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| UOM-Rev_S_Black | field work plan |

**COMPLETING THIS PLAN**

The University of Melbourne endeavors to mitigate risks associated with all off campus activities. To facilitate this, medium risk to very high risk activities can be controlled through a field work plan. Therefore the University staff member supervising a field work activity must ensure that a field work plan(or similar) is completed prior to undertaking the field work.

There are four sections to the field work plan:

* Section 1: Details

This section is mandatory and must be completed.

* Section 2: Support Systems and Safety Requirements

List the safety requirements in each relevant support system. Where there is no support system required tick “no”. No further action is required.

* Section 3: Emergency Plan

This section is mandatory and must be completed.

* Section 4: Risk Assessment and Controls

Attach a copy of the field work risk assessment

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| SECTION | HEADING | REQUIRED |
|  |  | Y N |
| **SECTION 1** | **DETAILS** |  |
| **SECTION 2** | **SUPPORT SYSTEM AND SAFETY REQUIREMENTS** | |
| **2.1** | Transport |  |
| **2.2** | Communication and Navigation |  |
| **2.3** | Food and Water |  |
| **2.4** | Legal Compliance |  |
| **SECTION 3** | **EMERGENCY PLAN** |  |
| **SECTION 4** | **RISK ASSESSMENT AND CONTROLS** |  |
|  | Risk assessment(s) is attached |  |

**A copy of this plan must be kept the University of Melbourne emergency contact (nominated in *Section 3 Emergency*) and be available at all times.**

**PRIVACY STATEMENT:** The Travel Plan is retained in accordance with University document control requirements. Completed forms are located securely at the department or school. Personal information shared with the department is subject to the Information Privacy Act 2000, Health Records Act 2001, Equal Opportunity Act 1995 and the University of Melbourne Privacy Policy. Personal and Next of Kin information will solely be used in the event of an emergency where a participant is unable to communicate or provide such information.

# details

This section must be completed.

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty/Department | School of BioSciences | Supervisor | Peter Vesk |
| Location/Destination | Kinglake Ranges Wilderness Retreat Camp, 1419 Whittlesea-Yea Road  Kinglake West, Victoria, | | |
| Start Date | 20 July | Finish date | 21 July |
| **Brief description of activity:**  Bushwalking, spotlighting | | | |

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| **ITINERARY** | | |
| Detail the proposed itinerary. Where applicable attach any supporting documents, such as maps, timetables and so on. Include the time/date of the field work with the expected location and the reporting arrangements with each location. Reporting arrangements includes the person(s) to be contacted, the method in which they will be contacted and the time that they will be contacted.  Department/local area arrangements must be in place so that emergency procedures can be commenced where reporting arrangements are not met. This includes notifying the “emergency contact” nominated in *Section 3. Emergency* particularly where they are not included in the reporting arrangements set out below. | | |
| **Time/Date** | **Location** | **Reporting Arrangements** |
| 13:00 - 15:00  20 July | Bushwalking/hiking around the Kinglake Ranges Wilderness Retreat Camp, 1419 Whittlesea-Yea Road, Kinglake West, Victoria | Participants to report to Peter Vesk (0418181195) or somebody that is staying at the camp when they leave and return from the activity. |
| 21:00 pm 20 July | Spotlighting with Geoff Heard around the Kinglake Ranges Wilderness Retreat Camp, 1419 Whittlesea-Yea Road, Kinglake West, Victoria | Participants to report to Peter Vesk (0418181195) or somebody that is staying at the camp when they leave and return from the activity. |
| 11:30 am - 13:00 21 July | Bushwalking/hiking around the Kinglake Ranges Wilderness Retreat Camp, 1419 Whittlesea-Yea Road, Kinglake West, Victoria | Participants to report to Peter Vesk (0418181195) or somebody that is staying at the camp when they leave and return from the activity. |
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| **PARTICPANTS LIST** | | | | |
| **Last name** | **First Name** | **Student/Staff No** | **Emergency Contact** | **Emergency Contact No** |
| The name of the participants is not known as the activities are voluntary. |  |  |  |  |
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Attach an additional list of names if required.

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| **PERSONAL FITNESS** |
| Participants have completed a medical declaration stating they are fit to undertake the activity:  Yes  Examples of a medical declaration include:   * Medical declaration on the travel portal * Medical Questionnaire for Off Campus Activities * Local area medical declaration template |

# support system and safety requirements

## Transport

List the transport arrangements and associated requirements for the field work. This will include to and from, and during the field work.

| support system | detail |
| --- | --- |
| Name of driver(s) | A number of different drivers will be travelling to the Retreat. There may also be drivers travelling to and from the camp to collect/purchase supplies. |
| Type of vehicle |  |
| Licence requirements |  |
| Vehicle safety check |  |
| Driver training requirements |  |
| Fatigue management arrangements |  |
| Expected driving conditions |  |
| Other |  |

## Communication and Navigation

List the communication and navigation requirements for the field work.

| support system | detail |
| --- | --- |
| Names of person(s) responsible for communication | Peter Vesk |
| Type of communication | Mobile phones and landlines |
| Back up communication |  |
| Pre activity communication check |  |
| Type of navigation |  |
| Back up navigation |  |
| Pre activity navigation check |  |
| Other |  |

Food and Water

List the food and water requirements for the field work.

| support system | detail |
| --- | --- |
| Fresh water supply | Individuals should take water with them. |
| Snacks | Individuals should take snacks with them. |
| Nonperishable foods |  |
| Other |  |

Legal Compliance

List the legal compliance requirements associated with the field work

| support system | detail |
| --- | --- |
| Permits |  |
| Licenses |  |
| Other |  |

# Emergency PLAN

This section is mandatory.

List the emergency requirements associated with the field work

| support system | detail | |
| --- | --- | --- |
| Name(s) of emergency contact  University of Melbourne staff member(s) who has a copy of this plan and will raise the alarm/set in place emergency plans | Peter Vesk  Reid Tingley  Nick Golding | |
| Name(s) of first aiders | Peter Vesk, Darren Southwell, Kate Giljohann, Saras Windecker | |
| First aid kit – type and contents | Car and hiking first aid kits | |
| Additional first aid requirements |  | |
| First aider training requirements and numbers |  | |
| Local emergency services contacts (address and phone number) and where applicable preprogrammed into phone/satellite | Police | 000 or Kinglake Police Station  Address: 15 Whittlesea-Kinglake Rd, Kinglake VIC 3763  Phone:(03) 5786 1333 |
| Hospital | Healesville & District Hospital  377 Maroondah Hwy · (03) 5962 430  Yea & District Memorial Hospital  45 Station St · (03) 5736 0400 |
| Doctor | Hurstbridge & Districts Medical Centre  Medical Clinic  Address: 1022 Heidelberg-Kinglake Rd, Hurstbridge VIC 3099 |
| Other |  |
| Participant safety briefing | Participants will be briefed on safety issues prior to embarking on the activities. | |
| Other |  | |

# risk assessment and controls

Attach Field Work Risk Assessment.