

QAECO Field Work 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 **Health and Safety Roles & Responsibilities** online training course (*see link below*).
4. Fill in the '**Field work risk assessment**' form and give to Pauline (*with a copy to your supervisor and designated contact person*).
5. Fill in the '**Field work plan**' form (includes your itinerary) and give to Pauline (*with a copy to your supervisor and designated contact person*).
6. 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**.
7. **Register your travel** on the Student Portal (*students only and only if you are flying into the field or driving interstate*).
8. Fill in the '**Non Travel Portal risk assessment form**' and return to Pauline.
9. Fill in the **Volunteer Registration form (if applicable)**. Once the form has been signed by your Supervisor and Head of School (please email the EA Biosciences ea-biosciences@unimelb.edu.au who will use the Head's electronic signature), please give Pauline a copy and take the original up to Jess in BioSciences 2 reception for filing.

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

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. This module combines Roles & Responsibilities with Risk Management and Incident Investigations training.

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

The **student link** to this training is here <https://staff.unimelb.edu.au/mdhs/health-safety/ohs-training-requirements/rr-training/ohs-roles-response>

Forms

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

You must take one printed copy of each form with you into the field.

A copy of each form should also be emailed to Pauline (*to keep on file in her office*), 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 “Field Work & Safety/School of Biosciences” on the QAeco website (*bottom right hand corner*) <http://qaeco.com/>. The form should be signed by your Supervisor and the Head of Department. To get the Head of Department’s signature, email EA Biosciences ea-biosciences@unimelb.edu.au who will use the Head’s electronic signature. Then give Pauline a copy and take the original up to Jess in BioSciences 2 reception for filing.

Lab check in procedure

You are required to check in at a designated time/s each day you are in the field and/or traveling to field sites. These designated times are agreed upon between you and your check-in person and should be included in the field work plan itinerary. If you are a student, your check-in person should be your supervisor (*if they are not travelling with you*). If they are travelling with you, your Supervisor will nominate a check-in person. This should preferably be another postdoc.

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 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), the volunteers (*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.

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.

Equipment

The Veski lab has a small supply of safety equipment but the School has a suite of safety equipment you can borrow for fieldwork (eg first aid kits, communication and navigation devices, portable defibrillators and 4WD gear). These can be booked online through Outlook (see Jess in Reception or Nicole Middleton).

The BioSciences Field Store also contains general equipment (eg eskis, water containers, measuring tapes, daypacks, compasses, etc) for use on research trips and teaching excursions. Ask Nicole Middleton for a list of what is held in the field store and the borrowing procedure.

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). Contact Nicole Middleton School of BioSciences EHS Coordinator on n.middleton@unimelb.edu.au or 9035 3188 to access the EPERB.

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://gaeco.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.