Faculty of Science

Fieldwork Safety Advice

It is essential that consideration is given to the assessment of hazards and planning of risk control measures prior to departure.

The UoM Health & Safety: Travel and Off-Campus Work website provides much of the information you will need regarding fieldwork including links to UniTravel, insurance and a suite of other information and forms.

This Fieldwork Safety Advice document clarifies some of the points in the UoM Fieldwork Guidelines, provides additional fieldwork safety advice and includes tips on how to fill out the fieldwork safety forms.

Basic Fieldwork Rules:

- **Avoid going into the field alone,** wherever possible. Multiple participants can share driving, help conducting research, carrying equipment, and provide emotional support, should it be needed.
- **Monitor weather, fire and personal safety conditions** at field sites and along routes of travel, prior to and during fieldwork. Download BOM and VicEmergency apps to your mobile phone.
- **Ensure you can communicate with your UoM Check-in Buddy or emergency services at all times.**
- **Fieldwork Risk Assessment and Fieldwork Plan/SAFES Off-Campus Form must be approved by your supervisor and reviewed by science-fieldwork@unimelb.edu.au prior to departure**, then sent to relevant people. Subsequent trips under the initial 'project' Fieldwork Risk Assessment only need an updated Fieldwork Plan/SAFES Off-Campus form completed and sent to relevant people.

1. Procedure

Before doing any fieldwork, you must complete/attend:

1. ***Training*** – Roles & Responsibilities and any other relevant training (see *Appendix 1. Fieldwork Safety Advice: Participant Training and Compliance Requirements*). First aid training is required by at least one person on each trip (see below).
2. ***Fieldwork Risk Assessment*** - identifying and mitigating hazards; see below.
3. ***Fieldwork Plan*** - includes reporting medical conditions/fitness, itinerary, communication and emergency plans; see below. (SAFES may use the SAFES Off-Campus form in lieu of the FW Plan for low-risk, local trips.)
4. ***Insurance*** – local road-trips are automatically covered by UoM Travel Insurance; register flights on **Travel Insurance Registration** (students)/**UniTravel** (staff).
5. ***Approvals*** – 1. supervisor approval and 2. Faculty of Science safety review (Submit completed forms to **science-fieldwork@unimelb.edu.au** at least 7 days prior to departure).
6. ***Fieldwork Briefing*** - all participants informed of safety/logistics considerations and provided with a copy of the risk assessment prior to departure.

2. Training

Refer to ***Appendix 1. Fieldwork Safety Advice: Participant Training and Compliance Requirements*** for links and information about what training is required for different participants.

Roles & Responsibilities Training

TrainMe: Roles & Responsibilities online training that includes risk management; compulsory for all staff and students within the Faculty of Science.

First Aid Training
At least one person on each excursion/field trip should have level 2 first aid training. The number of first aiders required increases with the number of participants. See UoM Fieldwork OHS Guidelines.

- **Provide First Aid** (HLTAID003) standard first aid training (CPR, bandaging and managing fractures/sprains and bleeds, poisoning, diabetes, anaphylaxis, asthma, strokes, seizures, etc). Must be recompleted every 3 years.
- **Remote First Aid** (HLTAID005) covers standard first aid plus considerations for people travelling to isolated or off-road locations. Refer to TrainMe or OHS-enquiries@unimelb.edu.au.

Other Training
Manual Handling, PPE, Animal Ethics, Chemical Management, 4WD, CFA: Bushfire Safety for Workers and other training is also required if relevant to the field research being undertaken. Speak to your supervisor if you think this is relevant to you.

3. Fieldwork Risk Assessment

It is essential that a **Fieldwork Risk Assessment** and associated Fieldwork Plan/Off-Campus form are completed prior to heading into the field. The completed forms must be made available to the following:

- Field trip leader
- Your supervisor
- science-fieldwork
- UoM Check-in Buddy
- Person responsible for implementing controls (usually field trip leader)
- Field trip participants

See the ***Appendix 6. Example Fieldwork Risk Assessment*** below and Fieldwork Guidelines for additional help filling in the form. NB. Together with your own information, you may copy points from the example provided into your own Fieldwork Risk Assessment if it is relevant to your research and trip.

'Project' Fieldwork Risk Assessment
If you are undertaking more than one trip for your research project, you can submit a Fieldwork Risk Assessment that covers multiple trips over a 12 month period. When completing a Fieldwork Risk Assessment for an extended period, ensure you include all conceivable hazards (e.g. cover all seasons). 'Project' Fieldwork Risk Assessments are generally reviewed every 12 months but will need to be updated more frequently if any changes occur. Ensure you include the project title in all forms relating to the project, as this will be used to link documents.

Once the 'project' Fieldwork Risk Assessment has been approved by your supervisor and reviewed by Faculty OHS, ***prior to each repeat trip*** an updated Fieldwork Plan/SAFES Off-Campus form needs to be emailed to your supervisor, UoM Check-in Buddy (if not your supervisor), and OHS (science-fieldwork). ServiceNow is no longer required.

Bushfires and Hazardous Environmental Conditions
Risk assessments should detail controls related to environmental conditions such as fire danger, high winds, extreme temperatures, storms/lightning, snow, floods, etc.

Download the VicEmergency app (or relevant state emergency) and Bureau of Meteorology app to your mobile phone; set up watch zones/alerts for your field sites/routes.

Training: For those undertaking fieldwork in fire prone areas, during the height of summer or in areas recently burnt, the CFA Bushfire Safety for Workers training is recommended. Print the CFA Bushfire Safety for Workers training – Key Tips Summary to keep on hand as a reference

For details see ***Appendix 2. Fieldwork Safety Requirements: Bushfires and Hazardous Environmental Conditions***, UoM Safety Bulletin: Fire danger ratings and fire response and UoM Safety Bulletin: Outdoor smoke conditions.

Disease mitigation and COVID-19

COVID-19 should be considered similar to other contagious disease. Mitigation strategies are more relevant for overnight, remote, trips involving many participants or trips involving susceptible communities/people. These controls should to be covered in your Fieldwork Risk Assessment and Fieldwork Plan. Depending on the relevant government, permits and/or COVID vaccination certificates may still be required by participants entering other countries. See ***Section 5. Insurance and International Field Trips*** for COVID-19 related insurance information.

It is your responsibility to remain informed of the COVID requirements when planning and on field trips. You should consider actions such as:

- Encouraging participants not to attend if they are ill or have a positive test result for a contagious condition such as COVID.
- For overnight trips, encourage participants to ***perform a RAT 12 - 24 hours before departure***.
- For overnight trips **take RATs, masks and sanitizer**/sanitizing wipes on your trip. Note: The number taken will vary depending on the location (eg remote, international, etc), COVID level in the community and activities being undertaken (eg sharing vehicles).
- Contingency and evacuation plans are considered when planning large, multiday or international trips (eg spare transport and staff/ accommodation/ isolation options/ work 'bubbles').
- COVID susceptible populations/individuals are considered.
- Create an atmosphere where COVID sensitive individuals feel safe to wear PPE (eg masks) if they wish.
- Encourage participants to wash/sanitise hands after using public facilities and prior to eating.
- Encourage participants to follow sneezing and coughing etiquette.

Working in or near water

Anyone snorkeling, diving or using boats (including kayaks and canoes), should consult the UoM Dive Safety Officer, Dean Chamberlain. The hazards of working in water are often covered by legislation and therefore specific safety considerations are required.

If your feet are 'on the ground' while you are working in or near water (e.g. wading, walking on jetties, working on rocky reefs, walking in or along streams, beaches, intertidal zones, reef or other water bodies), be cautious of conditions along the water's edge and in the water when entering, including:

- steep and/or slippery riverbanks and rocks (e.g. enter a creek where that bank is less steep/slippery).
- submerged objects.
- tides (See below). Refer to BOM: Tide Predictions and/or WillyWeather Tides when planning your trip.
- rips, under currents and fast flowing water.
- riverbanks/cliff edges that could collapse.

Tides

- The tide is a threat when it is rising. Therefore:
  - Plan your trip around the tidal cycle, aiming to complete as much of your field day as possible on a falling tide. WillyWeather Tides is a great site that plots the tidal curves, a nice visual reminder of how the tide varies over hours, days, weeks and months.
  - Write the times of high water and low water into your itinerary in the field plan.
  - When checking in with your buddy, remind them of the time of today's low water.
- Once the tide starts to rise, it may be hard to predict how it will inundate the beach, so be watchful and aware of your surroundings. Even if you know the area well, remember that beach topographies change, and the maximum/minimum height of the tide is quite variable (as seen on the tidal curves). Therefore:
  - Be aware that the beach topography may allow the rising tide to creep between you and the cliff/dune, cutting you off while your feet are still dry.
  - Be aware of headlands that will inundate soon after low water, cutting off the route between bays.
  - Consider in advance where you will be able to escape directly over the dunes or up the cliff, versus where you must not become trapped.
  - Make sure your Check-in buddy knows in detail where you are going to be, and your escape routes.
- In your Emergency Plan, consider:
  - What will you do if someone is injured below the high tide line?
  - Access by emergency services and how this is affected by the tidal cycle.

Waders See UoM Fieldwork Guidelines, 4.3.5 Waders.

- Anyone entering water deeper than knee height must be a competent swimmer or wear a life vest.
- Do not work alone where the water is deeper than knee height. Ensure communication devices are at hand
- Do not wade in areas with fast flowing water
- Non-floatation waders (e.g. those not made from neoprene) should have a quick-release function and be easy to remove if they fill with water
- Wear a wader belt if waders do not tighten around body to reduce water entry
- Before fieldwork, training should be provided on waders usage by an experienced wader user, including risks, how to remove them quickly and how to stay afloat if things go wrong. Some short training videos include: Wader Safety Training for Anglers and Wader safety tips

Electrofishing

Electrofishing involves temporarily stunning fish with electricity so they can be caught. Extensive training and experience is required to obtain a certificate before electrofishing can be undertaken. Speak to your supervisor if this is relevant to your research.

Drones

The Civil Aviation Safety Authority (CASA) oversees the regulation and use of drones in Australia. Legal requirements for drone use vary depending on their weight, type and use. All drone flights relating to UoM activities are considered by CASA to be "flying for business".

Drones <2kg require the following:

1. **Registered** to the UoM account (if purchased with UoM funds). Contact science-fieldwork.
2. Operator must have a CASA "**Operator Accreditation**".
3. Flights must operate within the **Standard Operating Conditions**. See CASA: Drone Safety Rules.
4. **Risk Assessment** of your drone operations signed by your supervisor. The fieldwork component of your activity may also require risk analysis and planning (eg Fieldwork Risk Assessment and Fieldwork Plan).
5. **Document your intended flight path**/plan demonstrating that the flight is outside restricted areas using screenshots from relevant CASA approved mapping systems. See CASA: Drone Safety apps.
6. **Approval by UoM Security** (Andrew King) with information for points 2, 4 and 5.

Drones >2kg must be operated by someone with a RePL (Remote Pilots License) and the operation conducted under the authority/approval of a ReOC (Remote Operators Certificate). At present the University of Melbourne does not have a ReOC, therefore such operations must be conducted through an external ReOC provider.

Due to recent changes to drone regulations by CASA the University's drone compliance requirements are currently being updated.

Personal safety
Very rarely, fieldworkers may find themselves in situations where they fear for their personal safety. When undertaking fieldwork, ensure you carry copies of your Fieldwork Plan and Fieldwork Risk Assessment, required permits and legal documents. If you are approached by someone enquiring about your activities, introduce yourself and your work formally in a calm, friendly, non-threatening manner. Having more than one participant on the trip ensures there is someone to help physically and emotionally, should you feel unsafe. Always have your communication device/s at hand and call 000 or use the UoM SafeZone app if threatened. If possible, stay close to your vehicle and be mindful of your surroundings. Leave the area if you feel unsafe, even if you have not completed your fieldwork. When you are in a safe place, contact your supervisor and, if necessary, police.

Threats to personal safety can result in mental health conditions. The University Counselling Service and Employee Assistance Program provide free mental health support. Personal safety incidents should be reported confidentially in ERMS. Contact your supervisor and/or a safety coordinator if you are not sure what to do.

Aggressive and unwanted behaviour
If you feel threatened, try to maintain a calm voice and body language. Allow the aggressor to express their thoughts but refrain from further conversation or debate. Maintain distance between yourself and the perpetrator. Remove yourself from the situation as soon as possible. Contact your supervisor and/or police.

Training such as 'TrainMe: Handling Angry and Upset Customers' provides advice on handling aggravated people.

Illegal drug crops
If you inadvertently discover a marijuana crop on public land, remain quiet and leave the area immediately. Crops may be booby trapped or there may be criminals nearby. Return to your vehicle and leave asap. Report the sighting to police (000 or Crime Stoppers Victoria 1800 333 000) and make contact with your Check-in buddy.

Illegal crops are often in remote bush locations accessed by informal, unmarked hiking trails. Associated with the crop are often plastic and irrigation pipes, containers for chemicals (fertilizers, insecticides and animal poisons), signs of camping and cooking, garbage and the smell of cannabis. If you discover these items in a remote location, leave the area even if you have not seen any cannabis plants.

Firearms
Sometimes field sites may be adjacent to recreational shooting ranges or feral animal hunting sites. Check with Parks Vic: Hunting to ensure your proposed field site is not within a reserve where hunting is permitted. Contact the Ranger-in-Charge of the areas you wish to visit if you are concerned.

Do not go to a study site if you suspect recreational hunters or people with firearms are in the area. If you hear gunshots in the distance while in the field, stay calm and leave the area, moving away from the source of the gunshots. If the gunshot sound is nearby, make loud noises and put on hi-vis or colourful clothing while leaving the area.

Contact science-fieldwork@unimelb.edu.au if tranquilizers or other firearms are a requirement of your research. Numerous legal and safety requirements are essential before firearms can be stored and used.

Political unrest/cultural differences
When in a foreign country with cultural norms different to what you are used to, ensure you are aware of local laws and customs, and stay vigilant regarding your surroundings. Ideally, arrange for your trip to be sponsored by a local collaborator, contact or institution. Check the DFAT warning level via SmartTraveller and register with UniTravel so that you will have Healix support for international emergency assistance. Register with Healix (policy number UOM17370) to access Healix safe travel advice. Record the Healix phone number in your mobile. **Healix (+61 3 8592 2300, reverse charges accepted; uom@healix.com)**

Also refer to ***section 5. Insurance and International Field Trips*** below and UoM: Travel and off campus work for links, forms and requirements.

4. Fieldwork Plan/SAFES Off-Campus form

The Fieldwork Plan includes a participant list with contact details, an itinerary, a communication plan and an emergency plan. SAFES personnel may complete the SAFES Off-Campus form in lieu of the Fieldwork Plan, except where field trips are complex or involve interstate/international travel.
Note: These documents contain personal information. ***Restrict access to completed Fieldwork Plan/SAFES Off-Campus forms and handle the information judiciously.***

See ***Appendix 7. Example Fieldwork Plan*** below and Fieldwork OHS Guidelines for additional help completing the form.

Communication
Careful consideration must be paid to communication when planning a field trip. If you fail to report in as per your communication plan, emergency search and rescue may be engaged. **Ensure you can communicate with emergency services and your UoM Check-in Buddy/suoervisor at all times**.

Your Fieldwork Plan should include contact phone numbers for:

- all participants
- field trip leader's supervisor
- UoM Check-in Buddy (this may be the field trip leader's supervisor)
- local contact/s (e.g. rangers, accommodation mangers, collaborators with you in the field)
- mobile, satellite phone, inReach or other devices
- emergency roadside assistance

Check-in Buddy
Prior to departing you should enlist a fellow UoM person to be your Check-in Buddy. This is the person you report to at regular intervals to confirm that all is ok and they should be given copies of your Fieldwork Risk Assessment and Plan containing your reporting arrangements. Ensure this indicates how and when, you will touch base with your Check-in Buddy. The frequency of communication will depend on the risks associated with your trip. While in the field, if you change the pre-arranged itinerary or communication plan, let your Check-in Buddy know.

If your Check-in Buddy does not hear from you as pre-arranged and has had no luck trying to contact you or any other participants, they must immediately let your supervisor know. Local contacts you have listed on your Fieldwork Plan may then be called to help locate you. If they have no luck reaching you, your supervisor may engage emergency services.

Each time you check-in, you must establish 2-way communication with your Check-in Buddy. This may be as simple as an "All OK" SMS from the fieldworker and a "Thanks" reply from the Check-in Buddy. **Do not turn off your satellite phone until you have received confirmation from your Check-in Buddy.**

Communication Devices
Before venturing off campus you will need to check that there is mobile phone reception at your field site/s and on all transport route/s (e.g. Telstra mobile coverage). If there is no mobile reception or breaks in reception, you should take an alternative communication device (e.g. Telstra sim or mobile phone with Telstra coverage(widest coverage in Australia), satellite phone, inReach satellite communicator, Spot, EPIRB, etc.). Charge and test your equipment prior to departure. Become familiar with how to operate it. Ensure you take relevant cables, power pack, etc, including a car charger.

UHF or CB radios work in mountainous and forested areas where satellite communicators may be unreliable. **UHF channels 5 and 35 are for emergencies only.**

Ensure you have **multiple communications devices** within your field trip team (eg 2 mobile phones, one with Telstra coverage, satellite + mobile phone, InReach, SPOT, PLB, UHF radio). If your field site does not have mobile reception and you are unable to monitor VicEmergency/CFA and BOM apps, you must take a satellite device and your supervisor or UoM Check-in Buddy should set up a Watch Zone for your route/field site. They will monitor the situation remotely and inform you of any warnings, fire danger ratings, fire bans, etc, via your satellite communicator.

Local contacts and local knowledge are imperative! Engage with locals at your field site prior to going into the field (eg rangers, land managers, accommodation manager, research collaborators on your fieldtrip, etc). Include their contact details on your Fieldwork Plan, provide them with copies of your fieldwork documentation and let them know where/when you will be in the field.

See ***Appendix 3. Contact and booking information for communication devices for each School, Faculty of Science*.**

Table 1. Mobile phones are very handy but have limited use in rural and remote areas:

<table>
<tr><th>Communication</th><th>Navigation</th></tr>
<tr><td colspan="2">Telstra has the widest mobile coverage within Australia. Purchase a prepaid Telstra sim card to take on yoru trip. BioSciences has a Telstra mobile for their personnel to borrow.</td><td>Online maps such as GoogleMaps are handy when you have mobile reception, although they often have missing and inaccurate data in rural/remote areas.</td></tr>
<tr><td>Phone calls require the greatest mobile reception. If you cannot make a call, try a text message. If the SMS doesn't work, data messaging such as Whats App/Signal/FB Messenger may work.</td><td>  </td><td>All mobiles have a built in GPS tracker that works even when you have no mobile reception. To utilise this technology, download maps to your mobile when in mobile range or on wifi and use these for navigation when in rural/remote areas. Maps can be downloaded from GoogleMaps, Avenza, Maps.Me, etc. You may wish to enable the 'Find My Phone' function with family members and buddy contacts as an additional means of locating you.</td></tr>
<tr><td colspan="2">If dialling 000 in an emergency, a mobile will utilise any network that is available. 000 is a call-in service and does not work for SMS or data messaging.</td><td>The Emergency+ app provides maps and lat/long information for you to reply to emergency services.
NB This service only works within mobile range.</td></tr>
<tr><td colspan="2">In Australia, dialling 112 from your mobile is the same as 000. 112 is the standard international emergency number so should be used when outside Australia. 112 does not work on landlines.</td><td rowspan="2">inReach devices (mini and mini2) act like a portable satellite hub linked to your mobile phone via an app and Bluetooth connectivity. They can be set to record way-points of where you are, which can be used to track your location and movement. An inReach account needs to be set up prior to departure and you must enable the tracking function and inform colleagues.</td></tr>
<tr><td colspan="2">inReach, SPOT trackers and sat phones all have SOS buttons to call in an emergency.</td></tr>
</table>

Navigation

In rural and remote regions, do not rely on your mobile phone alone for navigation. Consider taking printed maps, a GPS or maps downloaded to your mobile phone prior to departure.

Before departure:

- learn how to use your navigation device and check it is charged/has batteries and charging cables.
- familiarise yourself with **route options** and **multiple entry/exit roads/tracks**. Ideally there should be more than one escape route from your site. In an emergency, the safest route may not be the most direct and could be in the opposite direction to your destination.

In lieu of a GPS, '**what3words**' can be used on your mobile device to provide a grid reference for any location in the world to an accuracy or $3m^2$. This may be handing when giving your location to emergency services or when giving others site location details.

Medical Questionnaire and Fitness

Field trip participants must be 'reasonably fit' for the planned activities. It is the responsibility of the participants to inform the field trip leader of any pre-existing medical conditions that may affect their or other's participation in the trip, prior to departure. Reporting should preferably be in writing. Declaration forms include:

- Medical Questionnaire for Off-campus Activities form (for staff and research students)
- FoS Student Information form (students on teaching trips only)
- FoS Volunteer Registration and Agreement form (volunteers only)

See Fieldwork OHS Guidelines for further information.

Volunteers
Taking volunteers on your trip is a great way for others to gain field experience. Volunteer Field Assistants must be included in all fieldwork risk assessments, plans and pre-departure briefings. They must be registered via a Volunteer Registration and Agreement form (contact science-fieldwork) to be covered by University insurance. If volunteers need to drive a vehicle while on the field trip, they must also complete the SmartFleet Vehicle registration, an authorized user undertaking form and any relevant training prior to departing. Indicate if participants are volunteers in the participants list on the Fieldwork Plan.

Driving and Vehicle Safety
Getting to and from field sites is often the most hazardous component of a field trip and many field incidents involve vehicles. This is especially the case if you are driving an unfamiliar vehicle, are on unfamiliar roads, are new to driving on the left-hand side of the road or are an inexperienced driver. Be sure to include "Vehicle breakdown" and "Vehicle accident" in your Fieldwork Risk Assessment.

Drivers should plan their trip to drive the safest route at the safest time of day and take regular breaks to reduce fatigue. Refer to the Fieldwork OHS Guidelines. Accidents with wildlife are a hazard that must be considered.

See ***Appendix 4. Safety Alert: Be mindful of wildlife while driving***.

University Fleet and Hire Vehicles
University pool hire vehicles are managed through SG Fleet. All University fleet vehicles are equipped with a fire extinguisher, but not a first aid kit. Prior to booking a vehicle you must complete an authorised user undertaking form, and the SmartFleet Vehicle sign-up form to register for a fleet account to use the online booking system. This includes providing a copy of your driver's license. See Vehicle hire – University pool hire vehicles for more information.

If you have an accident or breakdown in a University vehicle whilst on a University trip, SG Fleet will provide emergency roadside assistance. Call **1300 138 235.** Include this number in your Fieldwork Plan.

Vehicles can also be hired through AVIS, Budget, Hertz or GoGet. See ***Travel – Who are the University's preferred travel suppliers?*** for further information.

Private Vehicles
Use of private vehicles for University business is not recommended. People wishing to take their own vehicles on field trips should note that **University insurance does not cover loss or damage to private vehicles** should a break-in, breakdown or accident occur. You must also ensure your vehicle meets the safety requirements of the trip (e.g. 4WD, sufficiently serviced, roadworthy, etc), your vehicle is insured and you have road-side assistance. See UoM Vehicle use requirements and UoM Insurance information for more information.

Off Road/Four-Wheel Driving
If your fieldwork requires navigating challenging off-road conditions or four-wheel driving (4WD), you require 4WD training prior to the trip. Personnel book training themselves using the contact details provided below. Training costs are covered by your research group or other school arrangements, so training must be approved by your supervisor prior to booking.

All courses require you to supply your own vehicle and, in most cases, your own recovery equipment. UoM personnel may use 4WD vehicles belonging to their research group, their School or hire a 4WD from the University fleet.

Table 2. Four-wheel driving course providers.
NB For each course the maximum number of participants per vehicle is two.

Provider	Contact	Location	Course length	Cost	Accredited course
Performance Driving Australia	1300 849 114 info@performancedrivingaustralia.com.au	Calder Park Raceway	1 day (includes 1-1.5 hrs theory)	$495.00 per driver $144 per driver additional for	All training to accreditation standards but additional fee for

				accreditation	accreditation.
Metec Driver Training	9725 4758 training@metec.com.au	Bayswater North	1 day (includes <1 hour theory)	$490.00 per vehicle (maximum 2 trainees per vehicle)	No
Four Wheel Drive Victoria	9874 7222 office@fwdvictoria.org.au	Bacchus Marsh Quarry	1 day (theory over Zoom at earlier date)	$457 per driver $335 for second driver (max 2 trainees per vehicle)	No

When hiring a 4WD vehicle, request specific safety equipment as identified in your Fieldwork Risk Assessment such as tyre type/pressure, recovery gear, etc. Do not adjust or use this equipment unless you have completed 4WD driving training.

- ***Highway Terrain (H/T) tyres*** are better suited to highway driving than other 4WD tyres but are still capable of driving on unsealed roads. On unsealed roads drive cautiously, to the conditions and under the speed limit.
- ***All Terrain (A/T) tyres*** are good for driving on all surfaces but use slightly more fuel and are noisier than H/T tyres. When used on paved roads, especially highways, drive under the speed limit.

First Aid Kits

Deciding on the number and type of kits to take on your trip will be determined by the Fieldwork Risk Assessment, the number of participants, the activities being conducted and the remoteness of location. If working remotely or a long distance from your vehicle, consider carrying a snake bite kit, not just for snake bites but the bandages and split may be useful for bracing broken or sprained limbs. See ***Appendix 5. Safety Bulletin: Snakes***.

See Fieldwork OHS Guidelines for first aid considerations. Each school has numerous first aid kits covering different hazards that can be borrowed. See below.

See Training section above and ***Appendix 1. Fieldwork Safety Advice: Participant Training and Compliance Requirements*** below for training options.

Table 3. Types and numbers of first aid kits in each School, Faculty of Science.

NB. Only use equipment from your School. If your School does not have the equipment you require, contact science-fieldwork@unimelb.edu.au or Caitlin Hennessey (SAFES/SGEAS).

BioSc		**SAFES**		**SGEAS**	
First Aid Kit type	**Number available**	**First Aid Kit type**	**Number available**	**First Aid Kit type**	**Number available**
Small Hikers	14	Burnley (First Aid Kit)	7	McCoy (Large first aid kit)	3
Snake bite	3	Burnley (Snake Bite Kit)	9	McCoy (Field First Aid Kit)	3
Large comprehensive	4	Creswick (First Aid Kit)	4	McCoy (Snake Bite Kit)	3
Portable defib	2	Creswick (Snake Bite Kit)	4	Bouverie (Field First Aid Kit)	6
		Parkville (First Aid Kit)	2	Bouverie (Snake Bite Kit)	3
		Parkville (Snake Bite Kit)	2		
Bookings: Field Equipment Tracker		**Bookings**: Manual sign in/out sheet at kits.		**Bookings**: McCoy - Room Bookings Bouverie St – manual sign in/out	
Pick up/return: • BioSc 4, Level 2, lift foyer		**Pick up/return:** • Burnley Building 901 MB19 • Creswick Building 774 Stage 2 Kitchenette • Parkville Building 113 G51		**Pick up/return**: • McCoy Rm 401 • Bouverie St Rm 105A	

5. Insurance and International Field Trips

Insurance

The University has a comprehensive insurance scheme that covers staff and students for personal accident, public liability, professional indemnity, travel insurance, etc. For more information see Student Insurance / Staff Insurance. **Volunteers** who have completed a Volunteer Registration form are covered by University insurance.

Travel Insurance

UoM staff, honouraries, students and volunteers are **automatically** covered by UoM Travel Insurance when on official UoM business (including research and teaching field trips). Incidental private travel that accompanies the field trip may also be covered, however limits and restrictions apply (eg ownership, custody, control or use of an aerial device (ie drone), watercraft or motorised vehicle are not covered – you are encouraged to obtain comprehensive car insurance if hiring a vehicle). For more information see:

- **Staff** - Insurance-Travel Insurance and Employee Travel Policy (MPF1300).
- **Students** - Student support: Travel Insurance (Terra Dotta) and Student Travel and Transport Policy (MPF1209).

NOTE: **UoM Travel Insurance does not cover students operating vehicles (eg car, bike, boat) while overseas**. It is assumed that any accidents where the student is the driver will be covered by the insurance policy of the owner of the vehicle. Therefore, check that the vehicle has insurance that covers you prior to driving. Relevant students should consider not driving or obtaining a secondary insurance cover. When hiring a vehicle, always take out the insurance offered.

COVID

UoM Travel Insurance will cover additional costs incurred when travelers contract COVID or are deemed close contacts, however, will not cover additional expenses due to border closures or local covid directive changes. See Travel Insurance for Business and/or Study.

Flights and International Field Trips

When undertaking air-travel (domestic or international), trips should be booked through or logged with UniTravel. For travel booked and funded by outside of UniTravel, enter trip details at UniTravel: Log My Trip.

As students do not have access to UniTravel they should complete the Non-UniTravel risk assessment form. This form has links to DFAT Smart Traveller website and cues for other points to consider.

When planning an international trip, staff and students are responsible for the following:

- Vaccinations - legal (e.g. COVID certificates) and medical requirements (e.g. rabies, Japanese encephalitis, etc.). See a travel doctor or your GP about vaccinations and medicines for international travel. The Travel Doctor or SmartTraveller website can also provide useful information.
- Passport and visa requirements.
- Consult Dept of Foreign Affairs & Trade (DFAT) for advice on travel destinations (see SmartTraveller).
- Completion of a *High Risk Destinations Risk Assessment,* signed off by UoM executives, for travel to DFAT Level 3 or 4 countries.
- Register international travel on UniTravel. This will automatically register the details with Healix international emergency assistance.
- Complete the Fieldwork Risk Assessment, Fieldwork Plan, other relevant forms and obtain approvals.

Evacuation and Emergency Support on International Trips

All University travellers have international emergency assistance through Healix International. Healix provides worldwide, 24hr access to specialist medical and security advice, and can arrange transfers to hospitals or other medical providers. If you require emergency help or advice whilst travelling, contact Healix on:

- +61 3 8592 2300 (24hrs; reverse charges accepted; quote travel insurance policy no. 02PP011296)

- uom@healix.com

The Healix website provides a plethora of important travel safety advice covering medical/health information, personal/property security, natural disasters, security advice for females, etc. Register for the Healix website using policy number UOM17370.

See UoM: Travel and off campus work for links, forms and requirements.

Training: UniTravel – The University's Travel Program provides tips on international travel and using UniTravel.

6. Fieldwork Briefing

The Fieldwork Risk Assessment, Fieldwork Plan and any other relevant safety matters should be discussed during a pre-departure meeting. What to discuss is detailed in the Fieldwork OHS Guidelines page 8.

If you are unable to get all participants together physically, email the documents and highlight the most important points within the text of your email. Disseminate sensitive and personal information (i.e. Fieldwork Plan/SAFES Off-Campus form) cautiously, on a need to know basis.

- ***Research trips*** - email Fieldwork Plan and Fieldwork Risk Assessment to all participants listed.
- ***Teaching trips*** - ensure students have access to Fieldwork Risk Assessment only via LMS, email or student manual. Students on course work fieldtrips should **not** be given a copy of the Fieldwork Plan due to the personal information on the form.

7. Additional Resources and Information

UoM Links

- UoM Health & Safety: Travel and Off-Campus Work
- Fieldwork OHS Guidelines
- Fieldwork Risk Assessment
- Fieldwork Plan
- Medical Questionnaire for Off-campus Activities
- UoM Travel Insurance

Apps (NOTE you must be in mobile phone range for these to work)

- **BOM** (free) - Current & predicted weather (Australia wide)
- **VicEmergency** app (free) - Current fires & incidents (Victoria only, download one relevant to your location)
- **Emergency+** app (free) - Emergency contact numbers & GPS of your exact location (Australia wide)
- **First Aid** - **Australian Red Cross** app (free) - provides concise first aid guidance, organised by injury type.
- **what3words** – provides latitude and longitude references as three random words rather than a string of numbers
- **UoM SafeZone** – enables check-in function, emergency enquiries and raising an emergency to 000.

Table 4. Contact Telephone Numbers and Websites in Victoria

Bush Walking Manual	http://bushwalkingmanual.org.au/
Bushwalking Victoria information	http://www.bushwalkingvictoria.org.au
CFA (Country Fire Authority, Victoria)-Current fires, fire ratings/restrictions	1800 240 667; http://www.cfa.vic.gov.au
CFA Bushfire Safety training (requires login)	CFA Bushfire Safety for Workers training
Emergency+	https://emergencyapp.triplezero.gov.au
Four Wheel Drive Victoria	http://www.4wdvictoria.org.au/
Local ABC Radio – Emergency broadcast	http://reception.abc.net.au
Melbourne University Security	8344 6666
Mobile phone coverage	• Telstra • Optus
Neighbourhood Bushfire Safe Places	https://www.cfa.vic.gov.au/plan-prepare/neighbourhood-safer-places
Park and Forest Closures	Forest Management Victoria
ParkConnect (trip registration to receive alerts)	https://www.parkconnect.vic.gov.au
Parks Victoria	13 19 63; http://www.parkweb.vic.gov.au
Police Assistance Line	13 14 44
Police Station finder	https://www.police.vic.gov.au/location
Police, Fire, Ambulance	000
Road Closures	https://traffic.vicroads.vic.gov.au
Snow Safe	http://www.snowsafe.org.au
State Emergency Services (SES)	13 25 00; https://www.ses.vic.gov.au
Trip Intentions – Victoria Police	http://www.tripintentions.org/
University Vehicle Fleet Roadside Assistance	1300 138 235
VicEmergency - Current fires and other emergencies	1800 226 226; http://emergency.vic.gov.au/respond
Waders training videos	Wader Safety Training for Anglers and Wader safety tips
Weather & rain radar (Bureau of Meteorology)	http://www.bom.gov.au
what3words	https://what3words.com

Appendix 1. Fieldwork Safety Advice: Participant Training and Compliance Requirements

The table below indicates training and compliance requirements for field trip participants prior to departure. Contact science-fieldwork@unimelb.edu.au for advice.

	UoM Employment Arrangement		
Training Courses/Requirements	**UoM staff/students** (excl. casual staff)	**UoM casual staff**	**Non-UoM** (e.g. volunteers)
Medical Questionnaire Form contains personal information so handle judiciously.	✓	✓	- (included in Volunteer form)
Volunteer form Copies to science-fieldwork@unimelb.edu.au, field trip leader and supervisor. Form contains personal information so handle judiciously.	-	-	✓
Roles and Responsibilities training	✓	-	-
Casual Compliance training	-	✓	-
PPE training	Required if needed for activities	Required if needed for activities	Training by Field trip leader if needed for activities
Manual Handling training	Required if needed for activities	Required if needed for activities	Training by Field Trip Leader if needed for activities
Induction (BioSc, SAFES, SGEAS, work area)	✓	✓	Required if needed for activities
Specialist training examples: • UniTravel – The University's Travel Program • Provide First aid (Level 2) • Remote First aid • 4WD (see 4WD section above) • Diving and boating (contact UoM Diving Safety Officer) • Handling Angry and Upset Customers • Animal Welfare - Ethics and Record Keeping • Chemical Management • CFA: Bushfire Safety for Workers • Chainsaw safety	Required if needed for activities	Required if needed for activities	Required if needed for activities

Appendix 2. Bushfires, Floods and Hazardous Environmental Conditions

Essential requirements:

1. **BE PREPARED!**
   - Complete all required planning and paperwork early.
   - Abandon or postpone fieldwork if dangerous conditions are predicted or if dangerous conditions begin while you are in the field. Let your Check-in Buddy know if you change your plans.
2. **BE VIGILANT!**
   - Download BOM and VicEmergency apps to your mobile phone and set up Watch Zones for your field sites.
   - Monitor conditions for routes and site locations prior to and during fieldwork. Alter plans if needed.

Bushfire Essentials:

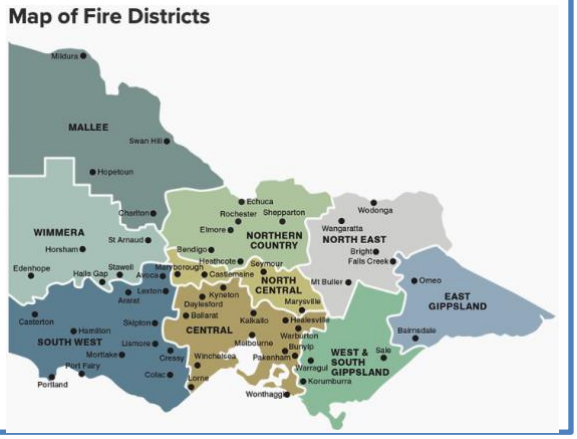
NO FIELDWORK in wooded or dry, grassy areas under any of the following conditions:

- Fire danger rating is **EXTREME** or **CATASTOPHIC** in the fieldwork district **OR**
- **TOTAL FIRE BAN** is declared for the fieldwork district **OR**
- Wind speed is predicted to exceed **40 km/h** (at sites with trees)

Bushfire Resources

- **Fire Danger Ratings** indicate how dangerous a bush/grass fire would be. They are forecast four days in advance and **updated 5.30am and 4pm daily**.
- **Total Fire Bans** set legal restrictions on what activities can or cannot be performed to reduce the likelihood of wildfires occurring. Total Fire Bans are normally declared by **5pm the day before** a ban but can be declared or revoked at any time.
- **Emergency Warnings** provide information on the severity of an incident or hazard and advice on what to do. See VicEmergency: Understanding Warnings.

- **Fire Districts** are areas of Victoria based on council boundaries. There are nine districts in Vic. Fire Danger Ratings and Total Fire Bans are provided per district. To find your district, enter your address on the CFA Local site.
- The **Bureau of Meteorology (BOM)** provides a wealth of weather information. Weather forecasts are available **7 days** in advance, but will change and be more accurate closer to the date.
  - Weather forecasts provide max/min temperature and rain predictions.
  - Rain radar enables you to view when and how much rain is coming
  - MetEye provides wind speed predictions
- Fire Planner – be prepared and have a back up plan
- EPA AirWatch for smoke hazard and air quality information
- **Road Closures:** Vic Traffic
- Parks Vic closures, DELWP forest closures
- Planned Control Burns
- UoM Fire safety bulletin



1. Be prepared

1.1 Monitor weather and **environmental conditions prior to and during field trips**. Do not undertake fieldwork if potentially dangerous conditions are present/predicted and your Fieldwork Risk Assessment deems this to be hazardous. For example **high temperatures**, **strong winds** (eg above 40km/h), thunderstorms, snow, lightning, smoke haze, flash flooding or if a fire is or has recently been in the vicinity.

- Download and monitor weather at the Bureau of Meteorology (BOM) website/app.
- Download the VicEmergency app and set up watch zones/alerts for your field sites/routes. Safety Warnings and information are continuously updated.
- Listen to ABC radio emergency broadcast in your car/accommodation/phone or transistor radio.
- See EPA AirWatch for smoke hazard and air quality information.
- If temperatures are predicted to be very hot but other conditions are deemed safe, conduct fieldwork in the morning and late afternoon to avoid being in dangerous locations in the hottest part of the day.

1.2 The **district** within which the fieldwork is being conducted should be stated in the locality fields on the Fieldwork Risk Assessment and Fieldwork Plan.

1.3 Check if your route and/or field site are closed prior to departure:

- Parks Vic closures, DELWP forest closures as parks and forests may closed due to hazardous weather or significant fire danger. Note: All parks and forests are closed on CATASTROPHIC days (See DELWP Park/forest closure fact sheet).
- DELWP Planned Control Burns.
- Vic Traffic road closures provides maps and information

2. Fire

Avoid fieldwork during fire danger periods.

- If you are unsure about the safety of conditions en route or at your site/s, be prepared to postpone immediately prior to scheduled departure time or abort mid-trip until conditions become safe.
- Project research plans should consider not undertaking fieldwork during periods of high fire danger, where possible.

2.1 NO FIELDWORK IS PERMITTED in districts rated EXTREME or CATASTROPHIC or TOTAL FIRE BAN, unless determined as safe in your Field Work Risk Assessment and approved by supervisor/science-fieldwork safety.

In general, personnel are not permitted in wooded or dry, grassy areas on days declared a Total Fire Ban, Extreme or Catastrophic fire danger, however, fieldwork may be conducted in areas such as urban gardens and marine or intertidal zones, depending on the results of the Fieldwork Risk Assessment. In such cases, however, the route to the field site, wind speed, temperature, smoke haze, etc, may deem the conditions too dangerous for activities to occur.

Total Fire Ban days - Hot exhaust from driving on roads surrounded by dry grass or other vegetation can easily start fires. See CFA: Can I or Can't I? for information about what is illegal on Total Fire Ban days.

Already in the field when a Total Fire Ban, Extreme or Catastrophic day is declared?
In this case you should spend the day in a safe place, such as a nearby town with mobile reception or return home or to Melbourne, if safe to do so. This may mean extending or postponing some of your trip. Discuss this with your supervisor. The safest option is always to leave the night before an Extreme or Catastrophic fire danger day. See: Fire Planner.

2.2 Do not go to your site if a "Watch and Act"  **, "Emergency"**  **or "Evacuate"**  **warning has been issued for your location. Alter your travel route away from danger.** If you are already in the field, go to a safe location (eg nearby town with reception or Neighbourhood Safe Place), listen to ABC radio and adhere to advice from local emergency services. Let your supervisor know the situation and return to University/your home, if appropriate and safe to do so. See VicEmergency: Incidents & Warnings.

2.3 Camping or remote fieldwork during high fire danger periods is not recommended.

2.4 If you get caught in a bush fire, know what to do to increase your chances of survival:

- Have a bushfire survival kit in the car (not the boot) including first aid kit, woolen blanket/s, spare drinking water, torch, natural fiber clothing and foot-covering shoes).
- CFA Staying safe in the car
- People in Vehicles during Bushfires
- CFA Bushfire Safety for Workers training – Key Tips Summary
- CFA Victorian Bushfire Information Line 1800 240 667.
- VicEmergency 1800 226 226

3. Floods

- Monitor BOM and VicEmergency apps (or relevant state emergency apps). If you are out of mobile data range, seek guidance form your Check-in Buddy or local ABC radio.
- Be mindful of flash flooding when working, driving or camping. Floodwaters can rise quickly so evacuate low lying areas early.
- Only camp in or near dry creek beds, creeks or rivers when safe to do so. Be mindful of heavy rains upstream that could cause floodwaters downstream.
- Do not drive through flood water. Water speed, force and depth can easily wash vehicles away (15cm deep water can cause a hatchback to float – See RACV- The dangers of driving in flood waters). Be mindful that previously fast water may have destroyed the road surface or left debris on the road, resulting in hazardous driving conditions that cannot be detected from above. Water between the vehicles tyres and road surface can cause aquaplaning where the wheels to lose traction and control.
- Severe weather associated with flooding can result in road closures due to road inundation, landslides, and fallen trees and powerlines on roads.

4. Emergency Plans

- Fieldworkers together with supervisors, need to prepare a detailed emergency evacuation plan where indicated in the Fieldwork Plan.
- If a bushfire starts or dangerous conditions are predicted while on your trip, always leave early and return to a safe place or home. Avoid driving in dangerous conditions (eg smoke, snow, flash floods, landslides).
- **Do not rely on mobile phone coverage during an emergency**. Mobile networks can become overloaded or experience outages due to natural disasters and calls may not get through, particularly in rural areas. SMS or internet calls/social media (eg Messenger, What's app, etc) may work when mobile phone calls do not.
- Listen to local ABC radio for the latest warnings and updates. Consider taking a battery-powered portable radio if there is no mobile reception at your site.
- Dialing "000" or "112" on your mobile phone will work using any available mobile provider that is in range. Therefore, you cannot dial 000/112 if you are in a 'black spot' with no coverage as you cannot send an SMS to 000/112.
- Download the Emergency+ Or the University's SafeZone app onto your mobile phone. This not only dials "000" but uses the GPS in your phone so you can provide your lat/long location or what3words to emergency services. However, these only works when you have mobile phone reception.

Appendix 3. Contact and booking information for communication devices for each School, Faculty of Science

NB. Only use equipment from your School. If your School does not have the equipment you require, contact science-fieldwork@unimelb.edu.au or Caitlin Hennessey (SAFES/SGEAS).

BioSc		**SAFES**		**SGEAS**	
Sat phone 1	0405 556 044	Parkville 1 - InReach Mini	Garmin Earthmate	Sat Phone 1	0147 141 260
Sat phone 2	0416 109 098	Parkville 4 - InReach Mini	Garmin Earthmate	Sat phone 2	0147 163 104
Sat phone 3	0147 161 840	Parkville 5 - InReach Mini	Garmin Earthmate	Sat phone 3	0147 186 194
Sat phone 4	0147 143 518	Parkville 6 - InReach Mini	Garmin Earthmate	InReach Mini2 Unit 1	Garmin Explore
Sat phone 5	0420 706 114	Burnley 1 - InReach Mini	Garmin Earthmate	InReach Mini2 Unit 2	Garmin Explore
InReach	0405 894 172	Burnley 2 - InReach Mini	Garmin Earthmate	InReach Mini2 Unit 3	Garmin Explore
Telstra mobile	0448 922 360	Burnley 3 - SPOT		SPOT Unit 1	Currently Not in Use
		Creswick 1 - InReach Mini	Garmin Earthmate	PLB Device 1	
ERIRBs connected to the boats are not for borrowing unless using the boats. Contact Dive Safety Officer		Creswick 2 - InReach Mini	Garmin Earthmate	EPIRB 1	Currently Not in Use
		Creswick 3 - SPOT		EPIRB 2	Currently Not in Use
		Creswick 4 - InReach Mini	Garmin Earthmate		
Bookings: Field Equipment Tracker		**Bookings**: http://www.bookingsystem.com		**Bookings**: Room Bookings (Log into VPN if not at UoM)	
Pick up/return: • BioSc 4 Reception		**Pick up/return:** • Parkville Building 113, G51 • Burnley Building 901, MB19 • Creswick Bld 774 Stage 2, Kitchenette		**Pick up/return:** • McCoy Building 200, Rm 401	

Appendix 4. Safety Bulletin: Be mindful of wildlife while driving

THE UNIVERSITY OF MELBOURNE

SAFETY BULLETIN
Wildlife on Roads

Faculty of Science

Introduction

Occasionally there are incidents in which University vehicles collide with wildlife on the road. Workers performing field work in rural or remote areas are particularly vulnerable to this hazard. The RACV received over 5,300 animal collision claims in 2016, 82% of which involved kangaroos.

Advice and Action

There are controls you can implement to reduce the risk of colliding with wildlife.

- **Avoid driving at dusk, dawn, and night** if you can (approx. 6pm – 6am) as native animals are more active at these times.
- **Be alert** and avoid driver fatigue. Limit fieldwork activities to eight hours per day, including driving. Concentrate on roadsides as well as the road ahead. Look for animal eye-shine in your headlights. Take breaks and swap drivers. Ask passengers to help look out for wildlife.
- **Drive slowly** (e.g., 80km/h in a 100km/h zone), especially if you are driving through bush, over hills or around bends, as these restrict distance and side views.
- Use **high beam headlights** in the absence of other vehicles.
- Use **cruise control** and keep your foot near the brake.
- Be mindful of **road signs** warning of animals on roads.
- Take note of dead wildlife along roadsides, as this indicates animals move through the area.
- Predict animal behaviour to prevent accidents. Kangaroos move in groups, so seeing one is likely to equate to more.
- Kangaroos and wallabies often jump sideways and might move along the road for a long distance.
- Herbivores eat green grass along roadsides, especially in summer and autumn.
- Animals may be **stunned by vehicle lights** and may stop in the middle of the road.
- If you need to stop suddenly, **brake in a straight line**, even if this means hitting an animal. Swerving leads to accidents.
- **Report injured wildlife** by phoning Wildlife Victoria 1300 094 535 or use the Snap Send Solve app.

Please consider the points above when planning your itinerary and completing your Fieldwork Risk Assessment and Fieldwork Plan.

Resources

- **Wildlife Victoria** 1300 094 535 https://www.wildlifevictoria.org.au/
- **SG Fleet** Driver assistance for University fleet vehicles **1300 138 235**
- **RACV Roadside Assistance** 13 11 11
- University Fleet Services fleet-pb@unimelb.edu.au

Appendix 5. Safety Bulletin: Snakes

THE UNIVERSITY OF MELBOURNE

SAFETY BULLETIN
Snakes on Campus

Faculty of Science

Introduction

It is possible to encounter venomous snakes on University campuses. Care should be taken near bush land, garden beds and bodies of water.

Snake Species

Brown Snakes Facts

- The common or eastern brown snake is the species responsible for most deaths caused by snakebite in Australia. It is aggressive and strikes if provoked but will pass quietly if left alone.
- The brown snake is a dangerous venomous snake. It has a slender body and is variable in colour ranging from tan to grey or dark brown. The belly is cream, yellow or pale orange with darker orange spots. It usually grows to about 1.5m long, although has been known to exceed 2m.
- The brown snake is active mostly by day, except in very hot weather. It feeds on rats, mice, birds, lizards and other snakes and is therefore attracted to farms and farm sheds. It prefers dry country to swampy areas.
- It is also found in heavily populated areas including outer suburbs of cities.
- Young brown snakes are banded in dark grey or black and have a broad band on the back of their heads. By three years of age, the bands disappear.
- Adult brown snakes are usually uniform in colour, ranging through light or dark brown, orange-yellow or even black. The shape is streamlined, and the head is not distinct.
- Brown snakes may be sighted at the Creswick, Dookie and Werribee Campuses.

Tiger Snake Facts

- Tiger Snakes are venomous, usually about one metre long and have striped marking (hence the name Tiger Snake).
- Tiger Snakes are found in warm temperate regions near water courses. They tend to be nocturnal in hot weather, sheltering under large rocks, rotten logs, abandoned burrows and dense matted vegetation, always near permanent water. They feed mainly on frogs, tadpoles and mice.
- Snakes are usually inoffensive, and their first form of defense is to move away from danger. Contrary to popular belief, they will not deliberately chase humans, but are known to attack if disturbed or threatened.
- Tiger Snakes may be sighted at the Burnley, Creswick and Werribee Campuses.

Copperhead Facts

- Copperhead snakes are usually about one metre long but can grow to a maximum of about 1.8 metres. They are moderately robust and strongly muscled with a moderately small, narrow head which is distinct from the neck. Eyes are moderately large with round pupils.
- Prefers cool temperate areas to cold lowlands, slopes and valleys, forests, heath shrub lands and sedge lands. Usually found near marshes, swamps, streams or seepage areas offering permanent or semi-permanent fresh water. Also found in urban and semi-urban areas.
- Sometimes active at night and sometimes cannibalistic. It is generally secretive and shy. If disturbed it will escape to cover. If cornered, it will hiss loudly, flatten its body and often thrash about menacingly without attempting to bite. Takes shelter under

logs, flat rocks, grass, tussocks and in burrows. Mainly forages for lizards, skinks, and frogs, but will eat small mammals, birds and snakes.

- Copperheads may be sighted at the Creswick Campus.

Red-Bellied Black Snake Facts

- The red-bellied black snake's head is barely distinguishable from the body as there is no obvious constricted neck area. It grows to a length of 2.5 metres and is a very distinctive snake due to its simple, consistent colouration. The upper surface is glossy black while the belly is light pink to brilliant red.
- This snake is highly venomous, but bites are rare because it is usually placid, preferring to enact a lengthy bluff display with flattened neck and deep hissing, rather than bite.
- Commonly found near streams, rivers, creeks, swamps and other wetland areas, they may wander into private gardens adjacent to watercourses.
- The red-bellied black snake specialises in eating frogs, but will also eat lizards, mammals, birds and occasionally fish.
- Red-bellied black snakes may be sighted at the Creswick Campus.

DO NOT try to catch or kill a snake. Regard all snakes as potentially dangerous and keep your distance. If a snake cannot get away from you, it may strike.

IF YOU ENCOUNTER A SNAKE

- Stay still – do not panic or run
- Do not attempt to touch or catch the snake
- Allow it to move away

If you see a snake on campus, please submit an incident or hazard report in ERMS.

SNAKES SHOULD ALSO BE REPORTED LOCALLY AS FOLLOWS:

BURNLEY CAMPUS

- Lisa Wittick 0481 008 275

CRESWICK CAMPUS

- Stacey Coyle 0407 054 110

DOOKIE CAMPUS

- Reception 5833 9200

PARKVILLE CAMPUS

- Service Centre 8344 0888 or extension 40888

WERRIBEE CAMPUS

- Cameron Ellwood 0466 355 434

Snake Bite Response

- Ensure the bitten person and onlookers have moved out of range of the snake.
- Stay calm. Fear often leads to shock which makes the situation worse.
- If safe to do so, identify the snake to assist with treatment.
- Call 000 Emergency Services and request an ambulance.

Venomous Snake Bite First Aid (Australian Red Cross app)

1. A person who has been bitten will feel pain. Look for fang marks and swelling.
2. Call 000 immediately if a person is bitten by a venomous snake.
3. Apply a pressure immobilisation bandage to the affected area. This involves bandaging over the bite site, then from the extremity, bandaging the entire affected limb. Mark the bite site on the bandage with a texter.
4. Keep the bitten part still and lower than the heart. Keep the person calm and do not allow them to walk or talk unless absolutely necessary.

DO NOT - Cut the snakebite.

DO NOT - Use an arterial tourniquet.

DO NOT - Apply ice.

DO NOT - Wash or apply suction.

DO NOT - Attempt to catch or kill the snake.

References:

Australian Red Cross https://www.redcross.org.au/
Australian Venom Research Unit Australian Venom Research Unit (unimelb.edu.au)

Appendix 5. Example Fieldwork Risk Assessment

NB. This is an example only. The text in orange below is made up for a pretend field trip. You may copy information into your own Fieldwork Risk Assessment if it is appropriate to your research and trip, however, also add other points where relevant.

THE UNIVERSITY OF MELBOURNE

HEALTH & SAFETY
FIELD WORK RISK ASSESSMENT FORM

RA No./ERMS Ref.: ACR#	Date: XX/X/20XX	Version No.: 1.0	Review Date: prior to next trip	Authorised by: FoS EHS or supervisor

STEP 1 – ENTER INFORMATION ABOUT THE ACTIVITY/TASK, ITS LOCATION AND THE PEOPLE COMPLETING THE RISK ASSESSMENT

School/Faculty/Department:	Date(s) of field work:	Assessed by (Field Trip Leader/Field Work Supervisor):	HSR/Employee representative:
BioSciences	xx/xx/2027-xx/xx/2028	XXX (eg field trip leader)	XXX

Location of field work:	Are there any licensing/permit requirements?	If "yes" provide details:
State, town, name of park/garden, etc and details.	X Yes ☐ No	eg DEECA collecting permit #XXX; Animal ethics permit #XXX; XXX council contacted for relevant urban parks.

Description of the field work:	Number of Participant(s):
Title of research project or subject. Name & number of course subject (teaching trips) and summary of your activities (research trip), etc.	Min X (refer to FW Plan)

List systems of work for the activity/task:	
• Training • SOPs • Emergency situations • Inspections • Existing controls	-First aid training obtained by at least one participant -All UoM personnel have Roles & Responsibilities training and induction -Training in all procedures by supervisor prior to departure/in field -Participants have read FW Risk Assessment and FW Plan. -All participants advised field trip leader of pre-existing medical conditions prior to departure Emergency situations: -Safety briefing and explanation of emergency procedures prior to field trip. -Vic Emergency and BOM apps downloaded to mobiles and checked for bushfire/weather warnings & forecasts while at and before traveling to sites. Watch Zone's set up for sites and routes. -Where relevant obtain travel advice from Dept of Foreign Affairs & Trade (DFAT) (Smart Traveller), UniTravel, Travel doctor -Healix international emergency assist Equipment: eg First aid kit, GPS/maps, mobile phone, PPE, spare water and InReach or Satellite phone, when relevant.
Is there past experience with the activity/task that may assist in the assessment? • Existing controls • SOPs • Standards • Industry standards • Incidents & near-hits • Legislation & Codes • Training • Incident Investigation • Guidance material	-Field trip leader has **XX** years field experience/visited site previously. -Consulted **XX** (expert) when planning trip. -Guidance material: **XXX** Induction, FoS Fieldwork Safety Advice doc, UoM Fieldwork Guidelines, Travel & Off-campus Work website, UoM COVID Planning Considerations for Field Trips and Overnight Stays.

STEP 2: RISK RATING – RISK MARTRIX AND DEFINTIONS

Likelihood	Consequence					
		Insignificant	**Minor**	**Moderate**	**Major**	**Severe**
	Almost certain	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	High	High
	Rare	Low	Low	Low	Medium	High

Likelihood
Almost certain – will occur in most circumstances when the activity is undertaken (greater than 90% chance of occurring)
Likely - will probably occur in most circumstances when the activity is undertaken (51 to 90% chance of occurring)
Possible – might occur when the activity is undertaken (21 to 50% chance of occurring)
Unlikely – could happen at some time when the activity is undertaken (1 to 20% chance of occurring)
Rare – may happen only in exceptional circumstances when the activity is undertaken (less than 1% chance of occurring)

Consequence
Insignificant –First aid treatment, minor injury, no time off work
Minor – Single occurrence of medical treatment, minor injury, no time off work
Moderate – Multiple medical treatments, non-permanent injury, less than 10 days off work
Major – Extensive injuries requiring medical treatment (e.g. surgery), serious or permanent injury/illness, greater than 10 days off work
Severe – Severe injury/illness requiring life support, actual or potential fatality, greater than 250 days off work

Risk Rating Priority for Action			
	Risk acceptance guide	**Action**	**Recommended action time frame**
Extreme	Not acceptable	Cease or isolate source of risk Implement further risk controls Monitor, review and document controls	Immediate Up to 1 month Ongoing
High	Generally (in most circumstances) not acceptable	Implement risk controls if reasonably practicable Monitor, review and document controls	1 to 3 months Ongoing
Medium	Generally (in most circumstances) acceptable	Implement risk controls if reasonably practicable Monitor, review and document controls	3 to 6 months Ongoing
Low	Acceptable	Monitor and review	Ongoing

Date: November 2020 **Version**: 2.2 **Authorised by**: Manager, Health & Safety, Specialist Services **Next Review**: November 2025

STEP 3 – IDENTIFY HAZARDS AND ASSOCIATED RISK SCORES AND CONTROLS	
For each of the following prompts: • **Review the prompts/examples** for each hazard that may potentially exist for the activity/task; • Determine and record an **inherent risk score** using the risk matrix; • In the **comments** box, describe when and where the hazard is present; • Specify the risk **control type**, for each current or proposed risk control; • Provide a **control description** for each current or proposed risk control; • Where **proposed risk control(s)** have been identified complete a Health & Safety: Action plan; • Determine the **residual risk score** using the risk matrix **Note:** Field work with a medium to extreme risk score requires a Field work plan.	**Hierarchy of Control (Control Type)** El – Elimination S – Substitution En – Engineering Is – Isolation G – Guarding Sh – Shielding A – Administrative T – Training In – Inspection M – Monitoring H – Health Monitoring P – PPE

Category	Inherent Risk score	Comments (when and where hazard is present)	Control type	Control description (Current And Proposed)	Residual Risk Score
Can anyone be adversely affected by the ENVIRONMENTAL conditions: ● Extremes in temperature that could cause hyperthermia or hypothermia ● Weather conditions such as strong winds, rain or continuous sunshine (high UV) ● The location is difficult to access ● The location is remote ● The terrain is rocky, uneven, very step. ● There are bodies of water such as dams, rivers or the ocean ● Working at heights (eg abseiling) ● Other	High	-Long hours outdoors during the daytime may result in sunburn or heat exhaustion -Bushwalking over rocky and steep terrain could result trips, falls, resulting in bruises, cuts, sprains, broken bones or head injuries. -Falling trees/branches -Weather could change unpredictably -Hazardous weather such as thunderstorms/lightning, thick fog, extreme heat/cold, snow/frost/ice on roads, rain/hail, flash floods, high winds (>40km/h). -Bushfire	El, S, A, M, PPE	-Schedule work for cooler times of the day -Wear weather appropriate clothing (hot - thin cotton shirt/pants, brimmed hat; cold - thermals, waterproof jacket, beanie) -Use sunscreen -Carry drinking water and snacks -Take regular breaks in the shade -Wear sturdy footwear covering feet -Satellite phone, navigation equipment, and printed maps carried at all times. - First aider and first aid kit present - Participants warned to watch where walking -Monitor weather and bush fire conditions prior to and during field trip using BOM and/or VicEmergency apps. Set up Watch Zones for field sites - Postpone/change trip if needed due to hazardous conditions are forecast. - If no mobile reception at site, supervisor/Check-in Buddy will set up Watch Zones and monitor these remotely, reporting to fieldworkers via satellite communicator. - If very hot conditions are forecast,	Medium

Category	Inherent Risk score	Comments (when and where hazard is present)	Control type	Control description (Current And Proposed)	Residual Risk Score
				complete work in mornings and later in day rather than during middle of day - No fieldwork in forest if winds **>40km/hr** are forecast. - No field work visits on days of **EXTREME** or **CATASTROPHIC** fire danger or if **Total Fire Ban** for the relevant district. - Leave early for safer location (eg Neighbourhood Safe Place in nearby town) if dangerous fire conditions developwhilein the field or on advice from local CFA/Emergency services/ contact with local Ranger. - Staff to familiarise themselves with alternate exit routes from field sites incase roads are blocked/closed. - Sat phone and mobile phones taken in field - Printed maps taken - First aid kit and first aider present - Local Rangers know where and when we will be in the field. Will contact them upon arrival at park. - Have emergency plan incase fire breaks out while on location - CFA Bushfire Safety for Workers training undertaken by field trip leader	
Can anyone be adversely effected by the FAUNA and FLORA: ● Poisonous fauna such as snakes, scorpions, octopi ● Biting and stinging insects/arachnids ● Known allergies to sensitivities to plants ● Dense forest or undergrowth ● Burrowing animals ● Other	Medium	-Potentially harmful animals/insects (eg snakes, spiders, wasps, ticks, leeches, mosquitoes, ants, marchflies, dogs, crocodiles, etc). Mosquitoes and ticks can spread disease. -Dense vegetation may cause scratches. Branches can fling in eye when walking single file through bush. -Known and previously unknown allergic reactions eg leeches, ants, bees, hey fever, plant allergies. -Diseases such as Dengue fever, shigella, gastroenteritis, typhoid, Japanese encephalitis and hepatitis from water/food or bites from mosquitoes/ ticks/ dogs/ monkeys/ etc.	T, A, PPE	-Field trip leader/first aider has an understanding of the environment & dangerous animals/insects/arachnids that may be encountered and elevant first aid. -First aid kit carried and first aider present. List any special first aid items (eg salt for leeches, snake bite bandages, tick freeze spray/permethrin cream, etc). -Pre-existing medical conditions (mental and physical) declared to field trip leader prior to departure. Participants to carry personal medications where relevant (eg ventalin, epipen). Vaccinations have been obtained if reccommended by travel doctor (eg	Low

Category	Inherent Risk score	Comments (when and where hazard is present)	Control type	Control description (Current And Proposed)	Residual Risk Score
				Japanese encephalitis, rabies, etc) -Be careful when traversing through dense bush not to fling branches at people behind. -Walk slowly and cautiously; walk on tracks /paths where possible. Place your feet where you can see them. -Wear gators, loose long pants and boots in areas where snakes may be present. Do not approach or disturb a snake. -Smart Traveller/ Travel doctor consulted and relevant medications and vaccinations obtained such as: ---- Hydrolyte/Gastrolyte/antibiotics/ anti-diarrhea/malaria. Local laws considered regarding carrying and using medications. - To prevent bites (eg mosquito, leeches, ticks) wear loose fitting, long sleaved tops/pants. Tuck pants into socks to prevent leeches. If appropriate use insect coils, sleeping nets and other measures, where mosquitoes are present. Insect repellants, eg DEET, can be used to deter biting insects such as ticks and mosquitoes. -If no mobile phone coverage, carry satillite communicator (eg sat phone, inReach, SPOT device, EPIRB). -Wash/sanitise hands frequently, particularly after toileting and before eating. - Where crocodiles may be present, avoid swimming and be vigilant near water. - Where relevant, only drink bottled/boiled water, avoid raw/uncooked food.	
Can anyone be injured from the PLANT and/or EQUIPMENT used during the field work: ● Struck, crushed or entangled ● Cut or stabbed ● Shearing or friction ● Slip, trip or fall ● Manual handling/ergonomics ● Vibration ● Other	Medium	Carrying equipment (eg camera and video, eski with ice, camping gear) may cause muscular strain. Use of secateurs when collecting plants can cause cuts. Use of waders Use of corer	En, T, M	-Loads shared between participants -Day back packs taken to carry equipment -Frequent breaks taken. -Manual handling (see below) -Care taken when using secateurs -Drone registered with CASA; pilot trained	Low

Category	Inherent Risk score	Comments (when and where hazard is present)	Control type	Control description (Current And Proposed)	Residual Risk Score
		Use of drone		and accredited; legal and UoM requirements adhered to *-Include additional hazards posed by the equipment. Link to other RAs and SOPs if relevant.*	
Can anyone be injured or adversely effected by CHEMICALS ● Storage ● Handling ● Decanting/Mixing ● Applying/Using ● Spill/Leak ● Disposal ● Other	Low	Eg Ethanol carried in the field for preserving specimens		-Participants completed Chemical Management training. -SDS read and understood -PPE includes….. -Transport and handling….. -Quantity taken/used…. *Include other points as relevant*	Low
Can anyone be injured or adversely effected from the MANUAL HANDLING requirements of the activity: ● Excessive effort ● Awkward postures ● Repetitive body movement or posture ● Lack of consideration for human behaviour causing mental or physical stress ● Other	Medium	Carrying equipment or specimens (eg rocks) may lead to muscle/join pain. Awkward postures loading and unloading vehicles.	S, T	-Only carry what is comfortable and reasonable -Use a well fitted balanced back pack to carry equipment/samples Manual Handling training completed -Regular breaks taken -Stretch prior to exercise -Particpants have adequate fitness levels for activities. -Wear appropriate clothing and footwear. -Share lifting of awkward/ heavy items -Split large, heavy loads into smaller lighter loads.	Low
OTHER **Personal Safety**	Medium	-Concern for personal safety when out at night -Concern for personal safety if working alone -Different laws, social customs and cultural standards to what fieldworkers are used to.	T, A, M	-Two people in field. -Remain vigilent and aware of surroundings. -Field site within 100m of vehicle. -TrainMe: Handling Angry & Upset people course completed. -Head torches and mobile phones on person at all times. -All sites in mobile phone range. Checking in daily as per Communication Plan. -Follow guidance on DFAT Smart Traveller website. Follow local laws and customs.	Low

Category	Inherent Risk score	Comments (when and where hazard is present)	Control type	Control description (Current And Proposed)	Residual Risk Score
				-Trip leader has XX years experience conducting field research in XXX. -Field trip leader/participants have previously been to field site/ international location/ citizen of relevant international location/ etc *(provide details)*. -Have local contacts/ colleagues/ friends/ family/ etc at location *(provide details, especially for international trips)*. -Students have a detailed compulsory pre trip departure information session outlining local customs and expected behaviour on the trip.	
Contagious diseases such as COVID-19	Low-high	Risk of contracting or spreading COVID-19, flu or other illness.	EI, A, Sh. P	-Government and UoM COVID rules/guidelines adhered to and monitored. Fieldwork adapted if required. -COVID susceptible populations/individuals considered when planning and running trip. -No participants to attend if they are symptomatic with a contagious disease or test COVID positive on a RAT. -Contingency plans for sickness considered prior to departure, especially for overnight, remote and group trips. -Spare RATs and P2 masks taken on overnight trips. -Sanitiser/wipes take on all trips. -Sneezing and coughing etiquette encouraged. -Participants encouraged to wash/sanitise hands after using public facilities and prior to eating. -If a positive COVID case occurs while on a trip, inform close contacts.	**Low**

STEP 4 – IDENTIFY THE SUPPORT SYSTEM REQUIREMENTS FOR FIELD WORK
For each of the categories: • Identify the **requirements** for each of the support system categories that will be used during the field work. • Describe the **possible hazards or adverse outcomes** that may be associated with the support system. • Specific **controls** to mitigate or reduce the possible hazards or adverse outcomes.

What Are the Requirements for the following SUPPORT SYSTEMS:	Possible Hazards or Adverse Outcomes	Control Description (Current and Proposed0
TRANSPORT • Road vehicle/car • Four wheel drive • Mini bus • Bus • Boat • Bicycle • Other	Accidents Breakdowns	Only registered (with SmartFleet) and fully licenced drivers to drive 4WD trianing completed by people driving off road Emergency roadside assistance available (*provide phone number*) Avoid driving in bad conditions (eg. heavy rain, fog, darkness). Check for road closures on https://traffic.vicroads.vic.gov.au Do not drive on flooded roads. Follow all traffic rules, including always wearing a seatbelt Take breaks every 2 hours. Avoid driving at dusk/dawn and over night where possible to reduce chance of vehicle accident with wildlife. Call Wildlife Rescue if needed: 1300 596 457.
COMMUNICATION and NAVIGATION • Mobile phone • Land line • Satellite radio • Marine radio • Compass • Maps • Satellite navigation • Other – specify	Phone lost or not working. No phone reception. Participants may become separated and lost	Mobile phones, GPS, satellite phones and maps carries at all times Participants will stay together as much as possible or at least no further than verbal calling distance apart, and let each other know when heading off alone for toileting. Keep to roads, paths as much as possible when bushwalking Online maps downloaded to mobile phone. Printed maps taken Power packs taken Phone power and car chargers taken
FOOD and WATER • Take food: Number of days: 2 • Take water : Number of litres: 3 L per person per day • Hygiene – water for washing • Toilet arrangements and requirements • Hygiene – litter • Other factors	Insufficient water can lead to dehydration Food is necessary to maintain energy levels There may not be toilets or rubbish bins in the field	10L spare water kept in vehicle when remote 1 days worth of food kept in vehicle when remote Participants responsible for their own food, drink and rubbish. All rubbish to be taken from site and disposed of appropriately. Participants advised of toilet arrangements/locations at start of trip/day.
LEGAL COMPLIANCE	Fieldwork can not be contucted wihtout permits and approval	Permits and approvals have been obtained. Conditions on permits will

What Are the Requirements for the following SUPPORT SYSTEMS:	Possible Hazards or Adverse Outcomes	Control Description (Current and Proposed0
• Boat licence • Fishing licence • Firearms • Moisture gauge use licence • Permits for National Parks entry/removal of specimens • Fires in the open • Other	from the land owners and relevant authorities.	be adhered to. Private and public land owners have been consulted and advised of fieldwork activities and dates.
EMERGENCY PLAN • First aid arrangements • Medical conditions/fitness of participants • Communication arrangements • Closest help - remoteness • Transport arrangements • Other	See above and Fieldwork Plan. Serious injury to participants Extreme weather (bushfire, strong winds, lightning, storms, heavy rain, hail, flash floods) Potenially remote locations with limited mobile reception. Worst case senarios: - Vehicle accident - Snake bite - Lost personnel	See above and Fieldwork Plan. First aider present at all times. Carry first aid kit, mobile /satellite phone at all times. Carry print outs of FW RA & FW Plan with list of closest hospitals, police, and local contacts. Participants advise field trip leader of pre-existing injuries VicEmergency and BOM apps on mobile phones. Monitor these prior to the during trip. Fieldwork amended or postponed if conditions deteriorate. Daily commuications with Check-in Buddy as per FW Plan.

STEP 5 – IMPLEMENTATION AND CONSULTATION PROCESS

Determine the person responsible for reviewing and implementing the risk assessment including the identified controls. For field work activities assessed as a medium to extreme risk, ensure that a Field work plan has been completed, reviewed and signed off.

Obtain the authorisation of the management representative. This may be the Field Trip Leader/Field Trip Supervisor or other where more senior authorisation is required.

Ensure the HSR (if applicable) has been consulted. Ensure the participant(s) undertaking the fieldwork have been consulted.

Record below the names of the persons consulted.

Management representative	Field trip leader's supervisor	**HSR/Employee representative**	HSR or safety coordinator consulted
Employee(s)/Participant(s)	Participant 1	**Employee(s)/Participant(s)**	Participant 3
Employee(s)/Participant(s)	Participant 2	**Person Responsible for implementation**	Field trip leader

Field work participants Multiple participants/groups will be briefed on the risk assessment and field work plan prior to the activity.	*Attached list if many participants such as student teaching trip. Indicate if participants are from Melb Uni or elsewhere. May refer to Fieldwork Plan.* For large groups list on a separate form and attach

Extra writing room - use this page to enter extended comments or descriptions

For use in conjunction with the Health & Safety: Risk management requirements and the Health & Safety: Off-campus requirements.

For further information, refer to http://safety.unimelb.edu.au/management/implement or contact your Health and Safety Business Partner.

Appendix 6. Example Fieldwork Plan

NB. Text in orange is made up for a pretend field trip. Copy text ONLY IF RELEVANT to your trip Fieldwork Plan.

THE UNIVERSITY OF MELBOURNE

HEALTH & SAFETY FIELDWORK PLAN

The University of Melbourne endeavours to mitigate risks associated with all off-campus activities. To facilitate this, all fieldwork, associated risks, and controls must be managed through a fieldwork risk assessment and fieldwork plan. Documents must be completed prior to departure.

PRIVACY STATEMENT: Personal information shared with the University is subject to the University of Melbourne Privacy Policy (MPF1104).

1. DETAILS

Title of Risk Assessment	Eg FW RA Fire studies 2022		
Person completing this Fieldwork Plan	(your name)		
School/Faculty	School of XXXX/Faculty of Science		
Field Trip Leader	Name of person running the trip	**HSR (if consulted)**	NA (if not consulted)
Destination(s)	XXXXX (details), national park/city/suburb, state		
Fire Authority District	Interstate Destination	NSW - North Western district	
Start date	23/05/2024	**Finish date**	30/05/2024

Description of activities

Project title: XXX

Summary of activities

Eg Activities include …… surveying /monitoring/collecting (*species name*/ common name) …… using XXX equipment/ chemicals, etc

ITINERARY

Details of the itinerary. Where applicable attach any supporting documents, such as maps, timetables, flight itinerary, etc. Include the time/date of the fieldwork with the expected location and check-in arrangements for each location. Check-in arrangements include the person(s) to be contacted, the contact method and the time 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, usually one hour after the designated check-in time. See *Section 3: Emergency Plan*.

Time/Date	Field Site and Accommodation Details	Check-in Arrangements
eg 13/01/2023 (8am – 6pm daily)	Field site location details: eg Gariwerd Grampians NP, hike to Mt Easy. Accommodation: eg Ballarat Sofitel Hotel, 20 Ballarat Rd, Ballarat.	XXXX (person responsible for communication) will report to UoM check-in buddy/supervisor (name and phone number) using mobile phone/sms by XXpm each evening.
Eg 14-15/1/2023	Field site location details: XXX. Accommodation: eg Camping at Halls Gap caravan park.	Same as above
Eg 16/1/2023	Leave XXX site at XXXpm to return to Uni (Parkville)	Same as above

PARTICIPANTS LIST					
Last name	**First Name**	**Mobile Phone #**	**Emergency Contact Name**	**Emergency Contact #**	**Status ***
AAA	AAA	0411 111 111	XXX	0422 222 222	UoM Student
BBB	BBB	0433 333 333	YYY	0444 444 444	UoM employee
CCC (JCU collaborator)	CCC	0455 555 555	ZZZ	0466 666 666	non-UoM
					select
					select
					select
					select
					select
					select

* All personnel on UoM field trips must abide by UoM requirements and safety systems.
UoM indicates the participant is a University of Melbourne staff member or student.
Volunteer indicates a UoM volunteer.
Non-UoM participants include collaborators and others involved in the trip who are not University of Melbourne personnel.

PERSONAL FITNESS/MEDICAL DECLARATION
Participants have completed a medical declaration stating they are fit to undertake the activity: Yes ☒ Examples of a medical declaration include: • Health & Safety: Medical questionnaire for off campus activities • Local area medical declaration template • Non-UniTravel risk assessment form

2. SUPPORT SYSTEMS AND SAFETY REQUIREMENTS

2.1 Transport

List the transport arrangements and associated requirements for the field work. This will include to and from, and during field work. Include public transport, boat, aeroplane, helicopter and other non-ground transport details in "Other". Register flights in UniTravel (staff) or Travel Insurance Registration (students).

SUPPORT SYSTEM	DETAIL	
Name of driver(s)	AAA & BBB	
Type of vehicle & registration (if known)	Make & model	
Fleet vehicle ☐ Rental vehicle ☐	Rental company: eg AVIS	Other: NA
Driver training /licence requirements	Eg Standard licence only. No 4WD training required.	
Vehicle safety check	Check petrol level, tyres, mirrors, etc, prior to departure.	
Fatigue management arrangements	No late night or early morning driving. Breaks will be taken every 2 hours. Swap drivers every 2 hours.	
Expected driving conditions	Unsealed Roads in good condition	
Other	NA	

2.2 Communication and navigation

Take devices to enable communication with emergency services at all locations. Include contact numbers for phones and satellite devices.

SUPPORT SYSTEM	DETAIL		
Person(s) responsible for communication	AAA (name and phone number)		
Type of communication & contact number	Satellite phone (0477 777 777)	Type of navigation	GPS in car
Back up communication	All participant's mobile phones	Back up navigation	Google maps downloaded to trip leader's mobile phone
Pre-activity check	Check sat phone XX/XX/20XX	Pre-activity check	Check GPS XX/XX/20XX
Other	All electronic devices tested and fully charged prior to departure. Field trip leader knows how to use sat phone/GPS/etc. Devices carried at all times.		

2.3 Food and water

Food and water requirements will vary depending on the weather, activities, individual requirements and remoteness of the trip.

SUPPORT SYSTEM	DETAIL
Fresh water availability	Personnel asked to carry 2l water each. Refill bottles at accommodation
Food (e.g., snacks, catering, food storage)	Each person will bring their own snacks and lunch. Eski with ice in boot.
Other	10L of spare water carried in vehicle. Shops nearby to buy supplies.

2.4 Hygiene and disease control

List measures used during the field trip regarding hygiene and waste for disease control.

SUPPORT SYSTEM	DETAIL
Disease control measures (e.g., work or travel in 'bubbles', sanitiser, masks, RATs)	No attendance if ill. Participants encouraged to do RAT morning before departure as overnight trip. Participants take their own hand sanitiser/masks.
Waste management	All team members responsible for disposing of their own waste (carry in/carry out policy). Waste kept in plastic bags in daypacks.
Toilet arrangements	Toilets at accomodation and lunch sites. Participants advised of toilet availability during pre-departure briefing. Trowel and toilet paper taken into field.
Other	NA

2.5 Legal compliance

Ensure all legal compliance requirements associated with the field work are in place prior to departure. This may include human or animal ethics approval, collecting permits, permission to enter private land, permit to travel through Indigenous lands, CASA drone requirements, etc. If your work involves importing/exporting research samples interstate or overseas, please contact your local area import contact to discuss requirements.

International travellers may require a passport, visa, vaccinations, international driver's licence, insurance, etc. See UniTravel or Student Travel.

SUPPORT SYSTEM	DETAIL
Permits	Permit title and number XXX eg collecting permits, drone registration, etc; Animal Ethics permit number XXX; Human Ethics permit number XXX
Licences	Eg drone licence (name) held by (name); Victorian drivers licence
Other	Eg Private property owner has been consulted regarding access to land and activities.

3. EMERGENCY PLAN

3.1 Emergency support details

SUPPORT SYSTEM		DETAIL	
UoM Emergency Contact's name and phone number		Field trip leader's supervisor's name and phone number	
Name(s) of first aiders		first aider's name, first aid training qualification and completion date	
First aid kit (kit type, contents and any additional items required)		Eg BioSciences Hikers kit + 2 additional snake bite bandages + sunscreen	
First aid requirements and numbers. See Fieldwork Guidelines		Eg 1 first aider required for 3 participants	
Local and on-site contacts (name, address, phone number). Program contacts into mobile phone/satellite communicator.	Police	UUU	
	Medical Centre/Hospital	VVV	
	On-site contact (e.g., Ranger)	Eg GGG (Ranger, Brambuk office) 0488 888 888	
	Other (e.g., accommodation/ landowner/collaborators)	Eg HHH (Grampians Caravan Park Manager; 0499 999 999)	
Satellite device contact number		eg 0477 777 777	
Emergency roadside assistance number		Uni fleet roadside emergency 1300 138 235	
Apps downloaded to mobile devices and forecasts checked prior to departure:		CFA (or local fire authority) ☒	VicEmergency app with Watch Zone(s) set ☒
		BOM ☒	UoM SafeZone app ☐
Participant safety briefing (date conducted and list participants)		XX/XX/XXX - Attended by AA, BB, CC (initials)	
Copies of Fieldwork Plan, Fieldwork Risk Assessment and other relevant documentation has been distributed to:			
Field Trip Leader's Supervisor ☒ Check-in Buddy ☒ UoM Emergency contact ☒ Participants ☒ OHS ☒			

List additional emergency procedures separately. If a reliable internet connection is not available, print a hard copy of the Risk Assessment and Fieldwork Plan to take into the field.

3.2 Contacting the field team

If reporting arrangements listed in *Section 1. Details: Itinerary* have not been met within an hour of the agreed check-in time; it is recommended that the Check-in Buddy try calling the personnel below in the order listed. Make note of who is called and when.

EMERGENCY CONTACT PRIORITY LIST			
1	Field trip participant responsible for communication	5	UoM Emergency contact
2	Field trip leader	6	Field trip leader's supervisor
3	Other participants	7	Univeristy Security (03 8344 6666)
4	On-site contacts/accomodation host/land owner	8	Police/Emergency Services (000)

4. APPROVAL

Authorisation of this Fieldwork Plan is usually the responsibility of the field trip leader's supervisor or teaching subject coordinator. Senior management approval is required for travel to high-risk destinations. See Travel to high risk destinations risk assessment.

Supervisor/Coordinator	HHH	Date	23/05/2024	Approval method	Email