Checklist for rural and remote off-campus activities

1. **Field activity details**
   - Itinerary attached
   - Details of personal contact(s) attached
   - Completed risk assessment of project to be undertaken, including details of risk controls attached

2. **Weather Conditions**
   - Checked weather forecast. In cases such as extreme fire danger or total fire ban, advise supervisor.
   - Checked for adverse field conditions e.g. flood, fire etc

3. **Transport**
   - Arranged appropriate transport
   - Details of licensed and trained drivers for vehicles attached (include a copy of licences)

4. **First aid**
   - Arranged for sufficient, appropriate first aiders to attend field activity
   - Arranged for sufficient, appropriate first aid kits to be prepared
   - Checked that first aid kits are fully stocked

5. **Access**
   - Obtained permits and/or permission for access to the area of field activity

6. **Communication**
   - Provided appropriate means of daily communication and ensured its effectiveness in the proposed area of the field activity
   - Developed communication protocols (attached)
   - Provided back up means of communication

7. **Safety equipment:**
   - Provided essential safety equipment (Attach list)
   - Essential safety equipment has undergone checking and maintenance and is in good working order
   - Provided appropriate navigation aids

8. **Information provided to participants**
   - Provided all participants with information outlining safety issues (attached)
   - Given safety briefing to all participants (attendance records attached)
9. **Emergency procedures**

- Details of appropriate emergency procedures attached
- Participants provided with a list of general emergency procedures and contact numbers (attached)

10. **Undergraduate activities**

   a. **Attached lists of:**

   - Student names
   - Student identification numbers
   - Personal contact details

   b. **Information:**

   - Developed and distributed ‘Student guidelines for safety on undergraduate field activities’ (attached)
   - Provided all participants with an information notice outlining safety issues (attached)
   - Given safety briefing to all participants (Copy of briefing and attendance records attached)
   - Received acknowledgment forms from student participants (attached)

   c. **Supervision:**

   - Briefed all supervisors on their duties, responsibilities and obligations (Details of briefing and attendance records attached)