|  |  |
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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | health & safety  Fieldwork plan |

The University of Melbourne endeavours to mitigate risks associated with all off-campus activities. To facilitate this, all fieldwork, associated risks, and controls must be managed through a fieldwork risk assessment and fieldwork plan. Documents must be completed prior to departure.

**PRIVACY STATEMENT**: Personal information shared with the University is subject to the University of Melbourne [Privacy Policy (MPF1104)](http://policy.unimelb.edu.au/MPF1104).

# 1. details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Risk Assessment** | |  | | |
| **Person completing this Fieldwork Plan** | |  | | |
| **School/Faculty** |  | | | |
| **Field Trip Leader** |  | | **HSR (if consulted)** |  |
| Destination(s) |  | | | |
| [**Fire Authority District**](https://www.cfa.vic.gov.au/warnings-restrictions/find-your-fire-district) | Choose your district | |  | |
| Start date | Click or tap to enter a date. | | Finish date | Click or tap to enter a date. |
| **Description of activities** | | | | |

|  |  |  |
| --- | --- | --- |
| ITINERARY | | |
| Details of the itinerary. Where applicable attach any supporting documents, such as maps, timetables, flight itinerary, etc. Include the time/date of the fieldwork with the expected location and check-in arrangements for each location. Check-in arrangements include the person(s) to be contacted, the contact method and the time they will be contacted.  Department/local area arrangements must be in place so that emergency procedures can be commenced where reporting arrangements are not met, usually one hour after the designated check-in time. See *Section 3: Emergency Plan*. | | |
| **Time/Date** | **Field Site and Accommodation Details** | **Check-in Arrangements** |
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| --- | --- | --- | --- | --- | --- |
|  | PARTICIPANTS LIST | | | | |
| **Last name** | **First Name** | **Mobile**  **Phone #** | **Emergency Contact Name** | **Emergency Contact #** | **Status \*** |
|  |  |  |  |  | select |
|  |  |  |  |  | select |
|  |  |  |  |  | select |
|  |  |  |  |  | select |
|  |  |  |  |  | select |
|  |  |  |  |  | select |
|  |  |  |  |  | select |
|  |  |  |  |  | select |
|  |  |  |  |  | select |

\* All personnel on UoM field trips must abide by UoM requirements and safety systems.

**UoM** indicates the participant is a University of Melbourne staff member or student.

**Volunteer** indicates a UoM volunteer.

**Non-UoM** participants include collaborators and others involved in the trip who are not University of Melbourne personnel.

|  |
| --- |
| PERSONAL FITNESS/MEDICAL DECLARATION |
| Participants have completed a medical declaration stating they are fit to undertake the activity: Yes  Examples of a medical declaration include:   * [Health & Safety: Medical questionnaire for off campus activities](https://safety.unimelb.edu.au/__data/assets/word_doc/0005/4591382/health-and-safety-medical-questionnaire-for-off-campus-activities.docx) * Local area medical declaration template * [Non-UniTravel risk assessment form](https://safety.unimelb.edu.au/__data/assets/word_doc/0011/4591388/non-unitravel-risk-assessment-form.docx) |

# 2. Support systems and safety requirements

## Transport

List the transport arrangements and associated requirements for the field work. This will include to and from, and during field work. Include public transport, boat, aeroplane, helicopter and other non-ground transport details in “Other”. Register flights in [**UniTravel**](https://uom.locomotetmp.com/) (staff) or [**Travel Insurance Registration**](https://students.unimelb.edu.au/student-support/advice-and-help/insurance/travel-insurance)(students).

| support system | | | | detail | |
| --- | --- | --- | --- | --- | --- |
| Name of driver(s) | | |  | | |
| Type of vehicle & registration (if known) | | | |  | |
| Fleet vehicle |  | Rental vehicle | | Rental company: | Other: |
| Driver training /licence requirements | | | |  | |
| Vehicle safety check | | | |  | |
| Fatigue management arrangements | | | |  | |
| Expected driving conditions | | | | Choose worst conditions expected | |
| Other | | | |  | |

## 2.2 Communication and navigation

Take devices to enable communication with emergency services at all locations. Include contact numbers for phones and satellite devices.

| support system | | detail | | |
| --- | --- | --- | --- | --- |
| Person(s) responsible for communication | |  | | |
| Type of communication & contact number |  | | Type of navigation |  |
| Back up communication |  | | Back up navigation |  |
| Pre-activity check |  | | Pre-activity check |  |
| Other |  | | | |

## 2.3 Food and water

Food and water requirements will vary depending on the weather, activities, individual requirements and remoteness of the trip.

| support system | detail |
| --- | --- |
| Fresh water availability |  |
| Food (e.g., snacks, catering, food storage) |  |
| Other |  |

## 2.4 Hygiene and disease control

| SUPPORT SYSTEM | DETAIL |
| --- | --- |
| Disease control measures (e.g., work or travel in ‘bubbles’, sanitiser, masks, RATs) |  |
| Waste management |  |
| Toilet arrangements |  |
| Other |  |

List measures used during the field trip regarding hygiene and waste for disease control.

## 2.5 Legal compliance

Ensure all legal compliance requirements associated with the field work are in place prior to departure. This may include human or animal ethics approval, collecting permits, permission to enter private land, permit to travel through Indigenous lands, CASA drone requirements, etc. If your work involves importing/exporting research samples interstate or overseas, please contact your [local area import contact](https://gateway.research.unimelb.edu.au/funding-contracts-and-ethics/ethics-and-integrity/biorisk-management/importing-biological-materials?vtab=Key_local_area_import_contacts) to discuss requirements.

International travellers may require a passport, visa, vaccinations, international driver’s licence, insurance, etc. See [UniTravel](https://uom.locomotetmp.com/) or [Student Travel](https://students.unimelb.edu.au/student-support/advice-and-help/insurance/travel-insurance).

| support system | detail |
| --- | --- |
| Permits |  |
| Licences |  |
| Other |  |

# 3. Emergency Plan

## 3.1 Emergency support details

| support system | detail | | |
| --- | --- | --- | --- |
| UoM Emergency Contact’s name and phone number | |  | |
| Name(s) of first aiders | |  | |
| First aid kit (kit type, contents and any additional items required) | |  | |
| First aid requirements and numbers. See [Fieldwork Guidelines](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4699093/field-work-guidelines.pdf) | |  | |
| Local and on-site contacts (name, address, phone number). Program contacts into mobile phone/satellite communicator. | Police | |  |
| Medical Centre/Hospital | |  |
| On-site contact (e.g., Ranger) | |  |
| Other (e.g., accommodation/ landowner/collaborators) | |  |
| Satellite device contact number | |  | |
| Emergency roadside assistance number | |  | |
| Apps downloaded to mobile devices and forecasts checked prior to departure: | | [CFA](https://www.cfa.vic.gov.au/warnings-restrictions/total-fire-bans-fire-danger-ratings) (or local fire authority) | [VicEmergency](https://www.emergency.vic.gov.au/prepare/#where-do-i-get-information-in-an-emergency) app with Watch Zone(s) set |
| [BOM](http://www.bom.gov.au/vic/forecasts/melbourne.shtml) | UoM [SafeZone](https://www.unimelb.edu.au/security/safezone) app |
| Participant safety briefing  (date conducted and list participants) | |  | |
| Copies of Fieldwork Plan, Fieldwork Risk Assessment and other relevant documentation has been distributed to: | | | |
| Field Trip Leader’s Supervisor  Check-in Buddy  UoM Emergency contact  Participants  OHS | | | |

**List additional emergency procedures separately.** If a reliable internet connection is not available, print a hard copy of the Risk Assessment and Fieldwork Plan to take into the field.

## 3.2 Contacting the field team

If reporting arrangements listed in *Section 1. Details: Itinerary* have not been met within an hour of the agreed check-in time; it is recommended that the Check-in Buddy try calling the personnel below in the order listed. Make note of who is called and when.

| Emergency contact Priority List | | | |
| --- | --- | --- | --- |
| 1 | Field trip participant responsible for communication | 5 | UoM Emergency contact |
| 2 | Field trip leader | 6 | Field trip leader’s supervisor |
| 3 | Other participants | 7 | Univeristy Security (03 8344 6666) |
| 4 | On-site contacts/accomodation host/land owner | 8 | Police/Emergency Services (000) |

# 4. Approval

Authorisation of this Fieldwork Plan is usually the responsibility of the field trip leader’s supervisor or teaching subject coordinator. Senior management approval is required for travel to high-risk destinations. See [Travel to high risk destinations risk assessment](https://safety.unimelb.edu.au/__data/assets/word_doc/0011/4591397/travel-to-high-risk-destinations-risk-assessment.docx).

| Supervisor/Coordinator |  | Date | Click or tap to enter a date. | Approval method | Select method |
| --- | --- | --- | --- | --- | --- |