

UTS FIELDWORK PROCEDURES CHECKLIST

The following procedures must be completed by the Fieldwork Excursion Leader prior to commencement of a fieldwork excursion or series of similar excursions:

- Complete all necessary documentation: i.e fieldwork excursion form; risk assessment form; medical information form; student agreement form; deed of release for students aged under 18
- Seek approval from Head of School/Departmental Head/Unit Leader or Director for Voluntary Workers
- Conduct a site visit prior to excursion where possible
- Arrange for transport and accommodation bookings
- Check all equipment, vehicles, boats and safety equipment
- Check that all permits, approvals and licences have been obtained
- Clarify insurance arrangements with UTS Financial Services Unit for any special circumstances
- Check that all participants (staff members and students) have been fully trained and/or briefed
- Ensure that there is a qualified First aid officer in the party if required
- Ensure that global positioning systems and emergency position location equipment are carried for remote fieldwork
- Obtain at least one emergency (out of hours) contact from your School/Department
- Observe and record weather forecasts for four days prior to departure, particularly for fieldwork excursions involving boating and/or diving
- Obtain contact details for local emergency services as appropriate
- Have regular call-in schedules in place
- If fieldwork is conducted overseas, you should also ensure that you comply with the UTS Overseas Travel Guidelines

The following procedures must be completed by the Fieldwork Excursion Leader during the fieldwork excursion:

- Ensure there is some means of emergency communication for remote fieldwork
- Ensure risk controls are implemented – revise for field conditions as required
- Ensure students are adequately trained and supervised to perform fieldwork safely
- Report any accidents/incidents using standard UTS procedures
- Prepare an emergency evacuation procedure for student/students needing to be evacuated from the fieldwork site
- Keep appropriate financial records

The following procedures must be completed by the Fieldwork Excursion Leader after the fieldwork excursion:

- Keep a record of fieldwork participants
- Lodge any accident/incident reports with the Environment, Health & Safety Unit
- Make relevant claims for reimbursement of expenses
- Lodge any insurance claims
- Lodge any reports relating to behaviour that could reasonably be regarded as breaching the rules of the University and/or relevant Codes of Conduct