

FIELDWORK SAFETY STANDARDS

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1 INTRODUCTION

University work is often carried out at locations other than the regular campuses of the University. Although much of this work is carried out at locations controlled and supported by affiliated organisations, other work is carried out in the natural environment or in the community, away from normal support networks.

Within the University of Sydney, work carried out away from the normal support networks of the University is referred to as fieldwork. This includes a broad range of practical teaching and research activities carried out in the natural environment, including traditional survey and collection work, but also some aspects of other teaching and research work carried out in the community.

Some fieldwork can be inherently high risk due to the work environment or the associated work activities. Success is dependent on quality planning, the use of appropriate procedures and equipment, and the availability of experienced and competent workers.

These standards must be applied in conjunction with:

- [University of Sydney Scuba Diving Operations Manual](#)
- [University of Sydney Travel Policy](#)

2 PURPOSE

This document outlines the University's minimum performance standards for fieldwork safety and provides practical guidance to assist University faculties, schools, research institutes and individual research groups to meet the required performance standards.

These standards give effect to the [Work Health and Safety Policy 2016](#). Compliance with these performance standards assists the University to meet the specific legislative requirements of the *NSW Work Health and Safety Act 2011* and *Regulation 2011*.

3 SCOPE

These performance standards apply to all University staff, students, affiliates and volunteers and all fieldwork activities conducted by and on behalf of the University.

For the purpose of this standard, attendance at offsite meetings, conferences, sabbatical leave, work at a facility controlled by an affiliated organisation and student participation in work or clinical placements are **not** classified as fieldwork.

4 PERFORMANCE STANDARDS

The University has established minimum performance standards to manage health & safety risks associated with hazardous operational activities. Compliance with performance standards is compulsory. Below are the performance standards for undertaking fieldwork.

FIELDWORK SAFETY PERFORMANCE STANDARDS

1	Fieldwork safety plans are established for all University fieldwork activities
2	High risk fieldwork and fieldwork involving undergraduate students is approved by the Head of School (or equivalent)
3	Fieldwork is led by experienced and competent personnel
4	Appropriate mobile communication is available at all times, e.g. mobile phones, radio, satellite phones, GPS tracking devices
5	Fieldwork emergency response plans are established
6	Appropriate safety, emergency and first aid resources are available for all fieldwork activities
7	High risk activities are supported by specific task risk assessments and safe work procedures.
8	Participants are briefed on the physical fitness requirements, code of conduct regarding behaviour, and any specific hazards associated with the work prior to departure
9	Participants are prompted to disclose medical information that may impact their health and safety during the fieldwork
10	Drivers and operators of other plant and equipment are appropriately licensed and experienced with the planned operating conditions
11	Vehicles are registered, insured and properly maintained
12	At a minimum, community standards for fatigue management are applied to driving, e.g. stop, revive, survive, breaks and driver rotation every two hours

5 DEFINITIONS

Fieldwork	Practical teaching and research activities carried out in the natural environment or community, away from the normal support networks of the University. Refer to <i>Appendix B</i> for examples.
Fieldwork Leader	The person delegated responsibility by the Fieldwork Supervisor to lead a fieldwork activity in the field. The fieldwork leader must have the skills, knowledge and practical experience required to manage the fieldwork safely.
Fieldwork Supervisor	The University Supervisor and/or Academic Supervisor with overall responsibility for the fieldwork activities.

High Risk Fieldwork	Fieldwork with an inherent risk rating of HIGH (or above) with respect to the University risk matrix. The risk may be associated with the characteristics of the fieldwork location or the planned fieldwork activities. Refer to <i>Appendix B</i> for examples.
Nominated Emergency Contact	A staff member at the University, who is aware of the fieldwork activity and is nominated as the initial emergency contact and on-campus support person for the Fieldwork Leader.
Independent Fieldworker	An individual who is undertaking fieldwork on their own, without direct supervision.
Participant	An individual who is undertaking fieldwork.
Remote Area Fieldwork	Fieldwork involving locations where it is difficult to summon help and/or where emergency assistance is expected to be more than 1 hour away. Refer to <i>Appendix B</i> for examples.

6 RESPONSIBILITIES

6.1 HEAD OF SCHOOL (OR EQUIVALENT)

Head of School (or equivalent) must:

- Ensure that adequate resources have been allocated
- Ensure that fieldwork safety plans are completed for all fieldwork activities
- Ensure that appropriate records relating to fieldwork are kept including, but not limited to, fieldwork safety plans, risk assessments, safe work procedures, training records, qualifications, briefings and emergency response plans
- Review and approve fieldwork involving undergraduate student participation
- Review and approve high-risk fieldwork.

6.2 FIELDWORK SUPERVISOR

Fieldwork Supervisors must:

- Create the fieldwork safety plan, itinerary, participant list and emergency response plan
- Approve all fieldwork associated with the workgroup
- Obtain the approval for high risk fieldwork from the Head of School (or equivalent)
- Appoint appropriate fieldwork leaders and support staff
- Arrange a nominated on-campus University contact
- Ensure that the fieldwork participants are fully briefed on the safety plan, risks and emergency response plan

- Ensure that the fieldwork participants have completed the [fieldwork disclosure and acknowledgement form](#)
- Maintain records of medical information according to University Privacy Policy and Guidelines
- Ensure that appropriate safety, emergency and first aid equipment is available
- Ensure that appropriate permits and/approvals have been obtained to work in restricted natural environment, e.g. national parks and catchment areas
- Arrange appropriate transport, catering and accommodation, as required
- Supervise the completion of risk assessments and safe work procedures associated with the fieldwork
- Ensure that fieldwork incidents are reported, investigated and that appropriate corrective action is taken as soon as reasonably possible.

6.3 FIELDWORK LEADER

Fieldwork Leader(s) must:

- Provide active and visible safety leadership during the fieldwork activities
- Provide direct supervision to ensure that all participants comply with the risk controls identified in the fieldwork safety plan
- Establish and make understood a clear chain of command
- Manage and monitor all fieldwork communication devices
- Ensure that regular check-ins with the nominated on-campus University Emergency Contact are carried out in accordance with the requirements of the emergency response plan
- Carry copies of all fieldwork documentation for the duration of the fieldwork activity
- Ensure that fieldwork activities do not put other members of the wider community at risk of injury or illness
- Report and investigate incidents, accidents and near misses.

6.4 INDEPENDENT FIELDWORKER

An Independent Fieldworker has the same responsibilities as a Fieldwork Leader. A Fieldwork Supervisor must only approve appropriately skilled and experienced staff and students to carry out independent fieldwork activities. In these situations a more detailed fieldwork safety plan and emergency response plan may be required. High risk fieldwork must not be carried out independently.

A student carrying out low risk self-guided learning activities in an urban environment is not considered to be conducting fieldwork as defined by this document.

6.5 STAFF, STUDENTS, AFFILIATES AND VOLUNTEERS

Staff, students, affiliates and volunteers must:

- Participate in fieldwork briefing and associated training
- Disclose and discuss medical information that may impact their health and safety during the fieldwork with the Fieldwork Supervisor
- Follow safe work procedures and all reasonable directions relating to health and safety, including the use of personal protective equipment (PPE)

- Ensure that all local, state, federal and international laws are adhered to at all times
- Report all incidents, injuries, illness and near miss events to the Fieldwork Leader as soon as possible.

7 FIELDWORK MANAGEMENT

7.1 FIELDWORK PLANNING

A fieldwork safety plan is required for all University fieldwork. The effort and detail associated with the planning process will vary dependent on the fieldwork location, the number of participants and the risk associated with the planned work activities. High Risk Fieldwork and fieldwork involving a large number of participants requires a detailed planning process to be carried out well in advance of the intended departure.

7.1.1 FIELDWORK SAFETY PLAN

The minimum planning requirements for all fieldwork is the completion of a fieldwork safety plan which must include:

- A summary of the purpose of the fieldwork and the value of the expected outcomes
- Details of the fieldwork location(s) and a draft itinerary
- The fieldwork team; leadership, participants and other stakeholders
- Chain of command and supervision arrangements
- Travel, accommodation and catering plan
- Overall assessment of risk associated with the intended fieldwork activities and area
- Details of the equipment required including communication and emergency equipment
- Emergency response plan
- Safe work procedures for high risk tasks
- Pre-fieldwork briefing information.

For research projects involving frequent fieldwork activities, it may be appropriate to establish a high level [fieldwork project plan](#). In this case, individual fieldwork safety plans for specific periods of fieldwork or packages of work can be referred back to a single fieldwork project plan, simplifying the approval process by only requiring the HOS (or equivalent) to sign off on the project plan rather than each individual instance of fieldwork.

7.2 WORK HEALTH & SAFETY (WHS) RISK MANAGEMENT

All fieldwork activities are subject to the University procedures for WHS risk management.

7.2.1 GENERIC WHS RISK ASSESSMENT

The University performance standards for fieldwork impose a range of general risk controls for fieldwork activities. In addition, the structure of the Fieldwork Safety Plan facilitates the completion of a general WHS risk assessment by identifying the activities to be carried out, the equipment required, people involved and prompting a range of standard risk controls for different situations.

7.2.2 TASK RISK ASSESSMENT

Separate risk assessments are required for specific high risk tasks, e.g. using an auger to take core soil samples, trapping wild animals, collecting samples on rock shelf. The results must be recorded using the University's [risk assessment template](#).

Ideally the risk assessment will be carried out with the participants who will be involved with the specific activity. The findings of risk assessments **must** be shared with the participants who will complete the specific task and any feedback from participants taken into consideration.

7.2.3 SAFE WORK PROCEDURES (SWP)

Safe work procedures must be established for all regular or repeated hazardous tasks. An SWP outlines the steps involved in a potentially hazardous task or activity and specifies how the risks associated with identified hazards will be eliminated or reduced. Safe work procedures must be recorded using the University [SWP template](#).

Participants undertaking hazardous tasks must be directly supervised by a competent person or assessed as competent for unsupervised work. Those who are deemed competent for unsupervised work must be added to the SWP sign off sheet.

7.2.4 CHECKLISTS

The use of checklists is recommended. Developing and using general and specific checklists minimizes the possibility of omission in the planning and packing process. Checklists are also useful for participants required to carry out complex tasks.

7.3 FIELDWORK APPROVAL PROCESS

Decisions regarding the approval of fieldwork must be made systematically and objectively, with a clear understanding of the purpose of the work, the intended outcomes and the relative risk.

7.3.1 APPROVAL OF LOW/MEDIUM RISK FIELDWORK

Low risk fieldwork is able to be approved locally by the Fieldwork Supervisor.

7.3.2 APPROVAL OF HIGH RISK FIELDWORK

High Risk Fieldwork must be approved by the Head of School (or equivalent).

7.3.3 APPROVAL FOR FIELDWORK INVOLVING UNDERGRADUATES

Undergraduate students are typically young people under the age of 25 years and may lack the experience, knowledge and skills to identify and deal with potential hazards. Acknowledging this, we have a specific duty of care to ensure the safety of students. All fieldwork involving undergraduate students must be approved by the Head of School (or equivalent).

7.3.4 APPROVAL OF ROUTINE FIELDWORK OR REPEATED FIELDWORK

Fieldwork that is regularly repeated can be approved for a period of up to two years, provided there are no deviations to the work location/s, the activities undertaken or other details of the relevant fieldwork safety plan.

7.4 COMPETENCE

A person is considered competent if they possess a combination of the theoretical and practical skills required to safely undertake the planned work. Competence can be acquired through training, qualification, experience or a combination of these. Some activities will require proof of formal qualifications to meet legislative requirements, e.g. scuba diving certification, boating licence. In these cases, proof of current qualifications and competency must be obtained and a record maintained by the fieldwork supervisor.

The Fieldwork Supervisor, or Head of School (or equivalent) in the case of high risk and undergraduate fieldwork, must be satisfied that the fieldwork leader is competent in the planned fieldwork activities and has the personal capability to lead the group, even in potentially adverse conditions. Inexperienced fieldwork leaders must start by leading lower risk fieldwork activities, having first shadowed an experienced fieldwork leader.

All fieldwork participants must be competent to carry out the required work safely. Where it is not possible to train participants prior to departure, participants must be supervised whilst undergoing appropriate on the job training.

7.5 SUPERVISION

The level of supervision required will vary considerably dependent on the fieldwork location, the planned activities and the experience of the fieldwork participants. It is the responsibility of the Fieldwork Supervisor and Head of School (or equivalent) to ensure that the level of supervision is appropriate for the planned activities.

A minimum of two competent persons should be assigned to supervise High Risk Fieldwork activities, one of whom must be a staff member.

7.5.1 DIRECT SUPERVISION

Direct supervision involves fieldwork participants working under the direction of a competent person who is present at all times and available to intervene if necessary. This type of supervision is appropriate for High Risk Fieldwork and for less experienced fieldwork participants. A ratio of 1:10 is suitable for most situations.

7.5.2 INDIRECT SUPERVISION

Indirect supervision involves competent fieldwork participants working under the broad direction of a Fieldwork Leader with regular periods of independent or unsupervised work. In these situations there must be agreed communication mechanisms and regular monitoring.

7.6 COMMUNICATION

7.6.1 COMMUNICATION TECHNOLOGY

Reliable means of communication are essential for all fieldwork. What is required will vary, depending on the circumstances. It is essential that if something goes wrong, assistance can be summoned and the emergency services notified. Mobile phones are very convenient but are not always suitable as the only means of communication. Radio, satellite phones and GPS tracking and duress devices (e.g. EPIRB or PLBs) are also required in some circumstances.

7.6.2 CHECKING-IN WITH A NOMINATED EMERGENCY CONTACT

A scheduled check-in procedure must be established with a Nominated Emergency Contact, along with procedures to take action and raise the alarm with the emergency services when there is evidence that something has gone wrong, such as a missed check-in.

7.7 EMERGENCY RESPONSE PLAN

A fieldwork emergency response plan must be established for all fieldwork activities. The minimum requirements for an emergency response plan include:

- Contact information for the Fieldwork Leader while in the field
- General communication strategy – including a Nominated Emergency Contact and a scheduled check-in procedure
- Emergency communication strategy – identifying how emergency help will be summoned in an emergency, e.g. satellite phones, personal location beacons
- Medical emergency procedure - including first aid arrangements and the details of nearest medical assistance
- Accommodation and fieldwork site evacuation procedures
- Missing person procedure.

An emergency response plan should be in place before fieldwork begins, but may need to be regularly updated by the Fieldwork Leader as circumstances change. All fieldwork participants including the Nominated Emergency Contact must be familiar with the procedures.

7.7.1 NOMINATED EMERGENCY CONTACTS

The Nominated Emergency Contact must have ready access to completed copies of the fieldwork safety plan including the participant list, the fieldwork emergency plan, and copies of the completed fieldwork disclosure and acknowledgement forms (where relevant).

The Nominated Emergency Contact will raise the alarm in accordance with the fieldwork emergency response plan, including notification of the University Security Services (T. 9351 3333), who will assess the situation and, if necessary, activate the University emergency management plan, in accordance with the [Serious Incident and Business Continuity Policy 2013](#).

7.8 FIRST AID

As a minimum, each group of fieldworkers must include at least one person with a current 'Apply First Aid' certificate (HLTAID003) or equivalent.

First aiders may need additional training to respond to likely and plausible incidents and injuries associated with the planned work. For example, where work involves collecting insects, first aiders should be trained to respond to anaphylaxis.

7.8.1 HIGH RISK FIELDWORK

For some high risk work it may be appropriate to have one or more participants trained in 'Apply Advanced First Aid' (HLTAID006) and/or 'Provide First Aid in Remote Situations' (HLTAID005), or equivalent.

7.8.2 REMOTE AREA FIRST AID

Survival in remote areas, at sea, or in deserts requires specialist knowledge, skills, preparation and training. For fieldwork in remote areas, the first aiders must be trained to 'Provide First Aid in Remote Situations' (HLTAID005) or equivalent.

7.8.3 ALLOCATION OF FIRST AID RESOURCES

The following table can be used as a guide to planning for the allocation of first aid resources for larger fieldwork groups.

Groups up to 10 people	Minimum of one trained person
Groups of 11 to 20	Minimum of two trained people
Groups of 21 to 60	Minimum of three trained people.
Groups over 60	Minimum of three trained people, plus an extra trained person for every additional 30 people above 60

7.8.4 FIRST AID EQUIPMENT

Adequate first aid supplies must be available during fieldwork. The supplies must be appropriate to the type of work, the hazards that might be encountered and the size of the fieldwork group. For example, groups carrying out remote area work may need material for splints or additional bandages for treating a snake bite. For further information about first aid equipment, refer to the guidance about types of kits within the [University's First Aid Procedures](#).

In some situations, portable survival kits are recommended to be made available for use during periods of remote area fieldwork. These survival kits might include emergency water and rations.

7.9 PRE-FIELDWORK BRIEFINGS

Good communication helps to set clear expectations, prevent misunderstandings and alert participants to potential hazards. Relevant pre-fieldwork information should be presented to fieldwork participants both verbally and in writing, e.g. provision of an information pack. Attendance at pre-fieldwork briefings is compulsory and must be recorded.

As a minimum, the pre-fieldwork briefing must include information about:

- Travel arrangements
- Fieldwork Leader/s
- Identified hazards associated with the fieldwork
- Standard risk controls
- Safety equipment
- Physical requirements, e.g. need to walk for long distances, stand for extended periods, climb
- Minimum dress requirements
- Personal supplies, e.g. sunscreen, insect repellent, sunglasses, footwear, weatherproof coat, water bottle, personal medications sufficient for time away etc.
- Catering arrangements
- Code of conduct and potential consequences
- Emergency procedures
- Communications arrangements
- First Aid arrangements
- Incident reporting.

7.10 HEALTH AND MEDICAL CONSIDERATIONS

Some fieldwork activities are physically demanding and may be outside of the physical capability of some potential participants. It is also possible that some work activities may aggravate pre-existing personal medical conditions. In both situations staff and students must be encouraged to disclose this information to the Fieldwork Supervisor and/or Fieldwork Leader to ensure that appropriate precautions are taken to prevent injury or illness. In some cases, specific first aid requirements may need to be planned for.

7.10.1 PHYSICAL CAPABILITY

The fieldwork participants must be provided with sufficient information to allow them to assess their personal physical capability against the physical requirements of the work, e.g. walking for long distances or working at high altitude. In most cases, a brief discussion about the physical requirements will lead to minor accommodations to facilitate safe participation. In some situations, it may not be possible for participants to engage in specific activities.

7.10.2 PERSONAL HEALTH CONSIDERATIONS

The [fieldwork disclosure and acknowledgement form](#) includes a brief medical questionnaire to help prompt participants to consider personal health or medical conditions that may have an impact on their ability to complete the fieldwork activity safely. Aspects to consider include, but are not limited to, reliance

on specific medication, heart conditions, pregnancy, asthma, epilepsy, diabetes, food allergies, and allergic responses to bites and stings.

If a participant self-identifies as having a health or medical condition that may affect their ability to safely participate in the work, independent medical advice may be required. The Fieldwork Leader must have access to this information during the fieldwork and be able to provide it to medical or emergency personnel if required. Copies of this documentation must also be managed by the unit in accordance with the University's [Privacy Policy](#) and Guidelines.

7.11 TRANSPORT

Providing safe transport for fieldwork can be a challenging aspect, particularly in developing countries. Travel requirements may include transport to and from accommodation within Australia and overseas, to and from airports, and between fieldwork locations – sometimes to remote areas.

The provision of transport will also vary from public transport to third party providers, and the possibility of fieldworkers using their own vehicles.

7.11.1 AUTHORITY TO DRIVE VEHICLES

Provided that a student or volunteer has the appropriate class of NSW license (or recognized equivalent) and the specific permission of the Head of School (or equivalent) they may drive a University vehicle.

For off-road use of a 4WD vehicle, the driver must have completed an accredited four wheel drive driving course or be able to demonstrate 4WD competency to the satisfaction of the Fieldwork Supervisor.

Only those persons who can demonstrate competency to the satisfaction of the Fieldwork Supervisor should be allowed to tow a trailer.

7.11.2 USE OF PRIVATE VEHICLES

Private vehicles should only be used as a last resort.

- Only a Head of School (or equivalent) can authorise private vehicle use for fieldwork.
- Private vehicles must be roadworthy and comprehensively insured.

7.11.3 DRIVER FATIGUE MANAGEMENT

Excessive hours spent travelling to and from fieldwork locations can lead to significant fatigue. Community standards for fatigue management must be applied to driving, e.g. stop, revive, survive, breaks and driver rotation every two hours.

http://www.rms.nsw.gov.au/documents/roads/licence/road_users_handbook-english.pdf

Staff and students must not drive under conditions where fatigue is likely, and driving hours must be scheduled to incorporate regular breaks.

7.12 SERVICE PROVIDERS

Fieldwork may be supported by a range of service providers, e.g. hire car providers, charter boat companies, dive services, local outdoor activity guides, drilling or digging contractors. One of the challenging aspects of organising fieldwork is ensuring that the health and safety risks associated with the services being provided have been considered and are appropriately managed by the service provider.

The level of due diligence required in selecting service providers will depend on the circumstances. However, in all cases a reasonable attempt must be made to use service providers with established safety systems, and/or a demonstrable good safety performance record. In some cases the Fieldwork Supervisor (or Fieldwork Leader) may need to undertake considerable research, including asking for recommendations and references from other universities, research institutions or other organisations that use similar services.

7.13 ACCOMMODATION

The type of accommodation that will be used for fieldwork activities will vary considerably from well-known hotel chains to hostels, bunk houses or camping in remote areas. The Fieldwork Supervisor must assess the standard of accommodation as far as possible prior to the departure. The assessment must consider:

- Fire safety and emergency egress
- Personal security - for example, security issues in some locations may dictate that female participants should not be placed alone or in rooms on the ground floor
- General safety of the structure and facilities
- General environment surrounding the accommodation.

If on arrival at the accommodation the Fieldwork Leader finds that the accommodation doesn't meet basic safety requirements they may need to make alternate accommodation arrangements.

Details of the accommodation are to be communicated in the pre-fieldwork briefing. Specific guidance is required if the planned accommodation is outside the participants' experience, e.g. staying in tents or home-stays.

7.14 CATERING

The level of catering must meet the needs of all members of the group, paying particular attention to participants who have special dietary needs identified via the medical questionnaire. Details of the catering arrangements are to be communicated to participants in the pre-fieldwork briefing.

An adequate supply of safe drinking water must be available at all times.

7.14.1 SELF-CATERING

For self-catered fieldwork, particularly in areas where levels of sanitation and hygiene are poor, food hygiene guidance should be provided as part of the pre-fieldwork briefing. Examples include:

- No drinking of tap water unless it has been treated

- Avoiding fresh, uncooked foods such as washed salads, cold meats, un-pasteurised milk and cheese, and ice in drinks.

Where the risk of foodborne or waterborne illness is high, refer to the website of the World Health Organisation (WHO) for up-to-date advice <http://www.who.int/countries/en/>.

7.15 INCIDENT REPORTING

All incidents and hazards must be reported immediately to the Fieldwork Leader and formally reported using RiskWare, in accordance with the requirements of the [Work Health and Safety Procedures 2016](#).

The Fieldwork Leader will investigate all incidents and report the details to the Fieldwork Supervisor. The Fieldwork Supervisor is responsible for completing the RiskWare corrective Action Plan.

7.16 INSURANCE

All University of Sydney staff participating in approved fieldwork activities are covered by the University's insurance policies including public liability, travel insurance and workers compensation.

Students and approved volunteers who participate in University fieldwork activities are covered by the University's travel and personal accident insurance policies.

7.17 RECORD KEEPING

Completed fieldwork safety plans and all supporting documentation are to be filed in a central location within the School/Department for record keeping purposes.

Reasonable steps must be taken to protect collected sensitive information which falls under the Information Privacy Act, such as any completed fieldwork acknowledgment forms that include medical information. These forms must be kept in a secure location, accessible only to those directly responsible for the safety of the fieldwork participants e.g. the fieldwork supervisor and fieldwork leader.

Refer to the University Privacy Management Plan for more information on storage and management of these types of records: <http://sydney.edu.au/arms/privacy/pmp.pdf>

8 REVIEW AND EVALUATION

These performance standards and the associated procedures and guidelines will be reviewed by Safety Health & Wellbeing at least once every two years to identify and implement opportunities for improvement.

9 REFERENCES

- *Work Health and Safety Act 2011 (NSW)*
- *Work Health and Safety Regulation 2011 (NSW)*
- [WorkCover Code of Practice – Managing The Work Environment and Facilities 2011](#)
- [WorkCover Code of Practice – How To Manage Work Health and Safety Risks 2011](#)
- [WorkCover Code of Practice – First Aid in the Workplace, 2015](#)

10 DOCUMENT CONTROL

Acknowledgements		The University gratefully acknowledges the contribution from the Division of Natural Science in the development of these fieldwork safety standards.			
Related Documents		<ul style="list-style-type: none"> • University of Sydney Dive Manual 2013 • University of Sydney Travel Policy 2008 • University of Sydney Work Health & Safety Policy 2016 • University of Sydney Work Health & Safety Procedures 2016 • University of Sydney Recordkeeping Policy 2000 • University of Sydney Privacy Policy 2013 			
Version Control	Date released	Author/s	Custodian	Approved by	Amendment
1	1/11/2014	Steven Marker (WHS Adviser)	Manager, WHS Services	Director, Safety Health & Wellbeing	Original
1.1	16/12/2016	Steven Marker (WHS Adviser)	Manager, WHS Services	Director, Safety Health & Wellbeing	Updated links

11 APPENDIX A: FIELDWORK MANAGEMENT TOOLS

These tools provided which organizational units may use to achieve the fieldwork safety performance standards.

- [Fieldwork safety plan template](#)
- [Fieldwork project plan template](#)
- [Fieldwork disclosure and acknowledgement form](#)
- [Emergency response plan template](#)
- [Fieldwork safety briefing template](#)
- [Fieldwork itinerary template](#)
- [Participant list template](#)

12 APPENDIX B: APPLICATION OF THE FIELDWORK DEFINITIONS

Fieldwork Examples

The following examples assist in clarifying what is fieldwork and hence subject to the requirements of these standards.

Is Fieldwork	Not Fieldwork
Work carried out in rural or remote areas	Offsite meetings
Marine, intertidal and estuary work areas	Attendance at conferences
Collecting biological or other specimens	Sabbatical leave
Surveying work	Working with collaborators at another University's facilities
Soil surveys	Staff working at another organisation such as a hospital, laboratory or office
Vegetation surveys	Responding to outcalls (Veterinarians)
Archaeology expeditions	Student clinical or work placements
Social studies in remote communities	Farm studies and animal research at a USyd facility
	Local excursions of relatively short duration
	Work conducted at permanent manned and managed field station

High Risk Fieldwork

Examples of high risk fieldwork include, but are not limited to:

- Fieldwork conducted in remote areas
- Fieldwork conducted in extreme temperature environments
- Fieldwork conducted outside of Australia in locations classified as high risk for security or medical reasons
- Fieldwork activities involving off road 4WD driving and long distance travel on roads known to be in poor condition
- Fieldwork activities involving boating and diving
- Fieldwork activities involving other tasks which have been assessed as inherently high risk, e.g. handling of dangerous or venomous animals, work with hazardous chemicals or live electricity.

Remote Area Fieldwork

Remote area fieldwork is defined as being work carried out in locations where it is difficult to summon help and/or where emergency assistance is expected to be more than **1 hour** away. Examples include:

- Working more than **5km** from a town, farmhouse or other facility with fixed telephone or radio communications (even if personal communications equipment, e.g. mobile phone, is carried)
- Working in off-road in areas where very little traffic is likely or where hills, dense timber or other topographic features would make it difficult to summon help
- Marine work carried out in open water.