Field Trip Guidelines

These Field Trip Guidelines are intended to assist the Field Trip Supervisor/s and Leaders to adequately prepare for a field trip and ensure the safety of all participants.

Faculties may include additional information specific to the Faculties management of field trips.

OH&S Unit

September 2008

Environment Field Trips 7/11/2013
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It is essential to complete the following four field trip forms before leaving the Campus:

**Environment Field Trip Form - SUMMARY**

**School of the Environment Field Trip Itinerary and Planning**

The **Field Trip Itinerary and Planning form** provides all the necessary contact numbers, including accommodation details and emergency services numbers and must be completed for every field trip.

A copy of this form is to be left with the nominated contact person at the University.

**School of the Environment Participant Safety Acknowledgment**

The field trip supervisor/leader is responsible for all participants on a field trip.

All participants are required to complete the **Participant Safety Acknowledgment form** and return it, signed, to the supervisor/leader: **WELL BEFORE THE FIELD TRIP COMMENCES**.

A copy of this form is to be left with the nominated contact person at the University.

For repeated field trips for the same or similar locations the form can be completed on a semester basis **unless** participant’s personal circumstances change.

**School of the Environment Field Trip Health and Safety Checklist**

The **Field Trip Health and Safety Checklist** form enables the supervisor/leader to make sure that everything is organized before the field trip commences.

A copy of this form is to be left with the nominated contact person at the University.

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**To be read before going on a field trip**

**Field Trip Guidelines**

1 **Definition of a Field Trip**

Field activities and field work are defined as any work/research/study/activity approved by a school/supervisor and undertaken by employees or students, at any off-campus, urban, rural, freshwater or marine location. This often involves work in locations that isolates participants from ready access to the emergency services present in an urban centre.

A field activity does not include:

- inter-campus travel
- meetings off-site
- attendance at conferences
- work experience placements
- journeys undertaken with the purpose of the supervision of students on clinical placement or work experience
- off-site supervision of students
2 Objectives

Flinders University is committed to ensuring that:

- all staff undertaking off-campus field trips have received appropriate training, are aware of the potential hazards involved in the field activities and follow established field trip procedures and guidelines.
- all academic staff who are supervising students undertaking off-campus fieldwork fully understand the degree of responsibility inherent in that task.

3 Context

Where applicable these guidelines are to be read in conjunction with the

- University Boating Procedures
- University Diving Policy

Activities covered by these guidelines may include but are not limited to

- visits to places of biological, and physical science interest
- aquatic activities
- outdoor education camps and excursions
- bushwalking
- film shoots
- other outdoor and off-campus activities, which may or may not involve overnight stays.

4 Procedures

It is the responsibility of field trip academic supervisors, field trip leaders or topic coordinators to ensure that adequate consideration has been given to any Health and Safety issues that may arise during any field activity.

Any field trips conducted must ensure that the following matters are attended to in advance of the commencement of the trip.

4.1 Provision of Information

Adequate information needs to be given to participants to ensure that they are not exposed to unsafe conditions or risks to their health. This information must include:

- pre-departure briefing sessions to reinforce written information and to answer questions
- essential personal equipment required
- rules about smoking, alcohol and drugs

4.2 In the Event of an Accident or Incident

You must notify both the University OH&S Unit and your Workplace OH&S Representative. The complete list of workplace OH&S representatives is available here.
4.3 Risk Assessment

The University has developed a generic form for assessing and managing any risks associated with University field trips.

The generic Flinders University Field Trip Risk Assessment form for all University field trips is available here.

Please print and keep a copy with the field trip records.

Field trip coordinators must establish contingency plans for handling emergencies during a field trip which for example, may include the evacuation of injured participant/s to medical aid.

5 Supervision

Field Trip Leaders are responsible for participants and for ensuring that appropriate guidance and supervision is maintained for the duration of the field trip, including during free time.

6 Notification of a Field Trip

For each field trip, a nominated person who is not a participant in the field trip must be provided with the following completed forms:

- Participant Safety on Field Trip (from each participant)
- Field Trip Checklist
- Field Trip Itinerary

If it is anticipated that return time will be after hours or on weekend this information must be provided to Flinders University Security.

7 Participant Behaviour

Participants are expected to take responsibility for their own safety and the safety of those around them.

8 First Aid

An approved First Aid Kit which includes sunblock and insect repellent must be carried on all field trips and where possible staff qualified in first aid should be in attendance.

9 Alcohol and Drugs

Each participant in a field trip must ensure that he or she is not, by consumption of alcohol or other drugs, in such a state as to endanger his or her own safety or the safety of any other person on the field trip. Refer to University Student Bylaws.
10 Vehicles

Where possible, University or hired vehicles should be used for the transportation of staff and students on field trips.

Private vehicles should be roadworthy, registered, comprehensively insured and driven by a licensed driver and only used when there is no reasonable alternative. Details of private vehicle used on field trips should be kept on file in the school office or relevant lodgement point.

Use of private vehicles is not covered by University insurance.

11 Insurance

University staff are covered under the provisions of the Workers Rehabilitation & Compensation Act (1986).

Students

Volunteers are covered by Public Liability and Professional Indemnity Insurance, they are not covered for personal accident and should be advised before field trip commences.

Fee paying clients, both International and Australian should be advised to take out full Travel Insurance.

High School work experience students are covered by school insurance and University public liability insurance.

12 Communication

Appropriate and approved communication devices (eg mobile or satellite phone) should be carried on all field trips. Where necessary, staff qualified in the use of such equipment should be in attendance.

NOTE: Dial 000 or 112 for emergency. Be aware that mobile phones may not work in some locations: check before you go on the field trip.

13 Essential Safety

All safety equipment must be:

- of an approved design
- meet the appropriate Australian Standards for the equipment being used and the activity being undertaken
- be regularly inspected and maintained
- a risk assessment must be carried out for all field trips. A generic field trip risk assessment form is available here.

Briefing sessions detailing the correct use and maintenance of all safety equipment should be given to all participants prior to its use in the field.
14 Volunteers and Visitors

Volunteers and visitors participating in field trips have the same rights and obligations as staff and students to contribute to the provision of a safe environment and to abide by policies, procedures and rules pertaining to the field trip.

15 Nominated Contact Person

If the staff/students are not back on campus by the designated time the nominated contact person at the university will proceed as follows:

- Phone the leader to ascertain field trip status
- Phone other participants if the leader is not contactable
- Phone Security on 8201 2880, available 24 hrs a day
- Check for returned gear if participants/leader not contactable. Check for return of University vehicle
- Call emergency services such as the Police Station in the field trip area, Coastguard, Park Ranger, land owner, etc.
- Advise the Head of School
- The Head of School should advise the Executive Dean and the Head of Public Affairs
- Public Affairs is responsible for community relations and contact with the media and the public.
- If an accident has occurred see item 4.2 of this document

16 Firearms and Other Weapons

Firearms, spring or gas powered spears and any form of unauthorised explosives must not be taken or used on any field trip.

17 Permits

It is the responsibility of the field trip leader to ensure that all relevant, valid permits are obtained for entry into restricted areas or for public areas where permission is required.

18 Working alone

It is inadvisable to allow any person to work alone in a remote area. If deemed necessary for a person to work alone, a system must be put into place requiring the person to check in regularly with another person.

19 Additional information and references

Academic Organisational Units (AOU’s) may have separate and more detailed procedures to deal with field trips, in particular disciplines and specialised fields of activity.
20 Web addresses and related documents available for:
- Flinders University generic Field Trip Risk Assessment
- Worker’s Compensation
- Reporting an Accident or Incident
- Use of Vehicles on University Business (Field Trips)

21 Documentation

All documentation must be kept for at least seven years for auditing purposes.

First Aid

It is advisable for a qualified First Aid Officer to be in attendance on all Field Trips.

For information on qualified First Aid Officers in your Faculty contact the Faculty First Aid Coordinator.

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<th>Building</th>
<th>Coordinator</th>
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<td>EHL</td>
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<td>Vickie Armstrong</td>
<td>12166</td>
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<td>Linda Morrison</td>
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<td>Yvette DeGraaf</td>
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<td>Peter Newman</td>
<td>465462</td>
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<td>Dario Ugrin</td>
<td>12177</td>
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First Aid Training

If you would like to do the First Aid Training Course, please obtain permission from your supervisor and then contact your relevant First Aid coordinator.

First Aid Kits

It is a requirement that a First Aid Kit that includes sunblock and insect repellent be carried on all field trips.