

# UTS Fieldwork Guidelines

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## 8.8 UTS Fieldwork Guidelines

### 1. Introduction

The University recognises that in several academic disciplines, fieldwork is an essential part of the core teaching, learning and research functions. The University supports the incorporation of fieldwork activities in its teaching, learning and research programs, and requires that the conduct of fieldwork is undertaken in a safe and responsible manner.

UTS has a duty of care under the [NSW Work Health Safety Act 2011](#) to ensure the health, safety and welfare of workers and other parties (including students, collaborators and volunteers) and this duty extends to work undertaken during fieldwork.

Fieldwork by nature is diverse and can take place in unfamiliar surroundings and in environments which have inherent risks unlike on-site activities. In addition, some activities can involve a potentially high level of risk to the health and safety of the participants and are undertaken at locations that isolate participants from easy access to emergency services.

These Guidelines have been prepared to ensure that all fieldwork activities are properly planned, managed and coordinated in such a way as to meet the best interests of the University while protecting the safety of staff members, students and the wider community. The Guidelines complement the [UTS Health and Safety Policy](#) and should be read in conjunction with the Policy.

The purpose of these guidelines is:

- to provide a framework which encourages high quality teaching and research through the pursuit of field activities whilst ensuring the health, safety and welfare of staff members and students,
- identify and document through risk assessment the safety controls as far as is reasonably practicable for existing and potential hazards;
- to provide a clear understanding of the accountabilities, rights and responsibilities of staff members and students and to protect the interests of the University and its members, and
- to document the procedures which should be followed in order to ensure the health, safety and welfare of staff members and students including interns, volunteers, others who may be impacted by the activities, any property and the

protection of the environment.

- To encompass the Fieldwork Equipment and Safety System (FESS) that is specific to the Faculty of Science that is used for managing all field trips approvals, University forms, certification and qualifications for fieldwork and participants.

## **2. Scope**

These guidelines apply to all staff members and students of UTS and, where the context permits, to all others engaged by UTS (whether as volunteers, consultants, contractors or otherwise) to provide services to UTS.

These guidelines also outline the requirements for undertaking work or activities in places other than University controlled work environments. Fieldwork varies in nature and duration and refers to trips, excursions, tours, camps or similar activities including:

- bushwalks;
- water activities such as SCUBA diving, boating or snorkelling;
- visits to public places;
- visits to rural and remote areas; and
- research activities, including conducting interviews, geological, environmental or biological sampling and any of the above activities undertaken overseas.

It does not apply to the following activities:

- attending conferences, seminars or training courses;
- student work placement activities or work experience programs as part of study carried out at non-university facilities;
- off-shore teaching at other institutions;
- working from home; or
- distance education or student exchange programs
- Working at a host organisation
- Driving to pick up goods or samples.

## **3. Definitions**

For the purposes of these guidelines, the following definitions apply:

**FESS** is the Fieldwork Equipment and Safety System used for approval of forms, risk assessments and workflows around fieldwork. This system is specific to the Faculty of Science.

**Fieldwork** is any work, study or research authorised by the University or Faculty and carried out by staff and/or students at sites (often outdoors, including sites outside Australia) other than the regular precincts of the University as outlined in the scope of this guideline.

**Supervisor** is a UTS staff member who is responsible for the overall safety of all participants in the field and who has the authority to direct and influence actions of all participants in the field. For students this is generally the academic supervisor or the teaching staff member directing the fieldwork. The supervisor need not be present on fieldtrips.

**Fieldwork Leader** is an individual who is assigned by the supervisor as the person in charge in the field. They should be assigned the role based on their proficiency and competency by virtue of their skills, knowledge and experience in the particular field operation. The fieldwork leader is responsible for the health, safety and welfare of all participating persons for the duration of the fieldwork activity and for ensuring that participants have received any necessary briefings, training or induction prior to the fieldwork.

**Solo fieldworker** is an individual who is undertaking fieldwork on their own. A solo fieldworker has the same responsibilities as a fieldwork leader. A supervisor must only approve appropriately skilled and experienced staff and students to carry out solo fieldwork activities. High risk fieldwork activities must never be carried out independently.

**Fieldwork participant** is an individual who is undertaking fieldwork, at any level of responsibility including students / interns, volunteers, or fieldwork leader. The supervisor is responsible for ensuring the risk management processes, safety controls are practicable and adhered to.

**Low risk activities** are activities undertaken at locations such as other research institutes, public places, galleries or industry locations where the purpose of the visit is to view a collection or demonstration, conduct participant or non-participant observation or take a guided tour and not actively participate in experiments, studio work or clinical work. The risk assessment for these activities may identify that that emergency equipment and that first aid trained staff may not be required.

**High risk activities** are activities that require participants to have specific skills or qualifications. The participants shall be deemed proficient and competent by means of the level of experience, skills and qualification. Participants with lower levels of experience must always be supervised by leaders with higher levels or experience for the nature of the activity.

Examples include:

- boating;
- diving;
- snorkelling;
- working on rock platforms;
- working at heights e.g. cliff;
- working in confined spaces;
- handling hazardous substances;
- working in extreme climates;
- operating heavy machinery or equipment;
- potential contact with venomous or poisonous organisms; or
- remote fieldwork.

All high-risk activities require a and a thorough communication and contingency plan including a callback procedure.

**Remote fieldwork** is any fieldwork activity that due to the location or access to emergency services is greater than one hour, such as working:

- more than 5km from a town, farmhouse or other facility with a fixed telephone or radio communications;
- in an off-road area with very light traffic or where hills, dense vegetation or other topographic features make it difficult to summon help; or
- more than 15 minutes' walk from a vehicle in open vegetation or more than 10 minutes from a vehicle in dense vegetation in an area without defined walking tracks.
- In marine environments "remote" diving is where the activity is 2 hours or more away from a hyperbaric chamber.

All remote activities require a high risk field work emergency action and communication plan.

**Safety contact/callback person** is a person who has a specific role and responsibilities related to the safety of the field team. Their role is to maintain contact with the field team and initiate an emergency response in case of no contact or missed contact.

**UTS staff member** is an employee or an honorary appointee of the University.

**UTS student** is any person enrolled in any degree, diploma, course, subject or unit offered by the University whether on a full-time or part-time basis, at an undergraduate and postgraduate level, or an award or non-award student. Approved undergraduate internship volunteers are considered as UTS students.

**Volunteer** is any person external to UTS, willing to participate in the fieldwork activities and who is offering their time and services for no remuneration and not doing the work as part of an enrolled subject. Volunteers must NOT be engaged to perform tasks usually undertaken by paid staff. Volunteers must be pre-approved by the head of school/director of institute and are expected to comply as far as is reasonably practical, with any reasonable instruction issued by the fieldwork leader. Volunteers cannot be engaged as fieldwork leaders or responsible for a high-risk activity role.

**University** means the University of Technology Sydney.

#### **4. Relevant legislation**

Current legislation, Australian Standards and policies, and Rules of the University set out responsibilities of staff members and students participating in fieldwork activities. These include, but are not limited to:

- [Work Health and Safety Act 2011 \(NSW\)](#)
- [Work Health and Safety Regulation 2025](#)
- [UTS Health and Safety Policy](#),
- [Health Records and Information Privacy Act 2002 No 71 - NSW Legislation](#)
- [Rules | University of Technology Sydney](#)

#### **5. Responsibilities in fieldwork**

The safety of the fieldwork party is the responsibility of all persons participating in fieldwork. A person who has been appointed Fieldwork Leader has a particular responsibility for ensuring that proper procedures are followed in the planning and execution of fieldwork, and for dealing with any incidents that affect the health, safety and welfare of all members of the fieldwork party. It is incumbent upon all participants to ensure that all procedures are followed to ensure

the health, safety and welfare of all members in the fieldwork party. Hardcopies of procedures, risk assessments and relevant permits should be on hand and accessible to all fieldwork participants (see also Section 5.3 Academic supervisors).

### **5.1 Head of School/Discipline Group or Director**

The head of school/discipline group or director is ultimately responsible for the implementation and observance of these Guidelines as they apply to the School's fieldwork activities and must give final approval for all fieldwork activities on the appropriate Fieldwork Form (Appendix 1).

Note: For the Faculty of Science, FESS includes this information at the trip level.

The head of school/discipline group or director shall ensure that:

- the implementation and observance of fieldwork guidelines;
- that supervisors, staff and students are aware of their health and safety responsibilities for the fieldwork;
- a fieldwork leader is appointed for each fieldwork or activity which is a required component of an undergraduate subject.
- a fieldwork leader is appointed for each fieldwork or activity which is a required component of a research project.
- there are sufficient suitably qualified members (e.g. possess any necessary boat licence, first aid qualifications etc.) and that any specialist training required (e.g. diving certificates, off-road driving skills etc.) have been undertaken before commencement of any fieldwork activities. Subject Matter Experts such as safety officers engaged by UTS will provide the level of verification for specialised high-risk activities such as diving, boating and snorkelling.
- that adequate resources have been allocated for carrying out the fieldwork in accordance with the fieldwork risk assessment.
- that appropriate records relating to fieldwork are kept according to legislative requirements. This includes completion and records management for the documents including fieldwork risk assessment, training qualifications etc.; and
- any fieldwork activities undertaken by the head of school or institute director must be approved by their immediate supervisor.

Copies of all signed forms shall be retained in the relevant school / faculty office for faculty specific fieldwork management system. Note i.e. FESS for the Faculty of Science.

## **5.2 Supervisor**

Supervisors are responsible for ensuring that postgraduate and honours students receive appropriate training and that they are not encouraged to undertake fieldwork in situations where they do not feel sufficiently confident of their safety. Supervisors are responsible for foreseeing and assessing potential risks and for ensuring that their students are adequately equipped and possess the necessary technical and practical skills. Supervisors are also responsible for:

- Supervising the development of, review and approve, fieldwork risk assessments and any other fieldwork documentation carried out by staff, students, collaborators and volunteers under their supervision.
- Provide appropriate supervision to ensure that all participants comply with the fieldwork risk assessment including staff, students, collaborators and volunteers.
- Ensure induction and training for fieldwork participants is provided where necessary.
- Ensure permits to work in restricted areas, which include national parks and catchment areas have been obtained.
- Advise participants of their obligation to take appropriate medical advice and disclose any limitations imposed by their health, which may affect their ability to safely participate in the fieldwork.
- Ensure that appropriate safety and first aid equipment and personnel are available if necessary (not necessary for low-risk fieldwork in non-remote locations).
- Ensure the provision, maintenance and proper use of personal protective clothing and equipment (PPE) when that is required for the fieldwork; and
- Ensure all relevant processes are followed and adhered to in the field.

## **5.3 Fieldwork Leader**

The supervisor appoints a Fieldwork Leader who is responsible for the health, safety and welfare of all participating person(s) for the duration of the fieldwork activity and for ensuring that participants have received any necessary briefings, training or induction prior to the fieldwork. The Fieldwork Leader is responsible for ensuring the following for all fieldwork activities:



The fieldwork leader must:

- Ensure that all fieldwork documentation as well as any actions required no later than five business day before the trip is scheduled to go ahead (e.g. inductions or training, Fieldwork Form (Appendix 1), Fieldwork Risk Assessment Form (Appendix 2), Medical Information Form (Appendix 3) prior to the commencement of fieldwork have been completed and approved.

Note: for marine related activities in FoS, additional Project and Site risk assessments including the required level of first aid training are required and must be approval by the Boating, Diving and Snorkelling Safety advisors.

- A deed of release signed by a parent or caregiver for any student aged under 18 who is participating in the fieldwork activity.
- Student Code of Conduct for Fieldwork Form (Appendix 4) (completed by each student member participating in the fieldwork activity);
- Provide active and visible safety leadership during the fieldwork activities. This includes activity briefs and debriefs.
- Ensure that all participants comply with the risk controls identified in the fieldwork risk assessment and limit fieldwork activities to those in the approved fieldwork risk assessment.
- Ensure that regular check-ins with the nominated safety contact are carried out in accordance with the requirements of the fieldwork emergency action plan.
- Ensure that appropriate fieldwork documentation is taken into the field for the duration of the fieldwork activity including any in-field documentation (risk assessments and emergency plans), permits or licenses.
- ensure that fieldwork activities do not put other members of the wider community at risk of injury or illness and inform the public when fieldwork is likely to impact on public areas.
- ensure only trained participants use specialised equipment or carry out specialised tasks.
- account for all fieldwork party members at every stage of the fieldwork.
- ensure all members of the fieldwork team adhere to local, state, federal and international laws at all times.
- comply with relevant UTS policy, procedures and guidelines.
- in the event of an incident notify appropriate emergency services; and
- notify the school, department or unit of the situation at the first practicable opportunity and ensure all incidents injuries / near misses and hazards are reported as soon as practicable to their supervisor and school or institute.

- All incidents and hazards must be reported through the HIRO system within 24 hours. Ensure all who are attending the are correctly using and maintaining University assets and equipment that are taken on fieldwork.

To assist Fieldwork Leaders, a Fieldwork Procedures Checklist is provided in Appendix 5 that summarises the various steps to be completed before commencing fieldwork.

#### **5.4 Persons undertaking solo fieldwork activities**

The person who is undertaking solo fieldwork activities are also required to ensure that the trip has been properly planned and that the health and safety requirements have been properly addressed. the person who is undertaking solo fieldwork must:

- complete all necessary documentation (i.e. Appendices 1 to 4)
- ensure that the fieldwork is approved by their (line manager) supervisor and head of school/discipline group or director beforehand, and
- ensure that all requirements as listed in Fieldwork Procedures Checklist (Appendix 5) have been met.
- Ensure their procedure includes more regular call-in schedules due to the risks associated with working alone.

#### **5.5 All participants**

All participants in fieldwork activities are under the obligation to work and behave appropriately in the field, and to take care to protect their own health, safety and welfare and that of fellow fieldwork participants. All participants are subject to the jurisdiction of the Fieldwork Leader or nominated deputy for the entire duration of the fieldwork activity and must follow all lawful instructions and advice of that leader. In particular they must strictly follow any instructions or directions that are necessary to ensure the safety, health and welfare of all or any members of the fieldwork party.

Students must read the Student Code of Conduct for Fieldwork Form (Appendix 4) and must sign the Acknowledgement and Declaration before participating in any fieldwork activity.

Each participant on a field trip is responsible for:

- working and behaving appropriately in the field and taking care to protect their own health, safety and welfare and that of fellow fieldwork participants;
- following UTS policies and procedures and guidelines;
- following any reasonable instruction given by the fieldwork leader;
- completing the appropriate [Record of Volunteer Work](#) form (if applicable) and disclosing any medical conditions to the fieldwork leader; Note: The fieldwork leader is required to assess whether medical conditions present limitations on the volunteer / participant and seek advice from their supervisor and or Health Safety and Wellbeing.
- carrying any required medications for personal use;
- attending the safety briefing are reading written information about hazards and risk controls that might be encountered in the field. This includes risk assessments, emergency plans and any related safe work procedures
- wearing any personal protective equipment and clothing required;
- completing any required training; and
- reporting any hazards or incidents to the fieldwork leader.

## **5.6 Safety contact/Callback Person**

- The nominated safety contact is responsible for: understanding the process to follow in case of a missed contact or missed check in and where necessary initiating the emergency response process; and
- initiating an emergency response process in case of a missed contact/or missed check in.
- For all high risk and remote fieldwork, the Call back person should have a copy of the risk assessment, emergency plan and phone number of the participants in the field. Nominate time frames should be established including the duration of time to wait before contacting fieldwork leader, other trip participants and emergency services. The call back person should have access to all the relevant documentation or systems. Note: this FESS for Faculty of Science.

## **6. Insurance**

### **6.1 UTS staff and students**

Staff members and students are covered by UTS insurance while they are participating in UTS approved activities such as fieldwork. Staff members and students are not covered by UTS insurance when they depart from UTS approved activities, for example if they break the

law.

See the [UTS Insurance](#) and [Insurance Claims](#) pages for information about types of insurance. Supervisors should ensure they have knowledge of the extent of insurance provisions for the various categories of fieldwork participants including:

- UTS staff;
- UTS students; and
- volunteers.

Appendix 7 provides a summary of relevant insurance information. If a participant is found to be outside UTS approved activities e.g., breaking the law, coverage may be void.

## **6.2 Non-UTS Participants**

Volunteers who participate in UTS fieldwork must seek the approval of the Fieldwork Leader's supervisor in writing before the fieldwork commences. The [UTS Record of Volunteer Work](#) form must be completed. The written approval document should be retained at the faculty/school/unit for insurance purposes. Approved volunteers are covered by the UTS personal accident policy.

External participants who are joining the UTS planned fieldwork should be asked to provide approval from their employer, personal insurance documents.

## **7. Risk Assessment**

The Fieldwork Leader must ensure that a risk assessment reflects all the potential hazards related to both the activities being undertaken in fieldwork, along with the hazards due to the location or environment where the fieldwork will occur. This risk assessment may be either paper based (e.g. using the [UTS Risk Register](#)). For Marine activities, refer to [UTS Marine Fieldwork](#) for more information and templates. In either case, risk assessment, including controls and precautions, must be made available and discussed with all participants prior to commencement of activities. It must also be updated as conditions change, or upon identifying any other hazards.

Specific information on common hazards found during fieldwork are available on the UTS Website under [Health and Safety](#). For the Faculty of Science, documentation for risk

assessment is completed or uploaded through [FESS](#) and must be discussed by all participants prior to submission for approval.

Due to the unpredictable nature of hazards involved in fieldwork, it is important that the risk assessment be reviewed as necessary whilst in the field to ensure the safety of all participants. These types of assessments do not need to be documented but should be taken into account when conducting post activity debriefings to identify any ways in which the management of fieldwork hazards can be improved. Some conditions requiring a review would include:

- changes in the environmental conditions such as a rapidly approaching weather system, flash flooding, bush fire or any conditions that you may have not been aware of at the time of preparing the risk assessment, e.g. fallen trees across a walking track.
- injury/illness to participant(s) which may affect their ability to continue performing the required tasks, e.g. a sprain or strain.
- personal threat to an individual or the group; or
- equipment/vehicle breakdown or failure.

## **8. Safe Work Procedures**

It is the supervisor's responsibility to ensure that safe work procedures (SWP) are developed and reviewed for regular or repeated activities that pose a risk to health and safety. The SWP outlines steps involved with a task/activity and specify how risk associated with identified hazards will be eliminated or reduced through appropriate controls. Safe work procedures can be completed through the [WHS Risk Register](#).

## **9. Size and composition of a fieldwork party**

The minimum size of a fieldwork party should be determined by risk assessment and under normal circumstances should be at least two. However, while it is preferable that staff members or students do not work alone in remote locations, this may be permitted by the head of school/discipline group or director should the risks associated with the activities be relatively low in all circumstances. For staff members, research degree students, honours students and postgraduate students, the necessary documentation (i.e. Appendices 1 to 4) must be completed. The fieldwork must be discussed with and authorised by their supervisor and approved by the head of school/discipline group or director.

Fieldwork involving undergraduate students must have an acceptable student to staff member ratio depending on: the prior training and experience of the students; the nature of and risks

involved in the fieldwork; and logistics (for example, transport). As a guide, a ratio of 15 students per staff member is recommended as a maximum.

## **10. Permits**

All permits and/or licences that are necessary for particular activities (for example, entry to National Parks, aboriginal sites, fishing) must be obtained in advance of the fieldwork activity by the Fieldwork Leader.

## **11. Communication and Emergency Planning**

All participants must enrol [International SOS](#) for overseas fieldwork.

For high risk and remote fieldwork, a fieldwork emergency action plan (FEAP) must be completed. This plan should outline the methods and frequency of communication and any specific emergency plans/equipment that may be required in the event of an incident.

For all fieldwork consider the types of communication methods that will be needed e.g. Are mobile phones sufficient? Is there email access? How remote is the location? Is radio communication required between parties? Are there communication devices for all vehicles in a fieldwork party? Is a GPS tracking device or satellite phone required?

For remote and solo fieldworkers, at least two methods of communication must be always carried. Where possible, contact should be made at agreed intervals with a nominated safety contact person. The safety contact must be informed of the process to follow in the case of a missed check in or contact.

In some locations it may be more appropriate to set up an alternate arrangement for communication, e.g. a local police station or a National Parks office. And the research station for remote fieldwork.

An agreed communication plan, based on risk assessment must be set in place before departure.

- All persons undertaking fieldwork activities must be instructed or trained in the use of the communication equipment and signalling devices to be used on the trip.
- Regular call-in schedules should be agreed on prior to departure.
- A mobile telephone or satellite phone should be taken and used in areas where this type of communication is suitable.
- Vehicles used for remote fieldwork should be fitted with global positioning systems and a

two-way radio, or the fieldwork party must be equipped with another suitable two-way communication system.

## **12. First aid**

The fieldwork leader is required to identify how any emergencies that may arise will be managed. This includes identifying the first aid requirements for the fieldwork, communication protocols in the event of an emergency, identifying local support services (if appropriate) such as medical centres or hospitals including check-in processes with supervisor or the nominated call back person.

Considerations should be made when planning around first aid requirements on the nature of injuries that could occur during fieldwork, the number of participants and the distance from immediate emergency assistance to determine the type of first aid kits (including consumables) and the number of first aiders required. Researchers who regularly undertake fieldwork must hold a valid first aid certificate. A qualified first aid officer with current certification is recommended on fieldwork locations in which it is reasonable to expect that it would take more than half an hour to get medical aid to an injured or ill person. Any exception to this must be documented in the risk assessment (there are no exceptions to this where it is mandated for Diving and Snorkelling and Boating as per Appendix 6).

First aid equipment and facilities must be readily available for use by personnel in the field, unless the fieldwork is low risk and in public locations within (30 minutes?) of emergency services. The qualifications of the first aid officer, the type of kits and quantity of kits should be based on a risk assessment. The Fieldwork Leader (or first aid officer where there is one) must ensure that First Aid Kits are restocked as soon as practicable and/or at the completion of each fieldwork trip. The minimum requirements for fieldwork activities and number of first aid officers and training type of first aid course are outlined in Appendix 6.

## **13. Accident/incident reporting**

Incidents or accidents must be reported to the head of school/discipline group or director as soon as reasonably possible and not later than upon return to base or campus. Notification of incidents and accidents using the Hazard and Incident Reporting Online ([HIRO](#)) system must be completed by the Fieldwork Leader at this time. For serious incidents or near misses, very effort should be made to have fieldwork incident reported as soon as responsibly practicable and in HIRO within 24 hours. If this cannot be done by the fieldwork party due to

lack of internet coverage, it should then be communicated via telephoning in with the call back person to initiate reporting requirements.

#### **14. Equipment**

Equipment used for fieldwork must be carefully selected in relation to suitability for purpose. All equipment, vehicles and tools must be checked for safety compliance prior to work commencing including electrical safety tagging (PAT Testing). The equipment must comply with all necessary legislative requirements and standards and should be thoroughly checked and tested prior and after use. Fieldwork participants using the equipment should have appropriate levels of training and competence in its use, and where necessary appropriate qualifications or certifications.

#### **15. Post-Fieldwork Review**

A review should be conducted at the conclusion of the fieldwork to identify any lessons learned from the work being carried out, and whether safety controls that were in place were effective.

High risk marine activities such as diving, snorkelling and boating also require the submission of dive/ snorkelling logs to be submitted to the Dive / Snorkelling / Boating Safety Officer.

The Fieldwork leader should also ensure that all equipment has been returned in a safe condition, first aid kits replenished, and any incident reports have been appropriately actioned.

#### **16. Related Policies/Guidelines**

[Code of Conduct](#)

[Health and Safety Policy](#)

[Privacy Policy](#), [privacy-management-plan.pdf](#), ([Privacy hub - Home](#))

[Records Management Policy](#)

[Hazards](#)

[Microbiological and Immunisation](#)

[Rules of the University relating to Student Conduct](#)

[UTS - Marine Fieldwork](#)

[DIVE MANUAL](#)

[UTS Vessel Use Guidelines and Procedures](#)

[UTS-Snorkel-Manual](#)



## 17. Related information

[Work Health and Safety Act 2011 \(NSW\)](#)

[Work Health and Safety Regulation 2025 \(NSW\)](#)

[Maritime Services Act 1998 \(NSW\)](#)

AS/NZS 2299.1:2015: Occupational diving operations - Standard operational practice

AS/NZS 2299.2:2002: Occupational diving operations – Part 2: Scientific Diving

### Appendixes

The following documents are available from the UTS Health and Safety webpage under the heading [Fieldwork](#)

**Appendix 2** [UTS Fieldwork Risk Assessment Form](#)

**Appendix 3** [UTS Medical Information Form for Fieldwork](#)

**Appendix 4** [UTS Student Code of Conduct for Fieldwork Form](#)

**Appendix 5** [UTS Fieldwork Procedures Checklist](#)

**Appendix 6** [UTS Student Travel Approval Form](#)

**Appendix 7** Minimum First Aid Requirements

NOTE: the Faculty of Science staff and students are required to use [FESS](#) for all fieldwork.

To prevent doubling up on administrative forms, the forms listed below are accessible and are to be completed through [FESS](#).

*Note: The minimum first aid requirements in the table below were developed by the Science Boating, Diving, Snorkelling and Fieldwork Advisory Group through consultation with industry best practice.*

Fieldwork type	Minimum requirements (<1hour remote criteria)	Preferable recommended for >1hour (highly remote criteria)
All land-based	1 x first aider or sufficient access to first aid (risk assessed),	2 x First Aiders (one with Remote First
Remote (land-based)	1 x remote first aider	2 x first aiders (one with remote first aid)

Working near water	1 x first aider	2 x first aiders (one with remote first aid)
Remote (water-based, i.e. boating)	2 x first aiders	2 x remote first aiders
Scuba diving	2 x first aiders 2 x oxygen & CPR (annual) Recognising and understanding of the treatment of diving ailments	2 x remote first aiders 2 x oxygen & CPR (annual) Recognising and understanding of the treatment of diving ailments
Snorkelling	2 x first aiders 2 x oxygen & CPR (annual)	2 x remote first aid 2 x oxygen & CPR (annual)
Group ratios  A group is where members are working in the same location and have easy access to the first aid equipment and first aid trained personnel.	1 x first aider/up to 10 people 2 x first aider/11 to 30 people 3 x first aider/31 to 60 people + 1 extra FA for additional 10 above 60	
<p>N.B. If the fieldwork being undertaken in a remote location fulfils more than one of the criteria below, at least one person on the field team MUST be trained in remote first aid:</p> <ul style="list-style-type: none"> <li>• assistance &gt;1hr away and/or &gt;100km;</li> <li>• mobile phone coverage low or not guaranteed; or</li> <li>• location has no vehicle access.</li> </ul>		

Table below shows name and codes of relevant First Aid Courses that are required for different activities:

Name and code of course		
Provide First Aid HLTAID011 (incl. CPR <a href="#">HLTAID009</a> )	3 years (CPR advised to renew annually)	Compulsory for Diving and Higher Risk Snorkelling
Remote First Aid <a href="#">HLTAID013</a>	3 years	<u>Highly recommended</u> if conducting remote fieldwork
Advanced Resuscitation & Oxygen Therapy HLTAID015 (incl. CPR <a href="#">HLTAID009</a> )	1 year	Compulsory for Diving and Snorkelling

**Other compulsory items:**

<b>Occupational Dive Medical</b>	1 year	Compulsory for Diving
<b>Dive Gear Service</b> (applies to personal dive gear used for occupational diving as well as the Faculty supplied equipment) <ul style="list-style-type: none"> <li>• Buoyancy Compensator (BCD)</li> <li>• Regulators</li> <li>• Oxygen First Aid Kits</li> <li>• Diving Air Tanks</li> </ul>	1 year	Compulsory for Diving

*Note: For the Faculty of Science, priority is given to students requiring First Aid Training in order to carryout fieldwork activities safety. Staff members should prioritise using external research funding for their training. However, a [Request First Aid Training](#) can be made with the school / institute with the following documentation with the request:*

- Completed Risk Assessment Form
- FESS trip number or Research Project Safety Plan number. The research Project Safety Plan must contain details of fieldwork project)
- Supervisor approval email. Email should explain why you need this training.

*Applicants must discuss with their supervisor prior to booking any external first aid courses to ensure the training course is appropriate for the nature of the fieldwork and a suitable source of funding within the school / institute has been identified.*

## Appendix 7 Information on insurance provisions

### Insurance provided

**Workers** Workers are covered under workers compensation which is a form of insurance payment to employees if they are injured at work or become sick due to their work.

**Staff and students** Covered under UTS Group Personal Accident Policy whilst engaged on approved fieldwork. Information about this insurance is available at [UTS Personal Accident Insurance](#).

To obtain the current certificate of currency see [personal accident](#).

**Volunteers** Approved volunteers are covered under UTS Group Personal Accident Policy – Volunteer.

All volunteers must complete [Record of Volunteer Work](#) Form which is approved by the Head of School/ Director of Institute.

To obtain the current certificate of currency see [personal accident volunteer](#).

**Corporate travel insurance** UTS maintains a travel insurance policy which covers staff and students on approved travel including domestic (>50km from UTS) and international travel (refer to [UTS Corporate Travel Insurance](#)).

Staff apply through Concur; students complete a Travel Form.

Note: For associated personal travel on approved trips (for a maximum of 10 days), there is provision of up to 25% private travel under the UTS corporate travel insurance. Coverage is applied automatically upon receiving written approval from supervisor.

## Making a claim

Information about how to make a claim is found at [UTS Insurance](#).

In the event of an accident/injury caused during participation in an approved activity:

1. Complete the incident report on [HIRO](#) (Hazard and Incident Reporting Online).
2. Claim your expenses under Medicare first (domestic students)/under OSHC (international students).
3. Claim expenses not covered by Medicare under your own private health insurance (if you have one).
4. Claim the balance (not covered in point 2 & 3) under UTS insurance by completing the [Personal Accident Claim Form](#).
5. Email [insurance@uts.edu.au](mailto:insurance@uts.edu.au) if you need assistance lodging the claim.

N.B. Which policy is used for a particular claim is decided based on the event that has occurred. It may be best to use Travel Insurance for a particular incident instead of the Group Personal Group Accident Insurance.

The Medicare gap cannot be claimed under UTS Insurance.

The claim will be assessed by the insurer as per the terms and conditions of the policy.

This coverage does not extend to pre-existing conditions (injury, sickness or condition) whether or not a proposal form has been received.

### Equipment Coverage

- Vehicles            UTS maintains coverage for UTS equipment including [motor vehicles](#) (UTS owned or hired) and [marine vessels](#) (UTS owned <10m).
- Goods            in    UTS maintains coverage for the [transport of goods](#) whilst in transit via land, sea or air.  
transit
- N.B. A [declaration](#) is required for any goods/ equipment >\$20,000 to the insurer which can take a few days to arrange the transit certificate.

### Public Liability

All participants are protected under Public Liability Insurance. Public Liability Insurance protects the business and people working for that business against the financial risk of being found liable to a third party for death or injury, loss or damage to property. If anyone is found to be intoxicated during an incident, all cover is voided.