

QAECO Field Work Risk Assessment Cover Sheet & Checklist

There are certain things you **MUST** do/note before heading into the field:

1. **Discuss the field work** with your supervisor and, if necessary, Nicole Middleton, School of BioSciences EHS Coordinator on n.middleton@unimelb.edu.au or 9035 3188.
2. Note that **fieldwork is not to be conducted alone or on Code Red fire danger days**.
3. Complete the **Risk Management online training course** (*see link below*).
4. Complete the **Health and Safety Roles & Responsibilities** online training course (*see link below*). **NB: Students should complete the “Staff” training module of this course.**
5. Fill in the **‘Field work risk assessment’ form** and give to Pauline (*with a copy to your supervisor and designated contact person*).
6. Fill in the **‘Field work plan’ form** (includes your itinerary) and give to Pauline (*with a copy to your supervisor and designated contact person*).
7. Complete **first aid training**. (*Organise this through Pauline*). **The number of first aiders required on field trips is 1 for 1-9 participant; 2 for 10-30 participants.**
8. **Register your travel** on the Student Portal (*students only and only if you are flying into the field or driving interstate*).
9. Fill in the **‘Non Travel Portal risk assessment form’** and return to Pauline.
10. Fill in the **Volunteer Registration form (if applicable)**. Once the form has been signed by your Supervisor, you can return it to Pauline or take it up to Jess in BioSciences 2 reception.

You can find all the forms and additional information at www.gaeco.com in the bottom right hand corner.

Risk Assessment online training course

To complete a Risk Assessment form (or **are the supervisor** of someone completing a form) you must have completed the “Risk Management: online training course”, with review every three years. <http://safety.unimelb.edu.au/#training>

Health and Safety Roles & Responsibilities for Staff and Supervisors

All fixed-term, continuing, casual staff (*whether going into the field or not*) should complete the Health and Safety - Roles and Responsibilities for Staff/Supervisors online training module providing an introduction to:

- the health and safety legal framework
- health and safety risk management at the University’s workplaces
- health and safety response and reporting

The link to this training is here <http://safety.unimelb.edu.au/#training>

Forms

You can find all the forms and additional information at www.gaeco.com in the bottom right hand corner.

You must make two printed copies of each form:

- one printed copy of each form should be placed in the Risk Assessment folder in the QAECO administration office.
- one printed copy of each form should go with you into the field.

A copy of each form should also be emailed to your lab contact and your supervisor

If you are making many return visits to the field on different occasions, you need a new Field Work Plan each time, but you can re-use the Field Work Risk assessment if it still applies.

Student Portal

Students must register their travel plans on the student portal (*if they are flying to their destination or driving interstate*): <https://fpg.unimelb.edu.au/io/internal/students/std-travreg.html>

Volunteer Registration

If you are taking a volunteer out into the field, they should complete the Volunteer Form under “Group Links” on the QAECO website (*bottom right hand corner*) <http://qaeco.com/>. Please give Pauline the completed form.

Lab check in procedure

You are required to check in within 1 hour after sunset each day you are in the field and/or traveling to field sites. Checking in means that you are sure that your communication has been received, i.e. you have spoken to your contact person or you receive a reply to your text message or voicemail. If you are doing night field work within Melbourne and returning to an empty residence follow the same procedure, notifying the designated contact person when you finish field work for the night. The designated contact person will acknowledge receipt of this notification the following morning.

If the field worker does not check-in, the lab contact person will attempt to contact them. If there is no response within one hour, the lab contact person will alert the field worker’s supervisor and the accommodation contact (if applicable), then the external emergency contact. For night field work in Melbourne, someone should then go to the field worker’s house.

If at this point the field worker is still not contactable, the police will be alerted. Each morning after checking in the calendar will be marked to record this.

Special precaution must be taken during the fire season. Read the Fire Danger Ratings document (http://www.cfa.vic.gov.au/firesafety/bushfire/documents/fire_danger_rating.pdf) and make a plan that can be adjusted for changing conditions. Check the Fire Danger Rating each day. You may need to check in with the local CFA.

The departmental Emergency Personal Locator Beacon should be taken if required (read the http://www.botany.unimelb.edu.au/admin/EHSwebmanual/forms_download/AccusatManual.pdf beforehand) - Email Paul Beardsley <paulab@unimelb.edu.au> with the details of your trip and contact numbers as he will be the one contacted in an emergency.

CHECKLIST

To do:

- √ Ensure that the items in points 1 – 10 above have been checked off.
- √ Ensure you know the procedure for booking Botany Vehicles eg how do I book them; where do I collect the keys; can I take them home overnight; where the cars are kept; where can I get petrol; what is the pin number for the petrol card; who is allowed to drive the cars; what do I do if I'm going to get back late? If you don't know, ask Jess in BioSciences 2 reception or Pauline.
- √ Check the weather.
- √ Check the fire conditions.
- √ Check spare tyre.
- √ Contact the Park Service or relevant agency.
- √ Check in with the CFA (if applicable).
- √ Ensure that volunteers are made aware of the travel arrangements, understand the physical demands of the work, your expectations and the duration of the activity (eg how long the day/s will be).

To bring:

- √ Adequate food and water.
- √ Vehicle First Aid Kit (should be in the car).
- √ Hiking First Aid Kit (from Botany office).
- √ Copy of Collecting Permit (if applicable).
- √ Copy of Risk Assessment and Field Work Plan forms.
- √ GPS/Maps.
- √ Appropriate Clothing (Gaiters, hats, raincoat, rain pants, spare dry clothing).
- √ Equipment (meter tapes, flagging tape, compass).
- √ Data Sheets and Pencils/Textas.
- √ Batteries.
- √ Bug spray/Sunscreen.

Are you working, camping or hiking in remote areas such as the Mallee?

√ Have you read the Remote Field Work Document on the QAEco website <http://qaeco.com/>?

√ Whistle.

√ Shovel.

√ Thick woollen blanket (one per person) for fire protection or warmth overnight.

√ Mobile, satellite phone, distress beacon (EPIRB); UHF radios where appropriate

√ Enough food & water: in hot weather at least 10L of drinking water in the car at all times

√ Be aware of fire danger and always have fire escape routes planned.

√ Have location and travel routes planned for the nearest hospital.