Minimum Standard - Field Activity

October, 2013

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Responsible Officer Executive Director - Human Resources
Approved by Executive Director – Human Resources
Approved and commenced October, 2013
Review by October, 2016
Relevant Legislation, Ordinance, Rule and/or Governance Level Principle the Standard supports Work Health and Safety Act 2012 Work Health and Safety Regulations 2012
Responsible Organisational Unit Work Health and Safety – Human Resources
1 Executive Summary

The Work Health and Safety Act 2012 (the Act), requires that the University eliminate risk to health and safety as far as is reasonably practicable, and if not reasonably practicable, then to minimise those risks so far as is reasonably practicable.

The object of this Minimum Standard is to ensure the University complies with this requirement for risks associated with field activities.

This Standard provides information for those persons involved in field activities, as well as including a checklist identifying risks to be considered prior to undertaking an off-campus activity.

2 More Information

For further information, contact the Work Health and Safety Unit.

Email: health.safety@utas.edu.au

3 Using this Standard

Staff, students and volunteers may be required to undertake activities “in the field”, which involve research, teaching or instruction at off campus locations. The University recognises that the sites of these University organised field activities are workplaces as defined in the Act.

4 Standard Provisions

4.1 Risk Assessment

Staff, students and volunteers may be required to undertake activities “in the field”, which involve research, teaching or instruction at off campus locations. The University recognises that the sites of these University organised field activities are workplaces as defined in the Act.

4.1.1 Risk Identification

As field activities are performed off campus, the risk assessment is to consider how services which are normally available can be provided. This may include transport, facilities, emergency response, first aid, security, communications and assistance or advice.

The risk assessment also identifies:

- the minimum, and maximum numbers required to undertake the field activity safely
- where a person may be permitted to work alone and if so, what special conditions are to apply.

A Field Trip Risk Identification Checklist is available via the Work Health and Safety Website.

This checklist is to be adapted to address the specific requirements of each field activity.
A generic risk assessment may be appropriate for a routine field activity carried out frequently, provided that each time such a field activity is planned, a review is undertaken and a record is kept, stating that the existing process applies and that there are no foreseeable changes to the previous assessment.

Should changes be identified, a new or modified assessment is to be completed.

4.1.2 Other requirements

The risk assessment may determine other requirements which apply to the field activity, including

- permits/licences
- equipment to be used
- potential for environmental damage

4.1.3 Medical Assessment form

It is also necessary to determine whether a person undertaking a field activity has a special need, or a medical condition, or requires medication and whether or not this activity poses any additional risks to themselves or others involved.

A sample Medical Disclosure and Authorisation Form is available on the Work Health and Safety website. This form is not exhaustive and may require additional information relevant to the specific field activity.

The Field Activity Supervisor/Course Coordinator may require that participants complete this form either:

- on commencement of employment/study, providing it is updated annually or
- prior to each field activity.

Where the form is completed annually, participants must be advised that they are responsible for alerting the Field Activity Supervisor/Course Coordinator to any changes in their medical/other conditions throughout the year.

4.1.4 Special needs

The University is committed to anti-discrimination practices and will provide reasonable accommodation to allow individuals to participate in field activities where this does not compromise health and safety requirements.

The Field Activity Supervisor/Course Coordinator is responsible for:

- ensuring that the information contained in the Medical Disclosure and Authorisation Form is readily available to emergency medical personnel whilst field activities are undertaken
- referring to the WHS Unit where a worker discloses details of medication or a physical condition and the Field Activity Supervisor/Course Coordinator is unclear as to whether reasonable accommodation can or should be made.

4.2 Field·Teq™

FieldTeq is the preferred application for the management and documentation of field activity risk.
FieldTeq is:

- required for high risk field activities such as diving and boating;
- preferred for other field activities

For assistance in the use of FieldTeq refer to Field Activity webpage available on the Work Health and Safety website.

5 Responsibilities

5.1 Field Activity Supervisor/Course Coordinator

With regard to each field activity, the Field Activity Supervisor/Course Coordinator is required to ensure:

- a risk assessment is carried out
- the field activity is authorised by their respective Officer
- that prior to undertaking a field activity, the Medical Disclosure and Authorisation Form is completed by each participant
- that each participant is able to undertake field activities safely.

Where a participant is required to supervise field work, the Field Activity Supervisor/Course Coordinator is responsible for ensuring that

- delegated safety responsibilities are fulfilled
- appropriate supervision is provided.

The Field Activity Supervisor/Course Coordinator must also ensure that appropriate records relating to field activities are kept.

5.2 Participants

Prior to undertaking a field activity participants must ensure:

- they make full disclosure on the Medical Disclosure and Authorisation Form
- whilst undertaking any field activity, they to do so in a manner which does not adversely affect their own health and safety, or that of others
- they immediately report to the Field Activity Supervisor/Course Coordinator any matter which may affect their own or others’ health and safety.

5.3 Officers

Officers are to ensure that:

- this Standard is implemented wherever field trips are undertaken within their area of responsibility
- they authorise field activities
- where it is necessary to develop Organisational Unit specific guidelines, these are consistent with this Standard.

6 Glossary

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<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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Minimum Standard - Field Activity (October, 2013)
Academic Unit
Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.

College
(a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure, or
(b) the University College

Executive Dean
Means:
(a) the Executive Dean of the relevant College, or
(b) in relation to the University College, the Principal of the University College

Field Activity Supervisor/Course Coordinator
An individual, who has responsibility for the health and safety of any person in a workplace by providing instruction, direction, assistance, advice or service

Head of Academic Unit
Means the head of the relevant Academic Unit

Officer
Members of Council, Executive Deans, Heads of Academic Units, Heads of Divisions and Sections and Members of Boards having strategic management responsibility are considered to be Officers pursuant to Section 27 of the Work Health and Safety Act 2012.

Organisational Unit
College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.

Participant
An employee, contractor, student or volunteer undertaking field work at a University Workplace.

7 Supporting Documentation:

- Work Health and Safety Policy
- Field Trip Medical Disclosure and Authorisation Form
- Field Trip Hazard Identification Checklist
Versioning

<table>
<thead>
<tr>
<th>Former Version</th>
<th>Current Version</th>
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<tbody>
<tr>
<td>Version 1</td>
<td>Field activity Minimum Standard (current document); approved October 2013, amended in December 2017 to incorporate the final academic structure.</td>
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<tr>
<td>Version 3</td>
<td></td>
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Version 4