

DRAFT ONLY

FIELDWORK SAFETY AND HEALTH

Policy Supported:	OCCUPATIONAL SAFETY AND HEALTH POLICY
Procedure Reference No:	E007/P???
Commencement Date:	Review Date: 31 DECEMBER 2003
Officer Responsible:	DIRECTOR, EDUSAFE
Approval Authority:	EXECUTIVE GENERAL MANAGER PLANNING AND MANAGEMENT COMMITTEE
Contact Officer:	DIRECTOR, EDUSAFE
Tel:	4900
Fax:	3977
E-mail:	pepperc@vc.curtin.edu.au

PROCEDURES:

1. Exceptions

Nil

2. Definitions

‘As far as is practicable’ means all reasonable measures must be taken, bearing in mind:

- The severity of the hazard
- The likelihood of the hazard occurring
- How much is known about the hazard and how to eliminate or control it
- The availability, suitability and cost of safeguards

The cost has to do with the expense and inconvenience necessary to put the safeguards in place measured against the consequences of failing to do so. It is not a measure of whether the employer can afford to put the necessary safe guards in place.

‘Fieldwork’ means any University research or activity undertaken outside of University controlled property or grounds

‘Fieldwork Leader’ is the person who is responsible for coordinating or managing the Fieldwork and activities thereof.

‘Hazard’ in relation to a person, means anything that may result in:

- Injury to the person; or
- Harm to the health of the person

‘Isolated Locations’ means an area separated by time or distance from essential emergency and required services such that the location presents a significant increase in risk

‘Risk’ in relation to any injury or harm, means the probability of that injury or harm occurring.

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3. Implementation Strategies

All staff and students shall, as far as is practicable, identify, assess and control the safety and health risks in fieldwork. Accordingly, Fieldwork Leaders are required to complete a fieldwork plan and risk assessment for submission to their supervisor prior to embarking on fieldwork.

Supervisors and managers are responsible for ensuring completion of, and compliance with, the plan and outcomes of the risk assessment. Supervisors and managers must ensure that the fieldwork leader and plan addresses all relevant University policy provisions and specifically those referred to within the Fieldwork Policy prior to authorising the proposed fieldwork proceeding.

Fieldwork participants are responsible for working safely in accordance with the approved fieldwork plan and risk assessment, University policy and the Occupational Safety and Health Act, WA 1984.

4. Detailed Steps, Procedures and Actions

4.1 Fieldwork Plan and Risk Assessment

Fieldwork leaders shall complete a fieldwork plan and risk assessment as detailed in *Appendix One* and submit it to their supervisor/manager for approval.

4.2 Fieldwork induction and training

Fieldwork leaders and supervisors shall ensure that all fieldwork participants are adequately qualified, trained, inducted and supervised to undertake the proposed fieldwork safely.

4.3 Communication

Fieldwork leaders are responsible for ensuring that an appropriate communication strategy is established and implemented. A schedule for regular contact with a University or other reputable contact must be recorded on the fieldwork plan together with a clear process to be adhered to if contact is not made in accordance with the plan.

4.4 Repeated Fieldwork

Approved fieldwork plans and risk assessments developed less than 12 months previous may be used for repeat fieldwork provided that:

- (a) no significant changes to the fieldwork have been made and the existing plan and assessment remain entirely applicable; and
- (b) updated itinerary details are appended and submitted for each fieldwork trip.

4.5 Fieldwork in Isolated Locations

All fieldworkers working alone or undertaking fieldwork in remote locations shall comply with the provisions of the University's procedure for working alone or in isolated locations.

4.6 Driving

Individuals required to drive whilst undertaking fieldwork must comply with all the provisions of the University's procedure for the "Use of University Vehicles and Private Vehicles for Work or Study Purposes".

4.7 Overseas Fieldwork

Personnel travelling overseas on University business shall abide by all University policies relating to University travel. In particular (but not limited to), individuals shall:

- consult the Department of Foreign Affairs and Trade (DFAT) Website www.dfat.gov.au and address all identified risks in the risk assessment process of the fieldwork plan;
- not be permitted to travel to, or through destinations where DFAT recommend against it; and
- lodge and maintain comprehensive itinerary and contact details with their Divisional Administration.

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4.8 Medical Certification

All fieldworkers must ensure that they:

- receive appropriate medical advice and vaccinations, and are adequately fit to participate in the proposed fieldwork activities;
- disclose to their Fieldwork Leader or Supervisor any limitations imposed by their health that may affect their ability to participate safely in the proposed fieldwork activities; and
- in undertaking fieldwork in isolated locations or of duration in excess of 90 days, are declared by a qualified medical practitioner that they are fit to participate in the proposed fieldwork.

4.9 First Aid Provisions

Supervisors and managers shall ensure that all fieldwork has adequate first aid provisions and facilities in accordance with the University' procedure for First Aid in the Workplace.

Supervisors and managers shall ensure that a suitably qualified first aider is present in all fieldwork trips where adequate alternative first aid provisions cannot be identified.

4.10 Breaches of the Fieldwork Safety and Health Procedure

Breaches of the Fieldwork Safety and Health Procedure shall be reported to the relevant Head of School/Line Manager and Divisional Administration. Management of breaches shall be at the discretion of the relevant Head of School/Line Manager and in accordance with staff and student disciplinary procedures.

5. Performance Indicators

5.1 Percentage of Heads of School/Managers that implement the Policy.

5.2 Number of incidents and resulting system failures identified in Fieldwork activities.

REVISION HISTORY:

Revision Ref. No.	Approved/Rescinded	Date	Committee/Board	Resolution Number	Document Reference

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FIELDWORK PLAN AND RISK ASSESSMENT

Fieldwork Leader	
Supervisor (if different from above)	
Unit of Study or Research Project	
Fieldwork Description	
Proposed Dates	
Transport Arrangements	

Participants			
Name	Staff/Student/Other	Next of Kin	Contact Number

Communication Strategy	
University or other reputable contact	
Frequency or schedule of contact	
Primary means of communication	
Secondary means of communication	
Action should contact not be made in accordance with the above	

Itinerary			
Dates/times	Location	Accommodation	Contact details

Primary Checklist (<i>Fieldwork Leader to complete</i>)	Tick
Participants have or will be briefed on the details of the fieldwork and all relevant safety policies, procedures and codes of conduct whilst on fieldwork	
All equipment, vehicles and tools will be checked for safe operation prior to the fieldwork	
I have made all necessary arrangements for the effective management of emergencies that may arise in the course of the fieldwork	
I have checked with participants that they have disclosed any medical conditions that may affect their ability to safely undertake the proposed fieldwork	

RISK ASSESSMENT

<p>Hazards What can cause harm or ill-health to fieldworkers or others? Consider <i>Manual Handling</i> Overexertion, repetition, awkward loads <i>Hazardous substances</i> Chemical, Biological, radioactive <i>Physical</i> Noise, heat, electricity, violence <i>Psychological</i> Stress, workload, potential conflict <i>Falls</i> Slips, trips, working from height, falling objects <i>Machinery</i> Machines, plant and equipment</p>	<p>Likelihood and Consequence Make a judgement regarding the probability of the hazard causing an incident (<i>likelihood</i>) and the potential <i>consequences</i> of that incident.</p>	<p>Controls How can you reduce the <i>likelihood</i> of exposure or <i>consequences</i> thereof? You should use the <i>hierarchy of controls</i> in determining how best to control the hazards identified. <i>Hierarchy of controls</i> <i>Elimination</i> Can you eliminate the hazard altogether? <i>Substitution</i> Can you substitute less hazardous equipment, substances or agents? <i>Engineering</i> Would the hazard be reduced by ventilation, barriers or isolation? <i>Administrative</i> Is training, policy or safe working procedures required? <i>PPE</i> What PPE would be appropriate?</p>
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HAZARDS <i>What could harm fieldworkers?</i>	LIKELIHOOD <i>Rare, Moderate, Frequent</i>	CONSEQUENCES <i>What could happen?</i>	CONTROLS <i>What are you going to do to reduce the risk?</i>
General (Manual Handling, Slips trips and falls, ergonomics, etc)			
Specific hazards relating to the Fieldwork Activities			
Transportation (personnel, equipment and materials)			

Signatures			
Fieldwork Leader	Date	Head of School	Date
			Conditions of Approval <i>(attach further if necessary)</i>