

HS917 Fieldwork Procedure

Policy Hierarchy link	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Work Health and Safety Policy		
Responsible Officer	Director, UNSW Safety & Sustainability		
Contact Officer	Manager, UNSW Health & Safety, Adam Janssen x52214 Email: a.janssen@unsw.edu.au		
Superseded Documents	This is a new procedure		
File Number	2015/19789		
Associated Documents	UNSW Travel Procedure HS406 Fieldwork Guideline HS009 Fieldwork Participant Form HS010 Volunteer approval request form HS018a Fieldwork Approval Form HS018b Fieldwork Notification Form HS019 Factors to consider in Fieldwork Risk Management HS329 Risk Management Procedure HS017 Risk Management Form		
Version	Authorised by	Approval Date	Effective Date
1.0	Director, UNSW Safety & Sustainability	17 August 2015	17 August 2015

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3.3 Fieldwork Leader

This section is not required for Low Risk Fieldwork.

The Fieldwork Leader must ensure that all necessary paperwork, permits, plans and risk management processes are in place.

A Fieldwork Leader must be assigned prior to the fieldwork and, unless they are an Independent Fieldworker, must acknowledge the role. In SafeSys, the Participant assigned the Fieldwork Leader is deemed to have accepted unless a request is made to assign another Participant. If SafeSys is not used then acknowledgement can be via email or their signature on HS018a Fieldwork Approval Form.

Independent Fieldworkers are automatically considered a Fieldwork Leader.

3.4 Participant Details

This section is not required for Low Risk Fieldwork.

Prior to a field trip or excursion, the Fieldwork Leader must ensure that each Participant has completed a HS009 Fieldwork Participant Form. This records Participant details such as emergency contacts, medical conditions which may affect participation and relevant qualifications.

Copies of the completed HS009 Fieldwork Participant Form must be forwarded to the Fieldwork Leader or delegate.

The Participant keeps the original HS009 Fieldwork Participant Form and is responsible for keeping the information in the form up to date.

3.4.1 Volunteers

Care must be taken to use Volunteers appropriately. Advice from Human Resources should be sought where Volunteers are to be used in a role that could be undertaken by paid workers. Where Volunteers are involved:

- Complete a HS010 Volunteer Approval Request Form and submit it for sign off by the Head of School.

- They must remain under supervision for the duration of the fieldwork.

- They must be included in any training, licencing, accreditation or competency assessment as required.

- They are under no obligation to attend the workplace or perform work.

- They do not expect to be paid.

Arrangements for testing of the Emergency Plan (phone or radio checks).
Making the area safe.
Preserving the scene.
Notifying UNSW Health and Safety Personnel of notifiable incidents. (Refer to [Work Health & Safety Act 2011, Part 3, Incident Notification](#))

Emergency Plans for high profile work, overseas fieldwork or work on ships must be submitted to School Senior Management. The need to also provide this information to the Faculty General Manager, media office or other UNSW departments must also be considered.

3.6 Approval for Fieldwork

Compliance with this section is not required for Low Risk Fieldwork unless the local unit, School, a Supervisor or a manager deem it necessary. NOTE: Approval to Travel may still be required see Section 3.1.

UNSW Canberra Undergraduate Field Schools must follow the local procedure for approvals.

Fieldwork must be approved by a person with appropriate delegated authority, such as a Supervisor. Many low risk situations have controls documented in preapproved Risk Management Forms ([Off site travel](#) [Safesys](#);

	<p>Risk assesses and approves changes in the field Initiates Emergency Plans in the field Ensures Safe Work Procedures are followed and Personal Protective Clothing and Equipment is available and worn Reviews risk management documentation prior to trip Ensures all Participants have submitted their HS009 Fieldwork Participant Form Ensures all permits are obtained and followed Ensures Volunteer approval is in place.</p>
Callback Person	<p>Is available to be notified of safe return of fieldwork party Has access to Emergency Plan for nominated trips</p>

