

Checklist for rural and remote off-campus activities

Academic/Administrative Unit: _____

Date form completed: _____

Head of Organisational Unit or delegate

Name: _____

Signature: _____

1. Field activity details

Date of activity:

Brief outline:

- Itinerary attached
- Details of personal contact(s) attached
- Completed risk assessment of project to be undertaken, including details of risk controls for;
 - Non-consensual sexual activity
 - Drug & Alcohol abuse
 - Unacceptable behaviour
- Risk assessment 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)