

Field Work Safety Check – SER

September 09

Planning for field work should commence well before you actually go out in the field. The University has protocols related to OH&S policy and insurance which both students and staff need to abide by – these relate mainly to adequate training and precautions when working outside the University workplace. The following questions help ensure you are prepared for a safe trip.

Have you done a risk assessment with your supervisor and come up with measures to minimise any identifiable risks? This should happen at the beginning of a project and then subsequently at least annually or prior to every fieldtrip if additional threats are identified. All identifiable risks should be listed and discussed so that all measures are taken to minimise the occurrence of that risk and to outline appropriate ways of managing the impacts of that risk should it eventuate.

- Yes I have done a risk assessment
- No I haven't done a risk assessment because:

If you answer no, it is advised you complete this step before going in the field
– go to <http://www.cdu.edu.au/ehs/techservices/appendixh.html> for a risk assessment form

If you are going in the field then you should have a current senior first aid certificate.

- Yes I have a current first aid certificate
- No, I don't because.....

If you are going in the field and driving a 4WD then you need to have done a 4WD course – if you do not intend to drive then it is not necessary but worth doing in the future. Make sure you do a vehicle inspection before going into the field: check tyres, oil, water, do not overload vehicles, make sure you have a functional kangaroo jack and you know how to use it.

- Yes, I have a current 4WD course
- No, I don't because.....

You need to fill in a movement requisition and have it signed by your supervisors each time you go in the field to be covered by CDU insurance. Only CDU staff and students are covered by the CDU insurance policy unless special authority is given by the Deputy Vice Chancellor IAS, Prof. Bob Wasson (see <http://www.cdu.edu.au/fas/insurance.html> for CDU insurance details)

- Yes, I have filled out a movement requisition

Make an arrangement to contact a partner, supervisor or part of SER admin. at a certain time every day to check in. The consequence of not checking in is that a search is instigated. Leave a copy of your field work plan with those contacts. Make a list of contact numbers of nearest Police Station, hospitals, Aboriginal Resource Centres, Ranger groups you are working with, etc.

- Yes, I have arranged contacts, a contact time, a work schedule and contact list

You should take a first aid kit, sat phone with you into the field (SER has 4 sat phones and FAS has 6 so you should be able to get one) and/or SPOT device

- Yes, I have a first aid kit
- Yes, I have a Sat phone and know how to use it
- Yes, I have a SPOT device and have programmed a contact list

Name of staff member/student:.....Signed

Name of supervisor:.....Signed.....

Date:...../...../.....