<ul style="list-style-type: none"> <li>Severe weather events (storms, extreme heat, cold snaps, high winds) impacting remote camps and hiking activities</li> <li>Rapidly changing conditions leading to flash flooding of creeks, rivers or campsite areas</li> <li>Bushfire risk in forested or grassland regions, including smoke exposure and sudden fire fronts</li> <li>Hazardous terrain such as steep slopes, cliffs, unstable ground, loose scree or dense undergrowth</li> <li>Wildlife risks (snakes, spiders, insects, feral animals) not adequately accounted for at a system level</li> <li>Inadequate integration of Bureau of Meteorology and fire authority warnings into go/no-go decisions</li> </ul>	4A	[REDACTED]	2M

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			[REDACTED]	
9. Equipment, PPE and Camping Infrastructure Management	<ul style="list-style-type: none"> <li>• Failure of tents, shelters, sleeping systems or hiking packs due to poor quality, age or inadequate maintenance</li> <li>• Use of inappropriate clothing or PPE for temperature, UV exposure, terrain or vegetation</li> <li>• Inadequate systems for inspecting, storing and replacing critical equipment (e.g. stoves, fuel bottles, water treatment devices, head torches)</li> <li>• Lack of standardisation leading to incompatible or unsafe equipment combinations</li> <li>• Insufficient spares or backup equipment for critical items in remote settings</li> <li>• No formal process for reporting and quarantining defective equipment</li> </ul>	3H	[REDACTED]	2M
10. Camp Setup, Fire, Cooking and Food/Water Safety Systems	<ul style="list-style-type: none"> <li>• Unsafe placement of tents and communal areas in relation to cooking zones, vehicles or natural hazards</li> <li>• Uncontrolled use of open fires, gas or liquid fuel stoves without clear organisational rules</li> <li>• Inadequate systems for food hygiene, cross-contamination prevention and waste management at remote camps</li> <li>• Insufficient planning for safe drinking water availability, treatment and storage</li> <li>• Attraction of wildlife to camps due to poor food storage and waste practices</li> </ul>	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Carbon monoxide exposure risk from cooking inside tents or poorly ventilated shelters</li> </ul>		[REDACTED]	
11. Emergency Preparedness, First Aid and Incident Management	<ul style="list-style-type: none"> <li>Inadequate emergency planning for injuries, sudden illness, lost persons, severe weather or violence in remote camps</li> <li>Insufficient or inappropriate first aid equipment for the remoteness, group size and activity type</li> <li>Lack of clear escalation pathways from onsite leaders to organisational management and external emergency services</li> <li>No formal lost-person or separation response protocol for hill groups</li> <li>Delayed or incomplete reporting of incidents, near misses and hazards from remote locations</li> <li>Poor coordination between multiple PCBUs or agencies responding to incident in the same remote area</li> </ul>	4A	[REDACTED]	2M
12. Fatigue, Rostering and Workload Management for Leaders and Supervisors	<ul style="list-style-type: none"> <li>Leaders and supervisors experiencing extended physical and cognitive load due to continuous supervision, navigation, driving and decision-making</li> <li>Inadequate rostering leading to insufficient rest between consecutive remote trips</li> <li>Expectations for leaders to perform office duties immediately before or after remote trips without adequate recovery</li> </ul>	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Lack of system controls for rotating leadership responsibilities during multi-day hikes</li> <li>Underestimation of fatigue from environmental factors (weather, altitude, rough terrain, night-time noise)</li> </ul>		[REDACTED]	
13. Contractor, Volunteer and Participant Management	<ul style="list-style-type: none"> <li>Contractors, volunteers or external guides not integrated into the organisation's WHS systems</li> <li>Assumption that third-party outdoor providers have adequate WHS controls without verification</li> <li>Inconsistent briefing and induction for non-employees participating in remote activities</li> <li>Unclear lines of responsibility between PCBUs where multiple organisations share duties</li> <li>Poorly managed behavioural risks (e.g. alcohol use, risk-taking behaviour) among participants</li> </ul>	3H	[REDACTED]	2M
14. Cultural, Community and Land Access Considerations	<ul style="list-style-type: none"> <li>Failure to recognise and respect Aboriginal and Torres Strait Islander cultural sites or practices in camping and hiking locations</li> <li>Unclear land access permissions or conditions from traditional owners, government agencies or private landholders</li> <li>Community tension or conflict arising from perceived disrespectful behaviour by groups</li> <li>Insufficient engagement with local communities regarding emergency access, fire management or biosecurity requirements</li> </ul>	3H	[REDACTED]	1L

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15. Continuous Improvement, Monitoring and Review of Remote Work Systems	<ul style="list-style-type: none"> <li>• Static WHS procedures that do not adapt to new information, incidents or environmental changes</li> <li>• Lack of systematic collection and analysis of data from remote trips (near misses, equipment failures, feedback)</li> <li>• No structured post-activity debrief process to capture lessons learned from leaders and participants</li> <li>• Failure to incorporate updated standards, guidance materials or regulatory expectations into procedures</li> <li>• Over time, gradual drift from documented procedures to informal practices in the field</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

SAMPLE

**EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES**

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

**LEGISLATIVE REFERENCES**

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

**Queensland & Australian Capital Territory**

Work Health and Safety Act 2011  
 Work Health and Safety Regulations 2011  
 Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>  
 Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>  
 Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>  
 Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

**Victoria**

Occupational Health and Safety Act 2004  
 Occupational Health and Safety Regulations 2017  
 Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>  
 Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

**New South Wales**

Work Health and Safety Act 2011  
 Work Health and Safety Regulations 2025  
 Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>  
 Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

**Western Australia**

Work Health and Safety Act 2020  
 Work Health and Safety Regulations 2022  
 Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>  
 Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

**Northern Territory**

Work Health and Safety (National Uniform Legislation) Act 2011  
 Work Health and Safety (National Uniform Legislation) Regulation 2011  
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>  
 Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

**Safe Work Australia Links**

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>  
 Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

**South Australia**

Work Health and Safety Act 2012 (SA)  
 Work Health and Safety Regulations 2012 (SA)  
 Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>  
 Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

**Model Codes of Practice**

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

**Tasmania**

Work Health and Safety Act 2012  
 Work Health and Safety (Transitional and Consequential Provisions) Act 2012  
 Work Health and Safety Regulations 2012  
 Work Health and Safety (Transitional) Regulations 2012  
 Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>  
 Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.