

Deakin University Project Safety Plan: Fieldwork Supplement

Use this form to record all risks associated with work or research projects involving field work. Attach other relevant information.

This form requires the signature of the School Fieldwork Safety person.

Forms can be obtained from the [OHS website](#). The Project Leader should retain a copy of this form and any attachments. A copy should go to the Project Manager, then the designated School Fieldwork Safety person for approval. This copy should then be kept in the School.

Form Last Updated: 10 August 2009

Project Identifying Code:

Description of Project, work or unit

Describe the project with its real and potential hazards. Use non technical, plain English

Separate document is attached Yes No

Regulatory and Protective Measures

1. Does the project involve vehicle use?

No go to question 2

Yes

Car? Will this involve 4WD? If so, you will need to pass a registered 4WD course before departure. Please provide details of 4WD course

Boat? You will need to obtain a boat-handling licence or provide details of boat-handling course, or other proof of proficiency/competence:-

Trailer? You will need to demonstrate an ability to tow and reverse a trailer.

Note:- If using personal vehicles, you must provide your own Insurance coverage (refer to University policy on private use of vehicles for university business).

2. Does the project involve sampling in potentially hazardous conditions? (e.g. aquatic environments, cliff faces, diving, remote locations, at heights, around machinery or traffic, at night)

No go to question 3

Yes What control have you set in place to minimise your risks under these conditions?
(eg. having another person with you, training courses)

3. Will the project involve being exposed to extreme weather conditions? (eg. blizzards in alpine areas, desert environs, coastal conditions, poor visibility, heavy rain)

No go to question 4

Yes What control have you set in place to minimise your risk under these conditions?
(eg. appropriate clothing & equipment)

4. Will you be handling animals during the course of your project?

No go to question 5

Yes (you will need to have gained Animal Ethics Approval)

Mammals If you are planning to handle bats, you will need to have your Rabies vaccination up-to-date (to provide some protection against lyssavirus)

Birds

Fish

Reptiles

Crustaceans

Other invertebrates: please give details

5. Have you considered First Aid issues?

(eg. attending a First Aid course, taking a kit with you, animal handling)

No go to question 6

Yes Details of First Aid arrangements:-

6. Will any specialist techniques/equipment be employed during the course of your project? (eg. net cannons)

No go to question 7

Yes Give details including safety precautions:

Have you access to this equipment? (ie does the university own this equipment or have you arranged it through an external source?)

7. List any other health and safety issues and protective measures identified in relation to the project:-

Emergency Procedures

Describe emergency procedures and emergency contact protocols (eg. regular contact with Rangers or family members).

Fieldwork Officer's Comments and Approval

Signature of School nominated
Fieldwork Safety Person:

Date:

Extension:

IF referral to Occupational Health and Safety Committee required:

(eg. because no written procedures covering this activity in the School or if School fieldwork officer has concerns.)

| Comments and Approval | | |
|------------------------------|-------|------------|
| | | |
| Signature | Date: | Extension: |

| Field Trip Safety Contacts | | | |
|-----------------------------------|----------------|---------------------------|--|
| Field Trips | Colin Magilton | Ecology & Environment (W) | Ph :33471 Email: colin.magilton |