



# FIELDWORK NOTIFICATION FORM

(Fieldwork leaders to complete)

## Form instructions

- *This form should be completed by the Fieldwork Leader and left with the Duty Officer and/or supervisor for work which takes place in/on/near water, overnight, or in remote locations (>30 mins from assistance). Re-visit safety procedures prior to leaving for field work. NB Duty officer can be supervisor, family member, partner, or friend.*
- *Please complete all required fields (Red) accurately and any additional fields (Green) appropriate to your fieldwork.*
- *Rename the PDF when saving, then re-open and double check that all entries have been saved.*
- *Lodge your completed Fieldwork Notification Form to Technical Officer on your campus:  
Burwood - envtech@deakin.edu.au, Waurn Ponds - t.draper@deakin.edu.au, Warrnambool - david.mills@deakin.edu.au  
Engineering - craig.mcgill@deakin.edu.au, as well as your daily contact person before departure.*
- *Notify the Dive Officer prior to any Deakin University activity where Diving operations are planned*

## Notes for the Fieldwork Leader:

1. An Off-Campus Activities Questionnaire should be completed by all fieldwork participants, including staff.
2. Ensure all participants have read the Work Safety Assessment.
3. Copies of participant completed Off-Campus Questionnaires should be lodged with the Fieldwork Safety Officer on relevant campus via email before departure.
4. The completed forms or a summarized list should be taken with the Fieldwork Leader into the field on a **strictly confidential basis**. *All staff/students involved must be aware of the University's Information Privacy policy, see policy below.*
5. Any participant/s should be given the accommodation address and an emergency telephone number.
6. All forms and information obtained should be destroyed following the completion of the fieldwork.

## Privacy

The information on this form is being collected for the purposes of, in relation to the off-campus activity, assessing safety risks and for use in an accident or emergency. If relevant information is not provided, the University's capacity in these matters may be limited. Personal and health information held by the University is subject to the *Information Privacy Act 2000* (Vic) and *Health Records Act 2001* (Vic). The University's information privacy policy is available online at <http://theguide.deakin.edu.au/> or by contacting the Privacy Officer on (03) 9246 8114 or <privacy@deakin.edu.au>.

**This information may also be used to assist University, medical or emergency personnel in the event of accident or emergency.**

### Procedural requirements before commencing any field work :

A Work Safety Assessment has been completed and approved by campus Fieldwork Safety Officer.

Participants have been briefed on logistical and safety requirements as stated in the WSA, including any emergency procedures, Personal protection (Wet weather clothing, warm weather protection), location risks and conditions.

Dive Officer has been notified for any fieldwork undertaken at Deakin University where Diving operations are planned. Where the Dive Officer is unavailable a suitable delegate will be appointed.

Necessary permits, licenses or permissions have been obtained. (e.g., Animal ethics, DELWP permits, banding licenses, etc.)

Notified Local Authorities of designated sites that you are coming on site. (E.g., Local Parks Vic/DELWP office, Private land owner notified that you will be accessing private property.)

**This section to be completed by the Fieldwork Leader**

Please note: these forms will be destroyed upon completion of the activity. No details will be retained on file.

Field Work Leader Details:	Name: Staff/Student Number: <span style="float: right;">DOB:</span> Address: Phone: (Home) <span style="float: right;">(Mobile):</span>										
Field Work Leader Emergency Contact Details:	Name: <span style="float: right;">Relationship:</span> Address: Phone: (Home): <span style="float: right;">(Mobile):</span>										
Local contact (e.g., Park Ranger)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Name</td> <td style="width: 50%;">Contact number</td> </tr> <tr> <td>Position Title</td> <td>Office location details:</td> </tr> </table>	Name	Contact number	Position Title	Office location details:						
Name	Contact number										
Position Title	Office location details:										
Deakin Work Supervisor Details:	Name: <span style="float: right;">Mobile:</span>										
Duty Officer Details:	Name: <span style="float: right;">Mobile:</span>										
Additional participants Name, personal contact details and emergency contact details:  (Off-Campus Questionnaire are to be emailed to field tech staff)	<table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 30%;">Participant Name</th> <th style="width: 15%;">Contact no.</th> <th style="width: 20%;">Emergency Contact Name</th> <th style="width: 15%;">Emergency no.</th> <th style="width: 20%;">Relationship</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participant Name	Contact no.	Emergency Contact Name	Emergency no.	Relationship					
Participant Name	Contact no.	Emergency Contact Name	Emergency no.	Relationship							
Field work vehicle:  Boat vessel details:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Drivers License No.</td> <td style="width: 50%;">Make, Model and Year</td> </tr> <tr> <td>Vehicle Registration</td> <td>Colour</td> </tr> <tr> <td>Marine License No.</td> <td>Make, Model and Year</td> </tr> <tr> <td>Boat registration</td> <td>Colour</td> </tr> </table>	Drivers License No.	Make, Model and Year	Vehicle Registration	Colour	Marine License No.	Make, Model and Year	Boat registration	Colour		
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Vehicle Registration	Colour										
Marine License No.	Make, Model and Year										
Boat registration	Colour										
Training qualifications obtained for specific field work activities.  Scanned copy retained for technical officer records.	Tick appropriate training qualifications required for field work activities:  <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">4x4 course</td> <td style="width: 30%;">Boat license</td> <td style="width: 40%;">Diving certificate</td> </tr> <tr> <td>First aid training</td> <td>Swim test completed</td> <td> </td> </tr> </table> Special requirements for a specific activity have been completed  NB: Any field work encompassing boat or scuba diving ensure all relevant requirements have been completed, as per diving manual. Contact Senior Technical Officer Paul Tinkler <a href="mailto:paul.tinkler@deakin.edu.au">paul.tinkler@deakin.edu.au</a>	4x4 course	Boat license	Diving certificate	First aid training	Swim test completed					
4x4 course	Boat license	Diving certificate									
First aid training	Swim test completed										

This section to be completed by Fieldwork Leader													
<b>Fieldwork Leader:</b> (Person in the field)	Name:												
<b>Date and location of activity:</b> If multiple trips planned in quick succession	<table border="1"> <thead> <tr> <th>Start Date</th> <th>End Date</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Trip 1</td> <td></td> <td></td> </tr> <tr> <td>Trip 2</td> <td></td> <td></td> </tr> <tr> <td>Trip 3</td> <td></td> <td></td> </tr> </tbody> </table>	Start Date	End Date	Location	Trip 1			Trip 2			Trip 3		
Start Date	End Date	Location											
Trip 1													
Trip 2													
Trip 3													
<b>Proposed detailed list of location/s:</b>  Include itinerary with dates if changing locations  NB. If applicable provide site map or GPS locations via attachment.	<p>(e.g.: Postal address/GPS waypoints/map co-ordinates)</p> <hr/> <p><b>Accommodation details:</b> type of accommodation, address of accommodation including contact number if staying overnight:</p>												
<b>Activity details:</b>  Provide a summary of work activity/ research project)	<p>NB. This section should contain a plain language statement of the proposed activity covering typical duties. Can be directly copied and pasted from WSA . If activity has changed also update WSA and resubmit for approval.</p>												
<b>Safety protocols:</b>  Explain procedures in place (i.e. radio contact between groups, meeting point, nearest landmark etc.)	<p>Explain safety procedures in place:</p> <p>Local medical facility address</p> <p>First aid kit in field      Additional First Aid items to consider: ventolin, epipen</p> <hr/> <p>Local Police information (Nearest town with police station): Phone number:</p> <p><b>Communications</b> Alternative communications (if used): Satellite phone number: <b>NB. Satellite phone should remain turned on at all times for emergency communication where possible.</b> SPOT satellite tracker ID#: <b>NB. Anyone working in remote areas should carry a spot messenger so someone can remotely track your location</b></p> <p>EPIRB/PLB</p>												

This form should be completed by the Fieldwork Leader and left with their nominated Duty Officer (i.e. report-in contact) and Fieldwork Technical Officers for any fieldwork which takes place in/on/near water, overnight, overseas or in remote locations (>30 mins from assistance). See the SEBE Research Fieldwork Safety Guidelines for further information.

### REPORT-IN PROCEDURE

1. Report-in Duty Officer & frequency (e.g. "Supervisor name" at 6pm each day):
2. Method of reporting-in (e.g. phone call, spot messenger - state location at time of reporting in):

### FAILURE TO REPORT-IN PROCEDURE

1. Delay period before enacting emergency procedure (e.g. 30 minutes past check in time):

Following delay period: See contact information on page 2.

- |   |                    |             |
|---|--------------------|-------------|
| a. Call Fieldwork leader's phone                                  | Contacted / Failed | Time: _____ |
| b. Call other participant's phones and alternative communications | Contacted / Failed | Time: _____ |
| c. Wait 10 minutes and repeat steps a&b                           | Contacted / Failed | Time: _____ |
| d. Wait a further 10 minutes and repeat steps a&b again           | Contacted / Failed | Time: _____ |

(20 minutes should have elapsed following the initial delay period)

- e. Call Work Supervisor's phone: (Advise of failure to report in; if not contactable or if you are work supervisor continue below )

- f. Call Fieldwork leader's emergency contact (adhere to following statement or if you are the duty officer skip step 'f'):

**DO NOT CAUSE UNDUE STRESS OR PANIC TO EMERGENCY CONTACT.** In a calm organized manner simply state "that Fieldwork leader has not completed his/her's daily check in and that you are simply conducting the standard failure to report-in procedure to follow all points of contact to ensure fieldwork leader and participant safety. Check to see if fieldwork leader has made any contact with them. If not explain the current situation and that if yourself or they hear from the fieldwork leader to report back to each other".

- g. Call Local contact (Contact name and details on page 2)

Provide all details of the trip as requested, and note response:

Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Emergency services (e.g. local police) see below for Emergency services call in procedure: Contact local Technical Manager  
Or Deakin Security on 1800 062 579 (24hrs)

If injury sustained Online incident report from date submitted: \_\_\_\_\_

### Emergency Call-in Procedure

The following details are found in Fieldwork Notification Form and will be required when reporting to emergency services that no contact has been made:

- Personal details: Name, Address, Date of Birth, contact number
- Names of any participants and contact numbers.
- Emergency contacts or next of kin and relationship to researcher.
- Most recent day time location details.
- Location of night accommodation or camp site.
- Vehicle make, model, colour and registration
- Departure date and expected return date.
- What training researchers have had to work in remote areas e.g. 4wd training, first aid training.
- What emergency protocols they have in place and what equipment they have with them.
- Last communication with field research leader or group