

## UTS FIELDWORK PROCEDURES CHECKLIST

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**The following procedures must be completed by the Fieldwork Leader prior to commencement of fieldwork:**

- Complete all necessary documentation: i.e. fieldwork form; risk assessment form; medical information form; student agreement form; deed of release for students aged under 18
- Seek approval from Head of School/Departmental Head/Unit Leader or Director for Voluntary Workers
- Conduct a site visit prior to fieldwork where possible
- Arrange for transport and accommodation bookings
- Check all equipment, vehicles, boats safety equipment and first aid kit contents
- Check that all permits, approvals and licences have been obtained
- Clarify insurance arrangements with UTS Financial Services Unit for any special circumstances
- Check that all participants (staff members and students) have been fully trained and/or briefed
- Ensure that there is a qualified First aid officer in the party if required
- Ensure that global positioning systems and emergency position location equipment are carried for remote fieldwork
- Obtain at least one emergency (out of hours) contact from your School/Department
- Observe and record weather forecasts for four days prior to departure, particularly for fieldwork excursions involving boating and/or diving
- Obtain contact details for local emergency services
- Have regular call-in schedules in place
- If fieldwork is conducted overseas, you should also ensure that you comply with the UTS Overseas Travel Guidelines and keep a copy with your School/Department

**The following procedures must be completed by the Fieldwork Excursion Leader during the fieldwork excursion:**

- Ensure there is some means of emergency communication for remote fieldwork
- Ensure risk controls are implemented – revise for field conditions as required
- Ensure students are adequately trained and supervised to perform fieldwork safely
- Report any accidents/incidents using standard UTS procedures
- Prepare an emergency evacuation procedure for student/students needing to be evacuated from the fieldwork site
- Keep appropriate financial records

**The following procedures must be completed by the Fieldwork Excursion Leader after the fieldwork excursion:**

- Keep a record of fieldwork participants
- Lodge any accident/incident reports
- Make relevant claims for reimbursement of expenses
- Lodge any insurance claims
- Lodge any reports relating to behaviour that could reasonably be regarded as breaching the rules of the University and/or relevant Codes of Conduct