



Work Health and Safety Risk Assessment

Identified activity for Risk Assessment

Working remotely

Describe the identified activity / actions

Working remotely includes any work undertaken by WIRES staff, contractors, or volunteers away from a WIRES Facility where immediate assistance is not readily available. This includes wildlife rescue coordination, and field related tasks.

Workers may experience isolation, variable environments, limited access to first aid/assistance, fatigue and psychological hazards. This risk assessment applies to planned and unplanned remote work.

Location of actions

1. Rescue property (private)
2. Volunteer property
3. Public place (national parks, roadway, waterway, camps)
4. Vehicle

Identify the hazards, potential risks and current risk controls then rate them

1. Identify each hazard associated with the actions
2. List existing controls and determine a risk rating
3. List any tools or equipment needed



1-5 / 117 Old Pittwater Rd, Brookvale NSW 2100
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RISK MATRIX

What harm could occur?		What is the likelihood of the harm occurring?		Calculate the Risk Score					
Consequence	Description	Likelihood	Description		Likelihood				
					Rare	Unlikely	Possible	Likely	Almost certain
Catastrophic	Potential for death, permanent disability of ill-health	Almost certain	The event will definitely occur at some time or occur as a consequence of another event. Once every 1-3 years.	Catastrophic	Moderate	Moderate	High	Critical	Critical
Major	Potential serious long-term injury	Likely	The event is expected to occur at some time in the near future. Once every 3-5 years.	Major	Low	Moderate	Moderate	High	Critical
Moderate	Potential for injury or illness resulting in short term hospitalisation	Possible	The event does occur from time to time. Once every 5-8 years.	Moderate	Low	Moderate	Moderate	Moderate	High
Minor	Potential for injury or illness resulting in medical attention and several days off work	Unlikely	The event might occur but is not expected. Once every 8-10 years.	Minor	Very low	Low	Moderate	Moderate	Moderate
Insignificant	No treatment required or first aid treatment.	Rare	Conceivable but highly unlikely to occur. Once every 10-15 years.	Insignificant	Very low	Very low	Low	Low	Moderate



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Hazard (What could cause harm)	Potential risk (What could happen)	Current risk controls (What is currently in place to reduce the risk)	Residual Risk			Primary Impact
			Likelihood	Consequence	Risk Rating	
Working alone / isolation	Injury/illness without assistance; delayed emergency response; increased severity of harm.	Lone work check-in/check-out with supervisor/coordinator for higher-risk tasks; carry	Possible	Major	Moderate	Safety/Health
Loss of communication (poor coverage, phone failure)	Unable to call for help or receive critical updates; escalation delays; increased anxiety.	Test phone coverage before travelling; maintain charged phone/power bank; alternate contact methods (SMS/email); work within coverage areas where practicable.	Possible	Major	Moderate	Safety/Operational
Driving for remote work (to/from locations)	Vehicle crash causing serious injury/fatality; property damage	Follow road rules; no phone handling while driving; plan route; do not drive when fatigued/unwell; vehicle roadworthiness checks.	Unlikely	Catastrophic	Moderate	Human safety
Working near roads/traffic (roadside rescues, pull-overs)	Struck by vehicle; secondary collisions; slips/trips during roadside activity.	Park safely and legally; hazard lights; keep clear of traffic lane; use spotter where possible; only approach when safe; abandon task if unsafe conditions.	Possible	Major	Moderate	Safety
Psychological stress / vicarious trauma	Anxiety, distress, reduced wellbeing; impaired decision-making; long-term mental health impacts.	Access to wellbeing resources/EAP where applicable; regular supervision/check-ins; debrief after difficult incidents; workload management; respectful communication standards.	Possible	Moderate	Moderate	Psychological Health
Fatigue (after-hours, long shifts,	Reduced attention and judgement; errors; increased risk of crash/injury; burnout.	Work/rest boundaries; rotate tasks where possible; mandatory breaks; do not drive when fatigued.	Possible	Moderate	Moderate	Psychological/Health



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inadequate rest)						
Aggression/violence from members of public or landholders	Verbal abuse, threats, physical assault; psychological harm.	Do not enter private property without permission; maintain situational awareness; keep safe distance; withdraw if threatened; contact police where required; buddy system for higher-risk sites.	Unlikely	Major	Moderate	Psychological/Health, safety
Weather exposure (heat, cold, storms, wind)	Heat stress, dehydration, hypothermia; injury from falling branches; lightning strike.	Check forecasts and warnings; appropriate clothing/PPE; hydration; schedule work to avoid extremes; do not work under trees in high winds; shelter from storms; stop work if unsafe.	Possible	Major	Moderate	Safety/Health
Slips, trips and falls (uneven ground, wet surfaces, cluttered home office)	Sprains, fractures; head injury.	Keep work area tidy; appropriate footwear outdoors; adequate lighting; three points of contact in vehicles; avoid unstable terrain; stop if conditions unsafe.	Possible	Moderate	Moderate	Safety
Manual handling (equipment, cages, supplies) while working remotely	Back/shoulder strains; acute injury.	Manual handling training; use mechanical aids where possible; team lift; keep loads close; avoid twisting; plan lifts; stop if too heavy.	Possible	Moderate	Moderate	Safety
Biosecurity/contamination (handling contaminated gear, cleaning)	Spread of pathogens; worker illness; cross-contamination between sites.	Cleaning/disinfection protocols; separate clean/dirty zones; dedicated containers; hand hygiene; PPE; safe waste disposal; follow chemical safety directions.	Possible	Moderate	Moderate	Health/Environmental



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Equipment failure (Device batter, internet outage)	Loss of critical communication; delays in response; stress and rework.	Maintain charged devices, offline access to key contacts.	Possible	Minor	Moderate	Operational



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