

## Elements for consideration in fieldwork and off-campus work

### Purpose

This document supports [Chapter 3.12](#) (Off Campus, Fieldwork and High-Risk Travel Safety Management) of the ANU Work Health and Safety Management System (WHSMS) Handbook. It provides a structured checklist of elements that fieldwork supervisors, leaders and course coordinators should consider when planning, documenting and approving off-campus work, fieldwork, remote or isolated work, and high-risk travel.

The elements set out below are intended to assist with the development of the travel/fieldwork plan required under Chapter 3.12, and to support the risk assessment, communication, emergency preparedness and health considerations that the chapter requires. This document does not replace the formal planning, risk assessment or approval requirements set out in Chapter 3.12 or any related ANU policies, procedures, insurance arrangements or travel-approval requirements.

### Scope and structure

The matrix below groups elements under broad headings — documentation, communication, transport, emergency, environment, equipment, medical, behaviour, responsibilities and post-trip actions — and indicates their applicability across four travel categories: Australia urban, Australia remote, international urban and international remote. The categories provide a starting point for calibrating the level of planning effort; the specific risk profile of any given activity may require additional or more stringent controls to reflect local-area requirements.

### Reading the matrix

Each element is coded against the four travel categories as follows:

- R — a required element that must be addressed and completed.
- O — an optional element that must nonetheless be considered, and completed as or if necessary.

Supporting Document: Elements for consideration in fieldwork and off-campus work – v4.0



## Elements for consideration in fieldwork and off-campus work

• – — not applicable or not relevant to the travel category.

The relevant University area (College, School or equivalent) may elevate an optional (O) element to a required (R) element where local conditions or the specific risk profile of the activity where appropriate. Supervisors should treat the matrix as a minimum baseline and apply additional controls where the risk assessment indicates.

### Requirements for consideration for travel within:

<b>Key</b>  <b>R</b> a requirement that must/will be completed <b>O</b> an optional requirement that must be considered and completed as/if necessary. <b>-</b> Not applicable/Not relevant  <b>Note: The University Area may convert an optional requirement to an absolute requirement.</b>	Australia Urban	Australia Remote	International Urban	International Remote	<b>Comments</b>
---	--------------------	---------------------	------------------------	-------------------------	-----------------

## Elements for consideration in fieldwork and off-campus work

Documentation <sup>1</sup> -					
<ul style="list-style-type: none"> <li>Travel plans, arrangements and itinerary <sup>2</sup></li> </ul>	R	R	R	R	<ul style="list-style-type: none"> <li>Include destinations, dates and times of travel, contact names and phone numbers at destination (where possible).</li> </ul>
<ul style="list-style-type: none"> <li>Emergency plan to deal with potential and plausible situations</li> </ul>	R	R	R	R	<ul style="list-style-type: none"> <li>Lodge details with a responsible person that is aware of your travel and is in regular/agreed contact with the group/trip leader. This person must be in a position to act (as agreed) if scheduled calls/deadlines are missed.</li> <li>Consider after-hours contact.</li> </ul>
<ul style="list-style-type: none"> <li>Contact details for ALL team members</li> </ul>	R	R	R	R	<ul style="list-style-type: none"> <li>Local limits may exist for group size and composition.</li> <li>Identify useful skills (e.g., first aid training, 4WD).</li> <li>Vehicle registration number(s) and details (make, type, colour)</li> </ul>
<ul style="list-style-type: none"> <li>Field party structure</li> </ul>	O	O	O	O	<ul style="list-style-type: none"> <li>Provide information to field party members about various roles and responsibilities (e.g., second in charge, first aid officers, designated drivers etc.).</li> </ul>

<sup>1</sup> Copies (or access) should exist for the team supervisor and local ANU contact.

<sup>2</sup> The itinerary must be of sufficient detail to locate someone.

## Elements for consideration in fieldwork and off-campus work

Documentation <sup>1</sup> -					
<ul style="list-style-type: none"> <li>Emergency contact details for each team member <sup>3</sup> include any significant medical conditions</li> </ul>	R	R	R	R	<ul style="list-style-type: none"> <li>For students with no local/Australian contact, indicate the Hall of Residence Authorised Officer contact</li> </ul>
<ul style="list-style-type: none"> <li>Permits/licences –               <ul style="list-style-type: none"> <li>Vehicles</li> <li>Equipment</li> <li>Access to areas</li> <li>Access to countries (visas and immunisations)</li> <li>Collecting permits</li> <li>Permissions to enter (e.g., traditional/traditionally-managed land)</li> </ul> </li> </ul>	R	R	R	R	<ul style="list-style-type: none"> <li>e.g., Biosecurity import permits.</li> </ul>
<ul style="list-style-type: none"> <li>Field work activities to be undertaken and their risks managed</li> </ul>	O	R	O	R	<ul style="list-style-type: none"> <li>Bushwalking, Abseiling, Tree climbing, Sample collection, Underground work, Caving, Trench work, Boating, Diving procedures.</li> </ul>
<ul style="list-style-type: none"> <li>Travel insurance (covers ANU staff and students on authorised business travel and anyone whose cost of travel is paid for by the ANU)</li> <li>Travel information</li> </ul>	O	O	R	R	<ul style="list-style-type: none"> <li>Consider <a href="#">DFAT travel advisories</a> (see <a href="#">DFAT Smartraveller website</a>). Certain travel requires delegate approval. See ANU <a href="#">Approval to travel</a> for delegates.</li> <li>Workers &gt;75 years should ensure they are fit for the proposed activities and fit to travel and</li> </ul>

<sup>3</sup> This person should be capable of providing personal or medical information and deal with a stressful emergency situation.  
Supporting Document: Elements for consideration in fieldwork and off-campus work – v4.0

## Elements for consideration in fieldwork and off-campus work

Documentation <sup>1</sup> -					
					<p>must provide a medical clearance certificate and a personal medical management plan.</p> <ul style="list-style-type: none"> <li>• Review relevant ANU supporting information;               <ul style="list-style-type: none"> <li>○ <a href="#">International SOS app</a></li> <li>○ <a href="#">ANU Travel Handbook</a></li> <li>○ <a href="#">Travel Policy</a></li> <li>○ <a href="#">ANU Insurance</a></li> </ul> </li> <li>• The Current Insurance Provider is Chubb. Travellers can lodge a claim directly to Chubb Insurance through the <a href="#">Claims Centre</a> or complete the <a href="#">Travel Claim Form</a> and email it to <a href="mailto:A&amp;Hclaims.au@chubb.com">A&amp;Hclaims.au@chubb.com</a> along with all relevant receipts and documents.</li> <li>• Prior to departure/during travel, collate;               <ul style="list-style-type: none"> <li>○ Original tickets/vouchers</li> <li>○ Doctor's/hospital Certificate</li> <li>○ Correspondence with travel agent/travel providers</li> <li>○ Police reports</li> <li>○ Bank statements, transaction receipts</li> <li>○ Photos of lost items</li> </ul> </li> </ul>

## Elements for consideration in fieldwork and off-campus work

Communication -					
<ul style="list-style-type: none"> <li>• <i>Pre-trip briefing</i> for –               <ul style="list-style-type: none"> <li>○ Team members</li> <li>○ Local staff</li> <li>○ Students</li> <li>○ Volunteers</li> </ul> </li> </ul>	R	R	R	R	<ul style="list-style-type: none"> <li>• Briefing notes to be kept or lodged (including who attended and what was discussed). As a minimum, discuss relevant items in this table.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Communication plan</i> – call out/contact procedure               <ul style="list-style-type: none"> <li>○ Communication methods (consider more than 1) – mobile phone, satellite phone, two-way radio, EPIRB etc</li> <li>○ Between group members</li> </ul> </li> </ul>	R	R	R	R	<ul style="list-style-type: none"> <li>• A copy of the Plan must be lodged with a responsible person.</li> </ul>
<ul style="list-style-type: none"> <li>• Reporting problems and <i>incidents</i> to the field work supervisor and a local ANU contact</li> </ul>	R	R	R	R	<ul style="list-style-type: none"> <li>• Discuss in pre-trip briefing.</li> </ul>
Transport -					
<ul style="list-style-type: none"> <li>• Document the type and consider the risks associated with the transport options</li> </ul>	O	R	O	R	<ul style="list-style-type: none"> <li>• Vehicles, motor bikes, boats, aircraft, driver training and licences</li> </ul>

## Elements for consideration in fieldwork and off-campus work

<ul style="list-style-type: none"> <li>Navigation methods and tools</li> </ul>	O	R	O	R	<ul style="list-style-type: none"> <li>Route selection, location determination, direction determination, GPS, compass and map-reading skills.</li> </ul>
<ul style="list-style-type: none"> <li>4WD training</li> </ul>	O	R	O	R	
<ul style="list-style-type: none"> <li>Vehicle equipment available and inspected</li> </ul>	O	R	O	R	
<ul style="list-style-type: none"> <li>Fatigue management</li> </ul>	R	R	R	R	
<ul style="list-style-type: none"> <li>Night driving</li> </ul>	O	R	O	R	<ul style="list-style-type: none"> <li>Avoid driving out of sync with biological rhythms</li> <li>Dusk and dawn driving increases the risk of interacting with wildlife.</li> <li>Consider local fauna/seasonal conditions (e.g., horses in NSW tablelands, kangaroos in drought)</li> </ul>
<b>Emergency -</b>					
<ul style="list-style-type: none"> <li>Likely accidents considered and an action plan available</li> </ul>	R	R	R	R	<ul style="list-style-type: none"> <li>Emergency and communication equipment must be carried when in remote areas, not left in a vehicle.</li> </ul>
<ul style="list-style-type: none"> <li>Emergency kit</li> </ul>	O	R	O	R	<ul style="list-style-type: none"> <li>Ensure all trip participants are aware of its location.</li> </ul>

## Elements for consideration in fieldwork and off-campus work

Emergency -					
<ul style="list-style-type: none"> <li>Lost/isolation/separation from the group process</li> </ul>	R	R	R	R	<ul style="list-style-type: none"> <li>Consider survival skills training</li> </ul>
<ul style="list-style-type: none"> <li>Specific tasks to be undertaken</li> </ul>	R	R	R	R	
<ul style="list-style-type: none"> <li>Search and rescue</li> </ul>	O	R	O	O	<ul style="list-style-type: none"> <li>Contact names and phone numbers of nearest emergency services should be sourced and recorded.</li> </ul>
<ul style="list-style-type: none"> <li>Extraction/evacuation plan</li> </ul>	O	O	O	O	Consider; <ul style="list-style-type: none"> <li>details for medical and/or political reasons</li> <li>alternate travel arrangements if it becomes necessary and support services.               <ul style="list-style-type: none"> <li><a href="#">International SOS app</a></li> <li><a href="#">ANU Insurance</a></li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Kidnap and Ransom</li> </ul>	O	O	O	O	<ul style="list-style-type: none"> <li>Contact ANU Security and <a href="#">ANU Insurance</a> office</li> </ul>
Environment -					
<ul style="list-style-type: none"> <li>Environmental conditions investigated and addressed</li> </ul>	O	R	O	R	<ul style="list-style-type: none"> <li>Ensure appropriate equipment and clothing are available.</li> <li>Thermal/hydration conditions should be assessed and appropriate measures are</li> </ul>

## Elements for consideration in fieldwork and off-campus work

					available to mitigate the risks. (e.g., extra water in hot climates)
<ul style="list-style-type: none"> <li>• Camp site details               <ul style="list-style-type: none"> <li>○ Bush etiquette</li> <li>○ Camp fire containment</li> </ul> </li> </ul>	-	R	-	R	<ul style="list-style-type: none"> <li>• Falling limbs, flash floods, safe from vehicles, secure from theft, harassment etc.</li> <li>• Potable water, food, cooking facilities, power or electrical facilities, lighting, noise, accommodation, hygiene and ablution arrangements</li> </ul>
<ul style="list-style-type: none"> <li>• Fauna and Flora</li> </ul>	-	R	-	R	<ul style="list-style-type: none"> <li>• Snake bite, spiders, ticks (rickettsia), insects, leeches, wild pigs, cattle, crocodiles, sharks, blue bottles, stone fish, blue-ringed octopus, box jellyfish etc. Botanical poisons and allergens (be aware of both universal and personal sensitivities)</li> </ul>
<ul style="list-style-type: none"> <li>• (Bush) Fire warnings and action plan</li> </ul>	-	R	-	O	<ul style="list-style-type: none"> <li>• Reschedule for catastrophic and extreme fire warnings</li> </ul>
<ul style="list-style-type: none"> <li>• Tides and weather</li> </ul>	O	R	O	R	<ul style="list-style-type: none"> <li>• Review local conditions regularly</li> </ul>
<ul style="list-style-type: none"> <li>• Personal security</li> </ul>	O	O	R	O	<ul style="list-style-type: none"> <li>• Review smart traveller and DFAT warnings (see <a href="#">DFAT Smarttraveller website</a>).</li> </ul>

## Elements for consideration in fieldwork and off-campus work

Equipment -					
<ul style="list-style-type: none"> <li>Occupational first aid kit</li> </ul>	O	R	O	R	<ul style="list-style-type: none"> <li>Required in the vehicle or campsite.</li> <li>Additional simpler kits may be required when working away from the vehicle/campsite.</li> <li>Personal medications should be carried by individuals (e.g., epi-pens or Ventolin).</li> </ul>
<ul style="list-style-type: none"> <li>Equipment training and licences are current (e.g. Driver's licence)</li> </ul>	R	R	R	R	
<ul style="list-style-type: none"> <li>Vehicle is suitable and well maintained</li> </ul>	R	R	R	R	<ul style="list-style-type: none"> <li>Private vehicles are discouraged. If used, the ANU should be provided with details that indicate the insurance coverage is acceptable for work purposes.</li> </ul>
<ul style="list-style-type: none"> <li>Vehicle equipment is suitable and well maintained</li> </ul>	O	R	O	R	<ul style="list-style-type: none"> <li>Check road-worthy and maintenance records</li> </ul>
<ul style="list-style-type: none"> <li>EPIRB locator/beacon</li> </ul>	-	R	-	O	<ul style="list-style-type: none"> <li>Record EPIRB or PLB number in trip documents</li> </ul>
<ul style="list-style-type: none"> <li>Personal clothing</li> </ul>	O	O	O	O	<ul style="list-style-type: none"> <li>Weather appropriateness for hot or cold weather extremes</li> </ul>
<ul style="list-style-type: none"> <li>Personal Protective Equipment requirements detailed, considered and available</li> </ul>	O	R	O	R	<ul style="list-style-type: none"> <li>e.g., Sun protection, gloves, glasses</li> </ul>
<ul style="list-style-type: none"> <li>Use of firearms or prohibited weapons – Training, licences, permits available</li> </ul>	-	O	-	-	

## Elements for consideration in fieldwork and off-campus work

Equipment -				
• Footwear considerations	O	O	O	O
Medical -				
• Discuss any relevant medical conditions (including allergies) and required treatments with the Fieldwork Supervisor <sup>4</sup>	R	R	R	R
• Fitness for task	R	R	R	R
• Infections diseases and Immunisations	-	O	R	R
• Preventative measures	O	O	O	R

• People with potentially serious medical conditions (e.g., anaphylaxis, insulin dependent diabetes, epilepsy) must obtain a medical management plan signed by their doctor.

• Discuss/alert any medical issues with the fieldwork party First Aid Officer and trip leader.

Give consideration to;

- typhoid fever, Japanese encephalitis, hepatitis A and B, Dengue fever,
- vaccination requirements for entry into some countries.
- reviewing immunisation (esp. Type, Date commenced, Date completed)
- universal precautions

• Take precautions as appropriate for environmental conditions and disease (e.g.,

<sup>4</sup> Medications or treatments for any unusual medical conditions are the responsibility of the person affected.  
Supporting Document: Elements for consideration in fieldwork and off-campus work – v4.0

## Elements for consideration in fieldwork and off-campus work

Medical -					
					altitude sickness, Malaria/Rabies) and common issues such as diarrhoea (e.g., water purification)
<ul style="list-style-type: none"> <li>• Deep vein thrombosis</li> </ul>	-	-	O	O	<ul style="list-style-type: none"> <li>• Undertake preventative measures.</li> <li>• Obtain medical advice if at high risk.</li> </ul>
<ul style="list-style-type: none"> <li>• First aid –               <ul style="list-style-type: none"> <li>○ First aid kit</li> <li>○ trained people are in the group</li> <li>○ unusual first requirements or treatments are addressed</li> </ul> </li> </ul>	R	R	R	R	<ul style="list-style-type: none"> <li>• Occupational first aid kit for remote areas.</li> <li>• In remote locations, carry a first aid kit when away from the vehicle or support.</li> <li>• Generally adhere to minimum of 2 trained first-aid attendants</li> </ul>
<ul style="list-style-type: none"> <li>• Zoonoses or diseases associated with the location or tasks</li> </ul>	O	R	O	R	<ul style="list-style-type: none"> <li>• e.g., <a href="#">malaria</a>, <a href="#">ticks</a></li> </ul>
<ul style="list-style-type: none"> <li>• Plant and insect allergens</li> </ul>	R	R	R	R	<ul style="list-style-type: none"> <li>• Alert the First Aid Officer of allergies and carry treatment (e.g., epi-pens).</li> </ul>
<ul style="list-style-type: none"> <li>• Incident reporting information</li> </ul>	R	R	R	R	<ul style="list-style-type: none"> <li>• Consider and document how incidents and illnesses will be reported both within the travel party and to the University.</li> </ul>
a) Infectious Diseases	O	O	O	O	b) At least six months prior to departure, fieldworkers going overseas should consult a doctor with experience in travel medicine, and

## Elements for consideration in fieldwork and off-campus work

Medical -					
					<p>undertake an evaluation of the infectious diseases prevalent in the proposed work locations and the recommended protective measures against such infections, including:</p> <ul style="list-style-type: none"> <li>○ Preventative vaccinations;</li> <li>○ Safety of local water and food; and</li> <li>○ Availability of local medical and hospital services.</li> <li>○ Special consideration needs to be given for:               <ul style="list-style-type: none"> <li>○ Those at increased personal risk.</li> </ul> </li> </ul> <p>c) As appropriate, review websites providing additional information for prospective travellers:</p> <ul style="list-style-type: none"> <li>○ <a href="#">Quarantine and travel health</a></li> <li>○ <a href="#">The Travel Doctor</a></li> <li>○ <a href="#">Smartraveller</a>.</li> <li>○ <a href="#">Travel Health Information</a></li> <li>○ <a href="#">ANU Procedure: Immunisation</a></li> </ul>

Other considerations -					
• Cultural issues considered	-	O	R	R	• Obtain quality understanding and judgement of local issues and contextualised risks. This
• Religious issues considered	O	O	O	O	
• Ethnic issues considered	O	O	O	O	

### Elements for consideration in fieldwork and off-campus work

					<p>information must feed into the overseas travel approval process</p> <ul style="list-style-type: none"> <li>• Access relevant and current information on conditions (political, diseases, food/water, hygiene) and medical risks.</li> </ul>
<ul style="list-style-type: none"> <li>• Skills training (other than 4WD)</li> </ul>	0	0	0	0	<ul style="list-style-type: none"> <li>• Survival skills, navigation skills, communication equipment etc.</li> </ul>
<ul style="list-style-type: none"> <li>• Contact details for local land manager</li> </ul>	-	R	0	0	
<ul style="list-style-type: none"> <li>• Volunteers agreement</li> </ul>	0	0	0	0	<ul style="list-style-type: none"> <li>• Ensure (emergency) contact details are provided.</li> </ul>
<ul style="list-style-type: none"> <li>• Volunteer check list</li> </ul>	0	0	0	0	
<ul style="list-style-type: none"> <li>• Sexual harassment policy</li> </ul>	0	0	0	0	
<ul style="list-style-type: none"> <li>• Drug and alcohol policy</li> </ul>	0	0	0	0	<ul style="list-style-type: none"> <li>• Discuss any smoking and alcohol consumption issues</li> </ul>
<b>Upon return</b>					
<ul style="list-style-type: none"> <li>• Trip debrief</li> </ul>	0	0	0	0	<ul style="list-style-type: none"> <li>• Update fieldwork notes and procedures.</li> <li>• Consider disseminating lessons learnt that can be of assistance to future trips and other groups. Details are always welcome at the OHS Branch.</li> </ul>



### Elements for consideration in fieldwork and off-campus work

• Post travel medical assessment and reporting	O	O	O	O	• Consider illnesses that have a latent period.
--	---	---	---	---	---



## Elements for consideration in fieldwork and off-campus work

### Responsibilities

### Elements for consideration in fieldwork and off-campus work

Director or nominated representative	R	R	R	R	<p>The Director (or nominated representative) is responsible for:</p> <ul style="list-style-type: none"> <li>• Approving all fieldwork and off-campus work;</li> <li>• Approving the participation of all volunteers in the fieldwork or off-campus work</li> <li>• Developing management and administrative processes for fieldwork and work off-campus work that comply with University policies and procedures</li> <li>• Considering the research and teaching objectives of the fieldwork or off-campus work against the associated risks before granting approval</li> <li>• Ensuring they provide training for fieldwork supervisors in how to minimise the risks of any approved fieldwork or off-campus work</li> <li>• Ensuring they provide induction for all potential Fieldworkers and off-campus workers, and they identify and action any skills and training needs early</li> <li>• Providing the resources to undertake the field work.</li> </ul> <p><b>Warning:</b> No fieldwork is to be undertaken without the approval of the Director or nominated representative of the local area</p>
--------------------------------------	---	---	---	---	--

## Elements for consideration in fieldwork and off-campus work

Responsibilities					
					<p>A Director may appoint:</p> <ul style="list-style-type: none"> <li>• A Safety Officer (with suitable qualifications, skills and experience) to help them manage fieldwork and off-campus work risks</li> <li>• Authorised Officers who may launch search and rescue if the Field Party:               <ul style="list-style-type: none"> <li>○ fails to make the agreed contact,</li> <li>○ fails to return by the agreed time</li> <li>○ Requests assistance</li> <li>○ is working in an area where a significant event or emergency situation arises such as natural disaster, security threat or terrorist attack prompts early action.</li> </ul> </li> </ul>
Fieldwork supervisor	R	R	R	R	<p>The fieldwork supervisor is responsible for:</p> <p>a) Planning and documenting information about the fieldwork or off-campus work, including considering relevant aspects and risks in the requirements table (see: Appendix 1). This includes;</p> <ul style="list-style-type: none"> <li>• Conducting a risk assessment of the proposed fieldwork or off-campus work, including travel, location, fieldwork and anything else relevant;</li> </ul>

## Elements for consideration in fieldwork and off-campus work

Responsibilities				
				<ul style="list-style-type: none"> <li>Considering the skills (including physical and mental fitness) of participants in undertaking the proposed fieldwork or off-campus work; and</li> <li>Setting up an agreed timetable (including contact schedules), method of communication, contact details and an evacuation plan.</li> </ul> <p><b>Note:</b> These items must be in enough detail to ensure emergency services can locate a field party</p> <p>b) Organising and conducting field trips, taking all reasonably practicable steps to ensure they are safe for staff, students and volunteers, including being free from any harassment. This includes;</p> <ul style="list-style-type: none"> <li>Providing a briefing (induction) on the fieldwork or off-campus work to participants and local university contacts, e.g., the Safety Officer and Authorised Officer that includes ensuring that all fieldwork or off-campus work participants</li> </ul>

## Elements for consideration in fieldwork and off-campus work

Responsibilities					
					<ul style="list-style-type: none"> <li>• Are conversant with all relevant policies and procedures</li> <li>• Are familiar with the plans and arrangements of the fieldwork or off-campus work before proceeding into the field; and</li> <li>• Clearly understand their responsibilities in relation to cultural issues, permits, intellectual property and confidentiality relating to study sites. This should include reinforcing the University's expectations on behaviour, alcohol and other drugs abuse, bullying and harassment</li> </ul> <p>c) Mentoring and providing guidance to other fieldwork leaders.</p> <p>The Fieldwork supervisor may cancel, postpone or modify the planned schedule at any time during the trip. Any significant changes must be communicated back to the University (Authorised Officer or Safety Officer) according to the pre-arranged process.</p> <p>The level of detail for each element may vary relative to its significance and associated risk.</p>

## Elements for consideration in fieldwork and off-campus work

Responsibilities					
Field party members	R	R	R	R	<p>Each member of a field party must:</p> <ul style="list-style-type: none"> <li>• Comply with all reasonable directions of the fieldwork supervisor</li> <li>• Familiarise themselves with the hazards pertaining to the fieldwork or off-campus work and the practices that minimise the associated risks</li> <li>• Participate in the development of fieldwork or work off-campus plans and arrangements</li> <li>• Participate in any induction, information or training program as instructed by the fieldwork supervisor</li> <li>• Exhibit a duty of care for themselves and others</li> <li>• Wear personal protective equipment and use safety equipment as required</li> <li>• Express the values of the Australian National University</li> <li>• Minimise impact on the environment</li> <li>• Bring to the attention of the fieldwork supervisor any incident, or a situation contrary to University procedures</li> <li>• Report any accident, injury, illness or dangerous occurrence in the agreed manner</li> </ul>

## Elements for consideration in fieldwork and off-campus work

Responsibilities					
					<ul style="list-style-type: none"> <li>Discuss any pre-existing injury/illness of relevance with the fieldwork supervisor, and, if deemed necessary, obtain a medical management plan from a doctor. The medical management plan will assist with; appropriate treatment in the field, and maintaining the field party member's safety.</li> </ul> <p><b>Note:</b> Specialised/individual preventatives and treatments are the responsibility of the individual (e.g., epi-pens for the treatment of anaphylaxis or prescribed medications).</p>
Volunteers	R	R	R	R	All volunteers participating in fieldwork or off-campus work must complete the <a href="#">Volunteer Declaration Form</a> and gain the approval of the Director or nominated representative.
Fieldwork not involving undergraduates	O	O	O	O	<ul style="list-style-type: none"> <li>Fieldwork parties should have a minimum of 2 persons.</li> <li>Where a fieldworker works alone               <ul style="list-style-type: none"> <li>the fieldwork supervisor must have in place all key and suggested elements of the fieldwork plan, particularly those involving communication, that will reduce the</li> </ul> </li> </ul>

### Elements for consideration in fieldwork and off-campus work

Responsibilities					
					<ul style="list-style-type: none"> <li>○ risk of working alone to as low as reasonably practicable.</li> <li>○ an Emergency Position Indicating Radio Beacon (EPIRB) with GPS <u>as a minimum</u>.</li> </ul>
Undergraduate fieldwork	○	○	○	○	<ul style="list-style-type: none"> <li>● Fieldwork involving undergraduate teaching needs to have acceptable student-to-staff ratios so that appropriate transport and supervision arrangements can be implemented to ensure effective risk control.</li> <li>● A ratio of ten-to-one is the recommended maximum student-to-staff ratio for fieldwork involving undergraduate teaching.</li> <li>● A higher ratio may be acceptable for routine operations with an established safe history.</li> <li>● An acceptable ratio of students to staff will depend on the:               <ul style="list-style-type: none"> <li>○ Prior training, experience and maturity of the students; and</li> <li>○ Nature of the fieldwork.</li> </ul> </li> </ul> <p><b>Note:</b> The Director is the only person authorised to approve a higher student-to-staff ratio and then only after careful consideration of all the appropriate criteria.</p>

## Elements for consideration in fieldwork and off-campus work

Responsibilities					
Off-campus work	O	O	O	O	<ul style="list-style-type: none"> <li>As a minimum it is desirable to have at least two persons per party.</li> </ul>
Students and staff with disabilities	O	O	O	O	<ul style="list-style-type: none"> <li>The University has an obligation to staff and students under the <a href="#">Disability Discrimination Act 1992 (Cth)</a> and the <a href="#">Discrimination Act 1991 (ACT)</a> not to discriminate on the basis of disability and a positive obligation to make reasonable adjustments to ensure persons with a disability are not disadvantaged or treated less favourably than those without a disability. For further information see the <a href="#">Disability policy</a></li> <li>When students and staff are undertaking fieldwork or off-campus activities as a part of their course requirements or work duties, reasonable accommodations must be made to ensure that they are able to participate. Some students may not, however, be able to be undertake some activities. Alternative arrangements must be made to ensure that these students can meet the inherent requirements of the course.</li> <li>Reasonable adjustments for staff should provide the opportunity to perform to the best</li> </ul>

## Elements for consideration in fieldwork and off-campus work

Responsibilities					
					<p>of their ability and be as effective as possible in their role.</p> <p><b>See:</b> <a href="#">Workplace adjustments</a></p>
Insurance	O	O	O	O	<ul style="list-style-type: none"> <li>The Australian National University maintains insurance cover to protect it and Council, Officers, Employees, Volunteers and Students as well as its assets against claims arising from University-related activities or from natural occurrences such as fire, storm damage, impact, motor vehicle etc. The University also maintains insurances as required by law (for example, workers' compensation insurance and compulsory third-party motor insurance (CTP)).</li> <li><b>See:</b> <a href="#">ANU Insurance</a></li> </ul>

## Elements for consideration in fieldwork and off-campus work

Behaviour in the field					
Smoking	O	O	O	O	<ul style="list-style-type: none"> <li>In accordance with University policy to provide a smoke-free workplace, smoking is prohibited in all vehicles and in shared places during fieldwork</li> <li>Fieldworkers should be aware of the <a href="#">University's smoke-free policy</a>.</li> </ul>
Alcohol and other drugs in the workplace	O	O	O	O	<ul style="list-style-type: none"> <li>Alcohol and other drugs can be a significant contributing factor in many incidents and acts of prejudicial conduct. Alcohol and other drugs should not be consumed when undertaking fieldwork. The field is a workplace and appropriate standards of workplace behaviour must be maintained.</li> <li>The rules and expectations associated with alcohol and other drugs on field trips must be clearly communicated, managed and supervised. Any Field Party member suffering from effects excessive alcohol or drug consumption or displaying inappropriate behaviour may be removed from the field trip by the Field Supervisor. Any unresolved disputes which arise concerning this issue shall be referred to the Director.</li> </ul>

## Elements for consideration in fieldwork and off-campus work

					<ul style="list-style-type: none"> <li>Fieldworkers should be aware of the University's policies as they relate to alcohol and substance abuse as outlined in the <a href="#">Code of conduct</a>.</li> </ul>
Bullying and harassment	0	0	0	0	<ul style="list-style-type: none"> <li>The field is a workplace and appropriate standards of workplace behaviour are to be maintained, including a person's right to work and study in an environment free from personal intimidation, bullying or harassment of any kind.</li> <li>Fieldworkers should be aware of the <a href="#">University's policy on preventing discrimination, harassment and bullying</a> and the University's the <a href="#">Code of conduct</a>.</li> <li>fieldwork supervisors must ensure that:               <ul style="list-style-type: none"> <li>Discrimination does not occur;</li> <li>Fieldworkers maintain appropriate standards of behaviour; and</li> <li>If a situation arises, they act quickly to minimise its effects.</li> </ul> </li> </ul>
<b>Transport</b>					
Air travel	0	0	0	0	<ul style="list-style-type: none"> <li>There are a range of factors that can affect the safety of airports, aircraft and airlines. These include the weather, terrain, aviation infrastructure and the ways in which a country regulates its aviation industry.</li> </ul>

## Elements for consideration in fieldwork and off-campus work

Transport					
					<ul style="list-style-type: none"> <li>For further information on air travel safety see <a href="#">Air travel – Department of Foreign Affairs and Trade</a></li> </ul>
Deep vein thrombosis	0	0	0	0	<ul style="list-style-type: none"> <li>Travel of any form may result in periods of immobility, a cause of deep vein thrombosis (DVT).</li> <li>If you are concerned that you are at a high risk of DVT, you should seek medical advice on measures to control the risks during periods of extended inactivity and during travel. You should consider informing your supervisor if you are at a high risk of DVT for travel purposes (see <a href="#">DVT and long-distance air travel</a>).</li> </ul>
Vehicles	0	0	0	0	Vehicles used on fieldwork are: <ul style="list-style-type: none"> <li>Of an appropriate type</li> <li>Well-maintained</li> <li>Suitably equipped.</li> </ul>
Drivers	0	0	0	0	People operating vehicles during fieldwork shall: <ul style="list-style-type: none"> <li>Hold a relevant and current government licence for each type of vehicle operated (e.g., car, bus, truck, boat, helicopter, airplane) and comply with all relevant regulations;</li> </ul>

## Elements for consideration in fieldwork and off-campus work

Transport					
					<ul style="list-style-type: none"> <li>• Be trained in the use of such vehicles (including four-wheel drive) under relevant operating conditions, and have obtained a satisfactory level of competence; and</li> <li>• Be trained in basic vehicle maintenance and the use of recovery equipment, if supplied.</li> </ul>
Limits on Driving and Work Time	O	O	O	O	<p>As a guideline it is recommended that:</p> <ul style="list-style-type: none"> <li>• Drivers should not exceed two hours continuous driving without a break away from the vehicle;</li> <li>• When the driving is shared, drivers should change over every two hours;</li> <li>• Cumulative driving time for any one driver should not exceed 8 hours in any 24-hour period;</li> <li>• The total time spent by any one person in fieldwork or in fieldwork plus driving should not exceed 12 hours in any 24-hour period. However, the local area or the fieldwork supervisor may set more stringent limits after giving consideration to work and driving conditions and the experience of participants and drivers;</li> <li>• Field Party members drive according to their natural wake-sleep patterns. They should avoid driving when they would normally be asleep.</li> </ul>

## Elements for consideration in fieldwork and off-campus work

Transport					
					<p><b>Note:</b> Driver fatigue is increased by excessive vibrations, e.g., through poor suspension. In these circumstances consider additional rest stops.</p> <ul style="list-style-type: none"> <li>See <a href="#">Transport for NSW</a> for guidance on managing fatigue and other driving hazards Fatigue for further information.</li> </ul> <p><b>Warning:</b> The risk of encountering native wildlife on the roads increases in early mornings and dusk. Additional care is required at these times.</p>
Navigation	0	0	0	0	<ul style="list-style-type: none"> <li>Appropriate navigation aids should be provided for field operations. These may include: <ul style="list-style-type: none"> <li>Appropriate large-scale maps;</li> <li>Aerial photographs;</li> <li>A compass of proven standard;</li> <li>GPS (global positioning system) latitude and longitude indicator, and spare batteries;</li> <li>PLB, and spare batteries;</li> <li>EPIRB, preferably with GPS, and spare batteries.</li> </ul> </li> <li>Participants must have the skills to read maps, use a compass and understand GPS coordinates.</li> </ul>

## Elements for consideration in fieldwork and off-campus work

Transport					
					<p><b>See:</b> <a href="#">Emergency Position Indicating Radio Beacons (EPIRB)</a></p>
Environment	0	0	0	0	<ul style="list-style-type: none"> <li>All expected or possible conditions within the environment must be considered in preparing for fieldwork or off-campus work.</li> </ul>
Weather Evaluation	0	0	0	0	<ul style="list-style-type: none"> <li>Fieldworkers should make themselves aware of the climatic conditions, tidal data and weather events that can be encountered in the location and obtain current weather forecasts regularly during the time in the field. Consider postponing trips or returning early if weather conditions pose an unacceptable risk.</li> </ul> <p><b>See:</b> <a href="#">Australian Government Bureau of Meteorology</a></p>
Fire	0	0	0	0	<ul style="list-style-type: none"> <li>Fieldworkers should be aware of, or find out from the relevant land manager (e.g., Bushfire Council, Shire Council, Park Ranger), the fire regulations that will apply throughout the duration of their fieldwork operation.</li> </ul> <p><b>Warning:</b> During extreme or catastrophic fire rating periods consider postponing fieldwork taking into account local conditions and activity type. Exercise extreme caution with all field activities if a high fire rating is suspected.</p>

## Elements for consideration in fieldwork and off-campus work

Transport					
					<ul style="list-style-type: none"> <li>• Special consideration should be given in periods of high and extreme fire danger as restrictions on access, processes, equipment and vehicles can apply. Carefully consider the risk of the fieldwork starting a fire. Ensure the field party:               <ul style="list-style-type: none"> <li>○ Has appropriate protective clothing;</li> <li>○ Can identify fire warning signs;</li> <li>○ Has a reasonable evacuation route, and</li> <li>○ Is aware of what to do if it becomes trapped.</li> </ul> </li> </ul> <p><b>Warning:</b> Vehicles should not be parked in long grass because of the risk that hot metal will start a bushfire.</p>