

4.13e Fieldwork - Person in Control

3 February 2012

Part A: Delegation

University of New England Fieldwork Policy provides for the delegation of safety responsibilities to competent persons. Deans and Directors may appoint Persons in Control to supervise or manage fieldwork activities. Responsibility may be absolute or there may be stated exclusions.

Name of Person in Control: _____

Fieldtrip Leader: _____

Fieldwork Activity: _____

Scope of responsibility e.g. dates/times: _____

Exclusions or inclusions (if any): _____

Signature: _____ Date: ___/___/___
Dean or Director

Part B: Declaration

As Person in Control I acknowledge that:

1. I have adequate knowledge, training and ability to carry out the safety responsibilities delegated to me as Person in Control of a business or activity
2. I will take all reasonably practicable actions to ensure that all persons at the venue under my control are not exposed to risks to their health & safety arising from the conduct of the activity.
3. I will complete all risk assessment forms and other documentation required to comply with UNE safety protocols
4. I understand my occupational health and safety responsibilities as an "officer"(s27 WHS Act 2011) and will exercise due diligence (see below)

Signature: _____ Date: ___/___/___
Person in Control of activity or venue

Legislative obligations and Duty of Care

Due diligence includes taking reasonable steps

- To acquire and keep up-to-date knowledge of health & safety matters
- Understanding the hazards and risks and nature of activity operation
- Have appropriate resources to eliminate or minimise risks
- Respond to safety issues in a timely manner
- Comply with legislative requirements to report incidents, consult with workers and provide training as required

Updated 9/1/2012