

When conducting fieldwork risk assessments, it is important to ensure that all possible hazards and issues associated with the various stages of the fieldwork process are identified. The items in this checklist are indicative of some of the known issues. Unfortunately the range of activities and unique fieldwork locations means that this checklist is NOT definitive. Users are advised to conduct risk assessments for ALL potential hazards and arrange for a Risk Management Co-ordinator to enter the risks and recommended controls on the KnowRisk data base. All high or extreme potential risks must be documented, using General Fieldwork Risk Assessment Forms 4.13b, before approval can be granted.

The appendix Preliminary Risk Assessment and Summary Sheet, may be used identify or eliminate categories of hazards or risks and to assign responsibility for implementing controls during the planning stage.

1. Accommodation

Operational issues to consider

- Bush camps and temporary shelters
- Camping site - ad hoc, permanent, caravan-park, mining camp, shearing shed
- Domestic violence, slip trip and falls, hygiene issues, toilet, washing facilities
- Insect pests- mosquito, lice, fleas, ticks, leeches, march flies
- Personal and vehicle safety and security from natural disasters
- Requirements for safe and comfortable remote location fieldwork (potable/drinking water, cooking, lighting, privacy, food and provisions, hygiene arrangements, smoking, alcohol consumption)
- Theft and harassment
- Type and location of hotel, motel, private home
- Structural integrity, floor surface, dressing room areas, stage or circus venues

2. Activities to be conducted

Operational issues to consider

- Dance and circus activities, circus equipment, staging equipment, backdrops, lighting/sound equipment and set up, noise levels, cohesion of friction, manual tasks
- Night time activities - torches, nocturnal animals & insects
- Overnight activities - torches, spotlights, shelter
- Radio control equipment - balloons, electronic interference
- Remote area activity - communication, medical emergencies, food and shelter
- Rural activities, agronomics, farm work, crops, animals, research centres
- Sampling techniques, collecting, cutting, sharps
- Trapping and/or tracking of animals- transmitters, anaesthetics, cages, firearms
- Working at height - tree climbing, cliffs, permits, fall restraints, working platforms
- Bush related - graded paths/ rough terrain, tree climbing, poisonous plants
- Confined space - permits, rescue, manual tasks, PPE¹, COP², AS 2865

¹ PPE Personal protective equipment eg gloves, goggles, aprons, respiratory equipment

- Diving, boating, reef work, dive captain, head counts, decompression, AS2299
- Extreme environment conditions - snow, rainforest, cliffs, heat, humidity, aridity
- Machinery related - fit for purpose, guarding, fuel, batteries, repairs, calibration, maintenance, certification
- Manual tasks - carrying equipment, back-packing, samples
- Promotional activities, setting up displays, carrying posters and promotional equipment, manual tasks, putting up banners, working at height, interaction with public, gender or harassment issues, promotional events, drink and drive issues, food poisoning, access to telephones, faxes, facilities for making contact with office, after hours administration requirements, overnight accommodation.
- Trailers, caravans, boats, tents, nets, heavy machinery, loading, unloading, manoeuvring and storing
- Underground work- archaeological work, specimen collection, excavating, waste disposal, egress from trench, access, spades etc, excavating, shoring
- Water related - drowning, getting wet, slippery conditions, traversing streams, flash floods, flood debris, crossing rivers
- Working alone - security, injury, communication, social

3. Activities – Leisure

Operational issues to consider

- Clear demarcation between workplace and non-workplace
- Swimming, bushwalking, natural environment, socialising
- Smoking, music, noise, alcohol, recreational drugs, BBQ

4. Administration support

Operational issues to consider

- Back up on-site personnel in case of illness
- Car and vehicle hire- will insurance & insurance excess be an additional cost
- Copy of competency, licences, training registers, safe work procedures
- Copy of emergency and communication plans
- Credit card cover available in the event of emergency or unexpected contingency
- Documentation for use of private vehicles, comprehensive insurance, current licence, A8
- Ensure contact person available 24 hours
- Insurance Costs – will additional insurance be required
- Medical information forms completed
- Names of participants, next of kin forms, landowners contact
- Payment for on-going expenses
- Payment of invoices, credit card access information, liaise with Financial Services
- Publicity, photographs, media protocol
- Relevant permits and access requirements for occupation and site use
- Salary related issues for staff

² COP Code of Practice

5. Chemicals and dangerous goods

Operational issues to consider

- Cylinders - certification, fittings, inspection, storage, transport, refilling
- Decanting fuel, petrol, LPG, methylated spirits
- Explosives - Explosive Act requirements, ammunition, firearms
- Preservatives, alcohol, formalin, dry ice, liquid nitrogen, air transport restrictions

6. Command/control structure and co ordination

Operational issues to consider

- Approvals from Head of Cost Centre etc.
- Check Fieldwork policy to establish responsibilities
- Fieldtrip information provided to Contact Person/Safety & Security
- Management system for social as well as work activities
- Organisation for preparatory excursions and work parties
- Person in control responsibility delegation (hand-over) documentation
- Provision of administration support
- Timetabling, transport co ordination, equipment use
- Systems e.g. Situation, Mission, Execution, Administration and Logistics, Command and Signal (SMEAC)
- Workload equity, fatigue and stress

7. Clothing and footwear

Operational issues to consider

- Clothing, shoes, socks, garters, hats
- Mosquito protection
- Personal protective equipment, hand-covering, head covering, eye protection
- Protection against parasite - tick, mosquito, hookworms
- Swimwear, buoyancy and waterproof gear
- Wearing of jewellery, spectacles, contact lens, storage of valuables
- Weather forecast update
- Wet weather, cold weather, intense sunlight, high winds, chill factor, hot humid/dry

8. Communication requirements

Operational issues to consider

- Battery charging facilities
- Collection of mail
- Communication plan
- Computers (battery charging)
- Contact for next of kin
- Ensure communication equipment is stored in waterproof containers prior to river crossings
- Email facilities
- Email addresses

- Lap tops, security, battery charging
- Notifying friends & authorities of destination and anticipated travel times
- Phones - mobile, satellite phones, CDMA
- Police requirements and emergency services recommendations
- Radio - UHF, VHF, R+DS, EPIRB
- Training in emergency response requirements
- Weather forecast update

9. Culture

Operational issues to consider

- Alcohol restricted "No go" zones
- Breach of cultural expectations
- Clothing and behavioural requirements
- Diesel only areas "No go" petrol zones
- Local customs and protocols
- Perceptions of harassment, gender /sexual issues ,
- Religious beliefs
- Restricted access areas
- Shopping hours

10. Demographics

Operational issues to consider

- Composition, group dynamics
- Size, isolation
- Supervision

11. Emergency procedures

Operational issues to consider

- Accident response plan (vehicle or activity)
- Communications - Search & Rescue triggers (SAR)
- Contact for emergency services
- Emergency food /clothing supplies
- Emergency response beacons e.g. EPIRB
- First aid, cuts, bites, stings
- Health issues documentation
- Illness, food poisoning, asthma

12. Environment (see also weather, culture etc)

Operational issues to consider

- Commonwealth, State and Territory jurisdictions
- Environmental preservation issues
- National park, State recreational

- Private land
- UNE equipment, hire equipment, private, loan or personal

13. Equipment

Operational issues to consider

- Fuel, water
- Maps, navigational aids
- Mechanical plant - powered and non powered equipment tools and appliances
- Research equipment, instrumentation, specimen and data collection, batteries
- Safety equipment, climbing equipment
- Storage facilities, security
- Tools, hammer, axe, knives, repair kits
- Vehicle** load distribution, stacking, ease of access en-route

14. Fauna and flora

Operational issues to consider

- Dangerous fauna and flora of the region
- Marine hazards, box jellyfish, crocodiles
- Vermin - rats, dingos, mice plagues

15. First Aid

Operational issues to consider

- Certification CPR (1year) Senior First Aid (3 years)
- Common incidents strain/sprains, snake bites
- Daily personal checks scrub typhus, leeches, ticks, fleas
- First aid trained staff for "remote" areas with limited medical facilities
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16. Health surveillance and hygiene

Operational issues to consider

- Post field trip testing of parasite loads
- Toilet facilities, latrine digging, toilet paper, waste disposal
- Type of first aid kit (A B or C) see OHS 2001 Reg Clause 20
- Vaccination, immunisation, malaria and other diseases
- Washing facilities, showers, hot cold water, mirrors, clothes washing
- First Aid kit in vehicles & boats
- Medical emergency procedure known
- Medication, storage, routines
- No of trained Senior First Aiders

17. Home related risks

Operational issues to consider

- Slip trip eg cords pathways
- Falls eg ladders stools
- Ergonomics eg Computer workstation
- Food poisoning
- Security
- Children
- Electrical items
- Public liability insurance

18. Home laboratory**You are the Person in Control of your own laboratory**

- Develop your own written rules and comply with them
- Restrict access to the area
- Ensure children are not present during ANY experiment
- Label chemicals
- Ensure that risk assessment undertaken
- Follow safe work procedures
- Watch UNE General Laboratory Safety Video before commencing work
- Ensure sharps containers available if required
- Read MSDS
- Correct containers available for waste disposal
- Safety equipment/ correct clothing , gloves, face shield , goggles
- Ensure cylinders secured
- Ensure pressure ratings are STRICTLY followed
- Ensure shielding is fit for purpose
- Ensure separation of different classes of dangerous goods chemicals
- Consider Environment ,Bio-safety, radiation and Quarantine requirements
- Risks associated with carrying out laboratory experiments in an area that does not comply AS2243**

19 . Manual tasks**Operational issues to consider**

- Actions and movements-muscular stress while lifting, carrying or putting down objects
- Medical restrictions, clothing and special needs
- Availability of mechanical lifting devices and aids
- Awkward loads, size and shape of equipment, handles and handholds
- Digging holes, erecting equipment, manoeuvring trailers and boats
- Location of loads, distance moved, duration and frequency, area layout
- Skills, experience and physical strength of participants
- Weights and forces, capacity of backpacks, weight of items carried

20. Natural disaster events**Operational issues to consider**

- Bush fires, declared fire season
- Cyclone season, wet season
- Camp fires, BBQ, camping stoves and lamps
- Events upstream or upwind, flash floods, lightning etc.
- Fire lighting equipment

21. Navigation

Operational issues to consider

- Suitable navigational aids e.g. compass
- Torch
- Trained in use of maps and aids, GPS

22. Noise

Operational issues to consider

- Local bylaws
- Location of generators
- Music
- Vehicles, hammers and saws, explosions
- Neighbours

23. Personal protective equipment (PPE)

Operational issues to consider

- Sunscreen, sunglasses, hats, enclosed footwear
- Special clothing, hard hats, ear muffs/plugs, eye protection
- Ropes and harnesses, task specific equipment

24. Preparation – Paperwork

Operational issues to consider

- All participants complete Participation Declaration /Health Status (Form 4.13d)
- Complete risk assessment forms (Form 4.13a or 4.13b)
- Documentation and approvals (see Administration support, vehicle travel etc.)

25. Radiation (ionising and non-ionising)

Operational issues to consider

- Isotopic radiation, isotopic sources
- Survey equipment, electronic distance measurers, laser
- Ultraviolet (UV) radiation

26. Social activities

Operational issues to consider

- Cultural sensitivities
- Drugs, alcohol, smoking, language
- Other undesirable behaviours
- Violence, bullying, verbal abuse, swearing, sexual harassment

27. Storm conditions

Unless you are studying weather related activities work under cover or postpone till weather improves

- Ensure systems for consultation and communication with co workers
- Do a risk assessment on dangers of working alone
- Identify lightning strike potential
- Make sure that you avoid carrying metal / check pockets

- Avoid being the highest point in surrounding terrain when lightning is imminent
- Consider the potential of hypothermia
- Ensure you have a change of clothes

- Be aware that large trees can pose danger if there is lightning or high winds
- Avoid working near open channels or flowing streams during floods
- Consider potential for flash floods when camping or crossing streams

- Ensure that safety line equipment is readily accessible and properly maintained

28. Travel - Foot

Operational issues to consider

- Safe bushwalking practice
- Pedestrian safety
- Carrying supplies, backpacks, footwear, blisters
- Disabilities, artificial limbs, sight or hearing impairment

29. Travel – Other

Operational issues to consider

- Boats, aircraft, helicopter, cars (seating, licensing, insurance, registration)
- Bookings for aircraft, buses, trains, sleepers
- Driver license currency, suitable training
- Horses, camels, other animals, containers, stabling, food supplies
- Off-road (4 and 2 wheel drive), motor bikes, quad-runners, trikes
- Taxi vouchers, payment arrangements

- Loss of tickets or money -alternative procedures for funding travel

30. Vehicle safety

Operational issues to consider

- Alternative procedures if planned means of transport unsafe eg driver under influence of alcohol or drugs
- Changing road conditions, sealed, unsealed, 4WD only
- Check road conditions - Police local motoring associations NMRA, RACQ
- Country driving issues, narrow roads, passing road trains, broken road shoulders
- Driver roster and schedule should take into account cumulative distance plus other work duties in the day and road conditions
- Extra water and non perishable food
- Fatigue, rest stops, fuel stops
- First aid kits for vehicles
- Helmets, roll over protection, bull-bars, roof racks, snow chains
- Packing and storage of chemicals and other substances, load shifting protection
- Police emergency contact details
- Remote areas, spare fuel, spare tyres, spare battery, spare parts, winch, recovery kit, shovels
- Stock and wildlife
- Strategies for avoiding travelling at dawn and dusk and reduced visibility times
- Tool kit and fittings for road vehicles (should be consistent with the type of vehicle and the intended use of the vehicle)
- Vibration
- Is there adequate lighting to safely unload vehicles

31. Weather

Operational issues to consider

- Flood warnings, road closures, detours
- Temperature extremes, hot, cold, snow, frost, wind, humidity
- Weather information prior to departure and during fieldwork

32. Other -

Overseas travel

- Check latest travel advice www.smartraveller.com
- Ensure you have insurance, visa and at least 6 months on passport
- Register with Australian consulate service www.smartraveller.com
- Research local laws, eg drugs and medicines, opening hours
- Identify areas where there is political unrest, hijackings, kidnapping or possible bomb threats
- Vaccination and health check prior to departure

| Summary Sheet | | | | | |
|----------------------|---------------------------------|-----------------------------------|-----------------------------|---------------------------------|--------------------------------|
| | Issues | Risk Assessment documented Yes/No | High or Extreme Risk Yes/No | Controls required Yes/No or N/A | Responsible Person's Signature |
| 1. | Accommodation | | | | |
| 2. | Activities to be conducted | | | | |
| 3. | Activities - Leisure | | | | |
| 4. | Administration support | | | | |
| 5. | Chemicals and dangerous goods | | | | |
| 6. | Command/control structure | | | | |
| 7. | Clothing and footwear | | | | |
| 8. | Communication requirements | | | | |
| 9. | Culture | | | | |
| 10. | Demographics | | | | |
| 11. | Emergency procedures | | | | |
| 12. | Environment | | | | |
| 13. | Equipment | | | | |
| 14. | Fauna and flora | | | | |
| 15. | First Aid | | | | |
| 16. | Health surveillance and hygiene | | | | |
| 17. | Home related | | | | |
| 18. | Home laboratory | | | | |
| 19. | Manual tasks | | | | |
| 20. | Natural disaster events | | | | |
| 21. | Navigation | | | | |
| 22. | Noise | | | | |
| 23. | Personal protective equipment | | | | |
| 24. | Preparation - Paperwork | | | | |
| 25. | Radiation | | | | |
| 26. | Social activities | | | | |
| 27. | Storm conditions | | | | |
| 28. | Travel - Foot | | | | |
| 29. | Travel - Other | | | | |
| 30. | Vehicle safety | | | | |
| 31. | Weather | | | | |
| 32. | Other | | | | |
| Comment | | | | | |

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