

NB RED text has been added by Nicole Middleton as an EXAMPLE ONLY. This document must be amended to include information relevant to you're field trip.

COMPLETING THIS PLAN

The University of Melbourne endeavors to mitigate risks associated with all off campus activities. To facilitate this, medium risk to very high risk activities can be controlled through a field work plan. Therefore the University staff member supervising a field work activity must ensure that a field work plan(or similar) is completed prior to undertaking the field work.

There are four sections to the field work plan:

- Section 1: Details
This section is mandatory and must be completed.
- Section 2: Support Systems and Safety Requirements
List the safety requirements in each relevant support system. Where there is no support system required tick "no". No further action is required.
- Section 3: Emergency Plan
This section is mandatory and must be completed.
- Section 4: Risk Assessment and Controls
Attach a copy of the field work risk assessment

SECTION	HEADING	REQUIRED	
		Y	N
SECTION 1	DETAILS	<input type="checkbox"/>	
SECTION 2	SUPPORT SYSTEM AND SAFETY REQUIREMENTS		
2.1	Transport	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Communication and Navigation	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Food and Water	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Legal Compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SECTION 3	EMERGENCY PLAN	<input type="checkbox"/>	
SECTION 4	RISK ASSESSMENT AND CONTROLS		
	Risk assessment(s) is attached	<input type="checkbox"/>	

A copy of this plan must be kept the University of Melbourne emergency contact (nominated in *Section 3 Emergency*) and be available at all times.

PRIVACY STATEMENT: The Travel Plan is retained in accordance with University document control requirements. Completed forms are located securely at the department or school. Personal information shared with the department is subject to the Information Privacy Act 2000, Health Records Act 2001, Equal Opportunity Act 1995 and the University of Melbourne Privacy Policy. Personal and Next of Kin information will solely be used in the event of an emergency where a participant is unable to communicate or provide such information.

1. DETAILS

This section must be completed.

Faculty/Department	School of BioSciences (Botany)	Supervisor	(your supervisor)
Location/Destination	(sites where you will be working/staying on your field trip)		
Start Date	(date you're leaving for the field trip)	Finish date	(date you're returning from the field trip)
Brief description of activity: (summary of what activities you will be undertaking while on the field trip)			

ITINERARY		
<p>Detail the proposed itinerary. Where applicable attach any supporting documents, such as maps, timetables and so on. Include the time/date of the field work with the expected location and the reporting arrangements with each location. Reporting arrangements includes the person(s) to be contacted, the method in which they will be contacted and the time that they will be contacted.</p> <p>Department/local area arrangements must be in place so that emergency procedures can be commenced where reporting arrangements are not met. This includes notifying the "emergency contact" nominated in <i>Section 3. Emergency</i> particularly where they are not included in the reporting arrangements set out below.</p>		
Time/Date	Location	Reporting Arrangements
(Include where you will be each day)	(A map may be attached for clarity of information)	(Details of who and when you will report in with your Uni Emergency Contact. It is recommended that you report in every day. Failure to report in as stated here may result in employment of the emergency services.)

2. SUPPORT SYSTEM AND SAFETY REQUIREMENTS

2.1 Transport

List the transport arrangements and associated requirements for the field work. This will include to and from, and during the field work.

SUPPORT SYSTEM	DETAIL
Name of driver(s)	
<input type="checkbox"/> Type of vehicle	
<input type="checkbox"/> Licence requirements	
<input type="checkbox"/> Vehicle safety check	
<input type="checkbox"/> Driver training requirements	
<input type="checkbox"/> Fatigue management arrangements	
<input type="checkbox"/> Expected driving conditions	
Other	See Field Work Risk Assessment for further details.

2.2 Communication and Navigation

List the communication and navigation requirements for the field work.

SUPPORT SYSTEM	DETAIL
Names of person(s) responsible for communication	
<input type="checkbox"/> Type of communication	
<input type="checkbox"/> Back up communication	
<input type="checkbox"/> Pre activity communication check	
<input type="checkbox"/> Type of navigation	
<input type="checkbox"/> Back up navigation	
<input type="checkbox"/> Pre activity navigation check	
Other	See Field Work Risk Assessment for further details.

2.3 Food and Water

List the food and water requirements for the field work.

SUPPORT SYSTEM	DETAIL
<input type="checkbox"/> Fresh water supply	
<input type="checkbox"/> Snacks	
<input type="checkbox"/> Nonperishable foods	
Other	See Field Work Risk Assessment for further details.

2.4 Legal Compliance

List the legal compliance requirements associated with the field work

SUPPORT SYSTEM	DETAIL
<input type="checkbox"/> Permits	
<input type="checkbox"/> Licenses	
Other	See Field Work Risk Assessment for further details.

3. EMERGENCY PLAN

This section is mandatory.

List the emergency requirements associated with the field work

SUPPORT SYSTEM	DETAIL
Name(s) of emergency contact University of Melbourne staff member(s) who has a copy of this plan and will raise the alarm/set in place emergency plans	(This may be your supervisor or a senior lab member)
Name(s) of first aiders	
<input type="checkbox"/> First aid kit – type and contents	
<input type="checkbox"/> Additional first aid requirements	(eg extra compression bandages for snake bites, thermal blankets for cold weather work)
<input type="checkbox"/> First aider training requirements and numbers	
<input type="checkbox"/> Local emergency services contacts (address and phone number) and where applicable preprogrammed into phone/satellite	Police
	Hospital
	Doctor
	Other
<input type="checkbox"/> Participant safety briefing	
Other	See Field Work Risk Assessment for further details.

4. RISK ASSESSMENT AND CONTROLS

Attach Field Work Risk Assessment.

(Always take a **hard copy** of this Plan and the Field Work Risk Assessment with you in the field. To access emergency contact information, these documents should be carried with you when out in the field.)

(Electronic or hard copies of the Field Work Risk Assessment and Field Work Plan **MUST** be given to your supervisor and your University Emergency Contact and Pauline Byron (QAEco only). Copies should also be made available to all field work participants.)