Health & Safety Guidelines

For fieldwork and Off-Campus Activities

January 2015

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1. INTRODUCTION

These guidelines were developed by the Field Activity Working Group consisting of staff members of various University departments (natural and social sciences) with facilitation from the University of Otago Health and Safety team. The field activity guidelines have been prepared to assist staff and postgraduate students in planning, managing and coordinating all fieldwork activities in such a way as to protect the safety of staff members, contractors and students. This includes field trips organised by any department of the University, such as colleges and Unipol (ski trips, etc.).

Following the Field Activities Policy, Divisions / Departments and Schools must develop and operate their own health and safety procedures and processes for field activities. These should be appropriate to the types of activities within Divisions / Departments and Schools. These guidelines are not intended to be a substitute for these procedures but rather a framework to assist staff and postgraduate students in planning a safe field activity. They may also be used as a starting point for further procedures that individual departments may choose to develop. However, when more than one department is involved in the field activity it is imperative that one person has the overall responsibility (i.e. the Field Activity Coordinator). The appendices offer a number of case studies for departmental processes that may be of use to other departments.

The Field Activity Working Group recognises the disparate nature of university field activities; however, these guidelines are designed to cover all types of activity. The term 'field activity' encompasses both group and individual research in the field, as well as field trips undertaken with students and staff, including organised field trips by colleges, Unipol, etc. Field activities will vary considerably in nature and duration and will often involve an element of risk. Some sections of the guidelines will, therefore, not be relevant for all instances, but full consideration must be given to all hazards which may reasonably be encountered.

The guidelines are structured chronologically: before, during and after the field activity. The appendices then provide case studies of departmental processes, relevant forms and check lists.

CONSULTATION

Staff from Tourism, Zoology, Physical Education, Geology, Surveying, Foundation Studies, Botany, Financial Services, Risk Management, Vehicle Guidelines Group and Health & Safety all contributed expert advice and helpful suggestions.

ABBREVIATIONS

CB	Citizens Band
EPIRB	Emergency position indicating radio beacon
Km	Kilometre
UHF	Ultra high frequency
VHF	Very high frequency
ISOS	International SOS
MFAT	Ministry of Foreign Affairs and Trade
FSD	Financial Services Division
HOD	Head of Department
DOC	Department of Conservation
RAM	Risk Assessment & Management Plan
DOL	Department of Labour
DHSO	Departmental Health and Safety Officer
H & S	Health and Safety

2. TERMS AND REFERENCES

ACTIVITY COORDINATOR

The person who has overall responsibility for ensuring that the educational outcomes, safety processes and logistical infrastructures are established and achieved.

CHILDREN ON FIELD TRIPS

The presence of children (i.e.: under 16 years of age) attending field trips requires specific approval from the HOD or their delegate. A specific hazard/risk management plan or similar must assess the trip and activities for any safety/risks to the child that differ from the field risk management plan and how these will be managed, age and experience of the child, how adequate supervision will be provided, and any effect the child's presence may have on other members of the trip.

DIRECT SUPERVISION

Direct supervision is where a member of staff is in charge of the participant(s) at all times and is able to intervene immediately if necessary. This type of supervision is appropriate for high-risk activities or for less experienced participants.

FIELD ASSISTANT

A person who has been delegated responsibility to assist with clearly defined, specific tasks in the field.

FIELD LEADER

A person who has the responsibility for oversight of all the activities being undertaken in the field.

In some cases the Field Leader and the Activity Coordinator will be the same person.

FIELDWORK

For the purposes of this document refers to any work carried out by staff or students for the purposes of teaching, research or other activities while representing the University off-site.

HOME AND COMMUNITY BASED FIELD WORK

Research may involve interviewing participants in their own home, or the community setting, including repeat visits and biological measurements. The Department of Labour, Health and Safety, have published a Good Practice Guide: Managing the risk of Workplace Violence to Healthcare and Community Service Providers. This guide provides an oversight of the hazards associated with working alone in the community setting, and practical steps to manage the hazards. While the document has been written to support the healthcare and community services providers, the relevant information for researchers has been collated for home & community based fieldwork health and safety management and planning as a separate document.

INTERNATIONAL FIELD ACTIVITIES

International Fieldwork refers to University related study and/or research activities conducted outside New Zealand, and that is not in a usual place of work. Where international travel is to low-risk destinations as defined by ISOS and/or MFAT for meetings, conferences, visits or collaborative work with other institutions, a full risk management plan is not required. The process of arranging travel to such areas through the required FSD policy is sufficient (i.e. booking through an approved agent, insurance purchase, etc.).

The University of Otago is a member of International SOS who provide worldwide risk ratings and travelling advice. The webpage provides current information on the status of the destination, any medical concerns and specific travel advice. Any member of staff can access this information by calling the Alarm Centres:

Americas: (1) (215) 942 8226
Asia and the Pacific: (65) 6338 7800
Europe and Africa: (44) (20) 8762 8008
Paris, France: (33) 155 633 155
Or on line at www.internationalsos.com
Membership number: 25ACPA000012.

The ISOS site can assist with completing the risk management plan for such trips. Where specific hazardous activities are to be controlled by University staff or students, a risk management plan will be required for the management of these activities.

Where international fieldwork in remote locations is being conducted in collaboration with another institution, their documented health and safety management plans may be acceptable (e.g.: trips to Antarctica) (see Appendix M). These plans need to be viewed and authorised by the HOD or their delegate.

Safety

The **Activity Coordinator** should identify any risks inherent to the country or any transit countries. Based on the risks identified, the **Activity Coordinator** and/or Department should determine whether or not the field activity should be undertaken.

Information sources include the following:

~ New Zealand Ministry of Foreign Affairs and Trade (MFAT)
~ International SOS Security Advisories (ISOS)

It is recommended that the **Activity Coordinator** record the itinerary and travel details with MFAT. The information provided will be used for consular purposes only, for example, for evacuation in the case of an emergency.

International SOS Security Advisories Bookings need to be made according to *University of Otago travel procedures*. All international bookings for staff will be directly linked to International SOS.

The **Activity Coordinator** must also enquire whether a visa or special entry authority is required to enter or transit some countries (remember that foreign participants might require different paperwork!). The **Activity Coordinator** should make enquiries about appropriate entry requirements at the nearest Embassy or High Commission of the country and communicate to all participants well before the planned departure date.

Entry requirements

The Activity Coordinator must remind all participants that a valid passport is necessary for international travel. Many countries require a passport to be valid for at least six months beyond the date of entry to the country and at least one clear visa page is necessary for immigration stamps.

Travel Insurance

The **Activity Coordinator** should notify all participants of the requirement for comprehensive medical and accident insurance. Details of the insurance should be noted on the personal information form (see Appendices B and C).

Vaccinations and Medicine

The **Activity Coordinator** should check with Health and Safety to see if any vaccinations and/or specific medications are required for the field activity location or transit areas. The **Activity Coordinator** must communicate these requirements to all participants and record that these are met.

Transport at International Destinations

The **Activity Coordinator** will ensure that all vehicles and vessels operated comply with local safety requirements and regulations. It is imperative that the **Activity Coordinator** makes all participants aware of differences in local road rules. The **Activity Coordinator** should verify whether drivers need to possess an international driving licence and any insurance information should be sought from FSD.

INTERNATIONAL FIELD ACTIVITIES

- Risk identification of countries (including transit)
- Record itinerary and details with Ministry of Foreign Affairs and Trade
- Entry requirements (don't forget foreign participants)
- Insurance
- Vaccinations and supplementary Medicine needs
- Social and cultural norms

INDIRECT SUPERVISION

Indirect supervision is when the member of staff manages the fieldwork but would be unable to intervene in person immediately. Examples of this type of supervision may include individual research projects, lone working, postgraduate research project fieldwork and participants working together in group activities or social activities.

INDIVIDUAL STUDENT/STAFF FIELD ACTIVITY

In situations where staff or students are conducting field activities individually, a risk management plan must be submitted and approved by the supervisor and HOD or their delegate. The documentation needs to take into account the experience and competency of the fieldworker. An experienced, well travelled staff/student will require much less documentation than a less experienced individual. Repeat travel for an experienced field worker may only require the standard authorisation to travel under the Financial Services Division travel policy particularly where the travel is in conjunction with another institution. Where field activities are in remote locations or high-risk activities are involved, the minimum number of participants is 2 as per the policy.

INITIAL CHECKLIST

- ○ Clear chain of command
- ○ Delegation of key tasks... (e.g. food, equipment, transport)
- ○ Training
- ○ Participant medical information

LEVELS OF SUPERVISION

The level of required supervision will depend on a number of factors including (but not limited to):

- The nature of the fieldwork
- The environment and conditions in which the fieldwork takes place
- The experience of the staff in supervisory roles
- The experience of the group, and the gender mix of the group
- The needs of individuals taking into account their age, level of maturity, and any individual special needs.
- The external requirements of, for example, regulatory authorities or bodies.

Based on assessment of the relevant factors, direct or indirect supervision may be appropriate.

PERSONAL TIME/DOWNTIME

This can be defined as time when programmed fieldwork activities are not taking place but fieldworkers/participants remain under the general jurisdiction of the University staff. During periods of personal time or down time, it is unlikely that participants will be directly supervised. Participants may want to arrange activities during this time such as sightseeing, social activities, etc., and any activities must be approved by the Field Leader, who has the authority to decline approval. Students are required to abide by the Code of Conduct throughout the field trip period, including personal time/down time.

Personal or down time for staff is important to provide a break and prevent excessive fatigue. This may require a roster of duties and/or supervision requirements during the down time periods.

REMOTE FIELD ACTIVITIES/HIGH-RISK FIELD ACTIVITY

Remote field activities applies to fieldwork within NZ only.

Remote field activities includes all teaching and/or research activities involving staff, students and authorised volunteers, at locations that are greater than 300 kms or 3 hours (by road) from medical support services, or where there is no or limited telephone communications relying on VHF or satellite phones; off-road areas including estuarine and oceanic locations where it would be difficult to summons assistance in an emergency, or where it takes more than one hour on foot to reach medical or emergency support.

Appendix G provides a template suitable for use for remote field activities risk assessment and management.

RURAL FIELD ACTIVITIES

Rural field activities applies to fieldwork within NZ only.

Rural field activities includes all teaching and/or research activities, or trips arranged by any University department to an off campus location, involving staff, students and authorised volunteers, that are undertaken off-campus more than 80 kilometres or one hour by road, from a frequently used road or hospital with a 24 hour emergency department.

Appendix J provides a template suitable for use for rural field activities risk assessment and management.

However, if the rural location is without or has limited cell phone coverage, the field work will need to be considered as remote and a full risk management plan documented.

STUDENT LED FIELD ACTIVITIES

Where students are arranging and conducting field work, they are aeffectively operating as the Field Leader. In most situations, the student's supervisor would be the Activity Co-ordinator overseeing the planning of the field work, with authorisation from the HOD or their delegate. Students leading field work must be competent as required of staff Field Leaders.

STUDENT / PARTICIPANT

A person who is participating to receive education / instruction or to undertake research.

URBAN BASED ACTIVITIES

Urban based field activities applies to fieldwork within NZ only.

Means those field trips and activities conducted in a public setting, within an urban area where standard public emergency services are available. This includes visits to exhibitions, places of interest, museums, etc., that are generally of low risk. High risk activities require a more detailed risk management plan such as for rural activities.

It is recognised that urban activities are generally of lower risk than remote fieldwork activities, although University staff will still have specific responsibilities for students, other staff members and the public during the activity. As this responsibility exists, it is prudent to have a documented risk management assessment to ensure the safety of all involved. This assessment will generally not be required to be as detailed as the remote rural activities, but responsibilities must still be defined, including when the function or activity is completed and when staff are 'off duty' and no longer have any staffing responsibilities. All field activities must still be approved, notified and documented.

Appendixes H & I provide templates suitable for use for urban activities.

VOLUNTEERS

Volunteers are permitted on field trips and are subject to the same health and safety requirements and associated documentation as all field participants.

3. BEFORE FIELDWORK

LEADERSHIP

All field activities must have a clear, agreed chain of command and a specific individual, who is the designated activity co-ordinator. This person has direct responsibility for the overall outcomes of the field activity.

Delegated responsibilities for particular logistical aspects of a field activity (e.g. food, equipment, transport etc) may be established early on in the planning phase and regular progress updates sought and given.

It is expected that HODs or their delegate will be aware of any field activities taking place as they have ultimate responsibility for H&S in their Department.

All **Participants** in field activities must complete and have documented, all training relevant to the field activity in advance of the departure date. They must be aware of their roles and responsibilities whilst in the field, and understand emergency procedures

APPROPRIATE TRAINING

The **Field Leader** for any field activity / expedition will have or will acquire the knowledge, experience and technical skill to lead and participate in field activities. The **Field Leader** will also have completed and have documented all training relevant to the field activity well in advance of the departure date.

Field Assistants should have or the knowledge, experience and technical skill to participate in the planned field activity.

Training may include:

- Fieldwork planning
- Induction/orientation
- Risk assessment including dynamic risk assessment
- Fitness training
- Leadership
- Travel health
- Code of Student Conduct
- Team awareness and dynamics
- Specific equipment training

- Languages
- Cultural awareness
- Hostile environments
- First-aid and preventive medical treatment
- Emergency response

PARTICIPANT MEDICAL INFORMATION

It may be necessary for the **Activity Coordinator** to have a suitable process to gather, receive and use medical and next of kin information, keeping in mind that **Participants** may be reluctant to divulge sensitive or personal information (see Appendices B & C for examples).

ACKNOWLEDGEMENT OF RISK FORM

Part of all field activity preparation is to include details of actual hazards and potential risks of the field activity. The **Activity Coordinator** should make the decision as to whether participants are required to complete and sign a written **Acknowledgement of Risk** agreement. This form should be specific to the actual experience (see Appendix D). It is expected that each member will take safety precautions and every reasonable care concerning their own health and safety and that of colleagues – this must be communicated at the beginning.

Students should be made aware that they continue to be accountable under the **Code of Student Conduct**. Any afterhours, off-site socialising events during the field trip must be approved by the Field Leader.

LOGISTICS

Land access

Any plans to visit a private site must be ratified by the landowner or guardian (e.g. local Māori, DOC) and the Department of Conservation (DOC) **Environmental Care Code** adhered to. Permits may be required to gain access to public conservation estate or to collect specimens. Field work for research may require Departmental or other ethical approval or sampling permits.

It is also good practice to inform landowners of your departure from the field site.

LOGISTICS CHECKLIST

- ○ Land access requested
- ○ Transport arranged (including trailers)
- ○ Equipment lists
  - ○ personal
  - ○ group
  - ○ safety
- ○ Food and water
- ○ Cultural considerations

Transport

The **Activity Coordinator** will ensure all drivers have appropriate driver's licence and training when transporting those involved in the field activity. All drivers of university vehicles must agree to and sign the University's Designated Driver Agreement as outlined in the **Vehicle Safety Guidelines & Policy** (see Appendix A for the Designated Driver Agreement). International staff and students should be aware of the restrictions placed on International Driver's Licences and should convert to a New Zealand Licence within their first 12 months.

Based on the sites being visited for field activities (e.g.: off road access, dirt road driving) evidence of passing a 4Wheel-Drive Training Course may be required. If so, this must be arranged well ahead of any field activity. Contact the **Department of Zoology** for information regarding 4WD training. The **H&S Team** can provide details on van and defensive driver training. Reserve or back-up drivers should be included in each vehicle in the event the primary driver is unable to continue to drive.

Group Equipment

The **Activity Coordinator** will ensure a complete list of all equipment required for the activity is compiled. Equipment taken into the field should be checked prior to departure.

Personal Equipment

The **Activity Coordinator** will ensure a list of any personal equipment necessary for the field activity has been compiled (see Appendix E) for a suggested list of gear.

Safety Equipment

Each department will make clear what safety equipment it will provide and what the participants will provide. The participants' equipment must be checked by the **Field Leader** or **Activity Coordinator** before departure.

The **Activity Coordinator** is encouraged to develop, evaluate and update safety checklists including communication and transport requirements to meet the needs of the Group / activity.

The **Activity Coordinator** will consider what First Aid requirements are reasonable to provide (worksafeNZ.govt.nz).

All first aiders for fieldwork must have a current comprehensive first aid certificate as a minimum, and where there is remote or high-risk field activities, a Pre-Hospital Emergency Care

(PhEC) qualified first aider should be considered. Where a rural or remote field trip includes overnight stay, a minimum of 2 qualified first aiders are required.

The **Activity Coordinator** is responsible for making sure that an appropriate number of participants, field assistants/volunteers or the field leader have been trained in first aid, safety and emergency management procedures and other areas relevant to safety in the field activity. Where practical, the numbers of first aiders should increase with increasing group size and where parties are expected to split off. **Logistics for transport to expert medical help must be established prior to commencement of any field activity and must be part of the Safety Plan**.

Food and drinking water

The **Activity Coordinator** should consider the availability of sufficient and suitable food and potable water and inform participants when they have to provide for themselves. The **Activity Coordinator** should ensure that special dietary requirements of participants and leaders are gathered and catered for. The **Field Leader** may have to give consideration to the hygiene issues associated with food storage and preparation, water provision and transport.

Field Leaders will need to be aware of any special dietary requirements (both cultural and medical) of all participants. The **Activity Coordinator** must ensure that this information is gathered well in advance of the field activity, so that adequate planning and/or communication can take place. This information can be incorporated into a *sign-up sheet* or the *acknowledgement of risks agreement* (see Appendix D).

Weather

Field Leaders and participants must be prepared for the typical and extreme weather changes that may be experienced at the site(s) of field activity. Continuous weather monitoring will be required in remote locations. See Appendix E for a range of sources for checking weather conditions.

Boating and Scuba Diving Activities

Field Leaders and participants must ensure that boating for scuba diving activities meets the requirements of the policies and Codes of Practice:

- Safe use of small boats (<6m)
- Scuba diving

SAFETY PLAN / RISK ASSESSMENT AND MANAGEMENT PLAN / INTENTION FORMS

CULTURAL CONSIDERATIONS

The **Activity Coordinator** should take relevant cultural considerations into account when planning field activities. It is recommended that the Field Leader is aware of any cultural needs within the group or individuals before the field activity.

The **Activity Coordinator** must enquire about local social and cultural norms of the site of field activity and communicate these to all participants to ensure appropriate behaviour.

LEAVING THE FIELD/VACATING THE FIELD ACTIVITY SITE

The **Activity Coordinator** should, as part of the planning process, establish protocols the **Field Leader** should follow when leaving a field site. These can include; cleanup, final report in etc.

This is the process by which the **Activity Coordinator** documents plans to manage the risk involved in any programme, and is pivotal to management of fieldwork. The skills required to be able to assess risk, hazards and possible management strategies require knowledge of the activity, people, environment and equipment involved. Training courses and resources can assist with this process. There are also a number of recognised formats that make safety planning and risk management a simplified process (see Appendix G – J). It is recognised that the environment in the field changes rapidly for a number of reasons, and that it may be necessary to deviate from the original plan. The **Field Leader** would utilise their experience and knowledge to make adjustments to the field activity plan as required, and a risk assessment is an automatic part of this process. Wherever possible, changes to plans should be documented in the field, and where there are significant changes, the key contact (as specified in the plan) will need to be notified.

The **Activity Coordinator** must ensure that the safety plan of the field party is recorded, and remains accessible, in each Department according to the Department's established system.

Authorisation of plans

As the HOD has overall responsibility for the activities within their department, the HOD (or their delegate) must authorise and approve the safety plan/RAM plan before the field activity takes place. Where the HOD (or their delegate) has concerns regarding the plan, this should be discussed with the **Activity Coordinator** in the first instance, to identify a suitable alternative. Where the HOD believes the risk continues to be significant, he/she may escalate the plan to the PVC for authorisation. An HOD delegate must be nominated in writing as the authorised person to approve plans on behalf of the HOD.

The basic tenet of safety planning is that you consider all the risks and hazards associated with your programme and record these. Then, consider how you are going to eliminate, isolate or minimise each risk or hazard. Landowners and/or guardians **MUST** be consulted about existing hazards – e.g. mine shafts, the state of rivers, cliffs etc. All identified hazards (a list of common hazards is appended, see Appendix G) should be recorded prior to the field activity, usually in the form of a RAM document or similar. Remember to consider all aspects of the programme as many incidents or accidents do not occur on the specific activity but rather as a peripheral part of the programme. For example people may not hurt themselves while gathering rocks for a geography field trip but may be burnt while cooking at the base camp.

Example

A simple example to highlight the risk management process is:

> The **Activity Coordinator** may consider that a risk with the programme is that a participant could become separated from a group and become lost. Therefore, the safety plan would identify this risk and then solutions to reduce it. An example in this case could be: "one person in front of the group and another to walk at the back and people working in small groups to have a buddy".

Having decided on some risk reduction strategies, someone also needs to be responsible for carrying these out and this must be identified within the safety plan. If, as **Activity Coordinator**, your assessment suggests that one of the risks is too large and cannot be mitigated, a decision to change or

abort the intended activity must be made. It is important that the plan is realistic because the activity needs to follow the plan. Deviation from the plan will need to be justified.

A key aspect of the plan is to consider how the hazards and risk reduction strategies are going to be communicated to participants. **On-site instruction is often the most effective way of communicating this information**. Record briefings in the communication section of the plan and retain details on the information provided.

Fieldwork Risk Assessment:

- ~ Checklist for Safety Plan
- ~ Consider a site visit to assess hazards
- ~ Consider risk and hazards associated with the programme
- ~ Record risk and hazards
- ~ Record risk management strategies
- ~ Delegate responsibility for carrying out individual risk management strategies.
- ~ Pre-trip briefings & fieldwork duration briefings

ALCOHOL CONSUMPTION

The association between alcohol consumption and injury is well accepted. It has also been suggested that alcohol consumption is associated with risk-taking behaviours.

Alcohol consumption whilst on any field activity is at the sole discretion of the **Activity Coordinator**. Any afterhours, off site socialising events during the field trip must be approved by the **Field Leader**. Departments have the right to require field trips to be alcohol free.

The **Activity Coordinator** should remind students of their obligations under the **Code of Student Conduct** (www.otago.ac.nz/about/otago005275.html), should fieldwork/ trips requirements be breached.

FIRST AID EQUIPMENT

The **Activity Coordinator** must ensure that a First Aid kit is prepared with appropriate content for the risks and hazards associated with the specific field activity to be undertaken and is carried on the field activity (see Appendix K for a list of suggested contents). In some instances, participants may be required to supply their own first aid equipment.

The **Activity Coordinator** must also ensure that the Departmental First Aid kits are checked on return and are properly maintained – includes checking expiry dates and maintaining current stocks.

EPI PENS

Where a participant has a known allergy (e.g.: bee stings, peanuts etc) that could cause anaphylaxis (severe allergic reaction causing sudden severe onset of swelling in the throat/ face and difficulty breathing), or where remote locations may delay emergency response, an Epi pen may be included in the first aid kit. If you require an Epi pen for your trip, contact the Health and Safety Office to obtain an Epipen and training in use.

COMMUNICATION PLAN

The Activity Coordinator has responsibility for outlining and assigning the notification systems to be used in field activities. These should be discussed and clearly documented with individual responsibilities being designated to field leader/s, field assistants and students / participants.

Notification systems will depend on the risk assessment of the field activity and include:

- An agreed point of contact within the Department, School or Division and a copy of a completed Intention form available (see Appendices H, I and J for examples).
- Decisions reached about the most suitable communication / technology documented in the plan for the duration of the field activity
- Two methods of communication are required. (eg: spot locator beacon and cell phone).
- A documented framework of essential notifications to be activated in the event of an unplanned incident or emergency (see Appendix L).

SAFETY PLAN CHECKLIST

Risk assessment

- ○ Site visit to assess hazards
- ○ Record identified hazard on University hazard form
- ○ Establish risk reduction / management strategies
- ○ Communicate hazards and risk reduction strategies to all participants

Communication

- ○ Most suitable communication technology
- ○ Key contact and times of contact
- ○ Communication process in case of incident / emergency (Emergency services, Department, Next of kin etc.)
- ○ Intention form

First aid

- ○ Appropriate first aid equipment
- ○ First aid competency
- ○ Logistics in case of emergency

KEY CONTACT

The **Activity Coordinator** must identify a key contact person, who is able to contact emergency services and raise the alarm should the fieldtrip not report in as stipulated in the documented plan. The key contact person must be provided with the details of the fieldwork activities, including location, expected return date and time, number of people involved and provisions and equipment taken (a copy of the safety plan or RAMS will suffice).

The communication plan will stipulate the dates and times of contact as arranged by the **Activity Coordinator**. When contact is not made at the due time, the key contact person will ring the contact numbers as provided by the **Activity coordinator**. If no contact has been established 30 minutes after the due time of contact, the key contact person must contact the emergency response individuals as recorded on the plan (Emergency services, contact HOD or similar, contact University). See Appendix L.

SPOT LOCATOR BEACON

Spot locator beacons are available for use during fieldwork, free of charge. To book a locator beacon, email your request to spotlocator@otago.ac.nz

4. DURING FIELDWORK

SAFETY / RISK ASSESSMENT MANAGEMENT PLANS

Documented plans should be readily available to those staff charged with emergency-response duties, either held in a central location and/or with a staff member (e.g. DHSO, activity coordinator etc) identified by the **Activity Coordinator**.

The **Field Leader** is responsible for the implementation of the plan in the field. Any changes to the plan brought about by conditions whilst in the field, should be communicated back, via the Department Key Contact Person, and the form updated, particularly in relation to rescheduled return times.

SITE INSTRUCTION / HAZARD DISCLOSURE / EMERGENCY PROCEDURES

Having arrived at the field site the **Field Leader** shall introduce participants to the location, point out known hazards, and indicate how to mitigate risk arising from these hazards.

As part of this on-site instruction, the **Field Leader** shall remind participants of the emergency procedures as established by the **Activity Coordinator**.

Regular updates or briefings should be scheduled for the duration of the field trip with all participants to communicate any changes or concerns to be raised. Participants should also be informed of the communication options available to them to allow privacy to discuss any concerns or issues.

COMMUNICATIONS WHILST IN THE FIELD

The **Field Leader** is responsible for maintaining communications with the Key Contact Person, at the level established by the **Activity Coordinator** in the communication plan.

Failure to make contact at a specified time for any reason will be followed up wherever practicable with additional attempts made using the available range of technologies. Contact should be re-established so as to avoid initiation of unnecessary searches.

CHECK LIST (DURING)

- Intention forms readily available to emergency responders
- Hazard disclosure communicated to participants
- Emergency procedures communicated to field participants
- Changes to plan communicated back via Key Contact Person
- In event of accident or illness, safety plan / emergency procedures followed
- Accident / incident forms completed

INCIDENT / INJURY MANAGEMENT (INCLUDING ILLNESS)

Should a participant become ill or sustain injury, the **Field Leader** should be notified and will decide upon an appropriate course of action as set out by the **Activity Coordinator** in the safety plan and emergency procedure. For serious illness or injury (ie: illness or injury requiring treatment other than first aid), the Key Contact Person should be notified as soon as practicable, who must notify the Health and Safety office as soon as possible.

All incidents, including near miss events, must be recorded in the vault online reporting system.

Emergencies in the Field

The planning process will identify the potential for harm and management strategies should an event occur (first aid provision, emergency contacts, equipment, etc.) to manage a foreseeable event. This is not restricted to injury – it may be a fire, environmental spill, etc.

In the event of an emergency response being necessary, Campus Watch will need to be notified (0800 479 5000). Having a copy of your field plan lodged with Campus Watch assists this response.

To lodge a pre-planned trip with Campus Watch, the contact number is 479 5001, available to all campus locations.

5. AFTER FIELDWORK

RETURN FROM THE FIELD

Upon return from the field, the **Field Leader** should ensure that any procedures previously specified in the safety plan are followed.

RETURNING EQUIPMENT

As soon as is practicable upon their return the **Field Leader** should check and return all equipment signed-out for the trip. The **Field Leader** should follow departmental processes for initiating any repairs, replacements or recharging / refilling.

FOLLOW-UP RELATING TO INCIDENTS WHILST IN THE FIELD

The **Activity Coordinator** should report incidents, accidents and near misses to the Departmental Health and Safety Officer (DHSO) (see the University's *incident reporting policy* (www.otago.ac.nz/healthandsafety/policies_manuals_guidelines/policies/InjuryReporting.html). It is expected that the DHSO will initiate an investigation and communicate necessary refinements to field safety plans to all **Activity Coordinators**. It is good practice to follow up with injured or ill participants as part of the incident investigation.

DEBRIEF

The **Activity Coordinator** and the **Field Leader** will carry out a post-activity debriefing to determine if there are health and safety aspects of the exercise that could be improved upon. The safety plan should form the basis of the debrief and recommendations arising from such a debriefing should therefore be included in the next safety plan.

The **Activity Coordinator** may specify that the debrief includes a participant evaluation form.

PARTICIPANT EVALUATION

A participant evaluation can be a useful tool to gauge the success of a larger teaching exercise and should also include questions about health and safety issues. However, smaller excursions may benefit from an evaluation system to further enhance the field activity's value and productivity.

AFTER

Safety Plan

- ◯ Hazards documented for next trip

Equipment

- ◯ Checked
- ◯ Repaired or replaced
- ◯ Returned

Incidents

- ◯ Incident follow-up

Debrief

- ◯ Staff debrief
- ◯ Participant evaluation
- ◯ Safety plan adapted accordingly
- ◯ Logistics plan adapted accordingly

6. APPENDICES

The appendices are examples taken from various departments across the University and will therefore need to be modified to fit the particular context of the field activity.

APPENDIX A:

For Drivers of University of Otago

Department of _____ Vehicles

The driving of University vehicles is **INHERENTLY RISKY**. This agreement seeks to minimise the risks for passengers and drivers travelling in University vehicles. The following vehicle procedures MUST be followed by all drivers:

- **PRIOR TO STARTING THE VEHICLE**, a visual check of the outside of the vehicle should be completed. This procedure will include ensuring all lights including indicators are functional, a tyre check and that trailer hitches and loads are effectively secured. Check the availability of snow chains if they are likely to be required
- Report any faults found to the person responsible for vehicle maintenance PRIOR to departure.
- All persons within a moving vehicle will wear seatbelts. Fines for violation will be the responsibility of the driver of the vehicle.
- All speed limits and motor vehicle laws will be complied with. Fines for violation will be the responsibility of the driver of the vehicle.
- Drivers will take rest stops at regular intervals, and when necessary rotate driving responsibilities.
- Extra precautions will be taken in special situations, such as off-road conditions, non-sealed roads, when passing other vehicles, during steep downhill gradients, during winter to allow for icy roads, when towing trailers and on back country roads requiring reduced speeds and/or winter chains.
- In the event of a vehicle accident or incident, the procedure outlined on the reverse of this sheet will be followed. An accident or incident shall require the completion of an Accident/Incident Report Form.
- Smoking is not permitted in departmental vehicles at any time.
- **NOTE: NO INSURANCE COVER EXISTS for accidents where a driver is influenced by recreational drugs and/or alcohol. Driving under the influence of drugs and/or alcohol deems the driver 100% responsible for all damages caused.**

I hereby accept the responsibilities of acting as a designated driver, having read the above points and agreeing to abide by them.

I have a current driver's licence and with all correct classes and necessary endorsements .

I further agree to use the vehicle Fleetcard solely for vehicle related costs and **NOT** for the purchase of personal items.

Name _____ Signature _____

Date _____

APPENDIX B: CONFIDENTIAL STUDENT INFORMATION

NOTE: All information is considered CONFIDENTIAL, though this form is required for staff use in case of an urgent or emergency situation whilst you are in the field.

CONTACT INFORMATION

Name Surname First Name(s)

Student I.D. number

Date of Birth:

Your Dunedin Address

Next of kin

Name

Address

Phone

Dunedin emergency contact person
(e.g. flatmate)

Name

Address

Phone

PREVIOUS EXPERIENCE

Please outline your level of experience, if any, with this activity...

MEDICAL CONDITIONS

Pre-existing Medical Conditions	Yes	No	Comments on conditions
• Heart Conditions			
• Epilepsy			
• Diabetes			
• Asthma (Mild or severe)			Type of inhaler:
• Allergies			
• Knee/ankle/back/shoulder problems			
• Previous health difficulties whilst exercising or adventuring etc?			

Is there anything else staff should know about your health to assist you in the field?

Insurance provider:

I am fully aware of the reason for providing this information and sanction its use by course leaders. I give my consent to being photographed whilst participating in courses, for the purpose of promoting the to existing and potential students.

Signed **Date**

APPENDIX C: CONFIDENTIAL STAFF INFORMATION

NOTE: All information is considered CONFIDENTIAL, though this form is required for staff use in case of an urgent or emergency situation whilst you are in the field.

CONTACT INFORMATION

Name

Surname

First Name(s)

Your Address

Next of kin

Name

Address

Phone

Emergency contact person

Name

Address

Phone

MEDICAL CONDITIONS

Pre-existing Medical Conditions	Yes	No	Comments on conditions
• Heart Conditions	○	○	
• Epilepsy	○	○	
• Diabetes	○	○	
• Asthma (Mild or severe)	○	○	Type of inhaler:
• Allergies	○	○	
• Knee/ankle/back/shoulder problems	○	○	
• Previous health difficulties whilst exercising or adventuring etc?	○	○	

Is there other relevant health information that may impact on your ability to work in the field?

Insurance provider

Signed **Date**

APPENDIX D: ACKNOWLEDGEMENT OF RISKS AGREEMENT

EVENT AND DATE

I, the UNDERSIGNED, acknowledge that certain RISKS OF INJURY are inherent to participation in activities such as this. These types of injuries may be minor or serious and may result from one's own actions, or the actions or inactions of others, or a combination of both. I further acknowledge that whilst participating on this practical there is THE POTENTIAL FOR death, physical injury, and/or psychological/emotional trauma.

Specific risks include:

Note: driving to and from the activity venue is also hazardous.

I understand that this is an entirely voluntary activity.

I understand that I require a minimum level of FITNESS AND HEALTH (physical, mental, and emotional capability to participate in _____ I hereby WARRANT being physically fit to participate in the _____ and understand that the CHOICE to participate brings with it the ASSUMPTION OF THOSE RISKS AND RESULTS which may be part of these activities.

I agree that the staff of _____ or its employees, contracted employees, servants or agents shall not be liable for any injury to my person or loss or damage to my personal property arising from my participation in the above mentioned practical, UNLESS such any injury, loss or damage is caused by the SOLE NEGLIGENCE of the University or its employees, contracted employees, servants or agents whilst acting within the scope of their duties.

I declare having read and understood this ACKNOWLEDGEMENT OF RISKS AGREEMENT in its entirety and consent to participate acknowledging all of the above mentioned points.

Signature	Witness Name (Print)
Student ID number (if applicable)	Witness Signature
Date	Date

APPENDIX E: STUDENT GEAR LIST

CLOTHING AND EQUIPMENT NEEDS

(Borrow rather than buy)

This course will run regardless of the weather, so be prepared for cold, wet or frosty conditions. It is essential that you bring all of the items on this list, other than the optional extras. Tick each item as you collect it and again as you pack it.

KEEPING WARM IN THE BACKCOUNTRY

1. The way to keep warm is to use several thin layers of breathable clothing rather than one or two bulky layers. Add or remove layers to regulate temperature.
2. Always change out of activity clothes in the evenings and for sleeping.
3. Keep your clothes dry in ziplock, sealable bags. Line pack with a large plastic bag.

TRAMPING EQUIPMENT

- ○ Pack (80 Litres)
- ○ Pack liner, plastic
- ○ Tramping boots sturdy, leather, no steel caps
- ○ Gaiters

FOR CAMPING

- ○ Warm sleeping bag (winter rating, 4 seasons)
- ○ Sleeping mat: Thermarest / closed-cell foam bed roll
- ○ Small torch
- ○ Lighter, candle
- ○ Plastic bowl (dinner & cereal)
- ○ Knife, fork, spoon
- ○ Plastic mug/cup
- ○ Gym shoes or sandals for camp (lightweight)
- ○ 2.5 litre (group) water bottle

CLOTHING (No cotton, track pants, jeans or hoodies)

Shell layer

- ○ Quality waterproof parka with hood
- ○ Over-trousers (waterproof)

Underlayer

- ○ Underwear
- ○ Polypro or wool long johns (x 2 min)
- ○ Polypro or wool long sleeve shirts (x 2 min)
- ○ Wool socks
- ○ Polypro or wool tee shirts (x 2 min)

Insulation layer

- ○ Wool Jersey or fleece jacket.
- ○ Fleece/wool pants
- ○ Mid weight fleece/wool top
- ○ Polypro / wool mittens or gloves
- ○ Polypro or wool balaclava or hat (x 2)

OTHER ITEMS

- ○ Sun hat
- ○ A drink bottle (personal)
- ○ Lots of sun block
- ○ Sunglasses, with retaining strap
- ○ Pen and paper
- ○ Personal hygiene needs
- ○ Personal First Aid Kit – bandaids, roll of sleek, insect repellent ("Dimp") sunburn cream
- ○ Personal Medication – inhaler?, anakit?, pills?

FOOD

- ○ Plenty of snacks (bring more if you are a big eater)

OPTIONAL EXTRAS

- ○ Cell foam seat, 40cm x 40 cm (old bed roll)
- ○ Camera
- ○ Spare ziplock plastic bags
- ○ Money for snacks on the road
- ○ Reading material

APPENDIX F: SOURCES FOR WEATHER FORECASTS

The MetService
MetService provides local, rural, marine and mountain weather and information presentation services for NZ.

www.metservice.co.nz

MetVUW
Detailed weather data provided by Victoria University of Wellington.

www.metvuw.com

Snow Forecast
Snow Forecast provides mountain weather forecasts that are fine tuned for the specific elevations.

www.snow-forecast.com/maps/dynamic/nz

The Canterbury Mountain Radio Service (C.M.R.S) hires both mountain radios and personal locator beacons.

www.mountainradio.co.nz/

C.M.R.S has a representative in Dunedin with a good supply of radios and locator beacons. You can contact them directly at:

Canterbury Mountain Radio Service (Dunedin)
Mr Martin Balch
23 Connell St
Waverley
Dunedin
Tel: 03 454 3262
Fax: 03 454 3223
Email: mbtech@xtra.co.nz

APPENDIX G: FIELDWORK RISK ASSESSMENT SUITABLE FOR REMOTE &/OR HIGH RISK ACTIVITIES

Field Trip Reference	Location(s)	Assessment completed by:
Dates	**Number of Students** (attach list)	
Method of contact	**Number of Staff**	

Additional Information

Emergency Response Info

Main contact person

Contact Details

Dept Contact

Communications

Key Contact Person and Details:	
Method and frequency of contact:	
Expected return date and time:	
Return contact completed:	
Date:	Time:
Signed:	
Failure to return	
Police/SAR notified:	
Date:	Time:
Signed:	

Record of communications

Activities/Environmental Conditions	Hazards	Controls/Risk mimimisation

Plant/Equipment	Maintenance checks current

First Aid provision	First Aid Kits/Epi Pen

Hazardous Substances or materials	Personal Protective Equipment required

MSDS on site

Staff Name	Duties/Role/Responsibilities

Signed | Position

APPROVAL

HOD/ Manager | Date

Signature

Additional Requirements

PROMPTS

Field work site hazards

Physical Hazards:
- Extreme Weather/weather forecasts
- Remoteness
- Mountains and cliffs
- Glaciers, crevasses, ice falls, etc.
- Caves, mines, quarries
- Forests, including fire risk
- Freshwater
- Sea and seashore (tides, currents, etc.)
- Marshes, quicksand

Biological Hazards:
- Aggressive animals
- Plants
- Pathogenic micro-organisms

Chemical hazards:
- Agrochemicals, pesticides
- Dusts
- Chemicals on site
- Radiation

Hazards to environment:
- Pollution
- Disturbance of ecosystems
- Waste minimisation
- Ecotoxic substances/chemical waste

Human-made hazards:
- Road and rail traffic
- Machinery, vehicles
- Power lines, pipelines
- Electrical equipment
- Insecure buildings
- Slurry and silage pits
- Attack on property or person

Others:
- Alcohol
- Visitors on site

Work hazards
- Driving – transport to and from/4WD
- Navigation
- Survival and rescue
- First aid
- Working alone
- Boating
- Diving
- Climbing
- Caving
- Firearms
- Using machinery
- Excavations

Equipment
- Safety clothing
- First aid kit
- Survival kits
- Emergency food and drink
- Navigation aids, maps, GPS, compass
- Communication system
- Special gear

Training
- Navigation
- First aid
- Languages
- Health education
- Specific skills – boats, climbing, etc.

Access
- Travel arrangements
- Permission to access sites
- Hazard information
- Local information
- Accommodation
- Insurance
- Food and catering
- Availability of assistance

Health and Fitness
- Medical information
- Vaccinations
- Pre-expedition fitness training
- Next of kin, documents

APPENDIX H: URBAN FIELD ACTIVITY INTENTIONS FORM

Full Name

Address

Phone No Mobile

Connection to Dept,
e.g. MSc student, visitor, etc

Designated key contact person

Date of Expected Return

Panic date and time

Next of kin or contact
person in case of emergency

Next of kin address

Next of kin phone no Mobile

Where are you going?

Give detailed itinerary

What vehicle are you using? Rego No

Will you be accompanied? Yes No

Can you be contacted at any time(s) during absence? Yes No
If yes, give details:

What form of communication are you Carrying (e.g. cell phone, mountain radio, satellite phone etc.)?

Number

Will you have an emergency locater beacon? Yes No

I understand that if I do not contact the designated person above by the specified time the police will be notified that I am officially missing.

Signature Date

Authorised by Manager/HOD

Signature Date

APPENDIX I: URBAN OPERATIONS FORM

PERSONAL INFORMATION OF THE ACTIVITY LEADER

First Name	
Surname	
Address	
Home phone	
Cell phone	

CHARACTERISTICS OF FIELD ACTIVITY

Date(s) of field activity

Anticipated return (give as detailed information as appropriate) - Time and Date

Number of participants

Activity to be undertaken (in order to be able to estimate your movements in case of an emergency)

Location (give as much information as possible to enable emergency services to locate you in the event of an accident)

Key contact person

TRANSPORT INFORMATION (IF APPLICABLE)

Vehicle Registration No			
Make & Model		Colour	
Hire Bus		Company	
Other			

END OF FIELD TRIP

Time out of field /reported back: Date Time

Key contact person Signature

Authorised by Manager/HOD

Signature Date

APPENDIX J: FIELD ACTIVITY RISK ASSESSMENT RURAL ACTIVITIES

Activity Coordinator to complete **before** departure.
Any Revisions to plans must be passed to the **Key Contact Person** and be updated on this sheet.

TODAYS DATE

Activity Coordinator		Phone # Cell #	
Nominated Key Contact Address		Phone # Cell #	

PURPOSE OF THE TRIP

Field Leader		Phone # Cell #	

Other members of the Party or attach class / group list;

1:		Phone # Cell #	
2:		Phone # Cell #	
3:		Phone # Cell #	
4:		Phone # Cell #	

TRANSPORT USED

Fleet Vehicle	Hired vehicle (include hire co.)	Other (include registration & colour)
Vessel / Boat	Unscheduled flights (eg helicopter)	Commercial flights (attach itinerary)

Activities/hazards	Controls/Authorisation

COMMUNICATIONS

Type of communications devices	Contact schedules

ACCOMMODATION DETAILS (if staying out overnight)

Dates (from / to)	Name of Accommodation or property owner	Contact details (phone, email etc)

PLANNED TRIP ROUTE (DOOR-TO-DOOR) & MAXIMUM STUDY/EXERCISE AREA (ATTACH MAPS)

PART B (REPEAT FOR EACH SECTION OF WORK AS REQUIRED)

START AND END OF FIELD TRIP		Date	Time
Time in to field			
Time out of field			
Overdue time out:	Delayed (Key Contact to contact field group to find out reasons & inform department)		
	Overdue (Department to initiate search & rescue and inform Police)		

COMMUNICATIONS

Type of communications devices	Contact schedules

ACCOMMODATION DETAILS (if staying out overnight)

Dates (from / to)	Name of Accommodation or property owner	Contact details (phone, email etc)

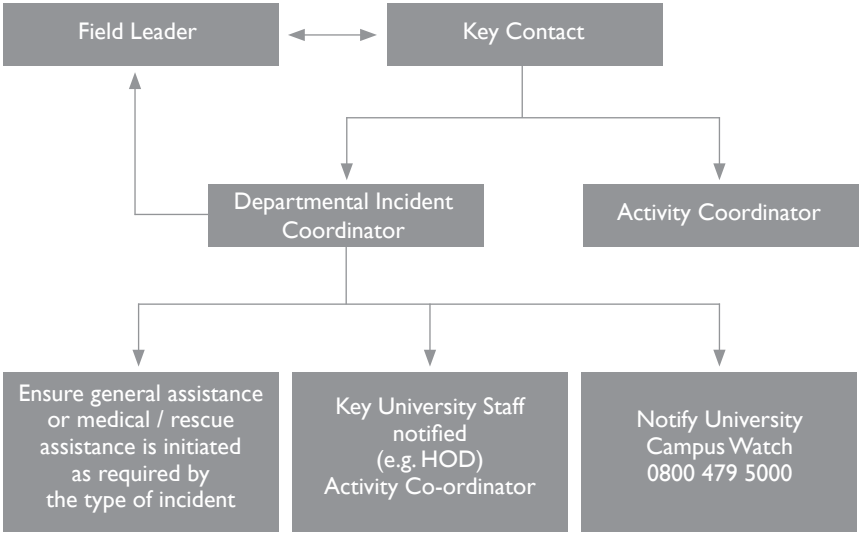
PLANNED TRIP ROUTE (DOOR-TO-DOOR) & MAXIMUM STUDY/EXERCISE AREA (ATTACH MAPS)

APPENDIX K: FIRST AID KIT CONTENT

Suggested First Aid Kit Contents

1 x Accident Register
1 x First Aid Manual
1 x Accident/Incident report form
1 x Antiseptic cream 25gm
1 x Crepe bandage 5cm
1 x Crepe bandage 7.5cm
1 x Crepe bandage 10cm
2 x Triangular bandages (calico)
5 x Melolite dressings 10 x 10cm
2 x Combined dressing 9 x 10cm
1 x Combined dressing 20 x 20cm
1 x Combined dressing 20 x 30cm
1 x Compressed wound dressing
1 x Compressed wound dressing
1 x Wound dressing strip 8cm x 1m
1 x Sticking plasters (100 or 50)
2 x Eye Pads (sterile)
1 x NaCl rinse x 3
1 x Resuscitation face shield
10 x Gauze swabs (cleaning)
8 x Gloves (disposable)
1 x Safety pins (card)
1 x Scissors
1 x Tweezers
1 x Sleek tape 2.5cm x 5m
1 x Large plastic bag
10 x Latex finger covers
1 x Antihistamine cream
1 x Sunscreen
1 x Packet splinter probes

APPENDIX L: ESSENTIAL NOTIFICATIONS



APPENDIX M: HAZARD AND RISK IDENTIFICATION FOR FIELDWORK ACTIVITIES OUTSIDE OF NZ

This form aids in identifying and managing the hazards and risks associated with international field activities. **This form is not required for conference travel or participation in, or observation of, activities in another institution**. All international travel must meet the requirements of the Financial Services Division Travel Policy.

For assistance in completing this risk assessment you can contact International SOS alert centre.

Once the form is completed and reviewed, it must be retained by the department contact person. This is especially important in the event of an incident when the contact details within this form may need to be accessed quickly.

Person Directing this work (PI)

Name | Position

Department | Division

Person Conducting this assessment

Name | Position

Department | Date

The Activity

Title

Proposed start date | Proposed end date

Type of activity: Taught field work? ☐ Research? ☐

Location of the Activity

Country | City/Town | Province/Region

Full address if known

Address not known? ☐

Independent or joint activities

Will this work be conducted with any other organisation/institution? ☐ Yes ☐ No

Name and Address of other organisation

Describe Involvement

If NO, proceed to next question

1. INTRODUCTION

1.1. **Description of the fieldwork activity** *(please ensure sufficient detail to as to provide the reviewer with adequate insight into the nature of the work/activity).*

1.2 **Duration of the project and number of persons involved**

- ☐ Number of trips
- ☐ Duration of each trip
- ☐ Number of University of Otago persons per trip
- ☐ Number of non-University of Otago persons involved

2. TRAVEL AND ACCOMMODATION DURING THE FIELDWORK

2.1 If using only commercial flights and transport, booked in compliance with the University of Otago Travel Policy, please tick here and continue to section 4: ☐

2.2 Please list all other methods of travel to, from and during the fieldwork activity:

Mode	Type	Car Hire – who will be driving?	How frequently is this mode of travel to be used?
Air			
Rail			
Road			
Other			

2.2 Hazards and risks

Describe hazards and risks that may be encountered during the travel and precautions to be taken:

Hazard/Risk	Tick if applicable	Detail hazard controls
Navigation in remote areas	☐	
Unsafe or insecure regions	☐	
Off road or poor road conditions	☐	
Lack of adequate training in use of vehicle or equipment	☐	
Poorly maintained vehicles or equipment	☐	
Lone travel	☐	
Other (specify)	☐	
Security	☐	
Food/water quality	☐	
Fire	☐	

3. HAZARDS AND RISKS ASSOCIATED WITH THE LOCATION

	Yes	No
Have you booked through an approved travel agent? *See FSD policy – using an approved agent means your destination is checked automatically if there is any MFAT alert, and also means the University is aware of your location should an emergency arise.*	☐	☐
Does the country of destination require any vaccinations? *See the H&S vaccination policy and guidelines – vaccinations and expert advise is available through the H&S Office (ex 5034)*	☐	☐
Does the country of destination require malaria preventive medicines/tablets (prophylaxis)?	☐	☐
Has travel insurance been purchased through FSD?	☐	☐
Could the work in any way cause offence to, or in any other way upset, the local populace?	☐	☐
Are members of the field work group able to speak the language? *If no, how will they communicate?*	☐	☐

Please indicate the terrain/climate the field activities will be undertaken and the precautions taken

Terrain	Hazards/Risks	Precautions
Areas of high relief, altitude, mountains and cliffs	☐	
Agricultural land	☐	
Railways, motorways and roads	☐	
Woods and forests	☐	
Coastlines, estuaries, mudflats and salt marshes	☐	
Bogs, mires and swamps	☐	
Rivers, lakes, reservoirs and their margins	☐	
Tropical or hot climates	☐	
Deserts, uplands and arid zones	☐	
Cold climates	☐	
Excavations/caving	☐	
Other	☐	

High Risk Activities		
Will any member of the team be:	**Yes**	**No**
Scuba diving?	☐	☐
Operating a boat?	☐	☐
Climbing?	☐	☐
Working at height?	☐	☐
Working with hazardous substances?	☐	☐
Using biological agents?	☐	☐
Using GMOs?	☐	☐
Using ionising radiation?	☐	☐
Using specialist or hazardous equipment?	☐	☐
Handling or working with domestic or wild animals?	☐	☐
Other undertaking of high risk activity?	☐	☐
Excavating or trench digging?	☐	☐
If yes to any of the above, a separate risk management plan must be attached.		

Personal Health and Safety/Hygiene requirements		
If the trip location is based 24 hours travel or more from medical support, or the trip is longer than 3 months, an occupational health assessment is required.		
Is there unlimited access to safe drinking water?	☐ Yes	☐ No
Is there a safe source of food?	☐ Yes	☐ No
Are there adequate personal hygiene facilities?	☐ Yes	☐ No
Is vector-borne (e.g.: by insect) or parasitic disease a hazard in the area of travel or field work?	☐ Yes	☐ No
For any risks identified, a risk management plan must be attached.		

Communication and support in the field		
Is the group likely to split up at any stage?	☐ Yes	☐ No
Is the group able to maintain communications with each other throughout the trips?	☐ Yes	☐ No
Is there a plan to maintain communication with the Department during the field trip?	☐ Yes	☐ No
Communications plan must be documented	☐ Yes	☐ No

Returning with field work items	
GMOs	Import permission may be required – contact BCO
Uncleared biological (includes animal products, plant matter and animal pathogens)	Contact BCO
Radioactive materials	Importation and licensing requirements may apply – contact RSO

Personnel and positions			
Surname	**Initials**	**Position** Activity Coordinator	**Email**
Overseas mobile/Phone numbers			
Surname	**Initials**	**Position** Field Leader	**Email**
Overseas mobile/Phone numbers			
Surname	**Initials**	**Position** Field Assistant	**Email**
Overseas mobile/Phone numbers			
Surname	**Initials**	**Position** Local Contact	**Email**
Overseas mobile/Phone numbers			
Surname	**Initials**	**Position** Local Contact	**Email**
Overseas mobile/Phone numbers			

Emergency response and procedures
Method of summoning help identified and documented
Level and quality of response from identified help Arrangements in place for evacuation

Emergency response training			
Training type	Surname	Initials	Date of expiry
Workplace first aid Field work first aid			
Advanced first aid Other			

Declaration

I confirm the accuracy of the information provided in this form and understand that responsibility for the safety and welfare of those persons listed in table (x) remains with me at all times during the field work activity and related travel.

Signed by the Field Leader

Name

Date

Authorised by HOD

Name

Date

Additional Controls

Item	Controls