



OffChartCPD

Expedition Risk Assessment

Generic form for all OffChartCPD expedition activities

Complete before each expedition · File with participant medical declarations

FORM CONTENTS

1. Expedition Details
2. Hazard Identification & Risk Matrix
3. Environmental & Logistical Hazards
4. Participant Medical Considerations
5. Emergency Response Plan
6. Sign-off & Review

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Add additional rows on a continuation sheet if required.

3 — Environmental & Logistical Hazards

3.1 Weather Assessment

Typical conditions for season / location	
Forecast source(s)	Check frequency
Trigger criteria for cancellation / evacuation	

3.2 Terrain

Terrain type and technical grade
Known objective hazards (avalanche, rockfall, crevasses, currents, etc.)

3.3 Access & Evacuation

Nearest road / vehicle access point	
Primary evacuation route	
Alternate evacuation route	
Estimated evacuation time to definitive care	Via

3.4 Communications

Mobile coverage	Satellite phone	PLB / EPIRB	Radio (channel/freq)	Other
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Details and mitigations

4.3 Group Medical Kit

Kit held by	Kit location during activity
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Kit last checked / restocked	Expiry check completed
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Additional medications carried (e.g. altitude drugs, antibiotics, epinephrine)

5 — Emergency Response Plan

5.1 Medical Facilities

Nearest hospital with emergency department	Distance / travel time
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Hospital address	Phone
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Nearest clinic / health post (if remote area)	Distance / travel time
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Hyperbaric facility (diving expeditions)	Phone
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5.2 Emergency Contacts & Rescue Services

Local emergency number	Mountain / sea rescue
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DAN Asia-Pacific (diving) +61 3 9886 9166 · 1800-088-200	Poison Information
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Travel insurance provider	Policy number
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Insurance 24-hr emergency line	Policy covers evacuation? Y / N
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Australian Embassy / Consulate (if overseas)	Phone
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5.3 Incident Response Protocol

Person responsible for initiating emergency response	Backup
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Participant next-of-kin notification — responsible person	Contact
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OffChartCPD notification contact	Phone
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Incident reporting requirements (AHPRA, employer, insurer)

5.4 Pre-Departure Briefing Checklist

- Risk assessment reviewed with all participants prior to departure
- Emergency contacts distributed to all participants
- Medical kit location communicated to all participants
- Evacuation routes and trigger criteria discussed
- Communication protocol confirmed and devices tested
- Participant medical declarations collected and reviewed
- Weather forecast checked within 24 hours of departure
- Activity go / no-go decision made and documented

6 — Sign-off & Review

6.1 Initial Approval

Overall Risk Rating for Expedition		Low / Medium / High (circle)
Go / No-Go Decision	Date	
Lead Facilitator Name		Signature
Countersigned By (senior clinician / OffChartCPD director)		Signature

6.2 Review Log

Complete each time this risk assessment is reviewed or updated.

Review Date	Reviewed By	Changes Made	Signature

Document Control: Form RA-01, Version 1.0 (2026). Retain completed assessments for a minimum of 3 years. Store with participant medical declarations and post-expedition incident reports. This document does not constitute legal advice. OffChartCPD accepts no liability arising from incomplete or inaccurate completion.