

|  |
| --- |
| UTS FIELDWORK FORM |

|  |
| --- |
| 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. |

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

|  |
| --- |
| 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) |  |
|  |
|  |
| Describe purpose of trip and principal work methods to be used |  |
|  |
|  |

|  |
| --- |
| RESOURCES |
| UTS equipment and assets to be takenoff-campus |  |
|  |
|  |

|  |
| --- |
| PERSONNEL |
| STATUS | NAME | NEXT OF KIN | NEXT OF KIN TELEPHONE NUMBER |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Key for status field:**FE Fieldwork Leader D Driver S University staff member UG Undergraduate studentPG Postgraduate student V Volunteer worker O OtherF Qualified first aid officer (Mandatory for remote area field trips. See section 9 of the Fieldwork Guidelines)  |



uTS FIELDWORK FORM

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

|  |
| --- |
| 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 |

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