

## 4.13c Fieldwork Trip Form

14 December 2010

This form must be submitted by the staff member, or student, going into the field and leading the fieldwork, prior to each fieldtrip (or consecutive daily fieldtrips to the same location.) This form must be used in conjunction with a *General Fieldwork Risk Assessment* (Form 4.13b) and Travel booking tool . Please ensure that the relevant *General Fieldwork Risk Assessment* covers all the activities to be undertaken on the fieldtrip and has been approved, prior to lodging this form.

While on the fieldtrip, it is advisable that you arrange to make daily contact, if possible, with someone who can contact UNE Safety & Security or your Supervisor, should you fail to report in or return.

UNE Safety & Security: phone 6773 2299 (b.h. ), 6773 2099 (a.h.), 0418 251 214 (mob)

### Your Name & Location of Fieldwork

Surname: ..... Given Name: .....

Date of departure and return from fieldtrip: .....

Expected time of return from fieldtrip (no later than): .....

Main destination of fieldtrip? .....

Itinerary (*add rows as necessary*)

Date	Location of Fieldwork

*Note: this information will be used to try and locate you if you do not return from the fieldtrip, as planned*

Vehicle type: ..... Colour: ..... Vehicle registration: .....

### Your Contact Details in Field

Means of contacting you when in the field: .....

Your home phone number: ..... Your mobile number: .....

Your satellite phone number: .....

### Emergency Contact Details

Name and contact details of a person you will contact regularly while in the field and who will know if you have returned:

Title and name: ..... Home phone number: .....

Work phone number: ..... Mobile: .....

Your supervisor's contact details:

Title and name: ..... Home phone number: .....

Work phone number: ..... Mobile: .....

### Other Details

Are there any current medical conditions of fieldwork participants to be considered? Yes/No

Are there any high-risk activities associated with this fieldwork? Yes/No

If yes, give details: .....

***If the University is concerned about your safety while you are away, the information you provide here may be used to try and locate you. Please ensure that a comprehensive, approved General Fieldwork Risk Assessment is in place for the fieldwork, prior to departure.***

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