

UON Key Risk Area: KRA 1.3

Fieldwork

1. Purpose

The University has a Duty of Care to ensure, as far as is reasonably practicable, that the health and safety of persons undertaking fieldwork in relation to University activities is not placed at risk as a result of participating.

2. Scope

This document applies to all faculties, divisions, and organisational units of the University of Newcastle and its controlled entities.

3. Definitions

In the context of this document, the following definitions apply:

- **Fieldwork:** any work or study undertaken in relation to University activities which occurs at a physical location away from one of the campuses i.e. 'in the field' (but not including 'visiting' activities such as conference attendance or networking meetings with partner institutions).
- **Remote Fieldwork:** Fieldwork which is occurring more than 50 km away from a town or city if mobile phone or other communication is possible, or more than 5 km away from a facility with communication capacity if there is no mobile phone or other communication available while 'in the field'.
- **Leader/Supervisor:** Any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects who is responsible for the design and approval of fieldwork activities (but may not actually be participating as Fieldwork Supervisor).
- **Fieldwork Supervisor:** University representative (generally a staff member) who is directly responsible for supervising the Fieldwork activity for its duration. The Fieldwork Supervisor may differ from the Leader/Supervisor who may be responsible for designing the fieldwork activity but may not actually be participating.

4. Responsibilities

4.1 Leaders/Supervisors

Leaders/Supervisors are responsible for ensuring that:

- University staff and students under their supervision are aware of, and comply with, the requirements relating to planning for, and conducting, fieldwork activities;
- A risk assessment is undertaken for any fieldwork activities utilising a Safety Review Form and University Risk Assessment Template, and that related documentation and procedures for the fieldwork are prepared accordingly.

4.2 Fieldwork Supervisors

- Ensure that fieldwork participants are briefed prior to the fieldwork activity regarding any associated hazards and risks, how these will be managed, and made aware of any relevant procedures, protocols, and expected standards of behaviour relating to the fieldwork;
- Actively manage fieldwork activities during operation in accordance with the fieldwork management plan and associated documentation;
- Ensure that before there is any change to pre-arranged plans while on the field trip, another risk assessment is conducted to identify additional hazards and, if necessary, additional risk controls;
- Ensure that all procedural aspects relating to KRA 1.3 – Fieldwork are followed.

4.3 Fieldwork participants

- Provide input to the Safety Review and Risk Assessment prior to the field trip when required;
- Must comply with the requirements of the Fieldwork activity as directed by the Fieldwork Supervisor, and any Health and Safety related processes;
- Must take accountability for their own health and safety while participating in fieldwork, and not take any actions which may adversely impact on the health and safety of themselves or others.

5. Procedure

5.1 Fieldwork Risk Assessment and initial planning

A general risk assessment must be undertaken utilising a [Safety Review Form and University Risk Assessment Template](#). The documents should include the following information:

- Sufficient information regarding the location;

- Timing, and duration of the fieldwork;
- Activities that will be undertaken;
- Size and composition of the group (including ratio of Supervisors to participants);
- Arrangements for maintaining communication;
- Identification of any associated hazards and risks.

This information is required to enable a local area supervisor (such as Head of School) to review the risk assessment documentation and determine whether the activity can be approved to proceed on their authority, or should be referred to the Health and Safety Team for further assessment.

In completing the risk assessment, and planning for fieldwork, consideration should be given to the following (Attachment 2 of this document provides a checklist for working through these considerations):

- Transport arrangements to and from fieldwork site including:
 - Condition and maintenance of vehicles, trailers;
 - Legal requirements for vehicles and trailers, towbars;
 - Motor vehicle spare parts;
 - Written itineraries and maps;
 - Arrangements for fieldwork participants to separate from the group at the fieldwork site and continue with their own personal leisure activities, which would require prior approval (for example permission to remain at a campsite area and continue camping following the completion of the fieldwork component).
- Consultation and Communication:
 - Briefing sessions in advance of the field trip;
 - Arrangements in the field;
 - Communication systems (may require satellite phone in remote areas);
 - Relevant University H&S Procedures;
 - Participant responsibilities;
 - Personal needs list for participants.
- Health and Safety:
 - Health questionnaire;
 - Relevant vaccinations;
 - Hazardous substances – use, handling, storage e.g. petrol, LP Gas;
 - Personal Protective Equipment;
 - Relevant licenses and permits for the work;
 - Specific hazards and risk controls associated with the field activity e.g. bushwalking, climbing, other challenging terrain, boating or powered water craft, scuba diving, snorkelling, use of high voltage or other hazardous equipment,

4wd, tractor or heavy vehicle use, explosives handling, geological and mining activities.

- Logistics:
 - Accommodation;
 - Catering arrangements;
 - Clothing relevant to conditions;
 - Supply of appropriate equipment;
 - Protocols relating to alcohol and drugs;
 - Weather forecasts and conditions.

- Emergency Management:
 - Emergency procedures e.g. medical, fire, evacuation;
 - Provision of first aid;
 - Fire-fighting equipment;
 - Requirements for advising relevant authorities of the planned activities where required e.g. local Police, Park Ranger, Country Fire Service (CFS) Regional Officer, Department of Primary Industries and Resources or Department of Environment and Heritage.

5.2 Fieldwork Medical Questionnaire and dealing with identified concerns

All intended participants will complete a Fieldwork Medical Questionnaire form (Attachment 1) and provide this to the Fieldwork Supervisor identifying any medical condition that may impact on their ability to safely undertake fieldwork activities, and an emergency contact person. Any concerns regarding health will be discussed with the participant in the first instance, and a specific risk assessment undertaken with regards to participation. The risk assessment will consider factors such as:

- Severity of the condition, and risks associated with a medical event;
- Required response to medical event;
- Capacity of staff and resources available to respond to a medical event;
- Location remoteness and communication;
- Access to emergency services;
- Mobility restrictions;
- Potential impact on others.

Advice may also be sought from the UON Health and Safety Team, and / or Disability Support, to confirm risk assessment considerations, and discuss reasonable adjustments or alternative activities, when required. Forms for all participants will be retained by the Fieldwork Supervisor for the duration of the fieldtrip in case of a medical emergency, and then destroyed following the fieldtrip. Medical information will be treated as confidential and only provided to relevant persons (e.g. Head of School) on a 'need to know' basis.

5.3 Other documentation

Other documentation may be required to be held by the Fieldwork Supervisor based on the risk assessment and nature of the fieldtrip, and will generally include the following:

- An overview of the fieldtrip and itinerary for activities;
- Relevant safety and emergency management information which constitutes a fieldwork management plan;
- Documentation signed by the participants to indicate that they are aware of the activities associated with the fieldtrip and conditions required for participating safely. See Attachment 3 for an example of a document *Excursion and Safety Guidelines for a Fieldwork Activity* that could be used for this purpose by the Fieldwork Supervisor.

5.4 Pre-activity briefing for fieldwork participants

All participants will attend a pre-activity briefing prior to the fieldwork commencing, which depending on the size and complexity of the fieldwork may be just prior to commencement for simple, low risk activities (such as a city based excursion to visit a number of museums and galleries while taking photographs) or one or more days prior if participants are required to make preparations for the fieldwork (such as selecting clothing and equipment / personal supplies for a 3 day camping activity). The pre-activity briefing should cover, as a minimum:

- Hazards and risks associated with the fieldwork, and relevant control measures;
- Discussion of health and safety equipment and other requirements;
- Participant preparation and necessary clothing and equipment;
- Emergency and first aid procedures, incident and hazard reporting;
- Standards of personal behaviour while on fieldwork;
- Requirement to follow directives from the Fieldwork Supervisor at all times.

5.5 Conducting and managing the fieldwork

Conducting and managing the fieldwork should occur as defined in the fieldwork management plan and according to the pre-activity briefing. Reference can be made back to the relevant documentation if required during the fieldwork period.

Unplanned events should be responded to with an initial review of the risk assessment for the fieldtrip to see whether response to the unplanned event had been considered and to determine if an additional risk assessment is required.

If the unplanned event is an emergency situation the following actions will be considered:

- Medical events: After initial First Aid treatment has been applied, a decision will be made regarding involvement of emergency services, depending on the severity of the injury or illness;
- Missing persons: After an initial attempt to re-contact the person has failed, a decision will be made promptly regarding enlisting the help of emergency services taking into consideration the terrain, time of day and weather;
- Any emergency situation will be reported back as soon as possible to the Leader or Supervisor responsible for the fieldtrip so that additional support and backup for the group can be mobilised from the University.

5.5 Post-activity de-briefing for fieldwork participants

A Post-activity de-briefing should occur at the conclusion of the fieldwork activity with all participants present, prior to the group separating. The purpose of post-activity de-briefing is to:

- Provide an opportunity to thank all participants for contributing to a successful fieldwork experience;
- Provide an opportunity to review the planning and preparation that occurred and to consider learnings that can be incorporated into the planning process for future activities;
- Review the response to any unplanned incidents, hazards, or near-misses that occurred to consolidate any learnings,
- Ensure that any unplanned incidents that occurred are entered into the UON online Incident Management System including the corrective actions that came from investigation of the situation.

5.6 Post-activity documentation and follow up

Following the post-activity de-brief, communication between the Fieldwork Supervisor and the Leader/Supervisor responsible for the design and approval of fieldwork activities will occur in order to confirm that the fieldwork was completed satisfactorily and according to plan, or discuss any variations and unplanned events, in order to modify the risk assessment and associated documentation in preparation for future activities and their planning.

6. Attachments

1. Fieldwork Medical Questionnaire
2. Fieldwork Health and Safety Checklist
3. Excursion and Safety Guidelines for a Fieldwork Activity (Example)

7. References

[HSP 4.1 H&S Risk management procedures](#)

UON KRA 2.4 Working alone or in isolated situations

UON KRA 2.1 Manual Handling and Ergonomics

Document Summary Table

Fieldwork: KRA 1.3					
Date of first edition:	<completion by H&S Team>	30/6/15	<completion by H&S Team>	Date of next Review:	30/6/18
RM Folder Ref:	<completion by policy team>	Document Number:	KRA 1.3	Revision Number:	<completion by H&S Team>
Approved by:	Director, People and Workforce Strategy				
Owner:	Associate Director, Health and Safety				
Contact:	University of Newcastle Health and Safety Team				
Governing Legislation:	WHS Act NSW (2011)				
Supporting documents & forms of this procedure/guideline:	UON Travel Policy <a href="http://www.newcastle.edu.au/about-
uon/governance-and-leadership/policy-
library/document?RecordNumber=D09/1960P">http://www.newcastle.edu.au/about- uon/governance-and-leadership/policy- library/document?RecordNumber=D09/1960P UON Travel Procedure <a href="http://www.newcastle.edu.au/about-
uon/governance-and-leadership/policy-
library/document?RecordNumber=D09/1965P">http://www.newcastle.edu.au/about- uon/governance-and-leadership/policy- library/document?RecordNumber=D09/1965P HSP 4.1 H&S Risk management procedures UON KRA 2.4 Working alone or in isolated situations UON KRA 2.1 Manual Handling and Ergonomics				
Keywords:	Fieldwork; bushwalk; camping; water; emergency				
Important Notes:					
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Attachment 1:

Fieldwork Medical Information Sheet

This information is confidential and will be held by the person/s in charge of the fieldtrip, with a copy to be kept in a sealed envelope in the School Office in case of emergency.



Duty of Care responsibilities for University of Newcastle Fieldwork Supervisors

Persons responsible for supervising Fieldwork activities have a duty of care to ensure that the health and safety of participants is not put at risk as a result of participation in Fieldwork activities. Completing this form assists in identifying any medical condition that may impact on your ability to safely undertake fieldwork activities. Any concerns will be discussed with you in the first instance, and a risk assessment undertaken with regards to participation. Advice may also be sought from the UON Health and Safety Team, and / or Disability Support, to confirm risk assessment considerations, and discuss reasonable adjustments or alternative activities, when required.

Privacy Statement

The personal information that you provide on this form is protected by the privacy and personal information protection act 1998(NSW) and the Health Records and Information Privacy Act 2002. The University of Newcastle will not disclose your personal information without your consent unless the University is under a legal obligation to do so. Your completed form and information will not be retained and will be destroyed on completion of the fieldwork activity.

1. Identification information

Surname: Given Names:

Please Indicate: Undergrad. Honours/Post grad Demonstrator Staff Other:

Student/Staff No: Contact Ph: Mobile Ph:

2. Emergency Contact Details

Contact Person: Relationship:

Work phone: Home phone: Mobile phone:

Doctor's Name: Contact No:

Address:
.....

3. Medical Questionnaire

3.1 Are you required to take any medication that might impair your ability to undertake duties on the fieldtrip e.g. medication which induces drowsiness and may impact on ability to operate machinery or vehicles?

Details:

3.2 Are you on any prescribed medications?

Details (e.g. condition/medication):

Note: Please ensure as a precaution that extra medication is taken on the excursion to cover any potential delay that may be encountered due to weather, traffic, unplanned events.

3.3 Do you have any pre-existing condition that might impact on your health and safety or ability to undertake fieldwork duties e.g. hernia, back pain, recent injury, heart condition, asthma, diabetes, epilepsy.

Details:

4. Dietary Preference

Do you have any dietary preferences (e.g. Vegan)

Details:

5. Allergy / Condition Questionnaire

Do you have any allergies to the following: (Please indicate items which are applicable and give details)

<i>Medications</i>	<i>Pollen or flower products</i>
<i>Chemicals</i>	<i>Environmental</i>
<i>Animals</i>	<i>Foods</i>
<i>Insect Stings</i>	<i>Other</i>
<i>(e.g. bees, wasps. ticks)</i>	

6. Authorisation

The information provided by me on this form is correct, to the best of my knowledge. I will follow the fieldwork guidelines, which I have read and understood, as posted by the School.

Signed: Date:



**Attachment 2:
FIELDWORK HEALTH AND SAFETY
CHECKLIST**

KRA 1.3

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Fieldwork Location:

Completed by:

Date:

Item	Checked	
Transport / Equipment / Itineraries / Maps		
Transport arrangements identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vehicles & trailers in good condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vehicles, trailers, towbars compatible and Road Traffic Act compliant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Motor vehicles spare parts (hoses, belts, tools) etc identified/obtained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Relevant licenses and permits obtained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Written itineraries have been prepared?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Relevant maps obtained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Equipment has been inspected to ensure its integrity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Briefings/Consultation/Accommodation/Catering		
Participant briefing sessions held in advance of the field trip?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The field party has been consulted regarding arrangements, potential hazards etc?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A field party personal needs list has been developed and implemented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Accommodation arrangements have been organised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Catering arrangements organised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Relevant vaccinations identified/field party advised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Health and Safety		
The hazards associated with the field activity have been identified, risk assessment and Safety Review completed, risk controls developed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Relevant University H&S Procedures brought to the attention of participants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student or volunteer responsibilities communicated to participants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Dangerous substances (e.g. petrol, LP Gas) *containers and labelling is compliant, storage and use, hazards identified/controlled	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Protocols relating to alcohol and drugs explained to participants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire-fighting equipment required for the trip identified/obtained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
First aid kits have been checked for contents & refilled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Qualified first aider(s) identified/communicated to participants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Emergency procedures identified and developed. (e.g. medical, fire, evacuation)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Effective communication system identified/obtained? (e.g. satellite phone if remote)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Clothing relevant to conditions identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Personal Protective Equipment required identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Weather forecasts and field site conditions obtained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Are Special Safety Precautions Required for:		
Bush walking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cliff walking or climbing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Travelling on other dangerous terrain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Boating or powered water craft?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Scuba diving at sea/inland water ways?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Snorkelling at sea/inland water ways?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4wd, tractor driving or other plant and equipment or heavy vehicle use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The use of high voltage or other hazardous equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Explosives handling or use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Involving geological and mining activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other activities considered may expose people to medium to high risk?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Advising Relevant Authorities (if required prior to activity)		
Local Police advised of proximity of field party?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Local Park Ranger advised of proximity of field party?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Country Fire Service (CFS) Regional Officer advised of proximity of field party?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Department of Primary Industries and Resources advised (where relevant)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Department of Environment and Heritage of the dates for planned field trip and associated activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other considerations		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Attachment 3: Excursion and Safety Guidelines for a Fieldwork Activity (Example)

Faculty of XXXXX, School of XXXXX

Excursion and Safety Guidelines for XXXXXX Fieldwork Activity including Identified Hazards and Risk Management Strategies

1.0 General Considerations for Fieldwork Supervisors:

- Ensure that potential hazards are identified, risk assessment and a Safety Review completed with risk controls documented and submitted for approval
- Check weather forecast in case of necessity to cancel.
- Consider whether to notify relevant authorities (National Parks, Councils, Police), providing itinerary and contact numbers.
- All participants must attend a briefing before the event at which time they are inducted on the Excursion and Safety Guidelines.
- All students must have all filled in and signed the Excursion Registration Sheet and provided a Fieldwork Medical Questionnaire.
- Ensure that mobile First Aid Kit is stocked and available and that a trained First Aider is amongst the group. The First Aider should be aware of medical conditions and medications declared on Fieldwork Medical Questionnaires such as asthma, allergies, pre-existing conditions and location of personal emergency medication.

2.0 Transport Hazards:

For example car or bus accident or break-down, muscle strain during loading and unloading of stores and equipment. Risk Management Strategy will include:

- Drivers of University or University-hired vehicles are staff members or employed research higher degree students that are correctly licensed for the vehicle type.
- If private vehicles are used owners do so at their own risk. If carrying other students, remind drivers of their responsibility to be properly insured.
- Drivers to be fit to drive (alcohol, drug or other medication free).
- Adequate stops must be taken to combat fatigue.
- Night driving should be avoided if possible especially on unfamiliar roads.
- Road conditions should be checked beforehand and speed should be reduced in adverse conditions.
- Check tool kits and spare tyres, fuel and fluid levels.
- Check current maps available in vehicles.
- Check first aid kit on board.
- Check mobile telephone available.
- Check vehicle recovery equipment if deemed necessary.
- Ensure manual handling procedures meet best practice Health and Safety standards (when loading and unloading lift with bended knees, straight back, load close to body with boxes and equipment to be <16kgs for 1 person lift).
- Convoy Driving: It is imperative that if vehicles are following each other, the driver of any vehicle in the convoy must, at any turn ensure that the driver following sees the indicator. It may be necessary to pull over and wait for the follower. It is not necessary to keep the vehicle in front in sight because it will be waiting at the next turn.

3.0 Food Hazards: For example poor refrigeration during transport or storage. Bad handling practices resulting in food poisoning, not catering for vegetarian diets, not catering for special medical requirements. Risk Management Strategy will include:

- Participants' special requirements are declared on Fieldwork Medical Questionnaire.
- Food is purchased in consultation with and to satisfaction of the group.
- Participants involved in the preparation of the food will be under supervision of Supervisor.
- Ensure facilities cleaned before and after meals.
- Ensure base camp to be fitted with adequate refrigeration facilities.
- Ensure vehicles to carry adequate refrigeration or ice-coolers.
- Ensure observance of use-by dates on packaged food.
- Use dried food only for prolonged excursions.
- Ensure potable water only to be used, and that allowance is made for minimum 2 litres of drinking water per person per day while on fieldtrip.
- Advise that alcohol consumption, if permitted outside of active fieldwork time / rest time, must only occur in moderation in line with University Policy.

4.0 Camping Hazards: For example falling tree limbs, wild animals, biting insects, stinging plants and flash floods, gas cooking or wood fires, wood chopping and campfire lighting. Risk Management Strategy will include:

- Avoid camping under old hollow trees, in gullies, or on obvious ant nests.
- Ensure only tents with floors and insect screens are provided.
- Be aware of any dangerous fauna (spiders, snakes, scorpions, wild pigs, wild dogs, wild cattle) if known or suspected to be in the area and advise participants of this.
- Take care in touching or handling unfamiliar fauna and flora.
- Wear appropriate protective clothing for the prevailing or possible weather conditions including boots, hats, gloves, sunglasses, and sunscreen.
- Use insect repellent against stinging flies, mosquitoes, sandflies and leeches.
- Instruct on safe use of gas appliances and wood-chopping technique.
- Check fire rating in case of fire bans.
- Instruct camp fires to be extinguished before bed or on leaving site.

5.0 Bushwalking Hazards: For example disorientation (getting lost), fatigue, dehydration, sunstroke. Risk Management Strategy will include:

- Safety briefing which includes reference to specific bushwalking hazards.
- Supervisor(s) must be competent and confident at interpreting trail guides and simple maps.
- Participants to be advised that personal protective equipment (PPE) be worn or carried including hat, walking boots, jacket, other clothing for possible changes in weather, sunscreen, insect repellent and drinking water.
- Fieldwork Supervisor should record group members by name and numbers before setting out. A designated leader and a follower will be determined for each group. Numbers should be checked at rest stops and on return. In large groups, a buddy system should be organised so that each individual identifies with and looks out for another. When returning to vehicles, each person should occupy their original seat, to ensure that no-one will be left behind.
- Fieldwork Supervisor must be advised of any intention to leave base camp, stating destination and return time. It is the responsibility of every participant to understand the location, direction, time frame for the outing and expected return time.

- University Fieldwork excursions are generally designed to include only short walks away from base camp with very low risk potential during daylight hours. For more arduous or longer excursions or nocturnal activities a survival kit of varying degrees may need to be considered in certain circumstances. This may consist of extra drinking water, energy food (nut/fruit bar), waterproof matches, space blanket, compass, whistle, torch, bandage, small mirror to signal rescuers, first aid kit, topographic map or drawn copy of the trails, GPS (global positioning system), EPIRB (distress radio beacon), satellite phone. Should such walks be considered further risk assessments would have to be conducted.
- If the area has phone coverage, at least one member of group should have a mobile phone. Mobile phone numbers should be shared among participants and especially with the leader.
- If there is a map at the track head, be sure to review it with the group before setting out.
- Never bushwalk alone. Preferably have a minimum of three members so that if any injury occurs, one can attend the victim, the other can get help.
- Keep an eye on the time, so that you leave enough time to return to starting point by the agreed return time.
- Do not make unnecessary deviations from the intended route, particularly without the knowledge of the Fieldwork Supervisor or the remainder of the group. Keep another member in sight at all times. Call out to maintain contact.
- Check your bearings regularly for which direction the track is heading. Note whether it is up or down hill. Observe the way a river/stream is running. Look back occasionally, especially at intersections; things look very different when returning.

6.0 Briefing notes if separated from the group:

- If some time has passed since seeing another party member, turn around and go back to where you last saw them and wait there until someone returns looking for you. Call out and listen for response in case the party is actually within earshot.
- If you suspect that you may be lost, stop and pause to collect your thoughts - don't panic. Have a long hard think before proceeding. If the party agree, do what the party has decided, as a collective decision. Stick together.
- If undecided, cease walking, stay on track and wait for help. If it is getting dark, set up a camp in the remaining light rather than stumbling through thick vegetation trying to find your way out.
- Build a fire to keep warm. Collect as much combustible material as you can while light lasts and later when the firelight is bright enough.
- Build a shelter to protect from the elements and find something dry to sit on. It is very difficult and tiring to stand all night.
- Drink water to avoid dehydration.
- If you break down in a vehicle, stay with it. Many people have died because they left their car. Search teams find the car but not the missing people.
- At daybreak, find an open place where you can be seen from the air. Creek beds are excellent places. Search and rescue helicopters generally traverse waterways first of all when looking for missing people.
- Build a fire with lots of damp leaves to ensure smoke to signal rescuers.
- Ration your food, find water. Water is more important than food.
- If in a hot climate, keep movement to a minimum, conserving energy.
- Be patient. If someone knows that you are missing, help is on the way.

7.0 Water-related Hazards:

For example slippery banks, rocks, tidal movements, flash floods, hypothermia, sunburn, drowning. Risk Management Strategy will include:

- On marine rock platforms, wear rubber-soled shoes for grip and protection against sharp objects, hats and sun-screen lotion against sunburn.
- University equipment (except underwater camera) is not to be carried if there is any likelihood of immersion.
- Underwater activity is restricted to wading depths except for persons with certified training and suitable equipment. In this case extra risk management guidelines may have to be engaged.
- Check tides and plan outing to suit low tide conditions.
- Ensure all members leave the shoreline at an agreed time.
- Check that all members are able to swim.
- No member is to swim alone.
- Take care in handling any unknown marine creatures.
- Cancel any outing if poor weather conditions (high winds, high seas) are imminent.

8.0 Insect Collecting Hazards:

Risk Management Strategy will include:

- Being aware of others when swinging nets to catch insects.
- Ensure safe handling of glass collection jars.
- There will be no collection jars charged with toxic chemicals.
- Insects may be killed by refrigeration (freezing).
- Do not handle dangerous or unfamiliar insects.

9.0 Remote Locations Hazards:

As well as hazards listed in transport and camping, special hazards are disorientation, breakdown, vehicle stranding (bogged in mud, snow or sand, floodwater).

Risk Management Strategy will include:

- Lodge full itinerary and group details with the University School office.
- Lodge details with police stations in nearby towns before leaving on isolated roads.
- Check mobile (or satellite phone) for battery charge status and coverage.
- Check GPS unit.
- Check maps.
- Check compass.
- Check survival rations, water supply.
- Check specialist recovery equipment (chains, tow rope, winch etc).

10.0 Recreational Activities:

Injury sustained during leisure activities eg vehicle driving, ball games, action sports, swimming etc.

Remind members about their obligation to the Code of Ethical Conduct. See item 12.

11.0 In case of an Incident:

Notifications Checklist:

- Major Incident Phone 000.
- Call University Security on 02 49215888 if 000 has been called for a major incident (UON Security will activate Critical Incident Response Team if required)
- Enter the incident into the UON on-line Incident Management System as soon as possible.

12.0 Code of Ethical Conduct for Students during Fieldwork

Participants are responsible for and expected to:

- Be aware of the University Students [Code of Ethical Academic Conduct Policy](#).
- Participate positively in the fieldwork experience.
- Act to ensure that the University maintains a positive image and reputation.
- Behave at all times in a manner that is consistent with being a representative of the University of Newcastle and not indulge in irresponsible and inappropriate behaviour .e.g. making undue noise in residential areas; causing damage to property; leaving farm gates open; offensive or disruptive behaviour in the presence of members of the public or fellow students; damage to hire vehicles or equipment.
- Consume alcohol only in moderation during leisure time (such as rest time during camping activities) at the discretion of the Fieldwork Supervisor if noted as permissible in the fieldwork management plan, and must cease if directed to do so. Drinking alcohol when actively involved with fieldwork or travelling in vehicles, drug taking and other irresponsible behaviour will not be tolerated.
- Respect the formal responsibility of the UON Fieldwork Supervisor which starts once students commence each day's activities and will cease upon completion. If there is formal evening work, the Supervisor remains on duty until the student work is completed. At all times during the fieldwork period however, the direction of the Fieldwork Supervisor should be followed at all times.

Note: The University or the Supervisor will not be held responsible for student extracurricula activities outside of fieldwork 'working hours'. However, they may respond to reports of irresponsible or inappropriate behaviour and take appropriate action. Any criminal behaviour, if observed, must by law be reported to the authorities.

To undertake fieldwork in a safe manner, it is expected that:

- Students will work in a safe manner for both themselves and others. The safety of other members of the group is each person's responsibility as well as responsibility for themselves. Students are normally expected to work as part of a group. If one of the group is in danger, steps will be taken to minimise that danger for example, shouting a warning or notifying the Supervisor. If one of the group is missing, the Field Supervisor must be notified immediately.
- Students should pay proper care and attention to all safety instructions. This may include pre-activity briefing, undertaking risk assessments in the field, instruction in the safe use of safety equipment and review of the safety information in field notes.
- Students are expected to notify their Supervisors immediately of any unsafe situations encountered in the areas they work, especially in remote locations and should not hesitate to discuss any safety concerns or hazards with their Supervisor.
- Students are expected to operate the equipment provided in a manner that is safe to themselves and others, look after equipment provided and return it at the end of the fieldtrip. If equipment is damaged, unsafe or not functioning properly, it should be reported to the

Supervisor. Inappropriate use or loss of equipment can lead to payment by students for its replacement. Note: University policy does not permit undergraduate or Honours students to drive University vehicles (except in an emergency).

- Students should observe scheduled meeting points and times when carrying out fieldwork. Missing scheduled meeting times could result in the assumption that the student is lost or injured. This may lead to initiating a search party or contacting emergency services.
- Students are expected to dispose of their rubbish in an environmentally acceptable manner and collect all rubbish, cigarette butts and waste and place in garbage bags and dispose of properly, leaving the area as you found it.
- Unsafe or inappropriate conduct may result in immediate dismissal from a field trip at the student's expense and/or loss of marks and/or possible student disciplinary proceedings for serious matters.

Reviewed by (Name of Leader/Supervisor and Fieldwork Supervisor)

Signature:

Signature:

Date:

Date:

(If required, student sign-off and agreement with this document post-briefing can also be noted in this section)