

The Schools of
Environmental & Rural Science
&
Science & Technology

Research Student
Induction Workshop

For:
Higher Degree Research Students
Undergraduate Honours Students
Fourth-Year Project Report Students

12 March 2015



SERS and SST Research Student Induction Workshop program

DATE: Thursday 12th March 2015.

VENUE: Room 2.225, Aquatic Laboratory, Second level, Natural Resources Building W55

Time	Topics	Content	Presenters
9.00am	Welcome	- Overview of Program	Assoc Prof Lalit Kumar – HDR Coordinator SERS
9.15am	Publishing papers from your thesis	- Importance of publications, and support	
9.30am	Research Services & HDR Administration	- Candidature - Scholarships - Accurate email contact details - Supervision and supervisors - Change of supervision - IP - Confirmation of candidature - Suspensions - Research ethics - Progress reporting - Thesis submission, examination - Graduation	Mr Tom Cooper, Research Services
10.00am	Library	Library services for Research Students e-skills plus for EndNote	Ms Pam Bidwell, Arts & Sciences Librarian, Dixson Library
	Copyright Office	Copyright issues and electronic thesis submission	Mrs Berenice Scott Copyright Officer Dixson Library
11.00am	Morning Tea		
11.30am	Procedures and forms	- Who to go to - Purchasing - Travel - SmartBook & travel claims - Employment - HDR forms	Ms Shirley Fraser Resource Coordinator SERS, & Ms Annette McLeod Resource Manager SS&T
12.15pm	School support for Research students	School policies on: - Confirmation of Candidature process - HDR funding - Conference funding - Computer support - Technical support - Statistical support - Conferences and workshops - HDR email lists - Conflict resolution	SERS: Shirley Fraser in 2.225 SS&T: Dr Pierre Moens – HDR Coordinator S&T in EM4
1.00 pm	Laboratory Safety		Dr Anna-Marie Babey S&T

1.15 pm	Lunch		
2.15pm	Introduction to OHS	<p>(a) Legislation and risk assessment; role of WorkCover NSW</p> <p>(b) UNE OHS policy covering:</p> <ul style="list-style-type: none"> - lab-work - all modes of travel - fieldwork - use of UNE vs private vehicles <p>(c) Case studies (lab, fieldwork & travel)</p> <p>(d) Issues you should consider in planning your work and managing risk (lab & field, including using volunteers and working alone in remote areas, boats for NMSC students)</p> <p>(e) Manual handling tips e.g. loading, unloading, shovelling, digging</p>	Ms Daphne McCurdy, OHS Officer
3.15 pm	Afternoon Tea		
3.40 pm	First Aid, Safety in Remote locations	<p>School expectations and policies for HDRs</p> <ul style="list-style-type: none"> - issues - equipment - First aid accreditation & courses 	Shirley Fraser
	Communications	Satellite phones, UHF, EPIRBS, Mobiles	
	UNE's Fieldwork OHS Protocols	Fieldwork forms	
4.10pm	University & Departmental vehicles	<p>Vehicle Pool operations</p> <ul style="list-style-type: none"> - licenses and driver requirements to use UNE vehicles - booking vehicles - vehicle requirements - rules and your obligations - vehicle requisitions 	
4.40 pm	Final Discussion	Feedback & Evaluation form	
5.00 pm	Close		

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School of Environmental and Rural Science
&
School of Science and Technology

Research Student Induction Workshop
12 March 2015



Welcome!!

Presenter: A/Prof Lalit Kumar

Plan for today

1. Research Services & HDR Administration – Tom Cooper

- Candidature
- Scholarships
- Supervision, supervisors and change of supervision
- IP
- Confirmation of candidature
- Suspensions
- Research ethics
- Progress reporting
- Thesis submission, examination and graduation

Plan for today

2. Library – Pam Bidwell, 3. Copyright Office – Berenice Scott

- Library services for Research Students
- e-skills plus for EndNote
- Copyright issues
- Electronic thesis submission

Plan for today

4. Procedures and forms – Shirley Fraser and Annette McLeod

- Purchasing
- Sundry payment form
- Domestic travel, SmartBook & travel claims
- Overseas travel approvals
- Casual employment

Plan for today

5. School support for research students – Shirley Fraser and Pierre Moens

- HDR funding
- Technical support
- Statistical support
- HDR workshops
- HDR conferences
- HDR email lists (RS, Faculty, School)
- Confirmation of Candidature process
- Conflict resolution

Plan for today

6. Laboratory and OHS – Anna-Marie Babey & Daphne McCurdy

- Legislation and risk assessment
- Workcover NSW
- UNE OHS policy covering:
 - lab-work
 - all modes of travel
 - fieldwork
 - use of UNE vs private vehicles
- Case studies

Plan for today

- 7. First aid and fieldwork protocols – Shirley Fraser
- 8. Vehicle Pool – Shirley Fraser

- School expectations and policies for HDRs
- Equipment
- Satellite phones, UHF, EPIRBS, Mobiles
- Fieldwork forms
- Vehicle Pool operations
- Licenses and driver requirements to use UNE vehicles
- Booking vehicles
- Vehicle requirements
- Rules and your obligations

Plan for today

- 9. Feedback & Evaluation – Lalit Kumar

- Usefulness of the induction
- What went well
- What could be improved for next year

Expectation

- The induction day is about awareness – being aware that there are:
 - Rules, policies, guidelines, expectations, procedures, forms, etc.
- We do not expect you to become experts in one day and know everything, but we do expect that you will become aware of these and know your rights and obligations, know whom to turn to for help, know where to turn to for forms, know the opportunities that are there for HDR students, etc.
- So enjoy your day and be **induced** !!



Publishing Papers out of your Thesis

A/Prof Lalit Kumar



PhD is a training in research and research dissemination

PhD is not only a training in research but also how to share that research. There is not much point in doing cutting edge research if you cannot share the results.



Return on Equity dictates that we must share the results and make results useful for humanity



So it is important to publish your research results. The thesis is one forum but it has a limited audience. Journals are the preferred medium and have a much bigger audience.



Publishing from your thesis

Start publications by going for smaller/ low Impact Factor Journals. Build your confidence.



Try to get a review paper published early in your candidature.



Aim for higher rank journals later in your PhD



Have a time-line for your publications

Aim for at least four papers from your PhD

Get at least one paper in an A/A* ranked journal



Publishing from your thesis

Break down whole research project into smaller parts, hopefully into publishable units.



Publish as you go. Big advantage is that you do not have to write the whole thesis at the end.



Discuss your options with your supervisors early in your candidature.



General structure of a scientific paper

Title: Should be attractive and something that describes your work



Abstract: Briefly describes the Background, Aim, Results and Conclusion.



Introduction: Should include a compact literature review to place your study into context, Objectives and Importance of your study



Materials and Methods: Study Site, Data Sources, Techniques for Data Analysis



General structure of a scientific paper

Results: Present results in detail. Make use of tables and figures. If there are multiple results then present them in order. Link is important.



Discussion: Discuss your results and link them to previous studies (as in the Introduction). Be critical.



Acknowledgement: Thank funding agencies and others who have supported your research.



References: List all literature cited in your paper.



Importance of Publishing

Provides clarity: Does your scientific work makes sense? Are there gaps in your research?



Feedback: Reviewer feedback helps to identify weaknesses and strengths of your work. Free and helps you improve your work before final thesis submission.



Build your career and reputation.



Confidence: Once you have 3 to 4 good publications from your thesis, the chances that examiners will reject your work is fairly low as your papers have already been peer reviewed.



Support from ERS

We pay a reward of \$500 if you publish in journals ranked A/A* in the ERA ranking or in journals with Impact Factor greater than 3.



So publish and make UNE and yourself proud !!





School of Environmental & Rural Science
School of Science & Technology

HDR Induction

Presentation by Tom Cooper
HDR Support Officer - Research Services

12th March, 2015



Higher Degree Research Induction

This presentation aims to help you prepare for a successful candidature, by familiarising you with

- The HDR Resources and Advice Portal (HDR RAP)
- AskUNE
- HDR administration
- Scholarships
- Staff
- Policies
- Student services



HDR Resources and Advice Portal

- Log in via Moodle <http://moodle.une.edu.au/>
- Four distinct stages of candidature
- Resources, advice, policies, forms
- Regular *webinars*

If you need help accessing the Portal, just ask!
<https://hdr.custhelp.com/>



HDR Support Team

What can we do for you ?

- General enquiries
- Records management
- Specialist advice – Policy & Procedures
- Variations to enrolment
- Scholarships
- Thesis submission



AskUNE Research Students

Contact the HDR Team via AskUNE

<https://hdr.custhelp.com/>

- Answers to frequently asked questions
- “Contact Us” tab - ask for advice
- “Contact Us” tab - lodge a form
- “My History” tab – previous and current enquiries



UNE Online Systems

- Your username is for all UNE online systems
- You must use a “strong” password
- UNE student email is for official communication
- You must check it regularly!



HDR Candidature – It's your job!

HDR candidature is in many ways equivalent to employment in a professional workplace

- Supervised
- Attendance is mandatory / Leave is available
- Probation
- Legal contract/s
- Accountable
- Professional conduct



Research Degree Supervision Agreement

The form is a guide to help you plan ahead

- Professional working relationship
- Communication
- Project management
 - Literature review
 - Ethics
 - Milestones / deliverables

www.une.edu.au/research/research-services/higher-degree-research/hdr-forms-and-policies



Research Ethics

- Research involving **animals** or **humans**
- Ethics approval **must** be obtained before you start to collect data
- For procedural advice about ethics, contact

Jo-Ann Sozou Research Ethics Officer
3449 ethics@une.edu.au

Forms and policies:
www.une.edu.au/research/research-services/rdi/ethics



Confirmation of Candidature - What's involved?

- Six months after you enroll
- Presentation to confirmation panel:
 - Research proposal
 - Literature review
 - Ethics approval (if relevant)
 - Additional training – *eg* First Aid, WH&S, 4WD

www.une.edu.au/research/research-services/higher-degree-research/current-research-students



HDR Progress Reporting

What is a Progress Report?

- Helps UNE to assist you
- Email survey – two times per year
- 5-10 minutes
- Required of HDR candidates and supervisors
- Part of scholarship and sponsor conditions



Annual Leave

HDR candidates are expected to take Annual Leave

- Negotiated with / approved by your supervisors
- Four weeks - taken throughout the year

Does not affect

- Your enrolment status
- Your scholarship payments
- Thesis submission deadline
- Your student visa



Variations to HDR Candidature

Changes to the conditions in your Letter of Offer:

- Leave of Absence \neq 'Annual Leave'
- Change of enrolment status
- Extension to your submission deadline
- Withdrawal from HDR candidature



Variations to HDR Candidature (cont.)

Acceptable reasons for applying:

- Health reasons
- Full-time care for a family member
- Maternity leave; partners and adopting parents
- Professional commitments
- Unforeseen, research-related circumstances
- Natural disaster, conflict
- Compassionate grounds
- Personal hardship



Variations to HDR Candidature - Leave of Absence

Will affect the following

- Submission deadline
- Scholarship payments may be suspended
- Expiry date of your scholarship/s
- SSAF invoice
- You will not be covered by insurance

For International Students

- Tuition fee invoice may change
- Contact UNE International about your Visa and Confirmation of Enrolment (CoE)



Variations to HDR Candidature - Extensions

Will affect the following

- Submission deadline
- SSAF invoice

For International Students

- Extra tuition fees
- Visa and CoE - talk to UNE International

Note: Many scholarships can not be extended, other than via Paid Leave



Variations to HDR Candidature - How to apply

- Discuss with your principal supervisor
- Complete the relevant form
www.une.edu.au/research/research-services/higher-degree-research/hdr-forms-and-policies
- Must be supported by the Principal Supervisor
- Must be approved by your School
- Supporting documentation must be provided
- Applications must be lodged via AskUNE
<https://hdr.custhelp.com/>



Keith & Dorothy Mackay Travelling Scholarships

- For a Short Term Attachment; or,
- To present at an international conference
 - Two rounds of applications each year

Information is on the HDR scholarships website

- When to apply
- Terms and Conditions
- Application Forms
www.une.edu.au/research/research-services/higher-degree-research/hdr-scholarships



Completion of your HDR

Submission of your Thesis

- Digital (PDF format) + printed copies
- Format – consult your supervisor
- Publications must be submitted the repository
 - Income for UNE
 - Open access is **optional**

www.une.edu.au/research/research-services/higher-degree-research/current-research-students#thesis



UNE Policies

Policies relevant to HDR include

- ‘Minimum facilities’
- Codes of conduct – staff; research
- Student behavioural misconduct rules
- Plagiarism
- Intellectual property
- Equal employment opportunity
- Occupational health and safety
- Travel and Fieldwork policies

All UNE policies online: www.une.edu.au/policies



UNE Student Service Providers - Here to support you

UNE International

- Critical Incident Support
- Confirmation of Enrolment
- Overseas Healthcare Cover
- Advice about the conditions of your visa
- AusAID scholarships

www.une.edu.au/current-students/support/international-students



UNE Student Service Providers (cont.)

Student Support (02) 6773 2897

- Located in the West Wing, TC Lamble Building
- Counselling service – free & confidential
- Critical Incident Support
- Access and equity advice
- Careers Advice

www.une.edu.au/current-students/support/student-support



UNE Student Service Providers (cont.)

Student Grievance Unit (02) 6773 4260

- Independent investigative unit
- Advice about complaint handling procedures
- Appeals
- **Does not investigate complaints about judgement of your academic performance**

www.une.edu.au/current-students/support/student-support/complaints-compliments-and-feedback



UNE Student Service Providers (cont.)

Dixson Library

- eSkills Plus and EndNote training
- Online journal databases
- Inter-library loans
- Copyright office
- Digital repository
- Dixson Library www.une.edu.au/library
- Law Library <http://une.au.libguides.com/law>



UNE Student Service Providers (cont.)

I.T. Services

- IT Support via e-mail, phone or in person
- IT Help Desk in Dixon Library
- Licensed software, including statistics packages

www.une.edu.au/current-students/support/it-services



UNE Student Service Providers (cont.)

Safety and Security (02) 6773 2099

- 24/7 Campus Safety Centre in Elm Avenue
- Office in Dixon Library
- ID Cards and Building Access
- UNE Safety Shuttle; Safety Escort
- Maps and Directions
- Incident Reporting & Lost Property

www.une.edu.au/about-une/areas/administration/facilities-management-services/campus-services/safety-and-security



UNE Student Service Providers (cont.)

Intersect

www.intersect.org.au

- Free Training for Researchers
 - Information and communication technologies
 - High Performance Computing
 - Virtual Machines / Cloud Computing
 - Research Data Storage Program
 - Software engineering services
 - Grant Development

Johan Boshoff eResearch Analyst
2678 jboshoff@une.edu.au



UNE Student Service Providers (cont.)

Student Accounts

<http://my.une.edu.au/>

- Invoices for all University fees are on MyUNE

New England Award

www.une.edu.au/current-students/graduation/new-england-award

- Maintain a healthy study-life balance
- Get involved in your community, and gain recognition for it



UNE Student Service Providers (cont.)

Academic Skills Office (02) 6773 3600

www.une.edu.au/current-students/resources/academic-skills

Research Services (02) 6773 3715

www.une.edu.au/research/research-services

SportUNE

www.sportune.com.au

UNE Students Association

www.unesa.org.au/services



Question Time

Is there anything you are not sure about?

If you would like to ask about something after today's induction please feel free to ask the HDR Team via AskUNE <https://hdr.custhelp.com/>



Higher Degree Library Resources and Services

Pam Bidwell
Academic Librarian, Arts & Sciences



Use your Library

- Appointment with School or Academic Librarian
 - Discuss your research topic
 - Topic development (if not “nailed down”)
- Library classes
 - EndNote
- Interlibrary Loans & Document Delivery
- e-publications@UNE
- [Library services for postgraduates](#)



Case study: Grassland management, 50 years ago *and now*

- **Catalogue headings**, for example:
 - Animal feeding -- New South Wales -- Northern Slopes; Grazing; Grazing districts -- New South Wales;
 - Grasslands -- New South Wales;
 - Pasture ecology -- New South Wales;
 - Rangelands -- Australia -- New South Wales;
- **Keywords:**
 - Grazing, Pastures, Rangelands, cell grazing, high intensity/short duration, holistic management, insects and soil biology, strip grazing, extensive (beef and sheep).
- **Agricultural thesaurus** (US Dept. of Agriculture) (for databases and Google Scholar searches)

Strategies vary – developed for *each* student



Classes: Improve your research skills

- **Skills for researchers classes**
 - Finding quality information
 - Basics of EndNote
 - Advanced Searching Techniques
 - Specialised classes: Systematic analysis (PRISMA diagram, CONSORT statement etc)



Support pages

- **How do I locate resources?** (Library home page)
 - Summon
 - Library catalogue
 - Quick Find databases by A-Z list
 - Subject guides
 - Google Scholar



Endnote

- Organise your references
- **Library website:**
 - Download Endnote software (**Support**>Endnote)
 - Book a class (**Support**>Library classes)



Library **Borrowing from the Library**

- Higher Degree students: Masters & PhD
 - 50 items
 - 91 day loan period
 - 5 renewals
 - subject to recall after 2 weeks
 - Renew Items from the Library page






Library **Sage Research Methods**

- [Toolkit](#) for planning research projects
 - [Books](#), [Dictionaries](#), [Encyclopedias](#), Little Green/Blue books etc
 - Search [meta-analysis](#)
 - Methodologies
 - Methods map
- Major works: [SAGE Quantitative Research Methods](#)






Library **Interlibrary loans**

- Online forms for requests
- **PhD and Research Masters:** 50 requests per year
- **Masters coursework, 4th Year Honours:** 20 requests per year






Library **[ULANZ](#): University Libraries of Australia and New Zealand**

- National borrowing scheme
 - in-person use of most Australian/NZ university libraries
 - Proof of enrolment
 - Photo ID
 - Dixson Library will refund up to \$25.00
 - Limited electronic access






Library **[Researcher Support](#)**

- Tips on getting published
- Research impact and citation counts
- Keeping up to date
- Collaborative research strategies






Library **[epublications@UNE](#)**

- UNE's digital repository
 - Deposited theses can be made available worldwide
- Seek permission to use extracts of third party intellectual property:
 - Text/images/ models







Library Resources for enrolled HDR students

- Moodle: [HDR RAP: Resources and Advice Portal](#)





Library Contacts

- Pam Bidwell Academic Librarian, Arts & Sciences
 - pam.bidwell@une.edu.au
 - 02 6673 3111
- Lisa Gurney - Librarian
 - lgurney2@une.edu.au
 - 02 6773 2209




Library Library links

- Library home page: <http://www.une.edu.au/library/>
- Library services for postgraduates: <http://www.une.edu.au/library/services/postgraduates>
- Library classes: <http://www.une.edu.au/library/services/support/library-classes>
- eSKILLS Plus: <http://www.une.edu.au/library/services/support/eskills-plus>
- Support pages: <http://www.une.edu.au/library/services/support>
- Subject Guides <http://une.au.libguides.com>
- A-Z List of databases: <http://www.une.edu.au/library/find/databases/a-z-list>
- EndNote support: <http://une.au.libguides.com/endnote>
- Borrowing at other libraries: <http://www.une.edu.au/library/borrowing/borrowing-at-other-libraries>
- Researcher support: <http://une.au.libguides.com/research>
- E-publications@UNE: <https://e-publications.une.edu.au/vital/access/manager/index>
- HDR@UNE on Moodle: <http://moodle.une.edu.au/course/view.php?id=8>





Copyright for Researchers



Berenice Scott
 Copyright Officer
 University of New England



2015 1



Overview

Researchers :

- use copyright material; and
- create copyright material

But first Some basics of copyright

2



What is Copyright?

- Copyright is the *automatic* protection of your creative work
- It is a balance between rights of creators as copyright owners, and the public as copyright users
- Is intended to encourage creativity and allow creators to profit from their work



3



What Does Copyright Protect?

- Works
 - Literary Works – includes **theses**
 - Dramatic Works
 - Musical Works (published – for sound recordings, see below)
 - Artistic Works
- Subject Matter other than Works
 - Cinematograph films
 - Sound Recordings
 - Broadcasts
 - Published Editions of Works

4



Exclusive Rights of Copyright Owners

- Things that only the copyright owner can do, or can license other people to do.
 - reproduce the work in a material form
 - publish the work
 - perform it in public
 - make an adaptation or translation
 - communicate the work to the public

5



Who owns copyright?

- Copyright is generally owned by the creator (author, photographer etc), but a contract can vary this:
 - Employers sometimes claim copyright
 - a scholarship or funding agreement may have a copyright clause
- Joint authorship – ownership divided equally, or by agreement

6

UNE IP Policy

- UNE does not usually claim copyright ownership in theses or research publications but....

See case studies in the Knowledge Assets and Intellectual Property Policy:

<http://www.une.edu.au/policies/pdf/knowledgeassets&intellectualproperty.pdf>

7

How long does copyright last?

Life plus 70

Life of creator plus 70 years as a general rule – for works

Publication year plus 70

70 years from the end of the year in which first published – for films and sound recordings

Note: duration varies. See 'Duration of Copyright' – UNE Copyright Guide –

8

• Researchers as users of copyright material

9

How Researchers use others' ©

- Copy articles to keep for reference
- Collect resources in the research phase of the thesis
- Reproduce in thesis as a part of the final submission
- Presentation at conferences
- Include in journal articles and other publications

10

Rights of Users – Fair Dealing

You may make a fair dealing with a work or an audiovisual item for the following purposes:

- **research or study**
- criticism or review
- parody or satire
- reporting news
- professional legal advice

Fair dealing for research or study copying limits

- 10% or one chapter of a book, whichever is the greater;
- One article from any one issue of a journal; or
- More than one article if they are needed for the same research or course of study.

NOTE: 10% rule applies to literary, dramatic and musical works only – not artistic, not audiovisual.

12

Licensed material

- Contract, or Licence terms apply, not the Copyright Act and Fair Dealing
- Includes ProQuest, Informit and Expanded Academic ASAP
- UNE staff and students – can generally copy what they require for their personal and study use, under licence conditions, but may need permission to reproduce works in their thesis.

Emerging Practice

- Flickr
- YouTube
- Wiki media
- Open Educational Resources

These make use of Creative Commons... ..

Creative Commons

Rather than accepting your automatic rights under Copyright Law, you can:

- licence others to use your work under conditions that you control
- use others' work on terms they have nominated

Six Standard CC Licences



Attribution



Attribution-ShareAlike



Attribution-Noncommercial



Attribution-Noncommercial-ShareAlike



Attribution-Noncommercial-NoDerivs



Attribution-Noncommercial-NoDerivatives

Creative Commons Image



Photo by disoculated. [Flickr](#). [CC BY](#)

Note: disoculated has requested an attribution licence which allows you, the user, to share and remix it. See: <http://creativecommons.org/licenses/by/2.0/deed.en>

Dealing with the finished product

Your thesis may include.....

- Your own work
- Others' work
 - Quotes
 - Diagrams
 - Images
 - Sound or moving images

Submitting your Thesis

- Theses are submitted electronically for marking
- Research theses are retained in e-publications@UNE
e-publications.une.edu.au/vital/access/manager/Index

This is an open access repository of University publications available worldwide on the internet

e-publications@UNE

- Can raise the profile of your research
 - May be considered publishing
 - You own copyright in the work you create, so you can authorise this publication (or choose not to)
- BUT
- Publications require permission from the owners of third party copyright material if you have used any

When you publish your research paper or put it online...

- You are no longer covered by 'fair dealing for research and study' exceptions
- **Permission is needed from the copyright owner to reproduce more than an 'insubstantial part' of a copyright work**
- You need to get the permissions or ensure you are covered by Creative Commons or a copyright exception

Digital Theses

- When you submit your thesis to e-publications@UNE, you will need to ensure you have secured the rights to use any copyright material belonging to others, especially if you want your thesis to be online as Open Access.
 - You must supply proof of permissions *or*
 - It may be necessary to hide all or some content online

If you use third party Copyright

- Get permission to use it before you include it in your thesis
- Ensure the permission includes deposit in your institutional repository
- If it is needed for a published chapter/ article then get this permission too
- Keep the permission on file
- **Note:** Quotations are generally considered insubstantial portions. However, you must acknowledge the source. Be aware that some publishers may still require permission
- Check that Creative Commons conditions are met
- Reference all that you use



Further information

- UNE Copyright Guide
www.une.edu.au/copyright/
- Copyright guidelines for HDR candidates
www.une.edu.au/copyright/thesis-resource.php
- UNE e-repository website
e-publications.une.edu.au/vital/access/manager/Index
- Australian Copyright Council website
<http://www.copyright.org.au/>
- Useful University of Melbourne guide
www.unimelb.edu.au/copyright/information/guides/thesesblue.pdf

Procedures and forms

Shirley Fraser

SERS Resources Office

Annette McLeod

SS&T Resources Office

School of Environmental & Rural Science

- Shirley Fraser – Resources Coordinator, also your HDR contact
- Chris Cooper – Resource Officer and “Smartbook” travel booking tool guru
- Frank Leayr – School Manager
 - Located in the Ecosystem Management building W55, second level, rooms 223, 221 and 217

School of Science & Technology

- Annette McLeod – Resources Manager
- Debra Jenner – Resources Officer

Located in the McClymont Building, rooms 393 and 391

- Find us, get to know us, and come and see us OFTEN. You are IMPORTANT to us!
- Ask **before**, rather than **after**
- If there is **not** a form, **don't do it**.
- If there is a form, but you haven't filled it out properly, you **shouldn't** do it

HDR IRG Allocations

- Each **SERS** student will be allocated their own postgraduate fund number
PL1421 XXXX
- Each **SS&T** student will be allocated their own postgraduate fund number:
PL1425 XXXX

Purchasing

- Preferred is **visa card**, or **Purchase Order** if over \$1500 or the vendor can't accept a card. Ask technical staff, administrative staff, supervisor or resource group for help.
- out of pocket – **Sundry Payment Form**
<http://www.une.edu.au/about-une/areas/administration/financial-services-directorate/forms>

Travel

You must complete a booking via the travel booking tool

"Smart Book" Ask your supervisor, admin assistant or resource office for assistance

<https://unetravel.smartbook.travel/site/login.php>

- The TBT covers you for **insurance** as well as allowing you to **charge items to UNE**, or **make claims later**
- Overseas travel requires more documentation and more signatures hence takes more time
- Claims are now done via the Sundry Payment form

Employment

- of you, or others to help you
- Just about everything you need to know is at:
<http://www.une.edu.au/about-une/areas/administration/human-resource-services>

DO THIS BEFORE THE WORK IS STARTED!

UNE is not obliged to pay you for any work you do without a contract.

If you have an accident and you are not covered by a contract, you are not covered for Worker's Compensation insurance

- Need risk assessment for off campus
- Claims via Web Kiosk ["timesheets"]

HDR forms

- You can find all the information and forms you will need to manage your HDR candidature at the Research Services website:

- <http://www.une.edu.au/research/research-services> and
- <http://www.une.edu.au/research/research-services/higher-degree-research>

Everything from getting started, to thesis submission

IMPORTANT

ALL paperwork whether employment, claim forms, or to do with your HDR candidature **MUST** come through the School offices

SERS - tray outside Shirley's office, or Sandy's office
SS&T - tray in corridor, or Kate's office

You won't expedite transit by ignoring this School policy as it will come back, and take longer in the process

Support for School of Environmental & Rural Science Higher Degree Research Students

Shirley Fraser – School Resources Coordinator

School of Environmental & Rural Science

- The School conducts research in a variety of disciplines
 - Agronomy & Soil Science
 - Animal Science
 - Animal Genetics
 - Botany
 - Earth Sciences
 - Ecosystem Management
 - Civil & Environmental Engineering
 - Zoology

People for assistance

- If you need assistance, your supervisor might direct you to the right person, but a very good place to start is:
- Resources Office
 - Shirley Fraser - School Resources Coordinator
 - Chris Cooper - School Resources Officer
 - Frank Leayr - School Manager
 - Email: sfraser@une.edu.au, ccooper@une.edu.au, rleayr@une.edu.au
 - Phone: x 2148, x 2007, x 2588
- Head of School's Office, and Administrative Offices
 - Sandy Higgins, Roz Mortimer, Jo Porter, Belinda Keogh, Helene Dawson
 - Email: ers@une.edu.au, rmortim3@une.edu.au, jporte28@une.edu.au, zoology@une.edu.au, hdawson@une.edu.au
 - Phone: x 2323, x 2594, x 2226, x 2340, x 2539

People (continued)

- Higher Degree Research Coordinator
 - Assoc Prof Lalit Kumar
 - Email: ershdr@une.edu.au
 - Phone : x 5239
- Head of School
 - Professor Iain Young
 - Email: ers@une.edu.au
 - Phone: x 2323
- Chair of Research Committee
 - Professor Iain Young
 - Email: ers@une.edu.au
 - Phone: x 2323

Confirmation of Candidature

- PhD students need to go through a Confirmation of Candidature process
 - Around six months after first enrolment
 - Shirley will email you about 4-6 weeks before
 - You will need to submit your project proposal with a timeline, a literature review and a thesis outline.
 - Your supervisor will advise you on other requirements
 - Example: Laboratory training, Safety courses, Ethics committee approval etc.

Confirmation (continued)

- During the confirmation procedure, you will:
 - Give a **10 minute** oral presentation open to all staff and research students of the school
 - Attend a confirmation panel interview
- Consult your supervisor early on preparing the talk and the documentation

Links

- Confirmation of Candidature form, policy and guidelines are available at:
- <http://www.une.edu.au/research/research-services/higher-degree-research/current-research-students#confirmation>
- Rules and procedures for research students and their supervisors
- <http://www.une.edu.au/research/research-services/higher-degree-research/current-research-students>

HDR Research Support for ERS students Internal Research Grant (IRG)

- All students are guaranteed \$1000 per year of Full Time enrolment (UNE minimum requirement)
- Students **may** have **additional funds** of up to \$2500 per year
- PhD support is for a maximum of 3 years
- Research Masters support is for a maximum of 2 years
- Pro rata for part-time enrolment
- You **must** have attended the HDR Induction day, presented at the 3MT day, **and** have presented a seminar in your Research Theme series [expectation is once per year for each]
- All expenditure needs to be planned with, and authorised by, your PS.

Conference Support

- ERS no longer allocates funds specifically for conference support
- You may be allowed to use your IRG funds, with the approval of your PS
- You **must** be presenting a paper or a poster
- You **must** compete at the 3MT day, and present a seminar in the Research Theme series each year to be eligible

Conference Support

- Consult the University's Research Services web page <http://www.une.edu.au/research/research-services/higher-degree-research/current-research-students#Scholarships> for other funding to attend international conferences
- Find other sources yourself..

Computer support

- Students can purchase a computer to the value of \$1300 from School funds, either a desk top or a laptop
- Anything above \$1300 has to be paid from your IRG
- This purchase is with the approval of your supervisor.
- **These computers remain the property of the University.**

Technical support

- Technicians can guide and help your with technical issues
- There is minimum support from the School to directly assist you for large amounts of time
- Projects must be designed with this in mind
- Their knowledge is important, especially regarding laboratory facilities, and their guidance is critical
- Their priority is undergraduate teaching and building OHS
- You are expected to do your own tidy ups etc.

Statistical support

- DON'T neglect the issue of design and analyses
- Students to talk to supervisory teams about their experimental designs
- If complex then seek further advice within School
- If not resolved then seek advice from statistician
- Discuss analyses and software with supervisor. Consider learning R
- Most commercial packages are fine for basic stats. e.g. Minitab, JMP - \$50-100 for annual access.
Some packages are available from the School

Post-grad conferences and workshops

- The School runs a post-grad conference each year. **You are expected to attend and present.** It is part of the University-wide 3 Minute Thesis competition [3MT]. Date is August 31st, 2015.
- The School has seminar series - one for ASS & PSE and one for LEE. [Animal Science & Systems; Plant, Soil & Environment Systems; Life, Earth & Environment Systems]
- You are expected to attend, and present annually
- Ad Hoc workshops are sometimes run. e.g statistics, scientific writing, presentation skills

ERS Postgraduate Email List

You will automatically be subscribed to the ERS postgraduate email list

erspostgrad@une.edu.au

Please check your myune email regularly

Conflict/dispute resolution

- If you have any academic problems, however minor, talk to your supervisors regularly.
- If you have personal problems talk to a counselling service.
- If there is an issue hindering your research progress, and you are unable to resolve this with your supervisors bring it to the attention of HDR co-ordinator.
- Usually this informal process works- BUT if there is a major issue that cannot be resolved: then
- Put concerns on record in your six monthly report
- UNE has a formal dispute resolution process. See UNE policy.

Applying for Research Grant funding

- <http://www.une.edu.au/research/research-services/rdi/grants-and-consultancies/how-to-apply-for-funding/policies-and-forms>

Policies:

- [UNE Research Policies](#)
- [UNE Code of Conduct for Research](#) - currently under review
- [Management and Storage of Research Data and Materials Policy](#)
- [Conflict of Interest](#)
- [Employment of Close Relatives](#)
- [Knowledge Assets and Intellectual Property Policy](#)

Forms:

- [Project Approval Form](#)
- [Authority to Sign Agreement Form](#) - This is an instruction to the Legal Office that the Agreement has School approval and is ready to be signed by UNE

UNE RESEARCH SERVICES

RESEARCH DEVELOPMENT AND INTEGRITY (RDI) GRANTS & OTHER SOURCES OF EXTERNAL FUNDING

PROCEDURES FOR UNE RESEARCHERS

WHY TELL RESEARCH SERVICES ABOUT MY PROJECT?

- Each year, the Australian Government grants universities funding for research and research training dependent on our yearly research income and outputs. If we don't know about your project/s, we cannot report on them and we/you miss out on additional government funding.
- You are not covered by UNE insurance if you do not declare the project, especially for travel.
- You cannot use grant information on your promotion application if UNE has no record of your work.

SEND EVERYTHING TO RESEARCH SERVICES FIRST (If in doubt, ask us).

WHAT IS RESEARCH?

Research is defined as the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts methodologies and understanding.

This definition of research is consistent with a broad notion of research and experimental development (R&D) as comprising of creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humanity, culture and society, and the use of this stock of knowledge to devise new applications¹.

WHAT YOU NEED TO GET STARTED

There are several UNE and government mandated approvals we need to collect to allow your project to proceed:

BEFORE the Application is successful

- The Project Approval Form (PAF)
- A complete copy of the application

AFTER the Application is successful

- The Authority to Sign Agreement Form (ATSA)
- The finalised Agreement
- Ethics approval if relevant

* GRANT CATEGORIES

There are **four** main categories of research grants, determined by the Department of Innovation Industry, Science, Research and Tertiary Education (DIISRTE).

¹ OECD (2002), *Frascati Manual: Proposed Standard Practice for Surveys on Research and Experimental Development*, OECD: Paris.

The income we receive from research grants is a metric used in the allocation of the Australian Government's [Research Block Grants](#) (RBG). Grants from schemes/grant programs listed in Category 1 attract greater funding so **are not** subject to the [UNE 20% Management Fee](#) but grants that are from all other categories do.

Category 1. Australian Competitive Grants

These are schemes/grant programs listed on the [Australian Competitive Grants Register](#) (ACGR). The ACGR lists schemes that provide competitive research grants to higher education providers (HEPs).

Category 2. Other Public Sector Research Income

These include:

- non-category 1 Australian Government
- State or Territory Government
- Local Government
- Government business enterprises
- Cooperative Research Centres where UNE is not a Participant

Category 3. Industry and Other Research Income

These include:

- Australian Contracts, grants, donations, bequests and foundations
- International A: Competitive, Peer-reviewed research grant income
- International B: Other income

Category 4. Cooperative Research Centre (CRC) Income

These include research income derived from:

- Australian Government grants to CRCs
- Non-HEP members of CRCs
- External parties contributing to CRCs.

*** PROJECT APPROVAL FORM (PAF)**

The PAF captures all the necessary details we require to record your research/project activities and comply with mandated government auditing requirements. A copy of the PAF can be downloaded from our [Policies and Forms webpage](#).

Responsibility: Researcher

*** COPIES OF THE APPLICATION**

We need a COMPLETE ORIGINAL version of the application – scanned copies will not be accepted if they are to be submitted to the funding body and only submitting parts of the application will no longer be accepted either. We are audited on a very regular basis so we NEED this information.

Responsibility: Researcher

*** BUDGET - 20% MANAGEMENT FEE**

UNE applies a 20% management fee to **ALL** projects **except** if they are any of these:

- ✓ listed on the latest [Australian Competitive Grants Register](#);
- ✓ for travel **ONLY** (i.e. airfares, accommodation, sustenance);
- ✓ for a student's project or scholarship (top ups included).

You need to include the management fee in your application budget so you are not left short-changed!

You can do this by adding a line in your budget – "UNE Management Fee". All universities charge their own determined amount so it is standard practice.

An appeal for a waiver of the management fee can be made to the Pro Vice-Chancellor (Research) but you need a **very** strong case for it to be approved. All fee-waiver appeals must be submitted via Research Services and retrospective requests will only be forwarded and/or reviewed under exceptional circumstances, *i.e.*, *not including the fee in your application budget and requesting a waiver once it is successful, is not a strong case.*

Responsibility: Researcher

* AUTHORITY TO SIGN AGREEMENT FORM (ATSA)

The ATSA form confirms to the Legal Office that you and your Head of School have read, and agree with, all terms and conditions in the agreement. If you have signed this form, the Legal Office assumes you have read, and are happy with, everything contained in the agreement and will proceed with getting it signed.

DO NOT sign the form before you have received and read the agreement. You could be signing away your rights and/or access to the research data, IP etc.

A copy of the ATSA is available via our [Policies and Forms](#) webpage.

Responsibility: Researcher

* EMAILING PROJECT APPROVAL FORMS

We prefer a 'heads up' that project approval forms and applications are coming through. If we have no other information when they land in our inbox, and if requirements are unclear, they may not be actioned until later if we are very busy.

To save delays in getting applications submitted, or agreements signed, please explain in the email that accompanies the approval form, what is attached, e.g., Have you been in contact with us about this already? If the application is to be submitted by Research Services, when is the closing date? Does the application need PVCR signature? If you are still waiting on parts that we need, when do you expect the rest of the information to be submitted to us?

Responsibility: Researcher/School

* ETHICS APPROVAL

If your successful project needs ethics approval, this should be obtained before the Agreement is signed. Please download the latest ethics approval form from the Research Services RDI website:

<http://www.une.edu.au/research/research-services/rdi/ethics>

Responsibility: Researcher

* AGREEMENTS

SEND EVERYTHING TO RESEARCH SERVICES FIRST

ONLY the VC, DVC and PVCR can sign agreements - *YOU DO NOT HAVE DELEGATION!*

The Legal Office will forward everything to us to start the process if we have not seen it yet – they may look at the agreement to provide advice but that is all they can do at this stage.

Our job is to ensure all appropriate approvals and paperwork have been received so the agreement can be signed and the project can commence. Delays in receiving the relevant approvals and finalising the agreement can be significant and may have adverse repercussions for the project funding and/or start date.

Responsibility: Researcher/School

Grant Application Timeframes

When you contact us	What we can achieve
4 weeks before deadline*	Full compliance checking Extensive feedback and advice on application and funding rules Institutional certification ensured Application submission ensured
2 weeks before	Full compliance checking Feedback and advice on application and funding rules Institutional certification ensured Application submission ensured
1 week before	Limited compliance checking Limited advice on funding rules – only major eligibility issues will be addressed Cannot guarantee institutional certification Cannot guarantee application submission if required in hard copy
24 - 48 hours before	No compliance checking Cannot guarantee institutional certification Cannot guarantee application will be submitted
12 hours or less**	Application cannot be considered and will not be submitted

* *Deadline refers to the funding body's closing date for applications*

** *The day the application is due*

NOTE: During busy periods (i.e. major funding rounds, graduation/major university events), preference will be given to Category 1 grant applications so you need to let us know about your application EARLY.

* CONTACT US

Research Services
 Research Development & Integrity - Grants & Consultancies

grants@une.edu.au

Dr Kath Dougall ext. 3262
 Cassandra Griffiths ext. 5042
 Briahna Barry ext. 2398
 Ms Rhiannon Bridgeman ext. 2890
 Ms Libby Magann ext. 2398 (on maternity leave)

<http://www.une.edu.au/research/research-services/rdi>

1. Description

Project Title		
Funding Body (i.e. ARC)		
Scheme (i.e. Discovery)		
Have YOU submitted the application to the funding body?	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>(Double click to check box)</i>
Do you need Research Services to submit the application on your behalf?	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>(Double click to check box)</i>
Proposal Type	<input type="checkbox"/> EOI/Preliminary Research Proposal	<i>(initial proposal, with possibility to submit a full proposal)</i>
	<input type="checkbox"/> Full Research Proposal	<i>(only one call for proposals or invited to submit a full proposal)</i>
	<input type="checkbox"/> Accepted Proposal	<i>(the full proposal has been accepted and is ready for a contract)</i>
	<input type="checkbox"/> Travel Grant	<i>Funding for travel expenses ONLY – not subject to 20% mgt fee</i>
	<input type="checkbox"/> Scholarship or Student Project	<i>Directly related to PhD/degree – not subject to 20% mgt fee</i>
Institutional Leadership	<input type="checkbox"/> UNE-led project (UNE is <u>sole</u> lead and UNE controls the Final Report)	
	<input type="checkbox"/> Jointly-led project (UNE and other institution share control of the Final Report) <i>(please provide other institution details)</i>	
	<input type="checkbox"/> Other institution-led project (UNE is named on the application) <i>(please provide lead institution details)</i>	
	<input type="checkbox"/> Other institution-led project (UNE is a subcontractor and NOT named on the application) <i>(please provide lead institution details)</i>	
Duration of Project	Proposed Start Date	
	Proposed End Date	

2. Project Personnel - please name ALL personnel involved with the project

2.a. UNE Staff Project team membership – *(use tab key to add rows as required)*

UNE Team Members	School/centre	Phone	Email

2.b. Non-UNE Staff Project team membership *(use tab key to add rows as required)*

e.g. PhD student, external collaborator, co-investigator, supervisor, casual, independent contractor.¹

Name & Title	Institution/ Organisation	Email & Phone	Position/Role e.g. PhD student, external collaborator, co-investigator, supervisor, casual, independent contractor.	Funding Amount ²	Conflict of Interest? ³ YES/NO

3. Research Classification

FOR Classification Codes

* The code cannot end in zero

Fields of Research Code (FOR)	FOR	%
Find codes at: http://www.arc.gov.au/applicants/codes.htm#FOR		
Please enter at least one and no more than 3 codes* in the box provided.		
If more than one code applies, please provide the % weight per code.		
Total		=100%

SEO Classification Codes

* The code cannot end in zero

Socio-Economic Objective Code (SEO)	SEO	%
Find codes at: http://www.arc.gov.au/applicants/codes.htm#SEO		
Please enter at least one and no more than 3 codes* in the box provided.		
If more than one code applies, please provide the % weight per code.		
Total		=100%

% of Research

Applied research Original work undertaken primarily to acquire new knowledge with a specific application in view. It is undertaken either to determine possible uses for the findings of basic research or to determine new ways of achieving some specific and predetermined objectives	%
Experimental development Systematic work, using existing knowledge gained from research or practical experience, that is directed to producing new materials, products or devices, to installing new processes, systems and services, or to improving substantially those already produced or installed	%
Strategic basic research Experimental and theoretical work undertaken to acquire new knowledge directed into specified broad areas in the expectation of useful discoveries. It provides the broad base of knowledge necessary for the solution of recognised practical problems	%
Pure basic research Experimental and theoretical work undertaken to acquire new knowledge without looking for long term benefits other than the advancement of knowledge	%
Fee-for-Service Your project contains no research or has no potential for research, including potential publications (i.e., is 100% fee-for-service)	%
TOTAL	100%

4. Intellectual Property, Confidentiality & Student Involvement

- Will the project require access to UNE-owned or third party owned IP? Yes No
- Will the project generate new IP to which the funding organisation or project partners will require access? Yes No
- Will a student be accessing confidential information on this program? Yes No
- Will a student be creating Intellectual Property in this project? Yes No
- Will a student be employed via the HR process to work on the project? Yes No
- Will the project include an advertised, competitive student scholarship? Yes No

5. Ethics

Undertaking research involving Animals or Humans? Then you will probably require Ethics approval.

Is Animal or Human ethics approval required? Yes No

If the answer is "yes", you MUST seek ethical approval before proceeding with your project and the process for obtaining ethical approval is available here: <http://www.une.edu.au/research/research-services/rdi/ethics>

6. Budget

Is the Funding Scheme listed on the Australian Competitive Grants Register? Yes No

Is the funding from a Commonwealth-funded Research Centre (CRC)? Yes No

If neither of the above, has UNE's 20% management fee been built into the budget? Yes No

Year	FUNDING BODY		UNE	
	Total Cash Requested (do not include GST)		Cash Contribution	Source of Funding? (eg PVCN/School) Please attach evidence.
2014	\$		\$	
2015	\$		\$	
2016	\$		\$	
2017	\$		\$	
2018	\$		\$	
TOTAL	\$		\$	

Will any UNE Participant take any payment into an APF account? Yes No

If yes, please provide full disclosure here, including APF account number:

Will any UNE Participant receive any payment in addition to their normal UNE salary as a result of their involvement in this project? Yes No

If 'yes' please provide brief details. You will also need to contact Human Resource Services.

Is there a budget included with the grant application/contract? Yes No

(UNE Finance will not open an account for the project unless a budget is provided).

If a budget is not available yet, please explain:

Does the project income fully cover the budgeted costs? Yes No

If a budget does not fully cover the costs, please explain:

If your project is successful, will UNE or the funding body draft the Contract? UNE Funding Body

7. Risk Assessment

UNE's Risk Management Policy states that: *All current and future University activities are to be risk assessed prior to commencement and risk managed throughout the activity's duration.*

Are all *material risks*⁴ managed within the project? Yes No

If there are any **material risks** relevant to the project, beyond the everyday risks within the University, these should be discussed with the Head of School **before applying for the project and risk management actions agreed upon**. The **Research Grant Risk Assessment form** will also need to be completed & signed before commencing the project: <http://www.une.edu.au/about-une/leadership/executive/une-legal-and-governance/audit-and-risk>.

For **work off-campus** obtain advice & form from HRS Workplace Health & Safety:
[Workplace Health & Safety - University of New England \(UNE\)](#)

8. Ratification and Submission

Sign-off by UNE project leader

I confirm that all of the details provided above are complete and correct to the best of my knowledge, and that I have fully disclosed all relevant material, including any conflicts of interest, to the authorising officer.

Signature _____ Date _____

Sign-off by UNE authorised supervisor (Head of School/Director)

I confirm that I have verified the contents of this form, reviewed the project costing, risk-evaluation and authorise the project as outlined.

Signature _____ Date _____

Name _____ Role _____

PLEASE SUBMIT THE FULLY SIGNED PROJECT APPROVAL FORM WITH A COMPLETE COPY OF YOUR APPLICATION IN ACCORDANCE WITH UNE'S Collaborative Research Policy

To

Research Development & Integrity

Research Services

Top Floor, TC Lamble Building (C33)

EMAIL: grants@une.edu.au

Telephone: ext. 3262 or ext. 2398

¹ Please note RQ is only assessed on funding that remains with UNE. UNE loses any RQ on funding paid to independent contractors/3rd parties.

² If the cost exceeds \$10,000 please contact [UNE Finance \(Purchasing\)](#) for latest procedures and forms regarding quotes/exemption.

³ Do you have any current/past financial interest or personal relationship with non-UNE staff project team member/s? If you have answered YES, please refer to the [Conflicts of Interest Policy](#) for the 'Disclosing a Conflict of Interest Procedures'.

⁴ A risk is considered 'material' if it threatens the success of any significant part of the University in any pertinent way. Material risks may include employing contractors, financial risk, IP restrictions, contract liabilities, project management risk & travel to dangerous area/s. If further information is required on the definition of risk and possible management actions, you are welcome to contact UNE Research Services.

AUTHORITY TO SIGN AGREEMENT RESEARCH AND UNE CONSULTANCY CONTRACTS

Please complete this form and submit it to the Legal Office with the final version of the agreement or other legal document to enable the Contracts Officer to process it for signature by the delegated officer.

Project Title: _____

Contractual Parties: UNE and _____

Description of Agreement for which Authority to Sign is provided: _____

I certify that:	
The Agreement	As the person with operational responsibility for the project or matter (Project) to which the agreement relates, I confirm I have read the agreement and recommend that UNE enter into the agreement.
Budget	As the person with operational responsibility for the Project, I confirm that the Project is budgeted for, including amounts UNE is liable to pay under the agreement.
Animal Ethics	The Project does / does not require Animal Ethics Committee approval? If the answer is Yes , the authority number is:..... OR The date I will submit the application is:
Human Ethics	The Project does / does not require Human Research Ethics Committee approval? If answer is Yes , the authority number is:..... OR The date I will submit the application is:

Name of UNE Project Officer

Signature and date

__/__/__

Approval by Head of School, Director or equivalent:

Name of HOS, Director or equivalent

Signature and date

__/__/__

Contact: The Legal Office on ext 3096 with any queries.

For School of Science & Technology Higher Degree Research Students

Pierre Moens – HDR Coordinator,
Annette McLeod, Debra Jenner

School of Science & Technology

- The School conducts research in a variety of disciplines
 - Biomedical Science
 - Chemistry
 - Computer Science
 - Human Biology/Physiology
 - Mathematics
 - Molecular and Cellular Biology
 - Pharmacy
 - Physics
 - Sports Studies, Exercise and Sport Science & Exercise Physiology

Research requirements

- Different disciplines have different norms
- Discuss with your supervisors
 - The expectations and requirements of research in your discipline
- Prepare a research plan early in the candidature
 - Confirm it with your supervisors

People for assistance

- If you need assistance, your supervisor can direct you to the right person
- Resources office
 - Annette McLeod, Resource Manager
 - Debra Jenner, Resource Officer
 - Email: amcleod@une.edu.au, djenner@une.edu.au
 - Phone: x2507, x3406
- Administrative Office
 - Chris Sisson (Academic Coordinator), Melody Parkes, Kate Daly, Jacqui Holmes
 - Email: admin-st@une.edu.au
 - Phone: x4209, x2798, x5022, x2151

People (continued)

- Higher Degree Research Coordinator
 - Dr Pierre Moens
 - Email: pmoens@une.edu.au
 - Phone: :x3740
- Head of School
 - Professor Aron Murphy
 - Email: hos-st@une.edu.au
 - Phone: x3118
- Chair of Research Committee
 - Professor David Lamb
 - Email: dlamb@une.edu.au
 - Phone: x3565

Confirmation of candidature

- PhD students need to go through a confirmation of candidature process
 - Around six months after first enrolment
 - You will need to submit your project plan and a literature review
 - The project plan should contain a timeline for completion
 - Your supervisor will advise you on other requirements
 - Example: Laboratory training, Safety courses, Ethics committee approval etc.

Confirmation (continued)

- During the confirmation procedure, you will:
 - Give a 30 minute oral presentation open to all staff and research students of the school
 - Attend a confirmation panel interview

- Consult your supervisor early on preparing the talk and the documentation

7

Links

- Confirmation of candidature form, policy and guidelines are available at:
 - <http://www.une.edu.au/research/research-services/higher-degree-research/current-research-students>
- Rules and procedures for research students and their supervisors
 - <http://www.une.edu.au/research/research-services/higher-degree-research/hdr-forms-and-policies>

8

HDR Research Support for S & T students

- Allocations are usually made at time of confirmed enrolment
- PhD a maximum of \$2500 or \$3500 per year depending on discipline
- Research Masters support for max of 2 years (\$2500 per year)
- Pro rata for part-time enrolment

Postgraduate funds can be used for:

- Equipment, materials, consumables, fieldwork, conferences, NOT thesis production.
- All expenditure MUST have approval of supervisor
- Contact Resources Office:
Annette McLeod x2507 or Debra Jenner x3406

Funding is dependent on completion of 6 and 12 month reports, attendance at HDR induction day and continued enrolment.

Conference Support

- Also consult the University's Research Services web page
- <http://www.une.edu.au/research/research-services/higher-degree-research/hdr-scholarships> for funding to attend National and International conferences

Conflict/dispute resolution

- If you have any academic problems, however minor, talk to your supervisors regularly.
- If you have personal problems talk to a counselling service.
- If there is an issue hindering your research progress, and you are unable to resolve this with your supervisors bring it to the attention of HDR co-ordinator.
- Usually this informal process works- BUT if there is a major issue that cannot be resolved: Then
- Put concerns on record in your six monthly report
- UNE has a formal dispute resolution process. See UNE policy.

Computer support

- Students can use postgraduate funds to purchase a new computer with the approval of their supervisor. These computers remain the property of the University.
- Postgraduate students will be provided with a computer. The computer will have:
access to the internet
email
Microsoft Office (Excel, PowerPoint and Word)
- Postgraduate students will be provided with a workstation in an assigned postgraduate area within the school.

Technical support

- Technical staff in the School of S&T are essentially employed to support undergraduate teaching. However, their knowledge and expertise in laboratories is valuable and useful for HDR students, but their time and availability is minimal. Projects must be designed with this in mind.
- HDR students are expected to tidy up areas and dispose of waste using correct procedures.

Workshops

- From time to time 'Specialist' workshops may be held which can enhance your skills in a specific area. Students are encouraged to attend relevant workshops.
- Seminars are scheduled within the School by staff and HDR students (and across UNE). Students are encouraged to attend.

S&T Postgraduate Email List

To subscribe to the S&T postgraduate email list go to:

<https://mail.une.edu.au/lists/cgi-bin/listinfo/postgrads-st>

Fieldwork Technical Staff & Post Graduate Induction program



Presented by
Daphne Mc Curdy
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12 March 2015

Reference: A Hopkins (2005) Safety, Culture and Risk: The organisational causes of disasters

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Fieldwork definition

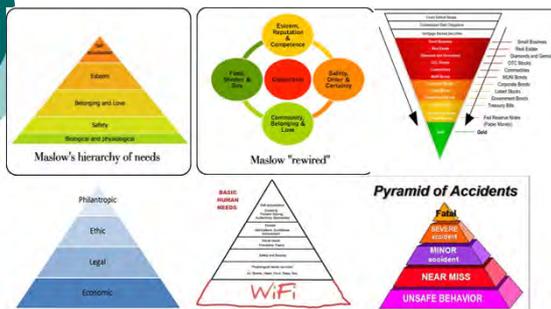
Any off campus activity for the purposes of teaching, research or other educational pursuit (including community service) under the control of the University

- N.B. Conferences and work practicums not generally considered fieldwork



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Fieldwork Priorities



3

Fieldwork safety concerns

- Weather
- Terrain
- Isolation
- Wildlife
- Vehicles & accessories
- Manual tasks
- Level of skill
- Getting lost
- Fatigue
- Injury and disease
- Limited facilities



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Expectations of Fieldworkers

- Plan and prepare
- Complete fieldwork documentation
- Report incidents & dangerous occurrences
- Comply with legislation & UNE policies
- Work smart



5

Use brains not brawn



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Avoid Risk Blindness – Risk Denial



Be risk aware: hazardous substance, sun protection, low flying, safe work practices (SWP), collective mindfulness of danger etc

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Do not put self and others at risk

- Others should not be put at risk because of your lack of planning
- No one is “10 foot tall and bulletproof, ”
- There is always time to do the task properly the first time
- Social media is not worth dying for



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Pair activity – Case study Sam Identify some hazards /risks

Sam’s research requires observing, tracking, trapping and identifying the dietary habits of wild dogs in the Wild Rivers area. Sometimes Sam camps out in the bush for several days at a time as dogs work 60.000 to 100.000 acres.



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Cont...Case study Sam

- Likelihood or exposure
(rare,unlikely possible likely almost certain)
- Consequences or outcome
(Minor moderate major severe insignificant)

Use Matrix to calculate

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Matrix

Matrix - Table of risk rating

Consequences	Likelihood				
	Rare	Unlikely	Possible	Likely	Almost certain
Insignificant	1 Very Low	1 Low	1 Low	4 Low	5 Medium
Minor	1 Low	1 Low	6 Medium	8 Medium	10 High
Moderate	1 Low	6 Medium	8 Medium	12 High	15 High
Major	1 Low	8 Medium	12 High	12 High	20 Critical
Severe	4 Medium	10 High	12 High	20 Critical	25 Critical

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Hierarchy of control

- Eliminate Substitute
- Isolate/separate
- Engineering
- Administration
- Personal protective equipment

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Cont.. Case Study Sam

Risk	Likelihood	Consequences	
Encounter with wild pigs	Possible	Moderate/major	High



MANAGEMENT OPTIONS

Carry a gun / avoid bushed areas / check for pig rooting
 Work in pairs / use motorised transport /inform ranger of pig sightings /Make a lot of noise

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Question

Why are fieldwork risk assessments necessary?



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Legislation & Compliance

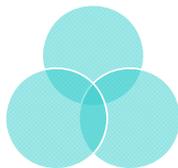
- Most fieldwork locations are workplaces.
- All persons at workplaces, including students have duties
- Universities have a duty of care as well as statutory obligations to staff and students



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Common law

- Everyone has a common law duty of care in one or more capacity
- Staff
- Students
- Heads of School
- Supervisors
- Honorary appointments
- Volunteers
- Visitors
- Contractors



SAFE PLACE SAFE EQUIPMENT SAFE CO-WORKERS SAFE SYSTEM OF WORK

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NSW WHS Legislation

WorkCover Inspectors enforce compliance

- WHS Act 2011
- WHS Regulation 2011

www.workcover.nsw.gov.au
www.safeworkaustralia.gov.au
 Codes of Practice are advisory



New South Wales Government

- Other relevant legislation enforced by jurisdiction e.g. Traffic, Environment, Quarantine, Equity

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WHS Act 2011 s19 Person in control of a business or undertaking (PCBU)

All PCBU must ensure, as far as is reasonably practicable, the safety of workers, students, visitors, volunteers and others



PCBU= Person conducting a business or undertaking PCBU

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Reasonably practicable

- Likelihood of hazard or risk
- Degree of harm
- What you know or ought to know about hazards, risks, controls
- Availability and suitability of ways of eliminating or minimising risks
- Cost not grossly disproportionate



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WHS Act 2011 s27 Duty of "officers"

- Directors and Heads of Schools are officers.
- They must exercise due diligence and ensure PCBU complies with duties and obligations



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"Officer" due diligence defined

Reasonable steps to

- Acquire knowledge of health & safety matters
- Understand operations and associated hazards and risks
- Ensure resources and processes to eliminate or minimise risks
- Ensure processes for timely information and response to incidents hazards and risks
- Ensure processes top comply with specific duties under the act e.g. consultation, incident notification
- Verify the provision and use of resources and processes



WHS Act 2011 S20 Person with management or control

So far as is reasonably practicable

- safe means of access and exiting workplace
- workplace is without risks

e.g. Dive boat Fieldtrip leader

Person in control will normally be Head of School or Director



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WHS Act 2011 S28 Workers s29 Other persons

- Take reasonable for own and others health and safety
- Take reasonable care to ensure that ACTS or OMISSIONS do not put others at risk
- Comply with reasonable instructions given
- Co operate with any reasonable policy



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WHS Act 2011 s21-23 Plant

Take all reasonably practicable steps to ensure safe

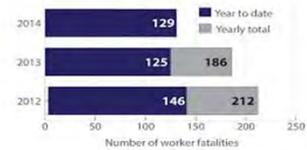
- management of control of plant and fixtures
- design substances or structures
- manufacturing of plant and substances



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Fines Individuals or Corporations

- Body corporate 3,000,000
- PCBU \$600,000 and/or 5 years
- Individual \$300,000



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University WHS policies and systems



UNE policies



WHS Policy
Children in the workplace
Work at Height
First Aid

Hazardous Substance
Fieldwork (Policy /COP etc)
Smoke free workplace
Infectious diseases

www.une.edu.au/policies/

WHS webpage has guidelines, information, checklists and videos
<http://www.une.edu.au/ohs/>

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Fieldwork forms

- 4.13 Fieldwork Policy
- 4.13a Fieldwork A-Z Planning Checklist
- 4.13b General Fieldwork Risk Assessment
- 4.13c Fieldwork Trip Form
- 4.13d Fieldwork Participation Declaration
- 4.13e Fieldwork – Person in Control
- Code of Practice Fieldwork
 - Travel –Vehicle hire
 - Other UNE policies e.g. OHS Children in the workplace

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Reporting

- Must report all injuries within 24 hours*
- Incident & dangerous report forms on OHS webpage
- Must complete Travel Booking Tool prior to travel
- NB: Students & volunteers are not eligible for Workers Compensation but may be eligible for UNE public liability or other insurance

*Part 3 S38 WHS Act 2011

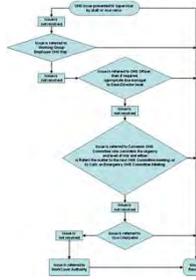
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WHS Consultation structure

- Supervisor
- WHS representative
- Working Group (WG4)
- HSR representatives
- WHS Strategic Committee

N.B. Health and Safety Consultant based in HR Employee Relations Team has a facilitative role ext 3232

○



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Working Group 4

- | | |
|-------------------------------|------------------|
| ○ John Pesor | Nick Reid |
| ○ Helen Dawson (sec) | Jenny Druitt |
| ○ Alan Rummery | Michael Raue |
| ○ David Keith | Malcolm Lambert |
| ○ Sandy Watson | Anna-Marie Babey |
| ○ Simon Jasper | Sue Wilson |
| ○ Pat Littlefield | Paul Arnott |
| ○ Frances Zewe | Romina Rider* |
| ○ Graham Chaffey | |
| ○ Kathryn Lambert (post grad) | |
| ○ Kieran Stockton(post grad) | |
| ○ Nicarla Glyde (post grad) | |
| ○ Karl Anderssen (post grad) | |



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Working Group 1 Arts/Humanities,Psych,CO2

- Chris Lisle
- Peter O'Donohue*
- Erin Ihde
- Kerry Allen
- Jane Kelly
- Peter Loxley



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Hazardous substance reference group

○ Julie Mills	jmills24@une.edu.au	2388	C13
○ David Snell	dsnell3@une.edu.au	4667	B65
○ Julie Dol	jdol@une.edu.au	3645	C13
○ Sue Wilson	swilson24@une.edu.au	2789	W23
○ Chris Lisle	clisle@une.edu.au	5192	S06
○ Sandy Watson	Swatson10@une.edu.au	2971	S1
○ Richard Willis	Willisrwillis@une.edu.au	2615	S2
○ Peter O'Donohue	podonohue@une.edu.au	2073	E6
○ Matthew Simpson	msimpso6@une.edu.au	3918	N6
○ Chris Fellows	cfellows@une.edu.au	2470	C23
○ Michael Raue	mraue@une.edu.au	5136	W49
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○ Ben Groat	ben.groat@une.edu.au	2402	C23
○ Daniel Keddie*	dkeddie@une.edu.au	2912	C23 Rm 202
○ BIOSAFETY	hnonhebel@une.edu.au	2083	W34
○ RADIATION	jmcfala@une.edu.au	3201	C21
○ WHS UNIT	phs@une.edu.au	3232	C33



Other associated forums

- Bio-safety Committee (OGTR)
Chair Dr Heather Nonhebel
- Radiation Safety Committee
Chair Dr Chris Guppy
Radiation Safety Officer Dr Jim Mc Farlane
- Security Sensitive Dangerous Substances Licensee
Dr Daniel Keddie
-  Hazardous Substance Reference Group
- Poisons and Therapeutic goods

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Laboratory Safety procedures

- Induction
- Material Safety Data Sheets (SDS)
- Safe Work procedures (SWP)
- Storage of chemicals
- Sharps
- Equipment e.g. centrifuges
- Know who is in control and rules of the laboratory



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Safe work procedures(SWP)

When lifting loads

- Look over your path
- Approach load and assess it
- Place feet close to the load /balanced position
- Bend your knees
- Lift load using leg muscles
- Carry load close to body
- Use leg muscles when lowering load

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Computer Workstation

- Computer workstation self assessment checklist –OHS webpage
- Take breaks - Exercise to ensure a range of muscle groups



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UNE Graduate Attribute

Social responsibility

- identify occupational risk and apply duty of care principles,



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Threshold Learning outcomes (TLO)

Understanding science

Scientific knowledge

3. Inquiry and Problem solving
4. Communication
5. **Personal and Professional responsibility**



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Science TLO cont.. Personal and Professional Responsibility

Be accountable for own learning & scientific work by;

5.1 Being independent & self-directed learners

5.2 Working effectively, responsibly & safely as an individual or team context

5.3 Demonstrating knowledge of regulatory frameworks relevant to their disciplinary practice & personally practicing ethical conduct



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Safety Culture

Every organization has a culture and that culture can be expected to impact on safety. Safety culture usually reflects the needs, values, behaviors, artifacts and priorities of the people in the workplace.



Additional case studies



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Case Study 1 Gorge Country

ISSUES

- Communication
- Weather
- Work at height
- River crossings
- Working alone
- Flash floods

- What action should Alan take?

ACTIONS

Principles
Students are not expected to put self at risk
Risk assessment
Communicate

Legislation
s29 student
s28 Staff
s27 Officers
s19 PCBU Primary duty of care

Regulations
s42 First aid
s43 Emergency Plans
Chapter 3 general risk and workplace management
Codes of practice



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Case study 2 Skylarking

Issues

- Supervision
- Alcohol
- Hazardous Substance
- Reporting to WorkCover

Under 18 ?
Fire extinguisher misuse
Bullying

Legislation
s29 student
s28 Staff
s27 Officers
s19 PCBU Primary duty of care

Regulations
s42 First aid
s43 Emergency Plans
s49 Airborne contaminants
Chapter 3 general risk and workplace management

Codes of practice

What action

Symbol found on fire extinguishers or what they mean	Water	Foam (dry)	ABC powder	Carbon dioxide	Wet chemical
Class A	✓	✓	✓	✗	✓
Class B	✗	✓	✓	✓	✗
Class C	✗	✗	✓	✗	✗
Class D	✗	✗	✓	✓	✗
Class E	✗	✗	✗	✗	✓

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Case study 3 Caves

- What action do Erica Dave and Frank take ?

Factors

- Weather –camping
- Disease
- Medical care
- Working alone
- Workload
- Work procedure – storage of a samples
- Zoonosis – rabies etc Histoplasmosis
- Bat droppings –histoplasma capsulatum

Data Collection V Health?

Working alone – communication, first aid



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Case study 4 - Cylinders

Action?

Issues

- Smoking
- Odour
- Plant –SWP
- Bush fire
- Potential BLEVE
- Car location
- Screams – injury or fear

BLEVE

- Boiling Liquid Expanding Vapour Explosion

Legislation

s29 student
s28 Staff
s27 Officers
s19 PCBU Primary duty of care

Regulations
s42 First aid
s43 Emergency Plans
Chapter 3 General risk and workplace management
Chapter 7 Hazardous substances

Codes of practice



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Case study 5 –Trailer

Preventative actions

- Planning
- Vehicle and trailer inspection
- Matching jack to vehicle
- Deflating & inflating tyres
- Checking plant
- Changing tyres -SWP
- Students changing tyres
- Driving with flat tyre
- Loading vehicles and trailers
- Location of spare tyres
- Manual tasks
- Working alone
- Arriving back late – security notified
- Lighting
- Maintenance
- Fatigue

Incident reporting

- All incidents and dangerous events must be reported to OHS Unit
- Report forms can be located on OHS webpage

Legislation
s29 student
s28 Staff
s27 Officers
s19 PCBU Primary duty of care

Regulations
s42 First aid
s43 Emergency Plans
s49 Airborne contaminants
Chapter 3 general risk and workplace management
Codes of practice

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Case study 6 –Workstation

Complete incident report form

- Check WHS webpage for information - eg Workstation layout see WHS webpage- Self assessment checklist 4.12
- Try using mouse with other hand
- Check you have a separate keyboard and stand for lap top
- Workers Compensation – staff only –requires doctor's certificate ext 3434

Contributing factors

- Workstation layout, equipment
- Not taking breaks /not doing exercises
- Incorrect posture /hours of work / Overuse

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Case study 7 -Inappropriate conduct

Principle- Your safety is important to UNE

- Legislation

- WHS Act 2011 s27 s 28 s29

Issues

- Supervisor behaviour
- Industry partner
- Communication
- Sexual harassment
- Racial issues
- Alcohol
- Drink driving
- Travel –
- Lack of transport - What happens if you get out
- Lack of finance
- Traffic Act
- Racial Discrimination Act 1976
- Sex discrimination Act 1984
- NSW Antidiscrimination Act 2001
- NSW Discrimination Act 1977
- UNE OHS Policy
- UNE Sexual harassment policy
- UNE grievance procedures

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Case study 8 laboratory - odour

Issues to consider

- All persons have an obligation to ensure their own safety & safety of others.
- Investigate immediately & inform your supervisor
- Report unusual events /odours
- Solvents and many other hazardous chemicals may cause mood changes
- Other actions
- Locate the SDS and follow instructions if clean up required
- Dispose according to SDS
- Contact OHS for advice
- Contact security etc or first aid as required

- Security ,HAZMAT or HOS will contact HAZMAT if required
- FMS. Cleaning can provide fans. Look at relocation till odour dissipates

Complete an Incident report or Dangerous Occurrence report

Legislation
s29 student
S28 Staff
S27 Officers
S19 PCBU Primary duty of care

Regulations
S42 First aid
S43 Emergency Plans
S49 Airborne contaminants
Chapter 3 General risk and workplace management

Codes of practice

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Case Study 9 –Lab inductions

- All staff and students must have a laboratory induction before working in a lab
- Safety Data Sheets(SDS) must be available
- Must have training in hazardous chemicals
- Safe Work procedures must be developed for high risk work
- Use a fume hood for mixing hazardous chemicals
- Fume cabinets are not storage areas
- Wear eye protection
- Wash hands on leaving laboratory
- Use winchester for carrying chemicals.

- Check MSDS for First aid and clean up
- Waste disposal
- Contaminated land
- Know location of first aid kits
- Incident reports completed for all incidents

- WHS Regulations 2011
- Chapter 3 General management including information training & instruction
- Chapter 7 Hazardous Substances

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Case studies (“What if.....”)

CASE STUDY 1

GORGE COUNTRY

Late one evening two post graduates (Alan & Bill) collecting specimens in the Gorges Area discover a rare epiphyte high (4m) in the branches of a tree on the other side of the river. After some discussion it is agreed that because of a number of factors including low light, inclement weather, heavy rain upstream and the potential for flash flood, they return to camp. Next morning Alan wakes just after 9am to find his colleague missing and a note “Keep yourself dry. Gone to collect specimen. Back by 8am”

- What issues are involved?
- What sections of the legislation are relevant?
- What action should Alan take?

CASE STUDY 2

SKYLARKING

A group of fieldwork students are staying at a remote forestry camp. It is hot and their two Supervisors have gone to town to collect some ice. Early in the evening a group of first year students decide to have a party. After they have drunk all the cold beer one student suggests using the fire extinguisher to cool the remainder of their cache. At 10pm, Colin, a post graduate, wakes to hear loud voices and discovers a group of students racing round the camp with a variety of fire extinguishers. Many of the students are soaking wet.

- What issues are involved?
- What legislation is relevant?
- What action does the post grad take?

CASE STUDY 3

CAVES

Three researchers (Dave, Erica and Frank) are on a three week bio-sampling expedition about 20km north of Musellbrook. They have one vehicle and no trailer. The weather has been fine except for the first two days when it was raining. For the first two nights they slept in the bat caves rather than set up camp. They are behind schedule as the samples they collected during the first week were destroyed by a pack of dingos. After 10 days Dave complains of feeling unwell, fever chest pains, high sweats, dry and unproductive cough.

- What actions do Erica, Dave and Frank take?
- What factors may be relevant?
- Is collecting data more important than getting medical help for Dave?
- If any student is working alone, what precautions need to be taken?

CASE STUDY 4

CYLINDER

On the first evening of a fieldtrip while preparing dinner a cook becomes concerned about a gas smell. Several students, who had been smoking nearby, join the cook to identify the source and discover that the gas cylinder has not been correctly attached. Before the cylinder can be turned off, it catches fire. One student tries to kick the cylinder away and manages to kick it free and away from the BBQ area. The cylinder, still alight rolls into a clump of bushes beside the car park. You are alerted by the sound of screams.

- What action do you take?
- What issues are involved?
- What is a BLEVE?

CASE STUDY 8 ODOUR ON CAMPUS

At 9am while working in his office Bob notes an unusual smell in the building.

At 10am after taking no action for the previous hour, Bob begins to feel irritated. Bob traces the source of the odour to a nearby laboratory. No one is in the laboratory. Bob does not go inside because of the odour.

At 11am, despite having spent the previous hour in a spare office some considerable distance from the laboratory, Bob realizes that the odour has become unbearable. Bob decides to go home.

- Are Bob's actions reasonable? – what issues should he have considered ?

CASE STUDY 9 HAZ SUB - ACID – ON CAMPUS LABORATORY

You are diluting concentrated hydrochloric acid in order to make a pH adjusting solution. Your eyes feel sore so you go outside to have a cup of coffee and a sandwich. Your colleague decides to join you but brings the hydrochloric acid with him in a Winchester, rather than leave the acid solution in the laboratory. Your colleague places the Winchester on a ledge but unfortunately knocks it as he places it down and spills some acid on his hand, clothing and on the dirt nearby. He says he will deal with the spill and asks you to go back to the lab to complete the activity as time is a priority.

- What are the issues?

CASE STUDY 5

TRAILER

A group of students have been on a fieldtrip. As they are about to depart to return to Armidale it is noted that both the trailer and the vehicle have flat tyres. It is also noted that the doylie wheel is missing, possibly left at the previous campsite where the trailer had got bogged. A student volunteers to change the tyre of the vehicle while a staff member technician tries unsuccessfully to jack up the trailer to change the trailer tyre. Eventually, because of tight deadlines, it is decided to pump up the trailer tyre and hope it will not deflate before reaching nearest garage.

Fortunately, they arrive safely and the garage where the garage operator lends a length of rod to change the trailer tyre. Unfortunately, the spare tyre for the trailer is loaded under a number of heavy items, and they must be unpacked and reloaded. The group require several stops enroute to the University as the restacked trailer appears to be unstable and the load has to be secured has to be tied down.

Because of the delays the driver drops off the passengers enroute to the University. At about 10.30pm the driver arrives alone at the unloading point only to find that none of the exterior lights are working. He is in the process of unloading some large boxes when he slips and injures his back.

- With hindsight, what actions could have been taken to reduce the likelihood of a damaging event, or what were some contributing factors?
- What action needs to be taken when someone is injured?

CASE STUDY 6

WORKSTATION

You are a post grad completing your thesis and working part time as a casual staff member at UNE. You spend many hours working on computers. At UNE you use a desk top computer but at home you use a laptop. For some time you have been experiencing pain in your right hand and arm and you are now is experiencing excruciating pain in your shoulder whenever lifting your arm.

- What do you do?
- What could be contributing factors?

CASE STUDY 7 INAPPROPRIATE CONDUCT

You are a postgraduate. Your research requires that you spend time in the field with your supervisor and senior members of the industry partner organization. You are young and good looking and always try to be friendly. Unfortunately, you often feel uncomfortable when your friendliness leads to sexual advances and racist comments. To date you have always managed to fend off remarks with a laugh and by avoiding being alone. You are afraid that if you protest too much it may have a negative effect on your results and you desperately need a first class honours .

However while travelling between Newcastle and Armidale you become very uncomfortable and afraid as the driver of the vehicle is making sexual innuendos and driving erratically after stopping at a hotel in Gloucester. You are uncertain of how much alcohol the driver has consumed, as you ate lunch at a coffee shop, but you can smell alcohol on the driver's breath and the driver's speech is slurred. You only have \$2 in your purse and no credit on your mobile phone. Your offer to drive has been refused.

- What do you do?
- What issues are involved?
- What legislation is relevant?



First Aid, Safety in Remote Locations, Communications, and Fieldwork travel forms

Shirley Fraser
12th March 2015



First aid

- School expectation – ALL fieldwork participants must complete a Senior [**Provide**] First Aid course. One day, run by ODU at UNE, the School pays.
- **Remote** First Aid – if you need this. Two day course run by outside providers, you can use your School funds to pay. Run about every 8 months.
- **First Aid kits** individual ones from School
larger ones in pool vehicles



Remote fieldwork

4WD

To book and use a Motor Pool 4WD you must:

- For gazetted roads drivers must complete the 4WD video and questionnaire.
- For off-road use in remote locations must complete a 2-day approved 4WD course.
- All fieldwork leaders must complete a Senior [Provide] First Aid course and carry a First Aid kit.



Communications

SE&RS has the following equipment for use by postgraduate students

- Spot beacon
- Mobile Phone
- Satellite Phone
- UHF CB Radio
- HF Radio
- EPIRB
- Flares



Fieldwork

'Fieldwork' defined as any off-campus activity for purposes of teaching, research or other educational pursuit (including relevant community service) under the control of the University.

Before you go in the field

- Read the Fieldwork Code of Practice 4.13F and the Fieldwork Policy 4.13
- Complete all relevant forms and attach them to your Smartbooking



Fieldwork forms

- <http://www.une.edu.au/staff-current/working/health-safety-and-support/workplace-health-and-safety/fieldwork-whs>
- 4.13a Fieldwork A-Z Planning Checklist
 - Not submitted, used for planning
- 4.13b General Fieldwork Risk Assessment
 - Submitted, completed for each project. Only requires resubmission when change in project/risks.
- 4.13c Fieldwork Trip Form
 - Submitted each field excursion



Fieldwork forms cont.

- 4.13d Fieldwork Participation Declaration
 - Submitted once for each person
- 4.13e Fieldwork Person in Control
 - Submitted for specified periods/project
- 4.13g Fieldwork Use of own vehicle waiver

And of course, your smartbooking

4.13F UNE Code of Practice for the Conduct of Fieldwork

Document type:	Code of Practice
Administering entity:	HRS
Records management system number:	D11/60044
Date OHSSC endorsement:	11 February 2010
Date Consultative Committee endorsed:	July 2011

Indicative time for review:	5 years
Responsibility for review:	Human Resource Services

Related policies or other documents:	
	4.01 WHS Policy
	4.13 Fieldwork Policy
	4.13a Fieldwork Planning Checklist
	4.13b General Fieldwork Risk
	4.13c Fieldwork Trip Form
	4.13d Fieldwork Participation Declaration
	4.13e Fieldwork Persons in Control
	4.18 Children in the Workplace
	<i>Travel booking tool</i>
	<i>Requisition for use of a UNE Motor Vehicle</i>

1. Introduction

- 1.1 Field activities out of doors and in rural and remote locations form an essential part of the academic (teaching, research and outreach) activities of many disciplines at the University of New England. Fieldwork out of doors entails different considerations and risks from activities indoors during normal campus, intensive school and academic work.
- 1.2 This Code of Practice sets out guidelines and requirements to be followed by members of the University community in the planning, conduct and evaluation of fieldwork.

2. Scope

- 2.1 This Code of Practice applies to all staff, students and volunteers of the University of New England undertaking approved fieldwork out of doors in Australia.
- 2.2 The Code outlines necessary steps for safe management of fieldwork out of doors. It requires members of the University community to work with UNE's framework for identification of hazards, assessment of risks and determination of risk control strategies so that everyone involved with fieldwork out of doors is pro-active about safety.

3. Definitions

- 3.1 FIELDTRIP LEADER is the person who is in charge of and participates in the fieldwork. In some instances, this person is the same as the Fieldwork Person in Control.

- 3.2** FIELDWORK is defined under the UNE policy 4.13 as any off-campus activity for purposes of teaching, research or other educational pursuit (including relevant community service) under the control of the University. Indicative examples include the systematic collection of information, data or specific source material, practical and demonstration activities. N.B. Practicum supervision and workplace-based training are not considered fieldwork, since the staff members involved are subject to the safety management systems applying in those workplaces.
- 3.3** FIELDWORK PERSON IN CONTROL is the University staff member who plans and organises the fieldwork, and supervises the Fieldtrip Leader.
- 3.4** FIELDWORK PLAN lists the fieldwork to be carried out, description, proposed itinerary, where, by whom, participants, start date, finish date, hazard identification, risk assessment and risk controls.
- 3.5** HAZARD is the potential for something to cause injury or harm.
- 3.6** REMOTE AREA means a place that is isolated from assistance that might be rendered by people other than fieldtrip participants because of the time, location or nature of the work.
- 3.7** RISK is the likelihood that a hazard will cause injury or harm.
- 3.8** RISK ASSESSMENT is a structured process designed to assess the hazards that may be present or occur during a particular fieldtrip, the likelihood of them causing injury or harm and the likely consequences.
- 3.9** RISK CONTROL is the implementation of strategies to minimise hazards and reduce the level of risk.
- 3.10** VOLUNTEER is a 'pre-recognised' person willing to participate in the fieldwork activities, offering their time and services for no financial remuneration. They are obliged to follow any directions issued by the Fieldtrip Leader in the same way as University staff and students.

4. Legal Responsibilities

- 4.1** The University must exercise a duty of care under relevant WHS legislation. All staff involved in the conduct of field activities should be familiar with the University's 4.01 Work Health & Safety Policy, in particular, the responsibilities of Heads of Cost Centres, Managers/Supervisors, Staff, Students, and Visitors and Others. A summary of the important responsibilities relevant to field activities is provided below.

4.A Head of Cost Centre

- 4.2** It is the responsibility of the Head of Cost Centre to ensure that satisfactory provisions for safety and health are made for field activities approved by their unit. Heads of Cost Centres must institute a system for assessment, approval and review of all field

activities in their unit and ensure that occupational safety and health issues are reported and resolved. The Head may delegate this duty to the Fieldwork Person in Control but responsibility for ensuring satisfactory provisions for fieldwork safety and health is not delegable. The Head must be satisfied that the Fieldwork Person in Control and the Fieldtrip Leader are competent.

- 4.3** It is a responsibility of the Head to ensure that all fieldwork participants are adequately trained as well as being adequately informed. The distinction between information and training is significant and should not be underestimated.

4.B Fieldwork Person in Control

4.4 The Fieldwork Person in Control must:

- Ensure that the risks associated with fieldwork are managed effectively. To do this they must:
 - determine the possible hazards that may be encountered during the activity;
 - assess the risks associated with the possible hazards;
 - Incorporate strategies to minimise the risks to safety and health.
- ensure that the responsibilities for safety and health are communicated to all participants, and
- Provide appropriate information, instruction and training to all participants, well ahead of time as necessary.

4.5 UNE provides a 4.13a Fieldwork Planning Checklist for hazard identification and 4.13b General Fieldwork Risk Assessment form to assist the Fieldwork Person in Control to identify hazards, assess risks and incorporate strategies to minimise risks to safety and health.

4.6 The Fieldwork Person in Control can delegate the supervision or training of fieldwork participants to a suitably qualified or experienced person, as appropriate for the task. The Fieldwork Person in Control is, however, responsible for ensuring that each participant has received appropriate instruction and training and has gained sufficient competence to undertake the task.

4.C Fieldtrip Leader

4.7 The Fieldtrip Leader has a particular responsibility for safeguarding the safety and health of all staff, undergraduate, honours and postgraduate students in their charge, as well as any volunteers who may be assisting.

4.8 Fieldtrip Leaders must:

- ensure that safe work procedures are developed and used at all times;
- arrange for participants to be instructed in safe and healthy working procedures;
- ensure that participants are warned about hazards, and how to avoid, eliminate or minimise them, and
- ensure that participants under their control use safety equipment provided in the correct manner.

4.D Postgraduate/Honours Student Researchers

4.9 In a fieldwork situation where a postgraduate or honours research student is in charge of the fieldwork (i.e. is the Fieldtrip Leader), it is part of the duty of care of their research supervisor (i.e. the Fieldwork Person in Control) to instruct the student (i.e. the Fieldtrip Leader) in their responsibilities and to ensure that a General Fieldwork Risk Assessment and associated documents have been submitted, approved and are adhered to.

4.E Individuals (Staff, Students, Volunteers)

4.10 Each staff member, student and volunteer has a moral and legal responsibility for ensuring that his or her work environment is conducive to good safety and health by:

- undertaking relevant safety and health training;
- reading any notices relating to the field activity, attending any briefing sessions and returning any forms to the Fieldwork Person in Control or Fieldtrip Leader, including a 4.13d Fieldwork Participant Declaration;
- taking action to eliminate, minimise, avoid or report hazards of which they are aware;
- complying with all occupational safety and health instructions;
- making proper use of all safety devices and personal protective equipment;
- not placing at risk the safety and health of themselves or any other person, and
- maintaining dress standards appropriate for the work undertaken.

4.11 Volunteers must fill out a Form 4.52a Volunteer Acknowledgement Form to record the details of approved volunteers and verify they understand their and the University's liability with regard to their involvement in fieldwork activities.

4.F Medical Conditions Affecting Fieldwork Participation

4.12 All participants involved in fieldwork must be mentally and physically fit for the tasks required. They must accept appropriate medical advice where relevant and disclose to the Fieldwork Person in Control/Fieldtrip Leader or Head of Cost Centre any limitation imposed by their health that may affect their ability or other participants' ability to undertake the proposed fieldwork activities safely. This obligation applies both before and during fieldwork. Information provided must be treated as confidential information, unless non-disclosure creates a risk to other participants. Examples of limitations that should be disclosed include heart, respiratory or psychiatric disorders or allergic reactions that might be triggered by walking through the bush or an outdoor location.

4.G Students and Staff with Disabilities

4.13 The University of New England is committed to being fair, equitable and sensitive to the diverse needs of its staff and students in all its policies and practices and to supporting access by disadvantaged groups with due regard and respect for the sensitivities of all stakeholders. With respect to field activities, it is the University's responsibility to avoid discrimination against people who have a disability by making reasonable adjustments to the working environment and arrangements.

4.14 When students are undertaking a field activity as part of their course or unit requirement, reasonable accommodation must be made to ensure that students who

have a disability can participate. Some students may not, however, be able to undertake some activities. Alternative arrangements must be made to ensure that these students can meet the inherent requirements of the course or unit. Both students and staff are encouraged to seek advice from the University's Disability Support Office.

4.15 Adjustments to the working environment and arrangements for students and staff with disabilities may include:

- (a) Transport:** the type of transport used for the field activity will be accessible for the staff and students with disabilities attending the activity. Alternative forms of transport or frequent, scheduled breaks may be required for participants who have disabilities.
- (b) Facilities:** the facilities and accommodation for the field activity will (where reasonable) be accessible for the participants who have disabilities attending the activity.
- (c) Communication:** communications regarding the field activity will be provided in a form that is accessible for the participants who have disabilities attending the activity. Alternative formats may have to be provided for specific participants.

5. Planning Fieldwork

5.1 There are several steps. First, a 4.13b General Fieldwork Risk Assessment form should be completed by the Fieldwork Person in Control and lodged with the Head of Cost Centre. This form includes a description of the fieldwork to be carried out, proposed itinerary (or locations and approximate times in the case of multiple fieldtrips), participants, start date, finish date, etc. The form requires the Person in Control to identify fieldwork hazards, assess risks, and document and implement control strategies associated with the planned fieldwork. The Fieldwork Person in Control should complete the Assessment with any Fieldtrip Leaders who will be in charge of the fieldwork, so that Fieldtrip Leaders are aware of and have thought through the associated hazards, risks and controls. Note that the form 4.13B General Fieldwork Risk Assessment can apply to multiple separate fieldtrips provided that all the activities to be undertaken during the fieldwork are described and evaluated in the Assessment. As soon as it is likely that planned fieldwork will depart from the provisions of an approved Assessment, a new Assessment including the new activities should be submitted to the Head of Cost Centre for approval.

5.2 At the same time as lodging the 4.13b Assessment, a 4.13e Fieldwork Person in Control form should be completed and lodged with the Head of Cost Centre.

5.3 The process of completing a 4.13b General Fieldwork Risk Assessment may identify the need for training of fieldwork participants prior to a fieldtrip (e.g. the need for participants to undertake a chemical handling course or 4wd off-road driver training course). Instruction and training of participants must occur before the fieldwork is undertaken.

5.4 Fieldtrip Leaders and staff undertaking fieldwork must be trained in at least Senior First Aid and the fieldwork risk assessment may indicate that they be trained in Remote Area First Aid. By law, users of some equipment need to be formally qualified in its use. For example, users of chainsaws must have a current Chainsaw Level 1 certificate to cut a tree off a track. Falling trees needs a different certificate. Firearms users need appropriate personal licenses to operate firearms. Working at heights greater than 1.8 m above the ground requires that fieldworkers use suitable fall prevention or fall arrest equipment and are trained in its use. Training in what to do in the event of a bushfire, flood, swollen river and getting lost may also be indicated by the risk assessment.

5.5 The process of completing a 4.13b General Fieldwork Risk Assessment will likely identify important information that fieldwork participants need to know prior to departing on the fieldtrip and, in the case of external students undertaking fieldwork during an intensive school, prior to leaving home to attend the school. The Fieldwork Person in Control should prepare a Fieldwork Information Sheet for each fieldtrip participant, describing:

- itinerary (dates, times, locations);
- means of transport;
- activities expected of participants to be undertaken at each location;
- facilities available at each location and en route (i.e. ablutions, shelter, shops etc.);
- what provisions (e.g. food, drink, personal protective equipment), if any, will be provided for participants;
- likely environmental conditions to be experienced;
- what participants should bring (e.g. food, drink) or wear (e.g. clothing, boots, broad-brimmed hat, personal protective equipment) for the expected weather conditions and terrain, and
- phone number of any remote location out of mobile service range in case a participant needs to be contacted in an emergency.

In the case of fieldwork conducted as part of teaching, the Fieldwork Information Sheet should be included in unit materials received by students well before the date of the fieldtrip (e.g. at the start of the semester as part of the Unit Outline or Handbook).

5.6 At least 1 day prior to a fieldtrip, the Fieldwork Person In Control should:

- complete a form 4.13c Fieldwork Trip Form (detailing the itinerary, emergency contact details and vehicles for the fieldtrip);
- arrange to have every fieldwork participant complete a Form 4.13d Fieldwork Participant Declaration. This form indicates that the participant has received, read and understood the Fieldwork Information Sheet provided, and asks the participant to identify any health problems that might restrict them from participating fully in the fieldtrip. This form also gathers details for contacting next of kin in the event of an emergency;
- arrange to have every volunteer participant complete a Form 4.52a Volunteer Acknowledgement Form, and
- lodge the 4.13c Fieldwork Trip Form and every 4.13d Fieldwork Participant Declaration and 4.52a Volunteer Acknowledgement Form, along with a copy of the

4.13b General Fieldwork Risk Assessment, with the Head of Cost Centre, and issue (a) duplicate set(s) to the Fieldtrip Leader(s).

- 5.7** Consideration should be given to appropriate staff: student ratios, which may vary according to the activities being carried out and the nature of the site being visited. As a basic standard, the maximum number of inexperienced students involved in low risk activities (e.g. geological or botanical specimen collection, or surveying) should be ten per experienced staff member. For daylong and overnight fieldtrips, each party should contain at least two staff members, and adequate deputising provision should be made for the Fieldtrip Leader and driver(s) in case of incapacity.
- 5.8** Expeditions may be prolonged and in environments that are remote and potentially hazardous. Participants will normally be experienced or will have received instruction in safe work procedures and WHS. The Fieldtrip Leader of such a trip must be adequately trained in appropriate skills and procedures, which may include survival, communication and navigational techniques, or be supported by an expedition participant who is. The Fieldtrip Leader should be aware of local hazards and conditions and be familiar with precautions to be taken where the terrain is particularly hazardous or where dangerous animals, diseases or substances may be present. Adequate deputising arrangements should be made in case of incapacity or if the party splits up into smaller groups, meaning that an adequate number of experienced and trained persons should accompany the expedition.
- 5.9** Having staff and students working alone in the field is to be discouraged, but it is recognised that in some situations the risks of working alone in the field are tolerable. Fieldwork alone should only be sanctioned after a thorough assessment of the risks has been carried out, taking into account the nature of the work, the hostility and location of the site, and the experience of the worker. In many cases, the lone worker will be a postgraduate or final-year undergraduate student undertaking field research. The worker, as Fieldtrip Leader, must be involved in the risk assessment process and must be made aware that he or she is still under the supervision of their academic supervisor (Fieldwork Person in Control) on campus, who must take responsibility for their safety. At least 1 day prior to departing on the fieldtrip, the worker must complete the steps outlined in paragraphs 5.1–5.5 above. That means an appropriate emergency plan should be in place should the lone worker fail to check in at arranged times. Any safe system of work should include arrangements to determine the whereabouts of a lone worker and contingency plans in case of failure to make contact. If contact is made through intermediaries, the Fieldwork Person in Control must ensure that these are reliable.

6. Specific WHS Considerations

6.A Number of Fieldwork Participants

- 6.1** Wherever possible, a minimum of two people should undertake fieldwork together. According to the level of risk, more people may be required. Likewise for safety

reasons, maximum numbers may need to be enforced, for example boat trips in vessels licensed to carry a maximum number of people.

- 6.2** In certain circumstances, and as indicated in paragraph 5.9, the Fieldwork Risk Assessment may indicate that the risk of an experienced fieldworker working alone in the field is tolerable.

6.B First Aid

- 6.3** First aid provision must be made in line with the University's 4.06 First Aid Policy and the WHS Act 2011, the *WHS Regulation 2011* and guidance material such as *Safe Work Australia's First aid in the workplace COP 2012*. Remote area field work requires a currently qualified first aid attendant to be present. Senior First Aid or Remote Area First Aid qualifications are preferred and the latter may be required for all participants in remote area fieldwork. Contents of first aid kits need to reflect the types of hazards likely to cause injury in the particular fieldwork environment.

6.C Training

- 6.4** Various skills may be required for fieldtrips and it is important that personnel are adequately trained before or during the fieldwork. Training requirements should be clearly specified. All staff engaged in trips to remote locations must be trained in first aid and, if the expedition is particularly remote or long-term, there might be a case for training all group members in first aid, survival and rescue techniques. At least one other member should be qualified to take over should the Fieldtrip Leader become incapacitated, and at least one reserve driver (or pilot, boat handler etc.) should be included in the party. All participants in activities on water should be able to swim at least 50 m under the conditions expected, and an appropriate level of physical fitness for the activities to be undertaken should be attained.

6.D Communication with the University

- 6.5** The method of communication and frequency of communication must be agreed in the 4.13b General Fieldwork Risk Assessment. Mobile phones (where reception is available), UHF radio, satellite phones or beacons and EPIRBs (for when other forms of communication fail) may need to be considered. Frequent (e.g. daily) contact shall be made at agreed intervals with a nominated person (e.g. family member, fellow student, University staff member on campus) identified in Form 4.13c Fieldwork Trip Form. With some types of fieldwork, it may be more appropriate to set up an alternative communication arrangement made with a reputable contact (e.g. police station, national parks ranger, mine site manager, farmer etc.). The contact must be instructed to get in touch with the University (Fieldwork Person in Control, or Safety & Security) should the Fieldtrip Leader fail to make contact. The underpinning principles are that wherever possible, communication should occur daily, and there must be a documented emergency back-up plan in the event that contact is not made.

6.E Awareness of University Policies

6.6 All University policies and procedures apply throughout the duration of the fieldwork. It is the Fieldwork Person in Control's responsibility to ensure that people involved in the fieldwork are aware of all relevant University policies such as:

- Code of Conduct for Staff
- Student Behavioural Misconduct Rules
- Sex Based Harassment
- Disabled Students
- Fieldwork
- First Aid
- Incident Reporting including critical incident reporting for international students
- Work Health & Safety
- Risk Management—Policy—Guidelines
- Student Alcohol and Other Drug
- Travel
- Travel Guidelines

6.F Catering

6.7 Food hygiene in the field is essential to minimise gastro-intestinal upsets. Procedures appropriate to each fieldtrip form part of the planning and risk assessment for that fieldtrip.

6.G Leisure Time

6.8 In many respects, the potential for injuries is greatest during student leisure time. Students may wander off without providing information about where they are going and may engage in dangerous activities such as swimming alone or climbing cliffs.

6.9 The abuse of alcohol during leisure time can be a problem on field trips. Drunken field workers may engage in dangerous pranks, provoke the aggressive attention of local inhabitants, become aggressive towards one another, or otherwise cause offence. In addition to the risks to the health and safety of fieldwork participants, drunken behaviour may impact on the reputation of the University.

6.10 The Fieldwork Person in Control and Fieldtrip Leader should set clear guidelines for appropriate behaviour for all fieldwork participants, and communicate these in the Fieldwork Information Sheet prior to departing on the fieldtrip. These guidelines should be reaffirmed by the Fieldtrip Leader on a frequent basis during the fieldtrip. Fieldwork participants should be in no doubt as to the penalties (e.g. immediate exclusion from the fieldtrip) for unacceptable behaviour.

6.H Reporting Hazards, Incidents and Injuries

6.11 The University's requirements on reporting hazards, incidents and injuries must be adhered to in the event of any injury occurring or where a hazard may have resulted in an injury.

6.I Notification of Next of Kin

6.12 Prior to a field trip, the Fieldtrip Leader must ensure that a list of all participants' next of kin details has been provided to the School/Unit office. These should be retained for the duration of the fieldwork. The Fieldtrip Leader should have a copy on the fieldtrip.

7. Conduct of Fieldwork

- 7.1** At the commencement of the fieldtrip and at least on a daily basis while on the fieldtrip, the Fieldtrip Leader must induct all participants and instruct them on safety and health matters related to the day's fieldwork. They should explain:
- the schedule of the day's activities;
 - what will be expected of each participant through the day;
 - what facilities (toilets, shelter, drinking water, etc.) will be available for participants at different times and locations during the day;
 - what provision will be made for meals and rest breaks through the day;
 - the likely environmental conditions to be experienced;
 - the hazards and risks associated with the day's environments and activities;
 - the specific controls that participants must observe in order to minimise identified risks, and
 - guidelines for appropriate and unacceptable behaviour in any leisure time scheduled during the day or evening.
- 7.2** For fieldwork involving extended walking, itineraries must be carefully planned with adequate time allowed for all in the group to accomplish objectives.
- 7.3** Fieldwork participants working near roads or moving vehicles should wear fluorescent safety vests and workers on roads at night should wear reflective clothing.
- 7.4** For travel, vehicle suitability, prevention of driver fatigue and provision of adequate rest periods are important. Vehicles must be maintained in a safe state by competent persons. Lights, indicators, brakes, tyres, etc. must be checked as appropriate. Adequate rest breaks must be taken during journeys. Transport must not be used in a reckless, careless or dangerous manner. Loads must not be excessive, dangerously distributed or improperly secured. Local regulations (e.g. speed limits) must be observed and other rules of the road obeyed.
- 7.5** Equipment must be checked and tested before use and at appropriate predetermined intervals during use. Inspection and service schedules must be drawn up and carried out by competent persons, where necessary. Equipment must be maintained in a safe state by competent persons and damaged equipment repaired or taken out of service.
- 7.6** Adequate and appropriate protective clothing must be worn by all participants. Fieldwork participants must be informed of the dress code and requirements (e.g. covered shoes, long pants) for a particular trip in the Fieldwork Information Sheet and at least 1 day prior to departure. The following items may need to be provided to fieldwork participants by the Fieldwork Person in Control and Fieldtrip Leader: safety

helmets, eye or face protection, ear defenders, respiratory protection, warm or weatherproof clothing, high visibility clothing, wet suits, life jackets, waders, aprons, gloves, or additional foot protection.

8. Associated Documents

- 4.13 Fieldwork Policy
- 4.13a Fieldwork Planning Checklist
- 4.13b General Fieldwork Risk Assessment
- 4.13c Fieldwork Trip Form
- 4.13d Fieldwork Participant Declaration Form
- 4.13e Person in Control Declaration
- 4.52 Volunteer Guidelines
- 4.52a Volunteer Acknowledgement Form

9. Acknowledgements

Monash University: Guidelines for health and safety during field activities in country and remote areas. February 2002

University of NSW: Draft Fieldwork Safety Guidelines. 11 October 2002

University of WA: Field Work Procedures in Rural and Remote Areas. 31 May 20005

Murdoch University: Draft Fieldwork Policy. 19 September 2002

The University of Queensland: Fieldwork safety guideline. 15/4/99

USHA: Guidance on Safety in Fieldwork. 2005

University of Glasgow, UK: Guidelines for personal health and safety while working overseas. 2004

Hydro Tasmania: Hydrosafe Procedure. Remote Area and Working Alone Procedure, No date

Date: 8 January 2013, version 5

Position Responsible: Health and Safety Consultant

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4.13 Fieldwork

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Related policies or other documents:	4.13a Fieldwork Planning Checklist 4.13b General Fieldwork Risk 4.13c Fieldwork Trip Form 4.13d Fieldwork Participation Declaration 4.13e Fieldwork Persons in Control 4.18 Children in the Workplace <i>Travel booking tool</i> <i>Requisition for use of a UNE Motor Vehicle</i>

Rationale and Scope

The University has an obligation to ensure the health, safety and welfare of staff members while undertaking fieldwork activities for University purposes. Fieldwork is often conducted off-campus and outdoors and therefore can expose participants to health and safety hazards different to those encountered in their normal on-campus duties and activities. This policy applies to the range of stages in the fieldwork process, including planning, preparation, travelling, fieldwork activity, returning and post-fieldwork follow up.

Overview

The University has an obligation to ensure the health, safety and welfare of staff members while undertaking fieldwork activities for University purposes. Fieldwork is often conducted off-campus and outdoors and therefore can expose participants to health and safety hazards different to those encountered in their normal on-campus duties and activities. This policy applies to the range of stages in the fieldwork process, including planning, preparation, travelling, fieldwork activity, returning and post-fieldwork follow up.

Policy

4.13.01 'Fieldwork' is any off-campus activity for purposes of teaching, research or other educational pursuit (including relevant community service) under the control of the University. Indicative examples include the systematic collection of information, data or specific source material, practical and demonstration activities. **N.B.** Practicum supervision and workplace-based training, are not considered fieldwork for the purposes of this policy, since the staff involved will be subject to the safety management systems applying in those workplaces.

4.13.02 Fieldwork may be undertaken by a single person or a group of people.

4.13.03 The fieldwork location will normally be regarded as a workplace of the University and all relevant UNE policies will apply. Where the location is a workplace under the control of another entity the rules of that workplace will apply.

Responsibilities of the *Person in Control*

4.13.04 The *Person in Control* has responsibility and accountability for the particular fieldwork activity and for ensuring that adequate planning, risk assessment and management systems are implemented to ensure the health and safety of fieldworkers.

N.B. *Although one person must have overall control of the fieldwork, at times there may be several people in the field in control of particular activities.*

4.13.05 Prior to undertaking any fieldwork the *Person in Control* will carry out a risk assessment to identify and document hazards and associated risks.

4.13.06 In preparation and planning for the fieldwork activity, the *Person in Control* will:

- implement the necessary risk control procedures;
- develop appropriate communication and emergency plans;
- obtain adequate information from the prospective fieldworkers about their health status to ensure that suitable measures can be implemented in a medical emergency;
- consider the appropriate travel, accommodation and supervision arrangements for fieldworkers, taking into account the experience/maturity of all participants.

4.13.07 The *Person in Control* may or may not participate in the actual fieldwork activity. Responsibilities and accountabilities may be delegated to field supervisors or leaders undertaking fieldwork activities. If control is delegated, the exchange and extent of delegation must be documented.

4.13.08 The *Person in Control* has a duty and responsibility to maintain standards of behaviour in the group throughout the duration of the fieldwork exercise in order to protect the right of others to work and study in an environment free from personal intimidation, unpleasantness and harassment of any kind.

4.13.09 The *Person in Control* must keep a constant check on all environmental factors, including weather. This weather evaluation may include temperature range, rain or snow, climate conditions such as dry, hot conditions and fire risk, UV exposure, tidal and weather events such as currents, cyclones and electrical storms.

4.13.10 Any *Persons in Control* who is not a staff member must complete *Persons in Control Declaration* (Form **4.13e**)

Responsibilities of Fieldworkers

4.13.11 Each member of a fieldwork party has a responsibility, under OHS legislation to work safely, taking all reasonable, practicable steps to protect the health and safety of themselves and others.

4.13.12 It is the responsibility of each member of the fieldwork party to bring to the attention of the *Person in Control* or any delegated supervisor, all situations which may pose a risk to an individual's health and safety.

4.13.13 Each person also has an obligation to minimise any impact on the environment.

4.13.14 Prior to undertaking any fieldwork the Fieldworker will be required to sign a declaration agreeing to comply with the requirements of the *General Fieldwork Risk Assessment*.

4.13.15 Where family members accompany a fieldworker the provision of *4.18 Children in the Workplace*, will apply.

Vehicles and Drivers

4.13.16 Drivers of vehicles on fieldwork activities are required to comply with the *UNE Motor Vehicle requirements*.

4.13.17 Vehicles hired from outside companies will be subject to the provisions of those contracts.

4.13.18 All drivers of vehicles on fieldwork activities, whether they are University or privately-owned vehicles, are expected to comply with the Australian Road Rules and will be personally responsible for any traffic infringements incurred.

Communication and Emergency Procedures

4.13.19 As part of the planning process, a designated contact person at the University should be identified prior to departure. This person needs to be someone who is available by phone, in case of emergency, throughout the period of the fieldwork activity. (Where this is Safety and Security, then this department needs contact details and full information about the trip prior to departure).

4.13.20 Communication strategies and emergency procedures should be established before departure, including contact procedures for relevant local emergency agencies (e.g. police, ambulance, flying doctor, park ranger etc.) particularly when the fieldwork activity is undertaken in isolated or remote locations. When developing communication plans, consideration must be given to the sensitivity of personal information.

4.13.21 Suitable first aid requirements should be identified as part of the initial risk assessment (see **4.13a** *Fieldwork Planning Checklist*).

Overseas Fieldwork

4.13.22 Fieldworkers going overseas should consult a doctor with experience in travel medicine. The consultation should take place at least six (6) months before departure, wherever possible, to ensure adequate time for completion of required immunisations, and the evaluation of protective measures against infectious diseases and other medical hazards that may be prevalent in the fieldwork location.

Procedures

4.13.23 Prior to the commencement of the fieldwork activity, the *Person in Control* will complete:

- *Fieldwork Planning Checklist* (Form **4.13a**);
- *General Fieldwork Risk Assessment* (Form **4.13b**); and
- *Person in Control Declaration* (Form **4.13e**)

and submit these forms, and any other required documentation, to the Head of School/Cost Centre for approval.

4.13.24 It is the responsibility of the Cost Centre to maintain records of the standard *General Fieldwork Risk Assessment* forms.

4.13.25 All staff required to participate in fieldwork must be given a copy of the relevant *General Fieldwork Risk Assessment*, and sign a declaration stating that they have read and understood the risk assessment and will comply with its requirements.

4.13.26 Students are to be given a *Fieldwork Participation Declaration* (Form **4.13d**), which they must sign stating that they will comply with its requirements and the instructions of the *Person in Control*.

References

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Further Information

Occupational Health and Safety Unit, ext 3232

Version 22/6/2012

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

² COP Code of Practice

- 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

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
- .

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 e.g. cords pathways
- Falls e.g. ladders stools
- Ergonomics e.g. 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.smarttraveller.com
- Ensure you have insurance, visa and at least 6 months on passport
- Register with Australian consulate service www.smarttraveller.com
- Research local laws, e.g. 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					

TRIM Document No. D07/18813 amended

Version 10/2/2012

General Fieldwork Risk Assessment 4.13b



PART A: Overview

This form provides details of the trip, group membership and transportation arrangements. It provides a means to ensure that risks have been assessed and strategies put in place to minimise those risks. It also provides the only official approval mechanism for the trip to proceed. The Head of School/Cost Centre will retain the original form. The file number will be determined by the faculty or department. A copy of the form must be carried by the Person in Control.

PART B: Person in Control of research or project

Name: _____

Position: _____ Staff number: _____

Contact: _____ (after hours) _____
(work)

Supervisor: Cost Centre: _____

PART C: Fieldwork Description

This should include location of fieldwork/excursion (include a map or Grid Coordinates), the purpose of the trip and the justification for inclusion of fieldwork activity, the type of work being undertaken and role of participants.

Fieldwork Details: Research YES NO Teaching activities YES NO

Other _____

Fieldwork Description (attach extra documentation if necessary):

PART D: Fieldwork Itinerary

Point of Departure:	<input type="text"/>	Date:	<input type="text"/>	Time:	<input type="text"/>
Point of Return:	<input type="text"/>	Date:	<input type="text"/>	Time:	<input type="text"/>
Location of Stopovers:	<input type="text"/>	Date:	<input type="text"/>	Time:	<input type="text"/>
Location of Stopovers:	<input type="text"/>	Date:	<input type="text"/>	Time:	<input type="text"/>

Is this a NEGLIGIBLE RISK* excursion fieldwork trip, restricted to within 20km radius of the Armidale Post Office?

*N.B. In this context, NEGLIGIBLE RISK means that the potential for physical or mental harm to field trip participants is judged by the team leader to be not significant enough to require additional prevention or remedial control measure to ensure participants' health and safety.

YES If YES, skip to PART J NO

Is this a NEGLIGIBLE RISK* fieldwork trip using chartered transport, travelling further than 20km from the Armidale Post Office and NOT requiring an overnight stay?

YES If YES, provide UNE Travel Booking number TR: _____ and skip to PART J

NO

PART E:

Transportation Details (more than one may be applicable)

University Vehicle YES NO

Public Transport YES NO

Private Transport YES NO

Type of Vehicle:

Car YES NO

Bus YES NO

Aeroplane YES NO

Train YES NO

Other: _____

Drivers name	License Number	Type of Licence	Comment eg 4WD
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

University Vehicle/s (Make and Model): _____

Registration Number (If known) _____

Private Vehicle/s (Make and Model): _____

Registration Number (If known) _____

First Aid Qualified participants:

Name: Qualification:

Name: Qualification:

PART G: Risk Management

KNOWRISK RISK ASSESSMENT MATRIX

	Likelihood				
Consequence	Rare	Unlikely	Possible	Likely	Almost Certain
Insignificant	Negligible	Negligible	Low	Low	Tolerable
Minor	Negligible	Low	Tolerable	Tolerable	Tolerable
Moderate	Low	Tolerable	Tolerable	High	Extreme
Major	Tolerable	Tolerable	Extreme	Extreme	Extreme
Catastrophe	High	Tolerable	Extreme	Extreme	Extreme

Summary of **high** or **extreme** risks* identified en route and at Fieldwork site. Tolerable risks may also be included. (Details of risk assessment to be inserted into this sheet, provided electronically or as a hard copy, or referenced in **Know Risk** data base)

Risks	Type or specific control to be implemented to reduce exposure to risk? Type e.g. elimination, substitution, isolation, engineering or redesign, administrative, protective equipment.	Residual** Risks		
		Likelihood (rare, unlikely, possible, likely, almost certain)	Consequence (insignificant, minor, moderate, major, catastrophic)	Rating
Cut on sharp edges of trap				
Needlestick Injury				
Kicked by wallaby				
Exposure to used sharps				

* Inherent, foreseeable or identified risks

** Residual risk - Risk remaining after controls have been implemented

It is expected best practice that ALL risks will be identified at the planning stage. Use *Fieldwork Planning Checklist* (Form 4.13a) to ensure all types of risk have been identified eg. environment, energy, manual tasks, substances, biological and equipment.

PART H: Communication & Emergency plans

Please complete below (or attach additional documents)

Name of emergency contact person:

Number or call sign of person or authority to be notified in an emergency:

PART I: Safety equipment and/or funding required

Please complete below (or attach additional documents)

PART J: Accountability

As Person in Control of Fieldwork I have ensured that this assessment complies with the requirements outlined in UNE Fieldwork Policy (4.13), School or Cost Centre procedures and AS/NZS 4360 Risk Management.

I will ensure that the relevant Person in Control Declaration's (Form 4.13b) are completed.

I will ensure that all fieldworkers (including students) who are not UNE staff members complete a Fieldwork Participation Declaration (Form 4.13d).

Person in Control

Date

Supervisor (if any)

Date

Approved (Head of School/Cost Centre)

Date

Attached forms/Booking Numbers

1. Motor Vehicle requisition completed?

Details

YES

NO

2. Travel Booking Tool completed?

Details

YES

NO

3. Additional forms/information?

Details

YES

NO

Please write additional information below:

Associated Documents

4.13 *Fieldwork Policy*

4.13a *Fieldwork A-Z Planning Checklist*

4.13b *General Fieldwork Risk Assessment*

4.13c *Fieldwork Trip Form*

4.13d *Fieldwork Participation Declaration*

4.13e *Person in Control Declaration*

4.18 *Children in the Workplace Policy*

4.06 *First Aid Policy*

UNE Motor Vehicle requirements

Requisition for use of a University Motor Vehicle

Travel Booking tool - Requisition for approval to Travel on Official University Business



Please print, attach any relevant documentation and mail the completed and signed form to:

**The Occupational Health and Safety Unit Level 3, TC Lamble Building
The University of New England Armidale NSW 2351**

OR scan signed copy and send via email to: ohs@une.edu.au

Print Form

4.13c Fieldwork Trip Form

17 January 2013

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 (BH.), 6773 2099 (AH), 0418 251 214 (MOB)

Your Name & Location of Fieldwork – TR No

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.

4.13c Fieldwork Trip Form

17 January 2013

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.

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Main destination of fieldtrip?

Itinerary (*add rows as necessary*)

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

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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.



4.13d Fieldwork Participation Declaration



18 January 2013

Part A: Personal Details (Mandatory)

This personal information is being collected by The University of New England and will be used in accordance with the UNE Privacy Statement: <http://www.une.edu.au/rmo/policies/privacystatement.htm>

Your full name:			
Student/Staff No.(if any)			
Address while at UNE:			
Phone: (w)	(h)	Mobile:	
Fax:			
Emergency contact name:			
Relationship to you:			
Address of contact person:			
Phone: (w)	(h)	Mobile:	
Does this person have your authorization to grant emergency surgery? Yes/No			

Part B: Declaration

In undertaking fieldwork I acknowledge that:

1. Non employees attend the fieldwork at their own risk.
2. I must exercise due care to ensure my personal safety and that of others.
3. I will not put others at risk by my acts or omissions.
4. I will follow any instruction or advice, affecting my safety, that is given to me by my supervisor or other authorised UNE staff.
5. I will conduct myself in a safe and responsible manner for the duration of the time I am undertaking fieldwork.
6. I understand that UNE is not responsible for non employees medical and hospital expenses that may be incurred.
7. I understand that in the event of injury, UNE will not reimburse non employees for loss of earnings.

Signature of participant of fieldwork activity _____ Date: ___/___/___

To be signed by a parent or guardian if the person making the application is under 18 years of age.

Part C: Health details (optional)

The information you provide about your health status could save your life. Please take time to fill this section out carefully. The purpose of collecting this personal information is to ensure that the Person in Control of the Fieldwork can plan for potential emergency situations. Filling in this section of the form is voluntary. However if you refuse, you could be excluded from participating in certain fieldwork activities, e.g. fieldwork conducted in remote areas isolated from medical support. All the data will be treated as confidential and will be placed in a secure place/database. If your medical circumstance or emergency contact details change, please ensure that this sheet is updated.

1. Are there any medications that you need to carry with you? **Yes/No**

If yes give details:

2. Do you have any allergies? **Yes/No**

If yes give details:

3. Do you have any hygiene/dietary issues that might be relevant? **Yes/No**

If yes give details:

4. Do you have any mobility or other disabilities that may affect or restrict your participation in fieldwork activities? **Yes/No**

If yes give details:

5. Do you have private medical cover? **Yes/No**

*If yes :name of fund / insurance provider :
Membership number:*

6. Do you have ambulance cover? **Yes/No**

If yes give details:

7. Any other matters that should be known by the Person in Control of the fieldwork activity?

Give details:

4.13e Fieldwork - Person in Control

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 workplace health and safety responsibilities as an "officer" (s27 WHS Act 2011) or person with management or control of a workplace (s20 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 8/1/2013

4.13g Fieldwork – Use of own vehicle



20 December 2013

Waiver

Part A

Name:

Vehicle make and model:

Vehicle Registration:

I understand that UNE will not be liable for any damage/loss to this vehicle, nor is the vehicle covered under the University's property insurance policies.

I understand that I will use my vehicle at my own expense and risk.

Signature

Date

Part B

A copy of this form must be kept with school fieldwork risk assessment records.

A copy of this form must be sent to insurance@une.edu.au

8/1/2013

Vehicle Pool

- ◆ Purchase, maintain and dispose of the University's fleet of 100 vehicles
- ◆ Located north side of Northern Car park (N002 Workshop Rd)
- ◆ Able to do servicing ,rego inspections and maintenance work on UNE staff private vehicles
- ◆ 1.8 million km 2011
- ◆ 20 Pool vehicles—sedans, wagons, 4WDs, buses & trailers



Driver Requirements

Need a drivers licence - You must transfer your licence to NSW if here for longer than 3 months

To drive a UNE vehicle, download the form at: http://www.une.edu.au/_data/assets/pdf_file/0019/47305/vehicle-authority-to-drive-form.pdf. This is an Authority to drive UNE vehicles & Drivers Questionnaire. Include a photocopy of your current licence.

Requisition for Use of a University Motor vehicle at: http://www.une.edu.au/_data/assets/pdf_file/0020/47306/vehicle-requisition-form.pdf

Email completed forms to Vehicle Pool veh-pool@une.edu.au or fax to 6773 2227

Booking Requirements

- ◆ You must ring /email to arrange vehicle bookings before filling out a vehicle requisition
- ◆ No Vehicle unless Requisition signed by School Office and coded
- ◆ Do not leave vehicle bookings to the last day:
 - book ASAP, including vehicle requirements 4WD, seat capacity, Sedan, wagon, Automatic?
- ◆ Arrangements for vehicle pickup and drop off outside working hours can be arranged

Vehicle Guidelines

- ◆ Caltex, Shell and Mobil Fuel cards are supplied with all vehicles. In emergency situations fuel can be purchased outside these companies and claimed back on return to UNE.
- ◆ Please return vehicle full of fuel
- ◆ Invoices for all vehicle related purchases MUST be presented on return
- ◆ Transport of animals is to be in designated vehicles (utes)
- ◆ No vehicle other than a 4WD is to be driven off road.
- ◆ On long trips 500km or more check oil, water and tyre pressure, consult vehicle handbook for details.

Log Book requirements

- ◆ Required by law, auditors and departments to record vehicle usage
- ◆ Must be completed on a daily basis
- ◆ Any fuel or oil purchases must be entered. (Keep receipts)

Vehicle Requirements

- ◆ Vehicles are presented tidy; if returned in a filthy condition, a cleaning fee will be charged
- ◆ Please inform us of any concerns regarding vehicles, noises, lack of power, pulling to one side
- ◆ Panel damage:
 - check vehicle for panel or other damage and report any, **before leaving Motor Pool**
 - your grant could be charged for damage you didn't cause
 - an accident report must be completed when a UNE vehicle is involved in an accident ASAP. http://www.une.edu.au/_data/assets/pdf_file/0016/47302/Accident-claim-form.PDF
- ◆ Please inform us of any recovery gear use

Rules

- ◆ See 'Basic Safety Principles—Transport' at:
<http://www.une.edu.au/about-une/areas/administration/facilities-management-services/campus-services/motor-pool/safety-principals>
- ◆ And 'Driving Vehicles' at:
<http://www.une.edu.au/about-une/areas/administration/facilities-management-services/campus-services/motor-pool/?a=8260>
- ◆ Obey speed limits and Australian road rules at all times
- ◆ No driving when intoxicated with drugs or alcohol
- ◆ No smoking, drinking or eating in UNE vehicles
- ◆ When fatigue sets in, drivers must take a break (every 2 hours)
- ◆ All damage to vehicles must be reported ASAP

Insurance

- ◆ All approved University drivers and passengers are covered by the University's Vehicle Insurance policy
 - An Excess of \$1,000 or part thereof applies to any damage to University or third parties
 - School / driver will be responsible for excess
 - Following excesses will also apply and will be in addition to the \$1,000:-
 - ◆ Driver under 21 years of age an additional \$700
 - ◆ Driver under 21 years of age and inexperienced (i.e. less than 3 years driving experience) an additional \$1,000
 - ◆ Driver 21 to 24 years of age an additional \$350
 - ◆ Driver 21 to 24 years of age and inexperienced (i.e. less than 3 years driving experience) an additional \$650
 - ◆ Driver over 25 years of age and inexperienced (i.e. less than 3 years driving experience) an additional \$300

Contact Details

Email- veh-pool@une.edu.au

Phone – 02 6773 2084

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Building No - N002

Document type:	Guidelines
Administering entity:	HRs
Records management system number:	D10/79053
OHSSC endorsement:	October 2010
Date approved:	14 October 2010
Approved by:	OHS
Indicative time for review:	January 2014
Responsibility for review:	WHS

Related policies or other documents:

4.10	WHS Policy
4.52a	Volunteer acknowledgement
8.10	Honorary Appointees policy

Rationale and Scope

The University is regularly contacted by members of the community who wish to provide their services in a voluntary capacity to the University.

The purpose of these guidelines is to ensure that all volunteers are registered and the levels of assistance, facilities and insurance cover required are assessed. Categories of volunteers may include, but are not limited to the following ;

- Cultural volunteers
- Sporting event volunteers
- Field day & other “ad hoc” volunteers
- Family members assisting a student
- Research project volunteers
- Patient volunteers
- Research participants
- Adjunct or honorary appointees & visiting scholars
- Student work placements
- New England award volunteers /work experience
- Student work experience
- Secondary school work experience
- CRS Work experience
- Other work experience (non student)
- Other volunteers (miscellaneous)

Principles

The University supports the use of volunteers on projects that benefit the relationship between the University and the community, provided that volunteer workers are not used to replace paid workers.

Volunteer work is unpaid and always a matter of choice.

Volunteers are not 'workers' under the NSW Workers Compensation legislation and are thus not covered by the University's workers compensation insurance policy.

Volunteering is [an aspect of social capital](#), a fundamental building block of civil society and mutually beneficial to both volunteer and University.

Definitions

A **volunteer** is someone who willingly gives unpaid help, in the form of time, service or skills, to or through an organisation or group undertaking.

A **cultural volunteer** is someone who undertakes voluntary work for arts and heritage activities such as performing arts groups, libraries, museums botanical gardens, galleries and festivals.

There is no legal definition of "volunteer" for tax purposes as a volunteer is not a paid employee.

A **Psychology Research participant** is a volunteer who provides data in a psychological experiment. They may receive a small gratuity. This gratuity does not constitute payment but is an expression of thanks.

Guidelines

4.52.1 Volunteers may be invited to undertake activities, including those supporting fund-raising and community oriented projects and to provide non essential services that benefit the relationship between the University and the community.

4.52.2 Such services may be provided in cases where members of the community wish to donate their services rather than make a financial contribution to the University.

4.52.3 The University, however, does not sanction the use of volunteer workers in areas where funding is available to provide paid employment. The use of volunteer workers is permitted only in cases where the volunteer is not replacing paid employees.

4.52.4 Volunteer workers are not employees of the University and volunteer workers are not subject to award /enterprise agreement

conditions.

- 4.52.5 Unless undertaking work experience volunteer workers must not be directed to perform work that would normally be undertaken by University staff members.
- 4.52.6 Authority to appoint volunteer workers rests with the Head of Cost Centre (or equivalent). Authority may be delegated. Such delegation must be in writing.
- 4.52.7 Volunteers working with children may be required by Government Policy or by direction of the faculty or directorate to complete a *Working with children background consent form*.

Insurance

- 4.52.8 Volunteer workers must complete a registration form prior to commencing their volunteering activities. This will ensure that they are covered by the University's Public Liability Policy for damage they may cause to other people or property in the course of their work for the University.
- 4.52.9 The University provides only limited personal accident insurance for volunteer workers. A volunteer worker, who is injured, because of the negligence of the University, may sue the University but cannot rely on an insurer to pursue the matter on their behalf.
- 4.52.10 As with all insurance policies, there are numerous exceptions to the cover. Volunteer workers should be aware of the advantages of having personal accident cover and are encouraged to investigate personal insurance options.

Exclusions

- 4.52.11 Some types of unpaid community work which is not strictly voluntary or would not normally be seen as voluntary work may not be deemed to be volunteering by the University's insurers i.e. Work for the Dole programs, community work under mutual obligation, work under a Community Service Order or emergency work during an industrial dispute will need to be assessed by the Insurance Company.
- 4.52.12 University staff who volunteer to assist with SES operations or are active as bushfire, emergency and rescue volunteers are "deemed workers" and if they are carrying out authorised activities, on or off campus, when they are injured they are eligible to lodge a worker's compensation claim with their not for profit service organisation.

Procedures

- 4.52.13 Approval in principle must be obtained from the Head of School or Directorate prior to any activity commencing.
- 4.52.14 All volunteer workers must be provided with an induction which will include relevant information contained in this guideline as well as safety and equity principles, prior to their commencing work.
- 4.52.15 All volunteers must be registered.
- 4.52.16 All registration forms must be lodged in TRIM Folder A10/1064 by the authorised person in the faculty, directorate or OHS Unit.
- 4.52.17 Completed Working with Children consent forms must be lodged in TRIM folder A07:614 prior to the volunteer commencing work.
- 4.52.18 It is highly recommended that volunteers provide emergency contact details. The names of next of kin and any medical information provided must be kept confidential.

Registration forms

4.52.19 A variety of forms may be used to register volunteers. The default registration form *for volunteers is 4.52 Volunteer acknowledgement forms.*

4.52.20 If volunteers are participating in a number of events during one year they may register for 12 month period. If the type of activity varies significantly an additional form/s may need to be completed

- 4.52.21 Cultural volunteers - complete Form 4.52a
- 4.52.22 Sporting event volunteers -complete Form 4.52a
- 4.52.23 Family members assisting students –complete Form 4.52a
- 4.52.24 Field Day and other ‘ad hoc’ volunteers –complete Form 4.52a
- 4.52.25 Research project volunteers – Complete Form 4.52a in addition to any other Fieldwork documentation.
- 4.52.26 Field day and other ‘ad hoc’ volunteers -Complete Form 4.52a
- 4.52.27 Family members assisting students –Complete Form 4.52a
- 4.52.28 Psychology Research participants – Complete 4.52a and other BCSS documentation
- 4.52.29 Visiting scholars, Adjunct or Honorary Associates are governed by 8.10 Honorary Appointments Policy and the terms and conditions of their appointment.
- 4.52.30 Student work placements- Work 300/500 & WorkReady - Complete WorkReady Student Registration <http://blog.une.edu.au/workready/files/2009/04/workready-rego-interactive.pdf> and 4.52a if required.
- 4.52.31 Patient volunteers – Volunteers participating in the School of Rural medicine *Paid and Volunteer Patient program* must use the

- Patient Volunteer Form –Some volunteers may also need to complete Form 4.52a
- 4.52.32 New England Award (NEA) and Work experience. Volunteers participating in the *NEA volunteer work experience program* specifically designed tertiary students wishing to gain experience in a particular area of the University. <http://www.une.edu.au/nea/pdf/NEA-Disclosure.pdf> . Internal and external students need to complete and submit the Discloser form prior to commencing their nominated activity. Depending on the activity or host some volunteers may be required to complete Form 4.52a.
- 4.52.33 CRS Work Training Program –Complete form SD5840 CRS Work Training & read SD5847 Insurance information for prospective host organisations
- 4.52.34 Secondary school work experience- Prior to commencement of Workplace Learning program insurance and indemnity requirements must be arranged by NSW Department of Education and Training (DET) under the NSW Treasury Managed Fund Scheme.
- 4.52.35 Other work experience (non student) Complete Form 4.52a
- 4.52.36 Other miscellaneous volunteers – Complete Form 4.52a for all University related activities.
- 4.52.37 Once approval has been granted, the completed form should be maintained by the originating organisational unit, in a register of volunteer workers and a copy sent to WHS Unit or other authorised staff member to be placed in TRIM folder A10/1064

References

- ABS (2004) R1378.0 - Information Paper: Measuring Social Capital - An Australian Framework and Indicators, 2004
- Universal Declaration on Volunteering (2003) Volunteering Australia
- NSW Govt (2008) Working with Children Employer Guidelines 2008

Reviewed 110/1/2013

Volunteer Acknowledgement Form 4.52a



Name: _____ Address: _____

Phone: _____ Email: _____

Approved Voluntary Activity: _____

Location of Approved Voluntary Activity: _____

Commencement Time/Date Finish Time/Date

UNE thankfully acknowledges your contribution as a volunteer, however, this acknowledgement must be completed by you and returned to your Supervisor before commencement of your approved Voluntary Activity. Thank you.

I acknowledge that I:

Am not employed by UNE, nor will i receive payment for performing the Approved Voluntary Activity. YES NO

Will not be covered by UNE's Workers Compensation Insurance. YES NO

Will be covered under UNE's Corporate Travel and/or Student Group Personal Accident Insurance Policies only while performing the Approved Voluntary Activity and only if I am between the ages of 15 and 70 years old. YES NO

Have read and understood UNE's Code of Conduct (web address below) and agree to abide by the same rules as would apply to a UNE staff member including all reasonable directions given to me. YES NO
<http://www.une.edu.au/about/policy/codeofconduct.html>

Acknowledge that while performing the Approved Voluntary Activity I may become aware of confidential information or personal information. I agree that I will keep confidential the confidential or personal information. YES NO

Acknowledge that my Supervisor has provided me with a Work Health & Safety Induction site specific induction. YES NO
<http://www.une.edu.au/hrs/handbook/04/04.30a.doc>

In case of emergency, the following person is to be contacted:

Name:

Phone Numbers:

Home: Work: Mobile:

Signature of Volunteer or Parent/Guardian (for Volunteers under the age of 18)

Volunteer's Name:

Parent/Guardian's Name
(if appropriate):

Signature of Volunteer or
Parent/Guardian:

Date:

Signature of Volunteer's UNE Supervisor

Supervisor's Name:

Location:

Phone Numbers:

Home:

Work:

Mobile:



This form is to be filed by School or Directorate and a copy sent to ohs@une.edu.au



N.C.W. Beadle Herbarium (Herbarium NE)

Your UNE facility for studies in botany, ecology, plant identification, seed-banks & vegetation, weeds, etc.

- <http://www.une.edu.au/herbarium/>
- **If your study deals with plants directly or indirectly**, please contact us early in your project to see how we can help you:
 - Director: Jeremy Bruhl (jbruhl, 2429)
 - Hon. Curator: Ian Telford (itelford, 2875)
 - Facilities, equipment, training, contacts, advice
 - Collecting, preparing, identifying, vouchering plants specimens
 - Best way to handle associated material for morphological, anatomical, molecular study
 - Use of plant names, plant classifications and phylogenies
 - Access to national and worldwide herbaria



eResearch Services Available

Enhancing your research through Information and Communication technology

(Johan Boshoff | 9 October 2013 | Version 1.0)

Introduction

The term 'eResearch' is used to refer to the application of advanced information and communication technologies to the practice of research. It enhances existing research processes, making them more efficient and effective. It also enables new kinds of research processes that were not previously possible.

Intersect Australia Ltd. is a not for profit organisation with membership of all of the New South Wales Universities and the University of Canberra. We were founded to provide eResearch services for its members and for the wider research community. Intersect provides services that are targeted at enhancing the capability (skill) and capacity (resources) of institutions, disciplines and research groups.

Each University that is a member of Intersect, gets a full time IT specialist (eResearch Analyst) on campus to assist researchers accessing the services that we supply. At UNE the eResearch Analyst is Johan Boshoff. Johan has an office in Research Services in the Lamble building and is available for consultations. His contact details are:

Telephone No.: 2678
Mobile: 0468 569 118
eMail: johan@intersect.org.au
UNE e-mail: jboshoff@une.edu.au

Consultation and advice

The following services is provided at no cost to researchers:

Researcher Engagement: eResearch Analysts engage directly with researchers to across areas of collaboration, computing, data management and domain-specific tools.

Requirements Analysis: eResearch and business analysts work with researchers to determine which of their research bottlenecks can be addressed by the application of information technology. We also assist researchers work out how to address the identified bottlenecks.

High Performance Computing (HPC) Advice and Support: Our in-house High Performance Computing specialist works with researchers to troubleshoot and configure existing tools to work on our HPC infrastructure, as well as to help them design their experiments to make best use of the facilities.

Project Conceptualisation and Grant Assistance: eResearch analysts assist in taking a project from the concept phase to a formal description and plan, suitable for submission to grant or infrastructure funding bodies. There is an in-kind contribution that could be counted for most of our services if used in grant applications.

Learning and Development Services

The following training courses is free to researchers:

Introduction to Unix for High Performance Computing (HPC for WIMPS): This one and a half day course introduces attendees to using Unix on our HPC facilities. It is aimed at researchers and PhD students who have not used or have had only limited exposure to high performance computing.

Intermediate HPC (HPC for CLUEy): This half-day course introduces attendees to our HPC facilities and is aimed at those with Command Line Unix Experience. It is targeted at attendees who want to learn how to manage jobs on the HPC.

Parallel Programming for HPC (Advanced): This half-day course introduces different parallel programming methods. OpenMP as a widespread method for a shared memory programming model and MPI as the standard for a distributed memory-programming model are discussed. It is targeted at C and Fortran programmers.

Cleaning and Exploring your data with Open Refine: This three-hour workshop introduces Open Refine, which is a powerful tool for cleaning, normalisation and exploring of datasets. Attendees will work through the various features of Refine, including importing data, faceting, clustering and calling into remote APIs by working on a fictional but plausible research project.

Data Visualisation with Google Fusion Tables: This two hour workshop introduces Google Fusion tables, and uses a practical example whereby participants create a heat map of NSW highlighting crime hotspots by drawing together geospatial data containing Local Government Area boundaries together with NSW Crime statistics to illustrate the power of Fusion Tables.

High Performance Computing

Intersect provides access to both state and national High Performance Computing facilities. These facilities allows researchers to log in remotely and submit programs to run on very powerful computers to solve research problems that would be impractical to execute on a normal desktop computer. If you are running out of memory on your desktop system or can no longer process your data quickly enough, then HPC could be for you. Large requests for HPC time are handled through our annual resource allocation process and smaller requests on an ad-hoc basis.

Virtual Machines / Cloud Computing

Our operations staff and eResearch Analysts work with researchers to provide cloud based access to research applications. This is handy for research projects that require significant collaboration to collect and process data, run websites or hosts databases. This service is free to researchers and will be delivered through the NeCTAR Research Cloud.

Research Data Storage Program

The Research Data Storage Infrastructure Project (RDSI) aims to provide large, safe and cost-effective data storage of Australian Research Data. Intersect is building a node of the RDSI. It is aimed at storing research data that has a high potential for future reuse. Researchers can nominate research data that they own, or datasets that would be used in research projects that is difficult to get access to. Data will be safely stored in a tier 3 data centre behind security and access protocols that provides security. Research data will be accessible from anywhere with an Internet connection with high-speed access to AARNET, the NeCTAR research cloud and HPC facilities. Data stored on this facility can be easily shared with collaborators around the world. If the research data meets the significance criteria, it will be stored at no cost to researchers.

Software engineering services

One of the primary reasons for the founding of Intersect is to provide a core team of software engineers, business analysts, project managers and user interface designers that has experience in developing research applications. Software is developed at special member rates and Intersect assists researchers in applying for grant funding to pay for this development. We have delivered more than 70 research applications in the last 5 years, ranging in cost from a few thousand dollars to well over a million dollars.

Additional Information

Please visit our website at www.intersect.org for additional information on these and other services that we offer.

4.13e Fieldwork - Person in Control

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 workplace health and safety responsibilities as an "officer" (s27 WHS Act 2011) or person with management or control of a workplace (s20 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 8/1/2013

TRIM D10/44026

4.13 Fieldwork

Document type:	Policy
Administering entity:	HRs
Records management system number:	D10/44026
Date OHSSC endorsement:	11 February 2010
Date approved:	23 June 2010
Approved by:	Vice-Chancellor
Indicative time for review:	5 years
Responsibility for review:	Human Resource Services
Related policies or other documents:	4.13a Fieldwork Planning Checklist 4.13b General Fieldwork Risk 4.13c Fieldwork Trip Form 4.13d Fieldwork Participation Declaration 4.13e Fieldwork Persons in Control 4.18 Children in the Workplace <i>Travel booking tool</i> <i>Requisition for use of a UNE Motor Vehicle</i>

Rationale and Scope

The University has an obligation to ensure the health, safety and welfare of staff members while undertaking fieldwork activities for University purposes. Fieldwork is often conducted off-campus and outdoors and therefore can expose participants to health and safety hazards different to those encountered in their normal on-campus duties and activities. This policy applies to the range of stages in the fieldwork process, including planning, preparation, travelling, fieldwork activity, returning and post-fieldwork follow up.

Overview

The University has an obligation to ensure the health, safety and welfare of staff members while undertaking fieldwork activities for University purposes. Fieldwork is often conducted off-campus and outdoors and therefore can expose participants to health and safety hazards different to those encountered in their normal on-campus duties and activities. This policy applies to the range of stages in the fieldwork process, including planning, preparation, travelling, fieldwork activity, returning and post-fieldwork follow up.

Policy

4.13.01 'Fieldwork' is any off-campus activity for purposes of teaching, research or other educational pursuit (including relevant community service) under the control of the University. Indicative examples include the systematic collection of information, data or specific source material, practical and demonstration activities. **N.B.** Practicum supervision and workplace-based training, are not considered fieldwork for the purposes of this policy, since the staff involved will be subject to the safety management systems applying in those workplaces.

4.13.02 Fieldwork may be undertaken by a single person or a group of people.

4.13.03 The fieldwork location will normally be regarded as a workplace of the University and all relevant UNE policies will apply. Where the location is a workplace under the control of another entity the rules of that workplace will apply.

Responsibilities of the *Person in Control*

4.13.04 The *Person in Control* has responsibility and accountability for the particular fieldwork activity and for ensuring that adequate planning, risk assessment and management systems are implemented to ensure the health and safety of fieldworkers.

N.B. *Although one person must have overall control of the fieldwork, at times there may be several people in the field in control of particular activities.*

4.13.05 Prior to undertaking any fieldwork the *Person in Control* will carry out a risk assessment to identify and document hazards and associated risks.

4.13.06 In preparation and planning for the fieldwork activity, the *Person in Control* will:

- implement the necessary risk control procedures;
- develop appropriate communication and emergency plans;
- obtain adequate information from the prospective fieldworkers about their health status to ensure that suitable measures can be implemented in a medical emergency;
- consider the appropriate travel, accommodation and supervision arrangements for fieldworkers, taking into account the experience/maturity of all participants.

4.13.07 The *Person in Control* may or may not participate in the actual fieldwork activity. Responsibilities and accountabilities may be delegated to field supervisors or leaders undertaking fieldwork activities. If control is delegated, the exchange and extent of delegation must be documented.

4.13.08 The *Person in Control* has a duty and responsibility to maintain standards of behaviour in the group throughout the duration of the fieldwork exercise in order to protect the right of others to work and study in an environment free from personal intimidation, unpleasantness and harassment of any kind.

4.13.09 The *Person in Control* must keep a constant check on all environmental factors, including weather. This weather evaluation may include temperature range, rain or snow, climate conditions such as dry, hot conditions and fire risk, UV exposure, tidal and weather events such as currents, cyclones and electrical storms.

4.13.10 Any *Persons in Control* who is not a staff member must complete *Persons in Control Declaration* (Form **4.13e**)

Responsibilities of Fieldworkers

4.13.11 Each member of a fieldwork party has a responsibility, under OHS legislation to work safely, taking all reasonable, practicable steps to protect the health and safety of themselves and others.

4.13.12 It is the responsibility of each member of the fieldwork party to bring to the attention of the *Person in Control* or any delegated supervisor, all situations which may pose a risk to an individual's health and safety.

4.13.13 Each person also has an obligation to minimise any impact on the environment.

4.13.14 Prior to undertaking any fieldwork the Fieldworker will be required to sign a declaration agreeing to comply with the requirements of the *General Fieldwork Risk Assessment*.

4.13.15 Where family members accompany a fieldworker the provision of *4.18 Children in the Workplace*, will apply.

Vehicles and Drivers

4.13.16 Drivers of vehicles on fieldwork activities are required to comply with the *UNE Motor Vehicle requirements*.

4.13.17 Vehicles hired from outside companies will be subject to the provisions of those contracts.

4.13.18 All drivers of vehicles on fieldwork activities, whether they are University or privately-owned vehicles, are expected to comply with the Australian Road Rules and will be personally responsible for any traffic infringements incurred.

Communication and Emergency Procedures

4.13.19 As part of the planning process, a designated contact person at the University should be identified prior to departure. This person needs to be someone who is available by phone, in case of emergency, throughout the period of the fieldwork activity. (Where this is Safety and Security, then this department needs contact details and full information about the trip prior to departure).

4.13.20 Communication strategies and emergency procedures should be established before departure, including contact procedures for relevant local emergency agencies (e.g. police, ambulance, flying doctor, park ranger etc.) particularly when the fieldwork activity is undertaken in isolated or remote locations. When developing communication plans, consideration must be given to the sensitivity of personal information.

4.13.21 Suitable first aid requirements should be identified as part of the initial risk assessment (see **4.13a** *Fieldwork Planning Checklist*).

Overseas Fieldwork

4.13.22 Fieldworkers going overseas should consult a doctor with experience in travel medicine. The consultation should take place at least six (6) months before departure, wherever possible, to ensure adequate time for completion of required immunisations, and the evaluation of protective measures against infectious diseases and other medical hazards that may be prevalent in the fieldwork location.

Procedures

4.13.23 Prior to the commencement of the fieldwork activity, the *Person in Control* will complete:

- *Fieldwork Planning Checklist* (Form **4.13a**);
- *General Fieldwork Risk Assessment* (Form **4.13b**); and
- *Person in Control Declaration* (Form **4.13e**)

and submit these forms, and any other required documentation, to the Head of School/Cost Centre for approval.

4.13.24 It is the responsibility of the Cost Centre to maintain records of the standard *General Fieldwork Risk Assessment* forms.

4.13.25 All staff required to participate in fieldwork must be given a copy of the relevant *General Fieldwork Risk Assessment*, and sign a declaration stating that they have read and understood the risk assessment and will comply with its requirements.

4.13.26 Students are to be given a *Fieldwork Participation Declaration* (Form **4.13d**), which they must sign stating that they will comply with its requirements and the instructions of the *Person in Control*.

References

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Further Information

Occupational Health and Safety Unit, ext 3232

Version 22/6/2012

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

² COP Code of Practice

- 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

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
- .

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 e.g. cords pathways
- Falls e.g. ladders stools
- Ergonomics e.g. 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.smarttraveller.com
- Ensure you have insurance, visa and at least 6 months on passport
- Register with Australian consulate service www.smarttraveller.com
- Research local laws, e.g. 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					

TRIM Document No. D07/18813 amended

Version 10/2/2012

General Fieldwork Risk Assessment 4.13b



PART A: Overview

This form provides details of the trip, group membership and transportation arrangements. It provides a means to ensure that risks have been assessed and strategies put in place to minimise those risks. It also provides the only official approval mechanism for the trip to proceed. The Head of School/Cost Centre will retain the original form. The file number will be determined by the faculty or department. A copy of the form must be carried by the Person in Control.

PART B: Person in Control of research or project

Name: _____

Position: _____ Staff number: _____

Contact: _____ (after hours) _____
(work) _____

Supervisor: Cost Centre: _____

PART C: Fieldwork Description

This should include location of fieldwork/excursion (include a map or Grid Coordinates), the purpose of the trip and the justification for inclusion of fieldwork activity, the type of work being undertaken and role of participants.

Fieldwork Details: Research YES NO Teaching activities YES NO

Other _____

Fieldwork Description (attach extra documentation if necessary):

PART D: Fieldwork Itinerary

Point of Departure:	<input type="text"/>	Date:	<input type="text"/>	Time:	<input type="text"/>
Point of Return:	<input type="text"/>	Date:	<input type="text"/>	Time:	<input type="text"/>
Location of Stopovers:	<input type="text"/>	Date:	<input type="text"/>	Time:	<input type="text"/>
Location of Stopovers:	<input type="text"/>	Date:	<input type="text"/>	Time:	<input type="text"/>

Is this a NEGLIGIBLE RISK* excursion fieldwork trip, restricted to within 20km radius of the Armidale Post Office?

*N.B. In this context, NEGLIGIBLE RISK means that the potential for physical or mental harm to field trip participants is judged by the team leader to be not significant enough to require additional prevention or remedial control measure to ensure participants' health and safety.

YES If YES, skip to PART J NO

Is this a NEGLIGIBLE RISK* fieldwork trip using chartered transport, travelling further than 20km from the Armidale Post Office and NOT requiring an overnight stay?

YES If YES, provide UNE Travel Booking number TR: _____
and skip to PART J

NO

PART E:

Transportation Details *(more than one may be applicable)*

University Vehicle YES NO

Public Transport YES NO

Private Transport YES NO

Type of Vehicle:

Car YES NO

Bus YES NO

Aeroplane YES NO

Train YES NO

Other: _____

Drivers name

License Number

Type of Licence

Comment eg 4WD

University Vehicle/s
(Make and Model): _____

Registration Number
(If known) _____

Private Vehicle/s
(Make and Model): _____

Registration Number
(If known) _____

First Aid Qualified participants:

Name:

Qualification:

Name:

Qualification:

PART G: Risk Management

KNOWRISK RISK ASSESSMENT MATRIX

Likelihood					
Consequence	Rare	Unlikely	Possible	Likely	Almost Certain
Insignificant	Negligible	Negligible	Low	Low	Tolerable
Minor	Negligible	Low	Tolerable	Tolerable	Tolerable
Moderate	Low	Tolerable	Tolerable	High	Extreme
Major	Tolerable	Tolerable	Extreme	Extreme	Extreme
Catastrophe	High	Tolerable	Extreme	Extreme	Extreme

Summary of **high** or **extreme** risks* identified en route and at Fieldwork site. Tolerable risks may also be included. (Details of risk assessment to be inserted into this sheet, provided electronically or as a hard copy, or referenced in **Know Risk** data base)

Risks	Type or specific control to be implemented to reduce exposure to risk? <small>Type e.g. elimination, substitution, isolation, engineering or redesign, administrative, protective equipment.</small>	Residual** Risks		
		Likelihood <small>(rare, unlikely, possible, likely, almost certain)</small>	Consequence <small>(insignificant, minor, moderate, major, catastrophic)</small>	Rating
Cut on sharp edges of trap				
Needlestick Injury				
Kicked by wallaby				
Exposure to used sharps				

* Inherent, foreseeable or identified risks

** Residual risk - Risk remaining after controls have been implemented

It is expected best practice that ALL risks will be identified at the planning stage. Use *Fieldwork Planning Checklist* (Form 4.13a) to ensure all types of risk have been identified eg. environment, energy, manual tasks, substances, biological and equipment.

PART H: Communication & Emergency plans

Please complete below (or attach additional documents)

Name of emergency contact person:

Number or call sign of person or authority to be notified in an emergency:

PART I: Safety equipment and/or funding required

Please complete below (or attach additional documents)

PART J: Accountability

As Person in Control of Fieldwork I have ensured that this assessment complies with the requirements outlined in UNE Fieldwork Policy (4.13), School or Cost Centre procedures and AS/NZS 4360 Risk Management.

I will ensure that the relevant Person in Control Declaration's (Form 4.13b) are completed.

I will ensure that all fieldworkers (including students) who are not UNE staff members complete a Fieldwork Participation Declaration (Form 4.13d).

Person in Control Date

Supervisor (if any) Date

Approved (Head of School/Cost Centre) Date

Attached forms/Booking Numbers

1. Motor Vehicle requisition completed?

YES NO

Details

2. Travel Booking Tool completed?

YES NO

Details

3. Additional forms/information?

YES NO

Details

Please write additional information below:

Associated Documents

4.13 *Fieldwork Policy*

4.13a *Fieldwork A-Z Planning Checklist*

4.13b *General Fieldwork Risk Assessment*

4.13c *Fieldwork Trip Form*

4.13d *Fieldwork Participation Declaration*

4.13e *Person in Control Declaration*

4.18 *Children in the Workplace Policy*

4.06 *First Aid Policy*

UNE Motor Vehicle requirements

Requisition for use of a University Motor Vehicle

Travel Booking tool - Requisition for approval to Travel on Official University Business



Please print, attach any relevant documentation and mail the completed and signed form to:

**The Occupational Health and Safety Unit Level 3, TC Lamble Building
The University of New England Armidale NSW 2351**

OR scan signed copy and send via email to: ohs@une.edu.au

Print Form

4.13c Fieldwork Trip Form

17 January 2013

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 (BH.), 6773 2099 (AH), 0418 251 214 (MOB)

Your Name & Location of Fieldwork – TR No

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.

4.13d Fieldwork Participation Declaration



18 January 2013

Part A: Personal Details (Mandatory)

This personal information is being collected by The University of New England and will be used in accordance with the UNE Privacy Statement: <http://www.une.edu.au/rmo/policies/privacystatement.htm>

Your full name:			
Student/Staff No.(if any)			
Address while at UNE:			
Phone: (w)	(h)	Mobile:	
Fax:			
Emergency contact name:			
Relationship to you:			
Address of contact person:			
Phone: (w)	(h)	Mobile:	
Does this person have your authorization to grant emergency surgery? Yes/No			

Part B: Declaration

In undertaking fieldwork I acknowledge that:

1. Non employees attend the fieldwork at their own risk.
2. I must exercise due care to ensure my personal safety and that of others.
3. I will not put others at risk by my acts or omissions.
4. I will follow any instruction or advice, affecting my safety, that is given to me by my supervisor or other authorised UNE staff.
5. I will conduct myself in a safe and responsible manner for the duration of the time I am undertaking fieldwork.
6. I understand that UNE is not responsible for non employees medical and hospital expenses that may be incurred.
7. I understand that in the event of injury, UNE will not reimburse non employees for loss of earnings.

Signature of participant of fieldwork activity _____ Date: ___/___/___

To be signed by a parent or guardian if the person making the application is under 18 years of age.

Part C: Health details (optional)

The information you provide about your health status could save your life. Please take time to fill this section out carefully. The purpose of collecting this personal information is to ensure that the Person in Control of the Fieldwork can plan for potential emergency situations. Filling in this section of the form is voluntary. However if you refuse, you could be excluded from participating in certain fieldwork activities, e.g. fieldwork conducted in remote areas isolated from medical support. All the data will be treated as confidential and will be placed in a secure place/database. If your medical circumstance or emergency contact details change, please ensure that this sheet is updated.

1. Are there any medications that you need to carry with you? **Yes/No**

If yes give details:

2. Do you have any allergies? **Yes/No**

If yes give details:

3. Do you have any hygiene/dietary issues that might be relevant? **Yes/No**

If yes give details:

4. Do you have any mobility or other disabilities that may affect or restrict your participation in fieldwork activities? **Yes/No**

If yes give details:

5. Do you have private medical cover? **Yes/No**

*If yes :name of fund / insurance provider :
Membership number:*

6. Do you have ambulance cover? **Yes/No**

If yes give details:

7. Any other matters that should be known by the Person in Control of the fieldwork activity?

Give details:

4.13e Fieldwork - Person in Control

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 workplace health and safety responsibilities as an "officer" (s27 WHS Act 2011) or person with management or control of a workplace (s20 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 8/1/2013

4.13g Fieldwork – Use of own vehicle



20 December 2013

Waiver

Part A

Name:

Vehicle make and model:

Vehicle Registration:

I understand that UNE will not be liable for any damage/loss to this vehicle, nor is the vehicle covered under the University's property insurance policies.

I understand that I will use my vehicle at my own expense and risk.

Signature

Date

Part B

A copy of this form must be kept with school fieldwork risk assessment records.

A copy of this form must be sent to insurance@une.edu.au

8/1/2013

Vehicle Pool

- ◆ Purchase, maintain and dispose of the University's fleet of 100 vehicles
- ◆ Located north side of Northern Car park (N002 Workshop Rd)
- ◆ Able to do servicing ,rego inspections and maintenance work on UNE staff private vehicles
- ◆ 1.8 million km 2011
- ◆ 20 Pool vehicles—sedans, wagons, 4WDs, buses & trailers



Driver Requirements

Need a drivers licence - You must transfer your licence to NSW if here for longer than 3 months

To drive a UNE vehicle, download the form at: http://www.une.edu.au/_data/assets/pdf_file/0019/47305/vehicle-authority-to-drive-form.pdf. This is an Authority to drive UNE vehicles & Drivers Questionnaire. Include a photocopy of your current licence.

Requisition for Use of a University Motor vehicle at: http://www.une.edu.au/_data/assets/pdf_file/0020/47306/vehicle-requisition-form.pdf

Email completed forms to Vehicle Pool veh-pool@une.edu.au or fax to 6773 2227

Booking Requirements

- ◆ You must ring /email to arrange vehicle bookings before filling out a vehicle requisition
- ◆ No Vehicle unless Requisition signed by School Office and coded
- ◆ Do not leave vehicle bookings to the last day:
 - book ASAP, including vehicle requirements 4WD, seat capacity, Sedan, wagon, Automatic?
- ◆ Arrangements for vehicle pickup and drop off outside working hours can be arranged

Vehicle Guidelines

- ◆ Caltex, Shell and Mobil Fuel cards are supplied with all vehicles. In emergency situations fuel can be purchased outside these companies and claimed back on return to UNE.
- ◆ Please return vehicle full of fuel
- ◆ Invoices for all vehicle related purchases MUST be presented on return
- ◆ Transport of animals is to be in designated vehicles (utes)
- ◆ No vehicle other than a 4WD is to be driven off road.
- ◆ On long trips 500km or more check oil, water and tyre pressure, consult vehicle handbook for details.

Log Book requirements

- ◆ Required by law, auditors and departments to record vehicle usage
- ◆ Must be completed on a daily basis
- ◆ Any fuel or oil purchases must be entered. (Keep receipts)

Vehicle Requirements

- ◆ Vehicles are presented tidy; if returned in a filthy condition, a cleaning fee will be charged
- ◆ Please inform us of any concerns regarding vehicles, noises, lack of power, pulling to one side
- ◆ Panel damage:
 - check vehicle for panel or other damage and report any, **before leaving Motor Pool**
 - your grant could be charged for damage you didn't cause
 - an accident report must be completed when a UNE vehicle is involved in an accident ASAP. http://www.une.edu.au/_data/assets/pdf_file/0016/47302/Accident-claim-form.PDF
- ◆ Please inform us of any recovery gear use

Rules

- ◆ See 'Basic Safety Principles—Transport' at:
<http://www.une.edu.au/about-une/areas/administration/facilities-management-services/campus-services/motor-pool/safety-principals>
- ◆ And 'Driving Vehicles' at:
<http://www.une.edu.au/about-une/areas/administration/facilities-management-services/campus-services/motor-pool/?a=8260>
- ◆ Obey speed limits and Australian road rules at all times
- ◆ No driving when intoxicated with drugs or alcohol
- ◆ No smoking, drinking or eating in UNE vehicles
- ◆ When fatigue sets in, drivers must take a break (every 2 hours)
- ◆ All damage to vehicles must be reported ASAP

Insurance

- ◆ All approved University drivers and passengers are covered by the University's Vehicle Insurance policy
 - An Excess of \$1,000 or part thereof applies to any damage to University or third parties
 - School / driver will be responsible for excess
 - Following excesses will also apply and will be in addition to the \$1,000:-
 - ◆ Driver under 21 years of age an additional \$700
 - ◆ Driver under 21 years of age and inexperienced (i.e. less than 3 years driving experience) an additional \$1,000
 - ◆ Driver 21 to 24 years of age an additional \$350
 - ◆ Driver 21 to 24 years of age and inexperienced (i.e. less than 3 years driving experience) an additional \$650
 - ◆ Driver over 25 years of age and inexperienced (i.e. less than 3 years driving experience) an additional \$300

Contact Details

Email- veh-pool@une.edu.au
Phone – 02 6773 2084
Mob – 0419 490 145
Fax – 02 6773 2227
Building No - N002

Document type:	Guidelines
Administering entity:	HRs
Records management system number:	D10/79053
OHSSC endorsement:	October 2010
Date approved:	14 October 2010
Approved by:	OHS
Indicative time for review:	January 2014
Responsibility for review:	WHS

Related policies or other documents:

4.10	WHS Policy
4.52a	Volunteer acknowledgement
8.10	Honorary Appointees policy

Rationale and Scope

The University is regularly contacted by members of the community who wish to provide their services in a voluntary capacity to the University.

The purpose of these guidelines is to ensure that all volunteers are registered and the levels of assistance, facilities and insurance cover required are assessed. Categories of volunteers may include, but are not limited to the following ;

- Cultural volunteers
- Sporting event volunteers
- Field day & other “ad hoc” volunteers
- Family members assisting a student
- Research project volunteers
- Patient volunteers
- Research participants
- Adjunct or honorary appointees & visiting scholars
- Student work placements
- New England award volunteers /work experience
- Student work experience
- Secondary school work experience
- CRS Work experience
- Other work experience (non student)
- Other volunteers (miscellaneous)

Principles

The University supports the use of volunteers on projects that benefit the relationship between the University and the community, provided that volunteer workers are not used to replace paid workers.

Volunteer work is unpaid and always a matter of choice.

Volunteers are not 'workers' under the NSW Workers Compensation legislation and are thus not covered by the University's workers compensation insurance policy.

Volunteering is [an aspect of social capital](#), a fundamental building block of civil society and mutually beneficial to both volunteer and University.

Definitions

A **volunteer** is someone who willingly gives unpaid help, in the form of time, service or skills, to or through an organisation or group undertaking.

A **cultural volunteer** is someone who undertakes voluntary work for arts and heritage activities such as performing arts groups, libraries, museums botanical gardens, galleries and festivals.

There is no legal definition of "volunteer" for tax purposes as a volunteer is not a paid employee.

A **Psychology Research participant** is a volunteer who provides data in a psychological experiment. They may receive a small gratuity. This gratuity does not constitute payment but is an expression of thanks.

Guidelines

4.52.1 Volunteers may be invited to undertake activities, including those supporting fund-raising and community oriented projects and to provide non essential services that benefit the relationship between the University and the community.

4.52.2 Such services may be provided in cases where members of the community wish to donate their services rather than make a financial contribution to the University.

4.52.3 The University, however, does not sanction the use of volunteer workers in areas where funding is available to provide paid employment. The use of volunteer workers is permitted only in cases where the volunteer is not replacing paid employees.

4.52.4 Volunteer workers are not employees of the University and volunteer workers are not subject to award /enterprise agreement

conditions.

- 4.52.5 Unless undertaking work experience volunteer workers must not be directed to perform work that would normally be undertaken by University staff members.
- 4.52.6 Authority to appoint volunteer workers rests with the Head of Cost Centre (or equivalent). Authority may be delegated. Such delegation must be in writing.
- 4.52.7 Volunteers working with children may be required by Government Policy or by direction of the faculty or directorate to complete a *Working with children background consent form*.

Insurance

- 4.52.8 Volunteer workers must complete a registration form prior to commencing their volunteering activities. This will ensure that they are covered by the University's Public Liability Policy for damage they may cause to other people or property in the course of their work for the University.
- 4.52.9 The University provides only limited personal accident insurance for volunteer workers. A volunteer worker, who is injured, because of the negligence of the University, may sue the University but cannot rely on an insurer to pursue the matter on their behalf.
- 4.52.10 As with all insurance policies, there are numerous exceptions to the cover. Volunteer workers should be aware of the advantages of having personal accident cover and are encouraged to investigate personal insurance options.

Exclusions

- 4.52.11 Some types of unpaid community work which is not strictly voluntary or would not normally be seen as voluntary work may not be deemed to be volunteering by the University's insurers i.e. Work for the Dole programs, community work under mutual obligation, work under a Community Service Order or emergency work during an industrial dispute will need to be assessed by the Insurance Company.
- 4.52.12 University staff who volunteer to assist with SES operations or are active as bushfire, emergency and rescue volunteers are "deemed workers" and if they are carrying out authorised activities, on or off campus, when they are injured they are eligible to lodge a worker's compensation claim with their not for profit service organisation.

Procedures

- 4.52.13 Approval in principle must be obtained from the Head of School or Directorate prior to any activity commencing.
- 4.52.14 All volunteer workers must be provided with an induction which will include relevant information contained in this guideline as well as safety and equity principles, prior to their commencing work.
- 4.52.15 All volunteers must be registered.
- 4.52.16 All registration forms must be lodged in TRIM Folder A10/1064 by the authorised person in the faculty, directorate or OHS Unit.
- 4.52.17 Completed Working with Children consent forms must be lodged in TRIM folder A07:614 prior to the volunteer commencing work.
- 4.52.18 It is highly recommended that volunteers provide emergency contact details. The names of next of kin and any medical information provided must be kept confidential.

Registration forms

4.52.19 A variety of forms may be used to register volunteers. The default registration form *for volunteers is 4.52 Volunteer acknowledgement forms.*

4.52.20 If volunteers are participating in a number of events during one year they may register for 12 month period. If the type of activity varies significantly an additional form/s may need to be completed

- 4.52.21 Cultural volunteers - complete Form 4.52a
- 4.52.22 Sporting event volunteers -complete Form 4.52a
- 4.52.23 Family members assisting students –complete Form 4.52a
- 4.52.24 Field Day and other ‘ad hoc’ volunteers –complete Form 4.52a
- 4.52.25 Research project volunteers – Complete Form 4.52a in addition to any other Fieldwork documentation.
- 4.52.26 Field day and other ‘ad hoc’ volunteers -Complete Form 4.52a
- 4.52.27 Family members assisting students –Complete Form 4.52a
- 4.52.28 Psychology Research participants – Complete 4.52a and other BCSS documentation
- 4.52.29 Visiting scholars, Adjunct or Honorary Associates are governed by 8.10 Honorary Appointments Policy and the terms and conditions of their appointment.
- 4.52.30 Student work placements- Work 300/500 & WorkReady - Complete WorkReady Student Registration <http://blog.une.edu.au/workready/files/2009/04/workready-rego-interactive.pdf> and 4.52a if required.
- 4.52.31 Patient volunteers – Volunteers participating in the School of Rural medicine *Paid and Volunteer Patient program* must use the

- Patient Volunteer Form –Some volunteers may also need to complete Form 4.52a
- 4.52.32 New England Award (NEA) and Work experience. Volunteers participating in the *NEA volunteer work experience program* specifically designed tertiary students wishing to gain experience in a particular area of the University. <http://www.une.edu.au/nea/pdf/NEA-Disclosure.pdf> . Internal and external students need to complete and submit the Discloser form prior to commencing their nominated activity. Depending on the activity or host some volunteers may be required to complete Form 4.52a.
- 4.52.33 CRS Work Training Program –Complete form SD5840 CRS Work Training & read SD5847 Insurance information for prospective host organisations
- 4.52.34 Secondary school work experience- Prior to commencement of Workplace Learning program insurance and indemnity requirements must be arranged by NSW Department of Education and Training (DET) under the NSW Treasury Managed Fund Scheme.
- 4.52.35 Other work experience (non student) Complete Form 4.52a
- 4.52.36 Other miscellaneous volunteers – Complete Form 4.52a for all University related activities.
- 4.52.37 Once approval has been granted, the completed form should be maintained by the originating organisational unit, in a register of volunteer workers and a copy sent to WHS Unit or other authorised staff member to be placed in TRIM folder A10/1064

References

- ABS (2004) R1378.0 - Information Paper: Measuring Social Capital - An Australian Framework and Indicators, 2004
- Universal Declaration on Volunteering (2003) Volunteering Australia
- NSW Govt (2008) Working with Children Employer Guidelines 2008

Reviewed 110/1/2013

Volunteer Acknowledgement Form 4.52a



Name: _____ Address: _____

Phone: _____ Email: _____

Approved Voluntary Activity: _____

Location of Approved Voluntary Activity: _____

Commencement Time/Date Finish Time/Date

UNE thankfully acknowledges your contribution as a volunteer, however, this acknowledgement must be completed by you and returned to your Supervisor before commencement of your approved Voluntary Activity. Thank you.

I acknowledge that I:

Am not employed by UNE, nor will i receive payment for performing the Approved Voluntary Activity. YES NO

Will not be covered by UNE's Workers Compensation Insurance. YES NO

Will be covered under UNE's Corporate Travel and/or Student Group Personal Accident Insurance Policies only while performing the Approved Voluntary Activity and only if I am between the ages of 15 and 70 years old. YES NO

Have read and understood UNE's Code of Conduct (web address below) and agree to abide by the same rules as would apply to a UNE staff member including all reasonable directions given to me. YES NO
<http://www.une.edu.au/about/policy/codeofconduct.html>

Acknowledge that while performing the Approved Voluntary Activity I may become aware of confidential information or personal information. I agree that I will keep confidential the confidential or personal information. YES NO

Acknowledge that my Supervisor has provided me with a Work Health & Safety Induction site specific induction. YES NO
<http://www.une.edu.au/hrs/handbook/04/04.30a.doc>

In case of emergency, the following person is to be contacted:

Name:

Phone Numbers:

Home: Work: Mobile:

Signature of Volunteer or Parent/Guardian (for Volunteers under the age of 18)

Volunteer's Name:

Parent/Guardian's Name
(if appropriate):

Signature of Volunteer or
Parent/Guardian:

Date:

Signature of Volunteer's UNE Supervisor

Supervisor's Name:

Location:

Phone Numbers:

Home:

Work:

Mobile:



This form is to be filed by School or Directorate and a copy sent to ohs@une.edu.au



N.C.W. Beadle Herbarium (Herbarium NE)

Your UNE facility for studies in botany, ecology, plant identification, seed-banks & vegetation, weeds, etc.

- <http://www.une.edu.au/herbarium/>
- **If your study deals with plants directly or indirectly**, please contact us early in your project to see how we can help you:
 - Director: Jeremy Bruhl (jbruhl, 2429)
 - Hon. Curator: Ian Telford (itelford, 2875)
 - Facilities, equipment, training, contacts, advice
 - Collecting, preparing, identifying, vouchering plants specimens
 - Best way to handle associated material for morphological, anatomical, molecular study
 - Use of plant names, plant classifications and phylogenies
 - Access to national and worldwide herbaria



eResearch Services Available

Enhancing your research through Information and Communication technology

(Johan Boshoff | 9 October 2013 | Version 1.0)

Introduction

The term 'eResearch' is used to refer to the application of advanced information and communication technologies to the practice of research. It enhances existing research processes, making them more efficient and effective. It also enables new kinds of research processes that were not previously possible.

Intersect Australia Ltd. is a not for profit organisation with membership of all of the New South Wales Universities and the University of Canberra. We were founded to provide eResearch services for its members and for the wider research community. Intersect provides services that are targeted at enhancing the capability (skill) and capacity (resources) of institutions, disciplines and research groups.

Each University that is a member of Intersect, gets a full time IT specialist (eResearch Analyst) on campus to assist researchers accessing the services that we supply. At UNE the eResearch Analyst is Johan Boshoff. Johan has an office in Research Services in the Lamble building and is available for consultations. His contact details are:

Telephone No.: 2678
Mobile: 0468 569 118
eMail: johan@intersect.org.au
UNE e-mail: jboshoff@une.edu.au

Consultation and advice

The following services is provided at no cost to researchers:

Researcher Engagement: eResearch Analysts engage directly with researchers to across areas of collaboration, computing, data management and domain-specific tools.

Requirements Analysis: eResearch and business analysts work with researchers to determine which of their research bottlenecks can be addressed by the application of information technology. We also assist researchers work out how to address the identified bottlenecks.

High Performance Computing (HPC) Advice and Support: Our in-house High Performance Computing specialist works with researchers to troubleshoot and configure existing tools to work on our HPC infrastructure, as well as to help them design their experiments to make best use of the facilities.

Project Conceptualisation and Grant Assistance: eResearch analysts assist in taking a project from the concept phase to a formal description and plan, suitable for submission to grant or infrastructure funding bodies. There is an in-kind contribution that could be counted for most of our services if used in grant applications.

Learning and Development Services

The following training courses is free to researchers:

Introduction to Unix for High Performance Computing (HPC for WIMPS): This one and a half day course introduces attendees to using Unix on our HPC facilities. It is aimed at researchers and PhD students who have not used or have had only limited exposure to high performance computing.

Intermediate HPC (HPC for CLUEy): This half-day course introduces attendees to our HPC facilities and is aimed at those with Command Line Unix Experience. It is targeted at attendees who want to learn how to manage jobs on the HPC.

Parallel Programming for HPC (Advanced): This half-day course introduces different parallel programming methods. OpenMP as a widespread method for a shared memory programming model and MPI as the standard for a distributed memory-programming model are discussed. It is targeted at C and Fortran programmers.

Cleaning and Exploring your data with Open Refine: This three-hour workshop introduces Open Refine, which is a powerful tool for cleaning, normalisation and exploring of datasets. Attendees will work through the various features of Refine, including importing data, faceting, clustering and calling into remote APIs by working on a fictional but plausible research project.

Data Visualisation with Google Fusion Tables: This two hour workshop introduces Google Fusion tables, and uses a practical example whereby participants create a heat map of NSW highlighting crime hotspots by drawing together geospatial data containing Local Government Area boundaries together with NSW Crime statistics to illustrate the power of Fusion Tables.

High Performance Computing

Intersect provides access to both state and national High Performance Computing facilities. These facilities allows researchers to log in remotely and submit programs to run on very powerful computers to solve research problems that would be impractical to execute on a normal desktop computer. If you are running out of memory on your desktop system or can no longer process your data quickly enough, then HPC could be for you. Large requests for HPC time are handled through our annual resource allocation process and smaller requests on an ad-hoc basis.

Virtual Machines / Cloud Computing

Our operations staff and eResearch Analysts work with researchers to provide cloud based access to research applications. This is handy for research projects that require significant collaboration to collect and process data, run websites or hosts databases. This service is free to researchers and will be delivered through the NeCTAR Research Cloud.

Research Data Storage Program

The Research Data Storage Infrastructure Project (RDSI) aims to provide large, safe and cost-effective data storage of Australian Research Data. Intersect is building a node of the RDSI. It is aimed at storing research data that has a high potential for future reuse. Researchers can nominate research data that they own, or datasets that would be used in research projects that is difficult to get access to. Data will be safely stored in a tier 3 data centre behind security and access protocols that provides security. Research data will be accessible from anywhere with an Internet connection with high-speed access to AARNET, the NeCTAR research cloud and HPC facilities. Data stored on this facility can be easily shared with collaborators around the world. If the research data meets the significance criteria, it will be stored at no cost to researchers.

Software engineering services

One of the primary reasons for the founding of Intersect is to provide a core team of software engineers, business analysts, project managers and user interface designers that has experience in developing research applications. Software is developed at special member rates and Intersect assists researchers in applying for grant funding to pay for this development. We have delivered more than 70 research applications in the last 5 years, ranging in cost from a few thousand dollars to well over a million dollars.

Additional Information

Please visit our website at www.intersect.org for additional information on these and other services that we offer.