

APPENDIX – FIELDTRIP DETAILS

*Copies to be lodged with Main Office & person nominated over page
'Communication on Return'*

Original should be taken on trip.

Vehicle Copies
Made

Copy Lodged With Main
Office

Destination:

.....

Departure Date & Time:

.....

Return Date & Time:

.....

Vehicles

Rego	Driver 1	Driver 2*	Driver 3*

*Nominate additional drivers if driving time is greater than 5 hours

Communications

Type (Sat Ph/Mobile/UHF Radio)	Mobile Number	Who has it?

Proposed itinerary

A copy of the itinerary must be attached to this sheet. Include estimated times of departure, arrival at sites, en-route rendezvous points, and time of return. A map(s) should be provided showing location of field sites.

CFA Fire Restriction Information
Melbourne University Security
Richard Young (Manager Earth Sci.)

13 15 99
(03) 8344 6666
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Risk Assessment

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Risk Assessment Score

Exposure (E)	Probability (P)	Consequence (C)	Risk Score (ExPxC)
Continuously 10	Most likely 1.0	Catastrophic 20	>10 High
Frequently 6	Possible 0.6	Fatal 10	
Occasionally 3	Conceivable 0.3	Serious 5	3-10 Med
Infrequently 2	Remote 0.1	Minor 2	
Rarely 1	Inconceivable 0.05	Negligible 1	<3 Low

Strike out or add other identified hazards where applicable.

Hazard	E	P	C	ExPxC
1. Lost personnel				
2. Bushfire				
3. Snake bite				
4. Weather				
5. Injuries				
6. Vehicle accident				
7. Vehicle breakdown				
8. Medical				
9. Chemicals				
10. Rock faces				
11. Hammering				
12. Mines				
13. Other				

Risk Controls

1. Lost personnel:

- Roll call before leaving area and at regular, strategic times.
- Maps of area provided.
- Briefing to students prior to fieldwork.
- Remain in close communication with others at all times.
- Always work in groups no smaller than two.

2. Fire:

- Observe regulations on lighting of fires, and take reasonable care to prevent any fire spreading. Do not allow smoking in the field.
- Where there is risk of bushfire, check conditions with local Fire Services.
- Provide itinerary to relevant park ranger.
- Monitor weather conditions daily. Staff should be familiar with area.
- Trips should be avoided if Total Fire Bans are declared.

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Risk Assessment

3. Snake bite:

Adequate number of current first aiders. Ensure all participants are briefed on first aid for snake bite. Field first aid kits in all vehicles, small Hiker's kits carried in field and extra compression bandages.

4. Weather:

Participants to be advised about appropriate clothing before trip. Boots with ankle support are mandatory. Recommend sunglasses are worn. Bring sufficient sunscreen and carry drinking water. Monitor weather conditions daily. Wear appropriate PPE (hard hats) in areas where there is a risk of rock falls.

5. Injuries:

Field first aid kits in all vehicles.
Communication by mobile phone, satellite phone and/or EPIRB should be available.

6. Vehicle accident:

Minibuses should be hired with seat belts.
First aid kits in vehicles (standard in Earth Sciences).
Organise rendezvous points or contact times on route.

7. Vehicle breakdown:

Organise rendezvous points and times when travelling to and from the field sites.
Earth Science vehicles have RACV membership.
Ensure appropriate spares are carried.

8. Medical:

Ensure any medical conditions are assessed.
Medical Questionnaire and Authorisation Form - Appendix 2 University Environment, Health and Safety Manual, (Main Office or on the Web, www.unimelb.edu.au/ehsm/Fieldw%7E1.htm).
Any necessary precautions should be taken prior to trip.

9. Chemicals:

Ensure the transport of chemicals is done in a safe manner. You have a legal requirement to transport all hazardous materials and dangerous goods in accordance with Dangerous Goods (Transport) Regulations 1987. Chemicals should be packed to ensure segregation, with protection (to people and the environment) from spills in the case of an accident. Copies of Material Safety Data sheets should be taken with the chemicals, and any special requirements considered in your risk assessment.

Waste - Bring all hazardous waste back to the University for disposal, especially chemicals. Do not allow any hazardous waste to enter watercourses and do not bury any waste.

Spills - Take all possible care to avoid spills of hazardous materials (especially fuel).

10. Rock Faces/Coastal Outcrops

Do not climb rock faces or throw rocks or objects over cliffs.
Stay well back from cliff edges as the edge may give way.
When approaching a rock face, always look up to check if there are loose rocks which could fall. Wear hard hats.
Exercise great care in shoreline areas when there is a swell.

11. Hammering

Only use a geological hammer for hammering in the field. Ordinary hammers can fragment and injure yourself and others.

Wear safety glasses. Exercise care near others.

12. Mines

Only enter mines under the direct supervision of the mine operator.

13. Other

APPENDIX – FIELDTRIP DETAILS: CHECKLIST

Checklist	
Students have been:	
Given Student Manuals or Handouts (with maps of area)	
Returned Medical information and authorisation form, signed	
Briefed on appropriate behaviour when on field trips.	
Demonstrating staff have been:	
Given Student Manuals or Handouts	
Given site maps and locations	
Briefed on appropriate behaviour when driving & whilst employed on field trips.	
Understand School vehicle regulations.	
Briefed on rendezvous points en-route or contact schedules.	
Supervisor and Postgraduate/Other Researchers has:	
List of participants (including all staff & students).	
Medical information and authorisation form, for all staff & students	
Lodged copies of Itinerary to Main Office	
Lodged copies of Participant List to Main Office	
Lodged copies of Medical Questionnaires to Main Office	
Understand School vehicle regulations.	
Briefed students on appropriate behaviour when on field trips.	
Briefed demonstrators on appropriate behaviour whilst employed on field trips.	
Briefed drivers on rendezvous points en-route or contact schedules.	
Equipment:	
Research-specific equipment	
Vehicle check on departure and return	
Field first aid kit/s (Field store)	
Hard hats (Field store)	
High visibility vests (Field store)	
Safety glasses (Field store)	
Satellite Phone/s (Main Office)	
Mobile Phone/s (Main Office)	
Emergency Positioning Indicating Beacon, EPIRB (Main Office)	