

Fieldwork Safety Guidelines

Contents

	Page
1. Introduction	2
1.1 A Climate of Care	2
1.2 Responsibilities for Fieldwork Safety	2
1.3 Penalties and Liabilities	3
1.4 Auditing and Monitoring	3
2. Purpose	3
3. Definitions	4
4. General Guidelines	
4.1 Fieldwork	5
4.2 Planning and Assessment of Risk	5
4.3 Safety and First Aid	7
4.4 Communication	7
4.5 Use of Vehicles	8
4.6 Use of Boats	8
4.7 Use of other Specific Equipment	10
4.8 Coastal & Estuarine Work	10
4.9 Terrestrial Fieldwork	10
5. Equipment and Communications	12
5.1 Equipment	12
5.2 Special Safety Equipment	12
5.3 Communications Equipment	12
5.4 Contacts and Continuity of Contact	13
5.5 Personnel and Contacts	13
6. Schools Fieldwork Supervisor	14
6.1 Needs and Roles	14
6.2 Actions and Responsibilities	14
7. Reporting Incidents	15
Attachment 1	16

1. Introduction

1.1 A Climate of Care

1.1.1 The following guidelines focus on establishing a climate in which safety of personnel has primacy, in which staff and students know the policies, procedures and guidelines to help create safe practices. The University of Western Sydney's Colleges, Schools or Groups may elect to manage the risks involved with their fieldwork in a different manner to that described in these guidelines, but these alternative practices must provide at least equivalent or a better level of safety.

1.1.2 There is no successful method of guaranteeing safety of staff and students. These guidelines attempt to provide a framework in which it is customary and normal that all possible precautions have been taken and all proper responsibilities met. The major requirements - assessment of risk, planning, training, equipment, communication, responsibilities - are addressed in the guidelines report.

1.1.3 Particular issues of safety in fieldwork should be noted:

- (i) Personal safety must, ultimately, be a personal responsibility.
- (ii) Complacency and inattention, lack of preparation or lack of training will all cause problems. No amount of regulation will replace personal vigilance. Although personal safety is a personal responsibility, this does not relieve supervisors of their duty to ensure students (and staff) are instructed about hazards likely to be encountered during fieldwork and how to deal with them. Nor does it relieve anyone of responsibilities to maintain procedures, equipment and facilities so that they are safe.
- (iii) Infrastructure and institutional support for fieldwork is an issue for the Colleges and Schools and the University to address in order to achieve the climate of care required by these guidelines. Much of the cost of equipment to improve safety in the field currently comes from research grants, in contrast to safety equipment for laboratories, which is often provided through building programs (e.g. fume-cupboards, safety showers, fire safety equipment).

1.2 Responsibilities for Fieldwork Safety

1.2.1 Several pieces of current legislation, Australian Standards, Codes of Practice and UWS Policies and Procedures set out responsibilities in respect of aspects of safety during fieldwork. The most general are:

- (i) *NSW Occupational Health & Safety Act 2000* this identifies responsibilities of the employer, managers and supervisors of the employer, for the health, safety and welfare of staff and the health and safety of non-employees (students, members of families of staff, etc.). The University is required to ensure the health and safety of staff and students and to provide instruction, training, supervision, information and safe systems for work.
- (ii) UWS commits to the conformity with legislation about occupational health and safety and to those established good practices, which are already embodied in Australian Standards and the like. This document provides general guidance to staff throughout the University concerning their individual and managerial responsibilities.

1.3 Penalties and Liabilities

1.3.1 Breaches of the NSW OH&S Act carry maximal penalties (for the first offence) of \$ 550,000 for the University and \$ 55,000 for individuals. Higher penalties of up to \$ 825,000 for the University, and \$ 82,500 plus two years gaol for individuals, can be imposed for a second or subsequent breach. Managers, supervisors and those in control of workplaces and classes may be individually liable for all risks to health and safety about which they should have known and for which they should have taken all possible precautions. The University is also vicariously liable for the actions of its employees.

1.4 Auditing and Monitoring

1.4.1 Because of the diversity of needs and conditions for fieldwork, these guidelines are planned to operate by self-regulation and auditing for compliance with good practice. Thus, it is the responsibility of anyone planning, co-ordinating or overseeing fieldwork to comply with the guidelines. Auditing will be done to ensure that practices are safe, updated, well known and current. Auditing provides a method for ensuring that self-regulation is, in fact, working.

2. Purpose

2.1 **Fieldwork can expose participants to a range of hazards** not normally experienced in their work and study activities in the urban environment and is often undertaken at locations where emergency services are not readily available.

2.2 The purpose of these procedures is to ensure that when fieldwork is undertaken:

2.2.1 potential hazards are identified and controlled as far as is reasonably practicable; and

2.2.2 appropriate communication and emergency procedures are established and maintained.

3. Definition

3.1 Fieldwork is any work, study or research authorised by the University and done by staff, postgraduate or undergraduate students or authorised volunteers at sites other than the regular campuses of the University. Fieldwork does not normally include brief journeys away from the normal workplace to nearby shops etc. Fieldwork is mostly carried out in rural or remote areas, and does not include activities such as distance education, student exchange programmes, and documentary research in archives, offshore teaching at other institutions or similar activities. Travel to and from conferences is not considered to be fieldwork. Refer to the separate supplements for guidance on health and safety in clinical placements and overseas fieldwork, as they are not specifically addressed by these guidelines.

3.2 Remote Fieldwork is fieldwork in areas where it would be difficult to summon help and/or where emergency assistance would be an hour or more away without a vehicle. This includes work on rivers, inland waterways, estuaries and the ocean and work in off-road areas.

3.3 Local fieldwork/Site visits are where fieldwork/workplacement activities involve visits to shops, factories, buildings, galleries, hospitals, etc within the Sydney metropolitan area.

3.3.1 The staff member in charge of the fieldwork/workplacement must ascertain what local OH&S policies and procedures apply in the area(s) (e.g. hospitals, construction sites) to be visited before any fieldwork is undertaken or the workplacement begins.

3.3.2 ALL safety procedures (general and site specific) should be covered in the OH&S briefing or induction provided to staff and students by the owner/occupier's site safety officer or delegate prior commencement. The briefing or induction should as a

minimum provide information regarding emergency evacuation procedures and first aid treatment.

3.4 Personnel involved include members of staff (academic and general), postgraduate and undergraduate students and, in some cases, subject to authorization and approval by the relevant Head of Schools, volunteers and members of family of staff. Under some conditions, students of other institutions doing work experience may be authorized to do fieldwork.

3.4.1 Work at permanent field stations that are owned or operated by the University is not considered to be fieldwork, but travel to and from such field stations is covered by these guidelines, as for travel to and from any fieldwork site.

3.4.2 Work may also be conducted at permanent field stations that are not owned or operated by the University. In these cases the fieldwork party should be familiar and comply with established safety practices at those establishments.

3.4.3 Overseas fieldwork should be planned and conducted in accordance with these guidelines, but variations in climate, infrastructure, culture and politics can impact on the safety and health of people engaged in fieldwork overseas. These aspects should be assessed as far as possible prior to departure on the field trip. Refer to the separate supplement on overseas fieldwork for more detailed guidance in this area.

4. General Guidelines

4.1 Fieldwork is a professional activity, requiring professionalism in its planning. These general statements provide a framework for planning fieldwork activities and training staff and students.

4.2 Planning and Assessment of Risk: All fieldwork must be planned in advance, including assessment of the possible risks. The management of risks is essentially a four-step process:

4.2.1 Identifying the risks, i.e. those things that may impede the successful outcome of the fieldwork;

(i) assessing their likelihood and the potential consequences of them;

- (ii) controlling them;
- (iii) monitoring and reviewing the effectiveness of the risk control measures and improving them as needed

4.2.2 The staff member leading the trip (or the staff member supervising the students involved if there are no staff participating) is responsible for ensuring that adequate advance planning and assessment of risk are done. The same assessment of risk should be used whether the trip involves a large number of undergraduate students travelling by coach, a small group of postgraduate students or a party of two or three experienced staff travelling to a remote area.

4.2.3 Checklists of possible risks and how to identify them are helpful and Departments are urged to produce, review and update these. Examples of typical risks include extremes of weather, use of hazardous substances or harmful biological agents, driving vehicles and use of boats. Issues to be considered in assessment and reduction of risk during fieldwork include the:

- (i) chain of command for the group, which should be determined explicitly in advance so that there is reduced confusion in the event of accidents or other untoward circumstances;
- (ii) number of people in the group (a minimum of two is preferred) and their experience with fieldwork of the type being done;
- (iii) nature of the work and the area where it is done, including its remoteness, terrain, likely weather conditions including possible weather extremes, possibility of encountering dangerous animals or plants (or people!);
- (iv) methods and availability of transport and assistance in case of breakdown or accident;
- (v) availability of reliable channels of communication;
- (vi) inclusion in the party of people who have training in first aid and provision of adequate first aid kits;
- (vii) use of dangerous chemicals, explosives, mechanical equipment, electrical equipment or harmful biological agents in the work being done;
- (viii) work in or near water;
- (ix) working at heights or below the ground;
- (x) generation of hazardous wastes;
- (xi) timing and length of travel;
- (xii) adequacy of water and other provisions such as food, fuel, shelter, etc;

(xiii) fitness, health and competencies of the people in the group (e.g. knowing medical conditions, swimming ability, etc assists in deciding whether risks are acceptable or not, and planning alternatives).

4.2.4 Suitable maps should be available for routes to and from the fieldwork site, and of the fieldwork area, including information about relevant support services etc.

4.3 Safety and First Aid

4.3.1 Groups doing fieldwork must have adequate first aid training and supplies, as appropriate to the type of work and the hazards that may be encountered, and the size of the field trip party. In terms of first aid training, current certification at "Senior" first aid level should be considered to be a minimum standard. Precautions must be taken to minimize the potential for accidents of any kind, but if accidents do occur it is essential to manage them by having made appropriate preparations.

4.3.2 Where appropriate, portable first aid kits are necessary and should be made available. Note that standard type C vehicle kits almost certainly be considered inadequate for fieldwork and Schools will need to develop their own kits to suit the specific hazards/injuries that could be experienced.

4.3.3 Survival in untoward circumstances in remote areas, at sea, or in deserts requires specialist knowledge, skills, preparation and training. Anyone involved in such work must prepare, revise and update lists of requirements and procedures. These should be known by all participants and lodged with the Schools Fieldwork Supervisor.

4.4 Communication

4.4.1 Reliable means of communication are essential for all fieldwork. What is needed will obviously vary according to the circumstances, and in some cases (e.g. boating), there are statutory requirements. It is essential that, if something goes wrong, assistance can be summoned and emergency services notified. Mobile phones are one convenient form of communication, but they are not suitable for all circumstances or areas.

- 4.4.2 It is also necessary for contacts not involved in the work to be able to alert others to take action whenever regular contact breaks down and there is evidence that something has gone wrong. The person or persons nominated to be the contact must be competent. The Schools Fieldwork Supervisor, where appointed, should be provided with details of the nominated contact person or persons.
- 4.4.4 Global positioning systems (GPS) should be used in boats and land vehicles used for remote fieldwork.

4.5 Use of Vehicles

- 4.5.1 Only licensed and appropriately trained drivers should be in charge of field vehicles. The Head of Schools should ensure that there is a system in place for checking for appropriate and current driving licences, placing restrictions on use of vehicles, e.g. for untrained or inexperienced persons, and giving express permission for vehicle use. It is advisable for the School to have guidelines on use and limitations of vehicles.
- 4.5.2 Only registered vehicles are to be used. Vehicles used for field trips should be well maintained according to the manufacturer's service specifications and equipped with adequate spare parts and tools, according to the area and length of trip. Care must be taken when loading vehicles to maintain as low a centre of gravity as possible and to secure items adequately in the cabin. Vehicles must be driven with caution and attention to prevailing road and weather conditions. Only vehicles designed and/or equipped for the purpose should be taken off sealed roads.
- 4.5.3 Vehicles should be selected for the type of terrain likely to be encountered. Drivers should be familiar with the vehicle before setting out on the trip. Drivers intending to use four-wheel drive (4WD) vehicles should have received training in 4WD or be able to demonstrate experience in driving such vehicles. Drivers should be familiar with routine maintenance procedures such as checking oil, water, tyre pressure, coolant, and battery, and changing tyres. Drivers should also be aware of the fuel capacity and range of the vehicle.
- 4.5.4 Prior to setting out on the trip, the driver should check the vehicle to ensure it has been adequately maintained and has all

the necessary tools, spare parts and special equipment for the trip. A check should be made that the luggage is secure.

- 4.5.5 Rest stops and fuel stops should be used to check that the vehicle is operating normally with respect to tyre pressure, engine leaks, etc, and that the luggage remains secured. Every day, before setting out, check the oil, water, fuel, battery fluid, coolant, brake fluid, and tyre pressures, and that controls are working.
- 4.5.6 Driving times and distances should be planned to prevent fatigue. Usually a driver should not drive for more than about 2 hours before changing over or taking a short break that incorporates some light physical activity such as walking. A maximum of around 650 km per day should be planned, although greater distances may be safely covered, depending on road, traffic and weather conditions, and the number and experience of available drivers. Driving at night is more hazardous than during daytime (because of reduced visibility, biorhythm, level of stimulation) and should be minimised.
- 4.5.7 Drivers should always heed applicable road rules, including those pertaining to consumption of alcohol. Driving should always be done at safe and legal speeds. Safe speeds depend upon the road and weather conditions, experience of the driver, time of day, alertness of the driver and the vehicle itself. Unfamiliarity with the road or conditions and the presence of nocturnal animals contribute to driving hazards.
- 4.5.8 Occupants should wear seat belts when travelling in vehicles. Luggage should always be securely stowed. Netting or solid barriers between the boot and cabin protect occupants from loose objects, which may be propelled through the cabin if the vehicle stops suddenly.
- 4.5.9 For field trips involving large numbers of students travelling by bus or coach, the coach company or its representatives may impose its/their own rules to ensure safety and comfort for all passengers. The field trip leader should ensure that everyone obeys these.
- 4.5.10 The legal requirements limiting consumption of alcohol by vehicle operators and prohibiting alcohol consumption by

people less than 18 years of age apply as minimal standards of the University. The fieldwork leader may apply more stringent standards if these are considered warranted by his or her assessment of the fieldwork task, for example, if it involves hazardous environment or practices, inexperienced personnel, etc.

4.6 Use of Boats

- 4.6.1 In a College, School or Section where boats are used, the School's Fieldwork Supervisor and/or senior academic staff members involved must be familiar with relevant maritime legislation (as set out in the *NSW Safe Boating Handbook* published by the Waterways Authority), at least one copy of which must be held somewhere accessible in the College. Boating field trips must comply with the requirements of maritime legislation. Personnel in charge of boats are responsible for ensuring they have the appropriate licences and any appropriate boat registrations are obtained.
- 4.6.2 Boats must be used in accordance with the *NSW Safe Boating Handbook*. Boats capable of 10 knots or more must be registered. Boats should be well maintained and equipped with adequate spare parts and tools, according to the area worked and the length of the trip. Care must be taken when loading boats. The maximum capacity that the boat can carry must be displayed on the boat and must not be exceeded. Boats must contain adequate safety devices such as distress flares, personal flotation devices, etc. Only boats designed and equipped for the purpose may be taken out to the open sea. A radio transceiver is required for vessels going more than 2 nautical miles offshore. Safety equipment requirements for enclosed and open waters are listed in the Handbook.
- 4.6.3 Only licensed and appropriately trained personnel should be in charge of boats. Boats must be driven with caution and attention to prevailing conditions. Navigation skills may also be required. Only those personnel necessary and trained for the fieldwork may be carried in boats. Personnel other than employees and enrolled students of the University must have authorization from the relevant Head of School to travel in boats. No one may go out boating alone. The minimum size of a boating fieldwork party is two and at least one must be a competent swimmer.

4.6.4 Before setting out on boating trips, check prevailing and predicted weather conditions. Boat trips should not be undertaken in poor weather (eg high winds, rough seas) or when poor weather is predicted over the period of the planned trip. Even when good weather is predicted, changing weather should be anticipated in planning the trip.

4.6.5 Prior to setting out, check the vessel for safety equipment, personal flotation devices, fully charged battery, correct fuel mix, spare plugs, cotter pins, anchor and small bucket for bailing.

4.7 Use of Other Specialized Equipment

4.7.1 Many types of fieldwork require use of specialist equipment (e.g. vibracorer, drills, etc.). In all cases, the Schools Fieldwork Supervisor or equivalent should ensure that proper maintenance of equipment is done, that personnel are trained properly in use of the equipment and that all parts, tools and manuals for the operation of the equipment are available for the trip.

4.8 Coastal and Estuarine Work

4.8.1 When planning coastal and estuarine work, information about tides, currents, weather and other factors affecting safety must be considered. Work on rock-platforms can be particularly hazardous and adequate precautions must be taken to prevent members of a group being swept from rocks or injured by unexpected waves. Training, experience of team-leaders and adequate personnel to ensure continuous vigilance are required. Ensure that appropriate clothing, including footwear is worn by all personnel (this is particularly important if someone has to go to the aid of someone else who is in difficulty).

4.9 Terrestrial Fieldwork

4.9.1 Precautions required for terrestrial fieldwork vary according to the type of environment and likely weather conditions, including possible weather extremes that may be encountered. Rainforest, desert or mountain environments present different hazards. The School should develop guidelines and codes of practice for each type of terrestrial fieldwork it conducts. Staff and students should receive training to ensure that all members

of a particular fieldwork party know the guidelines/codes of practice relevant to the environment being visited.

5. Equipment and Communications

5.1 Equipment

5.1.1 Safety equipment used in fieldwork must be inspected and/or tested prior to the trip to ensure that it is in good working order, with fully charged batteries, sufficient fuel and that all appropriate parts, tools and manuals are available.

5.2 Special Safety Equipment

5.2.1 Depending on the type of work, the area to be visited and the likely weather conditions, special safety equipment may be required. This will include personal protective clothing such as coveralls, proper footwear or boots, sunglasses, insect repellent, sunscreen, sunhats, wetsuits, gloves, respirators or personal flotation equipment. Appropriate clothing and other precautions can help prevent snake and spider bites. Conditions for appropriate storage, transport and administration of anti-venom may not always be met on fieldwork trips.

5.2.2 Ensure that the equipment and material you need has been carefully thought about, made available and that everyone involved knows how to use it. If anyone in the group has specific medical conditions requiring medication, or has allergies to anything that may occur during the work, make sure that someone else knows. The first aid officer should be made familiar with relevant treatment for the condition.

5.3 Communications Equipment

5.3.1 Training and licensing are required for use of certain types of radios. Where these are the main form of communication, all members of a fieldwork group must be trained and licensed in their use. Fieldwork Safety Officers or other appropriate staff should be familiar with the license requirements for the use of radios. Information about the requirements should be kept in the School or Department concerned.

5.3.2 If mobile telephones are to be used, everyone must know how to use them properly and must have access to the relevant contact

numbers. Battery power for communication equipment should be sufficient to last beyond the expected duration of the field trip.

5.4 Contacts and Continuity of Contact

5.4.1 No trip may take place without there being properly informed and competent designated contacts both within the field trip party and at the University base.

5.4.2 Before setting out on field trips, the schedules and methods for maintaining contact with the University and/or other contacts must be arranged and understood by everyone involved. Contacts at the University and elsewhere must be informed about the location of the trip, the expected duration of work, how to contact those on the field trip, the planned time of return and at what time subsequent to this an alarm will be raised.

5.4.3 For long trips, arrangements must be made to make contact on a regular basis, such as daily, or at some other regular interval if daily contact is impractical. The frequency of the regular contacts will depend on the length of the trip and where it is, how many people are involved and what sort of communication is actually available.

5.4.4 If a scheduled contact is not made, the contact at the University or home must be able to raise the alarm. If plans change, members of the fieldwork party should alert their designated contacts to prevent false alarms and waste of time.

5.4.5 Before any trip, contacts and members of the fieldwork group must have agreed how an alarm would be given under any worst case scenario (e.g. the boat sinks, a vehicle catches fire) when the planned means of communication is no longer available. If it is appropriate to organize alternative means of communication this should then be done.

5.5 Personnel and Contacts

5.5.1 Contacts at the University (the preferred contact point), at home and/or at locations near to the fieldwork should be notified of the intended route(s), timing and number of people involved in the work, etc., so that they can provide the information and help to direct search and rescue attempts. Maps and plans showing

the locations of work should be lodged with appropriate members of staff and the contact person for each trip.

- 5.5.2 Anyone designated as the contact person for a particular fieldwork trip must be organized and know exactly what is required. Schedules for contact, the timing and method of raising alarms if contact is not made, the circumstances of the work (e.g. the registration numbers of vehicles, or boats, the place where boats are to be launched) should be documented for each trip so that the contact can find them quickly if required.
- 5.5.3 If mobile 'phones or radios are used, the details (numbers, call-signs) should be notified to the designated contact before the trip.
- 5.5.4 No designated contact may pass on the responsibility simply by leaving a message for someone else to take over - if something changes, the new contact must be told personally and all the relevant information provided so that there is no break in the continuity of contact. The fieldwork party must also be informed of the change of contact person.

6. Schools Fieldwork Supervisor

6.1 Need and Roles: Heads of Colleges, Schools and Units where fieldwork is being carried out may appoint a suitably senior member of staff to act as Schools Fieldwork Supervisor. The primary role of the Schools Fieldwork Supervisor is to provide co-ordination and assistance to staff and students doing fieldwork to ensure that the work can be done as safely as possible. Schools Fieldwork Supervisor will be able to assist fieldworkers in the planning, assessment of risk and training for proposed fieldtrips.

6.2 Actions and Responsibilities: The Deans of College, and/or Heads of School will ensure that supervisors of fieldwork and the Schools Fieldwork Supervisor are fully supported in taking all actions necessary to create a Climate of Care for safety during fieldwork. The role of the Schools Fieldwork Supervisor should include (among any other relevant things):

- (i) reviewing, for the Head of College, School or Unit, all aspects of safety during fieldwork;

- (ii) being up-to-date on relevant University policies, guidelines and fieldwork safety procedures;
- (iii) advising on training needs and training of staff and students doing fieldwork;
- (iv) checking that safety equipment is maintained and serviced and that equipment is adequately available for the activities being planned;
- (v) advising the Head of Department on the adequacy of commitment to safety of staff and students;
- (vi) organising requirements for auditing;

reporting incidents to the Head of College, School or Unit and, as appropriate, to the OHS & R Unit.

7. Reporting Incidents

7.1 The University's Accident/Injury/Incident/Hazard Notification form will be used for reporting incidents as per the University's Procedures on Accident Reporting.

7.2 All unusual incidents, unexpected hazards, accidents and injuries will be reported as soon as possible to the relevant Schools Fieldwork Supervisor (who will report to the Head of School and to the OHS & R Unit). Where injuries occur or there are mechanical breakdowns or accidents which affect completion of the work, safe return of staff or students, or endanger life, these must be reported verbally as soon as practical to the contacts at the University or home. Less serious events shall be reported to the Schools Fieldwork Supervisor on return to the University.

7.3 All incidents, hazards, injuries and breakdowns must be investigated by the person leading the fieldwork, and the other people involved to determine the causes and any actions that may be taken to prevent a recurrence of the incident.

7.4 When an event occurs which affects work or future work, a debriefing must be held soon after the return of the fieldwork party, in accordance with procedures developed by the College and/or School. The debriefing should cover issues such as the adequacy of the planning, risk assessment and preparation for the trip, any incidents which occurred and how they were managed and any lessons learned which could benefit future trips by members of the Schools concerned or other Schools.

7.5 **Records kept of the debriefings** will be of value when the School is audited.

7.6 **As an OH&S guide, Attachment 1** can be used by workplacement students to ensure that companies/organisation that they are visiting have appropriate OH&S systems in place.

University of Western Sydney

OH&S Workplace Questionnaire Attachment 1

The University of Western Sydney is committed to supporting Occupational Health and Safety with the aim to prevent accidents or injuries at workplacement sites.

The following questionnaire is designed to gather information that will assist the University and host organisations that offer workplacements, and will not jeopardise the safety of the staff and students involved.

Your obligations

- To provide the name of the Occupational Health & Safety contact in your company/organisation who can be reached to discuss safety issues.
- To inform us of any changes to the workplacement activity which may affect the health and safety of our students.
- To provide an OH&S induction for any of our students on workplace experience activities.
- To provide adequate supervision for any of our students during fieldwork or workplacement activities.
- To provide copies of any incident or accident reports which involve University students.

Occupational Health and Safety Commitment & Culture

Is there a current OH&S Policy and procedure in place?	Yes	No	Comments
Is there a nominated trained person responsible for managing OH&S matters?	Yes	No	

Consultative process

Has a OH&S Committee been established and does it meet regularly?	Yes	No	Comments
Has a OH&S Representative been elected?	Yes	No	
Are employees consulted on all changes in the workplace involving OH&S?	Yes	No	
Is there an OH&S resolution process in place?	Yes	No	

Risk Management

Are there risk assessments carried out on physical and environmental requirements of the job performed?	Yes	No	Comments
Are all health hazards associated with the workplace identified and documented?	Yes	No	
Is there a health monitoring program in place for identified health risks?	Yes	No	
Is there a documented procedure for identifying hazards in the workplace?	Yes	No	Comments
Are appropriate hierarchy of control measures implemented on all identified risks and hazards?	Yes	No	
Are records of these assessments maintained in with workplace	Yes	No	
Has a workplace noise survey been conducted?	Yes	No	
Are risk assessments conducted on all plant, equipment, chemicals in the workplace?	Yes	No	
Are appropriate control measures implemented for all identified risks regarding plant? E.g. guarding, lock out procedures.	Yes	No	

Training Programmes

	Yes	No	Comments
Is there a formal induction training session for all visitors, fieldwork placement students etc?			
Is up to date safety information, which identifies workplace hazards, reporting requirements and methods of control issued to each employee and fieldwork placement students?			
Is the inductee required to sign an acknowledgment receipt after the induction?			
Are fieldwork/workplacement students able to attend any other OH&S training sessions associated with the tasks of the job?			

Reporting & Investigating Workplace Incidents

	Yes	No	Comments
Is there a documented procedures for reporting and investigating workplace incidents?			
Are control measures implemented following every investigation?			
Are accidents, injuries, and/or incidents involving fieldwork/workplacement students reported to the University contact person within 48 hours?			

Emergency Preparedness

	Yes	No	Comments
Is there an emergency response plan in place?			
Are appropriate persons nominated and trained to manage emergencies?			
Have all other persons on the site been trained in the procedures?			
Are regular drills conducted?			
Are fieldwork/workplacement students involved in these drills?			

Managing Plant & Equipment Safety in the Workplace

	Yes	No	Comments
Is there a register of Plant and equipment in the workplace?			
Are all persons required to operate plant and/or equipment provided with training and instruction regarding its safe and proper use?			
Is there a monitoring and review procedure in place regarding ongoing hazard and risk identification, assessment, maintenance and control measures?			
Are fieldwork/workplacement students trained/instructed on plant and equipment that they will be operating/using?			

Manual Handling/Ergonomics

Have all jobs/tasks been assessed, in accordance with manual handling regulations?	Yes	No	
Have identified manual handling risks been fully assessed and appropriate controls implemented?	Yes	No	
Are all employees and fieldwork/workplacement students trained in manual handling techniques?	Yes	No	
Are workstations been ergonomically assessed?			

Managing Chemicals in the Workplace

Is there a register of chemicals in the workplace?	Yes	No	
Do you have a Dangerous Goods Licence?	Yes	No	
Are current MSDS's available for all hazardous materials in the workplace?	Yes	No	
Are adequate emergency shower and eyewash facilities available?			
Do all labelling and sign posted comply with regulations?			

Have all persons in the workplace been trained in the use of these materials?			
Are fieldwork/workplacement students supervised at all times with using hazardous substances and dangerous goods?			

_____ (Company/Organisation)
shall, so far as is practicable, provide and maintain a working environment in which fieldwork/workplacement students are not exposed to hazards and/or risks and agree with the obligations set out on the first page of this form.

Name: _____

Address: _____

Signed by Authorised Contact person: _____

Signed by fieldwork/workplacement student: _____

Date: _____