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| UTS FIELDWORK FORM |

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| This Fieldwork form is to be used for any fieldwork trips relating to either research or undergraduate work. It must be completed by the Fieldwork Leader in conjunction with a Fieldwork Risk Assessment form. Copies of both approved forms must be retained in the school/faculty office. Refer to the UTS Fieldwork Guidelines before using. |

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| PROJECT/SUBJECT | |
| Project/subject title |  |
| Project/subject supervisor/coordinator |  |
| Fieldwork Leader |  |

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| DESCRIPTION of proposed fieldwork | | | | |
| Proposed start and end dates of trip (notify your supervisor of exact times taken by email) | From |  | To |  |
| Location of proposed fieldwork (attach photocopy of map of work areas if available and indicate most likely work areas and camp sites) |  | | | |
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| Describe purpose of trip and principal work methods to be used |  | | | |
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| RESOURCES | |
| UTS equipment and assets to be taken  off-campus |  |
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| PERSONNEL | | | |
| ROLE | NAME | NEXT OF KIN | NEXT OF KIN TELEPHONE NUMBER |
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| **Key for role field:**  FE Fieldwork Leader D Driver S University staff member UG Undergraduate student  PG Postgraduate student V Volunteer worker O Other  F Qualified first aid officer (Mandatory for remote area field trips) | | | |

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| PERSONNEL | | | |
| ROLE | NAME | NEXT OF KIN | NEXT OF KIN TELEPHONE NUMBER |
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| **Key for role field:**  FE Fieldwork Excursion Leader D Driver S University staff member UG Undergraduate student  PG Postgraduate student V Volunteer worker O Other  F Qualified first aid officer (Mandatory for remote area field trips). | | | |

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| FIELDWORk leader | | |
| Fieldwork Risk Assessment form  completed by Fieldwork Leader | ⬜ Yes ⬜ No | |
| Declaration | As Fieldwork Leader, I understand my responsibilities as outlined in Section 3.2 of the Fieldwork Guidelines. | |
| Name of Fieldwork Leader |  | |
| Name of school/faculty |  | |
| Signature | | Date |

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| APPROVED BY HEAD OF SCHOOL | | |
| Name |  | |
| Signature | | Date |