UTS FIELDWORK PROCEDURES CHECKLIST

The following procedures must be completed by the Fieldwork Leader prior to commencement of fieldwork:

☐ Complete all necessary documentation: i.e. fieldwork form; risk assessment form; medical information form; student agreement form; deed of release for students aged under 18
☐ Seek approval from Head of School/Departmental Head/Unit Leader or Director for Voluntary Workers
☐ Conduct a site visit prior to fieldwork where possible
☐ Arrange for transport and accommodation bookings
☐ Check all equipment, vehicles, boats safety equipment and first aid kit contents
☐ Check that all permits, approvals and licences have been obtained
☐ Clarify insurance arrangements with UTS Financial Services Unit for any special circumstances
☐ Check that all participants (staff members and students) have been fully trained and/or briefed
☐ Ensure that there is a qualified First aid officer in the party if required
☐ Ensure that global positioning systems and emergency position location equipment are carried for remote fieldwork
☐ Obtain at least one emergency (out of hours) contact from your School/Department
☐ Observe and record weather forecasts for four days prior to departure, particularly for fieldwork excursions involving boating and/or diving
☐ Obtain contact details for local emergency services
☐ Have regular call-in schedules in place
☐ If fieldwork is conducted overseas, you should also ensure that you comply with the UTS Overseas Travel Guidelines and keep a copy with your School/Department

The following procedures must be completed by the Fieldwork Excursion Leader during the fieldwork excursion:

☐ Ensure there is some means of emergency communication for remote fieldwork
☐ Ensure risk controls are implemented – revise for field conditions as required
☐ Ensure students are adequately trained and supervised to perform fieldwork safely
☐ Report any accidents/incidents using standard UTS procedures
☐ Prepare an emergency evacuation procedure for student/students needing to be evacuated from the fieldwork site
☐ Keep appropriate financial records

The following procedures must be completed by the Fieldwork Excursion Leader after the fieldwork excursion:

☐ Keep a record of fieldwork participants
☐ Lodge any accident/incident reports
☐ Make relevant claims for reimbursement of expenses
☐ Lodge any insurance claims
☐ Lodge any reports relating to behaviour that could reasonably be regarded as breaching the rules of the University and/or relevant Codes of Conduct