



SCHOOL of EARTH & ENVIRONMENTAL SCIENCES

Travel Request JCU # _____

FIELD TRIP OPERATION DETAILS (NON-BOATING)

Form must be submitted to the School Safety Officer (Rob Scott - 4063) at least TWO weeks prior to departure on all field trips.

Project Title:

Officer in Charge (OIC):.....Ph.....

Position: Staff [] UG Student [] PG Student []

Proposed Dates of Trip: From: / / To: / /

Location of proposed field work (attached 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:

DEPARTMENTAL SAFETY OFFICER'S FIELD TRIP ASSESMENT

Is the field trip documentation complete? This includes the HIC and AFTI forms Yes [] No [] If No, return to OIC

Are proposed control measures appropriate for the hazards identified? Yes [] No [] If No, then what additional control measures are required?

.....

Assessed (School Safety Officer):on/...../.....

Approved (Head of School) :.....on/...../.....

PERSONNEL (include every person on the trip. Attach additional sheet if necessary)

Status*	Name	Next of Kin	Phone
OIC			

*Status L=Leader; D=Driver; S=University Staff; UG=Undergraduate; PG=PostGraduate; V=Volunteer;
 C=Communications operator; F=First Aider
First Aider is mandatory for remote area field trips that are in areas where it takes more that a half an hour to get medical aid to an ill or injured person.

TRANSPORTATION DETAILS (Provide all details)

If vehicle is a four-wheel drive, has the driver completed JCU 4WD training course? Yes No

Vehicle Make & Model	Rego Number	Hire company name

COMMUNICATION SYSTEMS TO BE USED (tick)

Land Line number(s)	Mobile Phone number (s)	Satellite Phone number(s)

Emergency Position Indicating Radio Beacon (EPIRB) No.....

If Radio: Radio Type: UHF/VHF MF/HF 27 MHz Call Sign:

At what times can phone or radio contact be made (list scheduled times if appropriate):

.....

JCU Contact After Hours :..... Phone

Search and Rescue shall be initiated if the field party fails to return by (time) on (date)

As OIC I understand my responsibilities as outlined in the JCU Policy on Field Work. I have undertaken to personally check the safety equipment and safety procedures required for this field trip.

OIC Name

Signature.....Date/...../.....

Appendix 2 (2 pages)

HAZARD IDENTIFICATION AND CONTROL (HIC)

The following checklist of hazards and other items should be considered when planning field work.

Fieldwork party

- ◇ size
- ◇ composition
- ◇ novice/experienced
- ◇ fitness
- ◇ medical conditions

Fieldwork activities at the site

- ◇ urban survey
- ◇ bushwalking, traverse on foot
- ◇ abseiling
- ◇ rock / tree climbing
- ◇ working at height
- ◇ sample collecting
- ◇ underground work, caving
- ◇ diving (refer to Diving SO)
- ◇ boating

Etiquette requirements

- ◇ bush etiquette
- ◇ native etiquette
- ◇ collecting permits
- ◇ permission to enter private land

Fauna & Flora

- ◇ box jellyfish, etc.
- ◇ stonefish, etc.
- ◇ crocodiles, sharks, etc.
- ◇ wild pigs, cattle etc.
- ◇ snakes
- ◇ bats (vaccinations?)
- ◇ spiders, ticks, leeches etc.
- ◇ allergens
- ◇ zoonoses
- ◇ handling of small animals
- ◇ handling of large animals
- ◇ harmful plant contacts (sap, stinging hairs)

First Aid requirements

- ◇ first aider
- ◇ kit in transport
- ◇ portable kit
- ◇ additional items required?

Clothing

- ◇ hat
- ◇ shirt,
- ◇ trousers/overalls
- ◇ footwear

Personal protective equipment

- ◇ gloves
- ◇ goggles
- ◇ face masks
- ◇ respirator
- ◇ harness
- ◇ helmet

Personal

- ◇ sunburn
- ◇ heat stress
- ◇ cold stress
- ◇ manual handling, lifting
- ◇ striking and grasping
- ◇ slips and trips
- ◇ mental stress
- ◇ personal security & safety
- ◇ medical conditions?

Camp site

- ◇ terrain
- ◇ falling tree branches
- ◇ flash flooding
- ◇ safe from wildlife
- ◇ safe from vehicles
- ◇ secure from theft, harassment, hostile persons

Camp requisites

- ◇ potable water and food
- ◇ cooking facilities
- ◇ LP gas arrangements
- ◇ electrical power facilities
- ◇ lighting
- ◇ noise
- ◇ privacy
- ◇ accommodation facilities
- ◇ hygiene and ablution arrangements
- ◇ smoking and alcohol consumption

Transport

- ◇ vehicles
- ◇ motor bikes
- ◇ boats
- ◇ aircraft
- ◇ driver licensing
- ◇ driver training

Navigation

- ◇ route selection
- ◇ location determination
- ◇ direction determination

Communication

- ◇ between participants
- ◇ with locals
- ◇ with authorised officer

Tides and Weather

- ◇ tide data
- ◇ Met Bureau forecasts
- ◇ radio broadcasts
- [] cyclone warnings

Fire Risks

- ◇ extinguisher

Firearms

- ◇ safe storage
- ◇ ammunition

Mechanical hazards

- ◇ vehicles
- ◇ machinery, equipment in motion
- ◇ vibration
- ◇ pressure equipment
- ◇ generation of dust

Radiation hazards

- ◇ ionizing - sealed / unsealed source
- ◇ laser
- ◇ radiofrequency

Fire and Explosion

- ◇ flammable substances
- ◇ explosives

Thermal hazards

- ◇ cryogenic fluids

Electrical

- ◇ high voltage equipment
e.g. electrofisher
- ◇ 240v electrical equipment

Chemicals/Hazardous Substances

- ◇ carcinogens, genotoxins (mutagens, teratogens)
- ◇ sensitizing agents
- ◇ corrosive agents
- ◇ irritants
- ◇ toxic/harmful substances (poisons)
- ◇ solvents
- ◇ MSDS available
- ◇ dangerous goods transport

Urban

- ◇ urban dogs
- ◇ hostile, or violent persons

Overseas fieldwork

- ◇ disease
- ◇ vaccinations
- ◇ political climate

Other

Specify

Complete the Risk Control section of this form overleaf.

RISK CONTROL*

One method of evaluating risks is to use a **risk assessment chart**:

LIKELIHOOD

	Very likely	Likely	Unlikely	Highly unlikely
Fatality	High	High	High	Medium
Major injuries	High	High	Medium	Medium
Minor injuries	High	Medium	Medium	Low
Negligible injuries	Medium	Medium	Low	Low

CONSEQUENCE

What you should do:

1. List in the following table** the HAZARDS you have identified that are associated with the field activities.
2. Briefly describe in the table the risks associated with each hazard.
3. Using the risk assessment chart assess, and record in the table the risk presented by that hazard (HIGH, MEDIUM, LOW).
4. Address risks with a HIGH rating first.
5. In the table indicate what control measures are being taken to minimize the the risk.

Control Measures

- ELIMINATE the hazard
- SUBSTITUTE something with a lesser risk eg. manual handling - substitute a smaller container
- ISOLATE the hazard eg. proper storage of chemicals or firearm.
- Use ADMINISTRATIVE CONTROLS - provide training, adequate supervision.
- Provide PERSONAL PROTECTIVE EQUIPMENT eg. gloves, safety boots, sunhat, sunscreen

Controls should be selected from as high up on this list as is reasonably practical to maximise effectiveness.

In many cases a combination of controls may be necessary to reduce the hazard.

Description of hazard	Description of risk	Assessed Risk	Risk Control measures
Sunburn & Dehydration	Working outdoors in direct sunlight	high	wear appropriate clothing including hat & long sleeved shirt where practical. Apply sunscreen regularly. Rehydrate frequently with water.
manual handling - back strain / sprain	lifting field gear in and out from the back of vehicle	medium	back gear into easily lifted containers; team lift heavy items; revise correct lifting technique

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