

Fieldwork Preparatory Checklist

June 2009

This checklist is for the use of staff organising or supervising field trips.

Steps	Resources / Tools
Step 1: For local (within Australia) travel comply with Faculty/Division Guidelines on travel and fieldwork. For overseas travel refer Overseas Travel and Insurance Advice and complete the Travel Booking Form including the Overseas Travel Risk Assessment Form .	You may want to review the insurance arrangements for students on placements and field trips. Staff and any other persons paid during the course of a field trip are covered by Workers Compensation .
Step 2: Ensure all participants complete the Off Campus Activities Questionnaire .	Depending upon the issue, you may want to seek further advice from the University Health Service , the Disability Resource Centre , the Equity and Diversity Unit or the OHS Unit to discuss any conditions that may affect the ability of persons to participate in the activity.
Step 3: Ensure appropriate vaccinations have been undertaken where required. Check whether there are dietary or other special requirements.	Some activities or locations may require vaccinations. Consult the Immunisation Guidelines . If required consult with the University Health Service (at least six weeks prior to departure to ensure adequate vaccination coverage). Refer to http://www.traveldoctor.com.au/ for destination vaccination travel requirements.
Step 4: Consider safety requirements involved in the travel.	If you are travelling by vehicle - check the University's Motor Vehicles Procedure . Consider special risks associated with using 4WD vehicles or trucks. Check licenses as needed. If air travel is involved, check the Safe Flying Guidelines . Consider the flight time and countries that you may have to stopover at.
Step 5: Assess the location: a system must be in place to prevent or reduce the risk or injury to staff or student.	Consider the following: <ul style="list-style-type: none"> • the remoteness of the location and distance to assistance • the terrain to be covered and how it will be travelled over • the climate including altitude, daylight allowance and season • local political climate and cultural sensitivities • security and safety provisions • emergency and first aid needs • communication requirements such as mobile phones or satellite phones • permits and permissions required Complete Field Work Risk Assessment
Step 6: Determine the level and type of supervision required and any disability related accommodations that may be required: for example, sign language interpreter, information or instructions in particular formats.	See guidelines: Fieldwork, Work Placements and Study-Abroad Trips for Students with Disability
Step 7: Determine support and emergency arrangements required: first aid kits, first aid training, special medications such as antidotes, emergency kits, personal protection (helmets, gloves, hats etc.)	Communications arrangements First aid provision and emergency evacuation options The condition and fitness of safety equipment or other critical tools must be checked
Step 8: Provide information about the fieldwork through an induction session. Provide a handout for critical or important information. Keep a signed attendance list.	Inform participants of clothing or other requirements Ensure participants have adequate safety information Instruct participants on their roles and responsibilities during the fieldwork activity
Step 9: Provide a current itinerary to the Faculty/Division (field trip coordinator)	Ensure contact numbers are provided for all staff and students
Step 10: Lodge documentation and obtain faculty/division approval for the field trip.	
Step 11: Immediately notify your Faculty/Division of an incident. Serious injuries or accidents may need to be notified to WorkSafe .	Note contact person and number. You may also need to notify the OHS Unit (WorkSafe Notification, WorkCover Insurance) and the Strategy and Risk Management Unit (Insurance matters)