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| **SECTION 1: GENERAL INFORMATION** | | | | | | | | | | | | | | |
| **RA No.:** | |  | | | | **Date of RA:** |  | | | | **RA version No.:** | | |  |
| **Fieldwork RA Title:** | |  | | | | | | | | | | | | |
| **Fieldwork Details:** | |  | | | | | | | | | | | | |
| **Date of Fieldtrip/Excursion** | |  | | | | | | | | | | | | |
| **Person Completing RA** | | Name | |  | | | | **Fieldwork Supervisor** | | | Name |  | | |
| E/S Number | |  | | | | E Number |  | | |
| **College/Portfolio** | |  | | | | | | **School/Service Unit** | | |  | | | |
| **Location of Fieldwork** | Address | |  | | | | | Building  Level  Room | | |  | | | |
| **Approvals** | Animal Ethics  *Apply to Animal Ethics Committee* | | | | Human Ethics  *Apply to Human Ethics Committee* | | | | High Risk Work Permit (Confined Space, Heights, Isolation, Hot work) | | | | | Other (specify): |
| **Transportation** | Outline transport arrangements to, from and during the fieldtrip.  University vehicle  Private vehicle  Hire vehicle  Train  Aeroplane  Boat  Public transport  Other (provide details): | | | | | | | | | Registration No: | | |  | |
| Driver details: | | |  | |
| **Communication** | Outline method of communication available during the entire fieldtrip.  Mobile phone  UHF phone  Satellite phone  EPIRBs (Emergency Beacons)  Portable Personal Locator Beacons | | | | | | | | | Other (provide details): | | | | |
| Use the list below to identifying potential hazards that may be encountered during a fieldwork.  You must consider **all** hazards, some of which may not be included in this list.  **Please tick/cross the hazard identification checklist below (Section 2) and provide comments and risk mitigation measures (Section 4) as appropriate.** | | | | | | | | | | | | | | |

| **SECTION 2: FIELDWORK HAZARD IDENTIFICATION** | | | | |
| --- | --- | --- | --- | --- |
| **COVID-19 Safety** | | | | |
| **COVIDSafe Requirements** | **Yes** | **No** | **N/A** | **Comments** *(hazards and mitigation strategies are to be explained in more detail in Section 4)* |
| Is there a mechanism to ensure acknowledgment of fitness to participate in fieldtrips regarding COVID-19 illness, symptoms, exposure, close-contact, or quarantine requirements? |  |  |  |  |
| Have all RMIT and Victorian Government requirements relating to COVID-19  vaccination been met? |  |  |  |  |
| Is there a process for contact tracing a suspected/confirmed case of COVID-19 during the fieldwork? |  |  |  |  |
| Has the offsite partner/facility developed a COVIDSafe plan that meets government and RMIT’s requirements? |  |  |  |  |
| Is there a process for record keeping? (e.g. attendance, area of work, contact details) |  |  |  |  |
| Has RMIT’s COVIDSafe Training module been completed by all participants? |  |  |  |  |
| Can physical distancing requirements be met during the fieldtrip? |  |  |  |  |
| Will density requirements be met as per the current government guidelines? |  |  |  |  |
| Can hygiene requirements be met during the fieldwork? (e.g. hand hygiene, instruments/equipment, food, accommodation, transportation, PPE) |  |  |  |  |
| Can face covering requirements be met as mandated by public health advice? |  |  |  |  |
| Is there a plan to clean frequently touched areas or commonly used items on a regular basis? |  |  |  |  |
| Will a COVID cleaning kit be available for all vehicles during the field trip? |  |  |  |  |
| Is there a COVID-19 emergency plan for suspected/confirmed cases, illness and potential outbreaks during the fieldtrip? |  |  |  |  |

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| **Transportation Safety** | | | | |
| **Transportation Safety Requirements** | **Yes** | **No** | **N/A** | **Comments** *(hazards and mitigation strategies are to be explained in more detail in Section 4)* |
| Is the vehicle registered and road worthy? |  |  |  |  |
| Is the vehicle driver appropriately licensed? |  |  |  |  |
| Is the boat registered with the relevant maritime regulator? |  |  |  |  |
| Is the vessel operated by a licenced boat driver? |  |  |  |  |
| Is air travel planned in line with RMIT’s Travel Policy? |  |  |  |  |
| Are there adequate numbers of drivers? (e.g. to cover driver fatigue/rest periods etc.) |  |  |  |  |
| Are all appropriate insurances in place and cover all participants and vehicles/vessels? |  |  |  |  |
| Are there any environmental influences that may affect driving/sailing/boating conditions? (e.g. weather, terrain, time of travel, stocks on roads, wild animals etc.) |  |  |  |  |
| Has an emergency transport plan been considered? (e.g. contingency in case of driver incapacitation or cancelations etc.) |  |  |  |  |

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| **Communication** | | | | | | | | | | |
| **Communication Requirements** | **Yes** | **No** | | **N/A** | | | | | **Comments** *(hazards and mitigation strategies are to be explained in more detail in Section 4)* | |
| Is there adequate number and type of communication devices available? |  |  | |  | | | | |  | |
| Will the communication devices work in the field trip location? |  |  | |  | | | | |  | |
| Have designated emergency contacts been appointed? |  |  | |  | | | | |  | |
| Will contact be made with the emergency contact on a regular basis? |  |  | |  | | | | |  | |
|  | | | | | | | | | | |
| **Fieldwork Site** | | | | | | | | | | |
| **Field site and Environmental Hazards** | **Yes** | **No** | | **N/A** | | | **Comments** *(hazards and mitigation strategies are to be explained in more detail in Section 4)* | | | |
| Are there any field site hazards? (e.g. rivers, dams, lakes, wetlands, waterfalls, working under trees, contaminated soil/water etc.) |  |  | |  | | |  | | | |
| Are there prevailing weather conditions? (e.g. exposure to extreme heat, hypothermia, storm, high wind, heavy rain, exposure to UV radiation etc) |  |  | |  | | |  | | | |
| Is there a mechanism to monitor prevailing weather conditions with triggers to cancel activities in real time? |  |  | |  | | |  | | | |
| Are there hazards associated with stings or bites in the field? (e.g. snakes, spiders, plant stings etc.) |  |  | |  | | |  | | | |
| Is there risk of slips, trips or falls due to rocky or uneven terrain? |  |  | |  | | |  | | | |
| Are there chemical and biological hazards associated with the collection, handling, storage and transportation of environmental samples? (e.g. surface and groundwaters, soils and sediments etc.) |  |  | |  | | |  | | | |
| Are there any traffic hazards? (e.g. working by roadside, farm vehicles/machinery, native fauna, cattle etc.) |  |  | |  | | |  | | | |
| Does the fieldwork involve use of a confined space or working at heights? |  |  | |  | | |  | | | |
| Does the fieldwork involve diving in uncontrolled setting or environment? |  |  | |  | | |  | | | |
| Has a health and safety due-diligence check been conducted for an offsite partner? |  |  | |  | | |  | | | |
| Is there a mechanism to manage safety and security risks concerning shared accommodation (facilities) and remote (unfamiliar) work environment? |  |  | |  | | |  | | | |
|  | | | | | | | | | | |
| **Emergency** | | | | | | | | | | |
| **Emergency Requirements** | **Yes** | **No** | | **N/A** | | | **Comments** *(hazards and mitigation strategies are to be explained in more detail in Section 4)* | | | |
| Are there adequate number of first aid kits available? |  |  | |  | | |  | | | |
| Are all first aid kits stocked as per the standard? |  |  | |  | | |  | | | |
| Is an appropriately trained first aid officer available? |  |  | |  | | |  | | | |
| Is a portable defibrillator available during the field trip? |  |  | |  | | |  | | | |
| Has a rescue control plan/emergency response plan been prepared? |  |  | |  | | |  | | | |
| Are appropriate persons nominated and trained to manage emergencies? |  |  | |  | | |  | | | |
| Are all participants aware of emergency procedures and contact numbers? |  |  | |  | | |  | | | |
| Is a fire extinguisher available and appropriate for type of possible fire? |  |  | |  | | |  | | | |
| Has the fire extinguisher been inspected and tagged? |  |  | |  | | |  | | | |
| Has a medical emergency plan been considered? (e.g. exercise/cold induced asthma, allergy due to inhaled pollen, dust etc.) |  |  | |  | | |  | | | |
| Is there a documented procedure for reporting and addressing fieldwork incidents? |  |  | |  | | |  | | | |
| Have contact details for nearest emergency services and /or hospital been made available to all fieldwork participants? |  |  | |  | | |  | | | |
| Will the fieldwork be conducted in a bushfire prone area? |  |  | |  | | |  | | | |
| Is there a plan to monitor fire danger ratings during the fieldtrip? |  |  | |  | | |  | | | |
| Has a bushfire preparedness and emergency plan been prepared? |  |  | |  | | |  | | | |
|  | | | | | | | | | | |
| **Supervision** | | | | | | | | | | |
| **Supervision Requirements** | **Yes** | **No** | | **N/A** | | | | **Comments** *(hazards and mitigation strategies are to be explained in more detail in Section 4)* | | |
| Is there adequate number of staff to supervise participants? |  |  | |  | | | |  | | |
| Has a designated fieldwork supervisor been appointed? |  |  | |  | | | |  | | |
| Is there a requirement for isolated/lone work during fieldtrip? |  |  | |  | | | |  | | |
| Has the lone work been risk assessed and approved by the relevant School/College? |  |  | |  | | | |  | | |
| Is there a plan to monitor and manage participants fitness for work during the fieldwork? |  |  | |  | | | |  | | |
|  | | | | | | | | | | |
| **Psychosocial Safety** | | | | | | | | | | |
| **Psychosocial Risk** | **Yes** | **No** | | **N/A** | | | | **Comments** *(hazards and mitigation strategies are to be explained in more detail in Section 4)* | | |
| Is there a potential for exposure to vicarious trauma during the fieldwork? |  |  | |  | | | |  | | |
| Is there a selfcare plan to ensure personal wellbeing during the fieldwork? |  |  | |  | | | |  | | |
| Is there a system to ensure personal security risks during the fieldwork? |  |  | |  | | | |  | | |
| Is there a mechanism to monitor and manage potential violence, aggression, bullying, discrimination or sexual harassment during the fieldwork? |  |  | |  | | | |  | | |
| Is there a plan to monitor and manage workload, time pressure, cognitive overload during the fieldwork? |  |  | |  | | | |  | | |
| Is there a mechanism to monitor and manage health and safety risks arising from alcohol or drug consumption? |  |  | |  | | | |  | | |
|  | | | | | | | | | | |
| **Training Programs** | | | | | | | | | | |
| **Training Requirements** | **Yes** | **No** | **N/A** | | | **Comments** *(hazards and mitigation strategies are to be explained in more detail in Section 4)* | | | | |
| Is safety information on fieldwork hazards, methods of control and reporting requirements issued to all fieldwork participants? |  |  |  | | |  | | | | |
| Has a formal induction training session been conducted for fieldwork participants? |  |  |  | | |  | | | | |
| Will fieldwork activity safety briefings/field site safety briefings be conducted? |  |  |  | | |  | | | | |
| Do participants need an offsite health and safety induction? (e.g. industry facilities, field location etc.) |  |  |  | | |  | | | | |
| Are regular inductions and drills conducted on fieldwork emergency preparedness? |  |  |  | | |  | | | | |
|  | | | | | | | | | | |
| **Plant, Equipment and Mechanical Safety** | | | | | | | | | | |
| **Plant, Equipment and Mechanical** | **Yes** | **No** | **N/A** | | **Comments** *(hazards and mitigation strategies are to be explained in more detail in Section 4)* | | | | | |
| Is there a register for all equipment/machinery used during the fieldwork? |  |  |  | |  | | | | | |
| Are risk assessments conducted on all plant and equipment? |  |  |  | |  | | | | | |
| Have all participants required to operate plant/equipment been given training and instruction regarding its safe use? |  |  |  | |  | | | | | |
| Is there secure guarding for power-driven machinery and equipment? |  |  |  | |  | | | | | |
| Is there a requirement for the use of farm machinery or workshop machinery? |  |  |  | |  | | | | | |
| Is there a need for using quadbikes during the fieldwork? |  |  |  | |  | | | | | |
| Has the use of quadbikes been risk assessed and approved at the appropriate level? |  |  |  | |  | | | | | |
| Is there a requirement for using drones during the fieldwork? |  |  |  | |  | | | | | |
| Are all users of motorised machinery or vehicles licensed? |  |  |  | |  | | | | | |
| Is all equipment/machinery properly maintained and in good condition? |  |  |  | |  | | | | | |
| Is all portable electrical equipment Tested and Tagged? |  |  |  | |  | | | | | |
| Is there a potential for exposure to high-level noise (>85 dB(A)) that may result in hearing loss during the fieldwork? |  |  |  | |  | | | | | |
| Does the fieldwork involve hot work activities such as grinding, welding, thermal or oxygen cutting? |  |  |  | |  | | | | | |
| Is there a requirement for using firearms or regulated weapons in any part of the fieldwork? |  |  |  | |  | | | | | |
| Is there appropriate personal protective equipment (PPE) available for the task/activity? |  |  |  | |  | | | | | |
|  | | | | | | | | | | |
| **Manual Handling Safety** | | | | | | | | | | |
| **Manual Handling Hazards** | **Yes** | **No** | **N/A** | | | | | | **Comments** *(hazards and mitigation strategies are to be explained in more detail in Section 4)* | |
| Are there any tasks that people find physically difficult to do? (e.g. handling large animals or livestock) |  |  |  | | | | | |  | |
| Have all hazardous manual tasks been fully identified, assessed and appropriately controlled? |  |  |  | | | | | |  | |
| Are all fieldwork participants adequately trained in hazardous manual handling and appropriate safety equipment provided? |  |  |  | | | | | |  | |
| Have workstations been ergonomically assessed? |  |  |  | | | | | |  | |
| Is there a plan to monitor and manage fatigue during the fieldtrip? |  |  |  | | | | | |  | |
|  | | | | | | | | | | |
| **Chemical/Biological/Radiation Safety** | | | | | | | | | | |
| **Chemicals/Biological/Radiation Hazards** | **Yes** | **No** | **N/A** | | | | | | | **Comments** *(hazards and mitigation strategies are to be explained in more detail in Section 4)* |
| Is there a register for all chemicals, biologicals and radiation sources (ionising and non-ionising) used during the fieldwork? |  |  |  | | | | | | |  |
| Are there current SDSs available for all hazardous chemicals/materials? |  |  |  | | | | | | |  |
| Have all the regulatory registration, licencing or permit requirements concerning chemicals/biologicals/radiation been met? |  |  |  | | | | | | |  |
| Are there adequate emergency shower and eye wash facilities available? |  |  |  | | | | | | |  |
| Do labelling and signs comply with relevant regulations? |  |  |  | | | | | | |  |
| Is there a requirement for any spraying of pesticides/herbicides? |  |  |  | | | | | | |  |
| Is there a requirement for using nanoparticles during the fieldwork? |  |  |  | | | | | | |  |
| Is there a requirement for using explosives during the field work? |  |  |  | | | | | | |  |
| Have all the fieldwork participants been trained in the safe use of chemicals/biologicals/radiation? |  |  |  | | | | | | |  |
| Have all participants been trained in the safe handling, storage and transportation of environmental samples in the field? (e.g. surface and groundwaters, soils and sediment samples etc.) |  |  |  | | | | | | |  |
| Is there appropriate PPE available for the task/activity? |  |  |  | | | | | | |  |
| Is there appropriate disposal for sharps and chemical/biological/radiation hazards? (e.g. sharps bins/biohazard disposal bags etc.) |  |  |  | | | | | | |  |
| Is there a requirement for using animals as test subjects? |  |  |  | | | | | | |  |
| Are any hazardous chemicals/biologicals/radiation sources transported during the fieldwork? |  |  |  | | | | | | |  |
| Will an accredited courier be used for transporting dangerous goods or hazardous materials? |  |  |  | | | | | | |  |
| Is there a potential for exposure to infectious diseases during the fieldwork? (e.g. Ross River Fever etc.) |  |  |  | | | | | | |  |
| Have relevant vaccinations been identified and participants advised to immunise prior to fieldtrip? (e.g. hepatitis, tetanus, Q-fever etc.) |  |  |  | | | | | | |  |
| Is there a potential for exposure to asbestos and other hazardous materials such as lead or PCBs? |  |  |  | | | | | | |  |

| **SECTION 3: INSTRUCTIONS TO PERFORM THE RISK ASSESSMENT** | |
| --- | --- |
| **What you should do for each stage of the risk assessment:** | **Hierarchy of Controls** |
| * For each step in the activity, provide a brief description for each identified hazard in **Section 2** and associated risk in **Section 4.**   ***Note****: If an Equipment Risk Assessment has already been done, read the assessment to understand the associated hazards and risks and sign the declaration in* ***Section 7****.*  ***Note****: For* ***fieldwork****, declaration to be signed by the academic in charge of the field trip* ***Section 7****.*   * Determine the inherent risk rating (i.e. the risk without any controls in place) in **Section 4** by referencing the Risk Matrix in **Section 5**. * Specify the risk **control type** and **control description** for each hazard in **Section 4.**   Risks must be controlled to as low as reasonably practical. A combination of control measures may be used to reduce risk.  ***Note****: Apply the* ***Hierarchy of Controls*** *to reduce the level of risk. Select the* ***most effective*** *controls in preference to* ***least effective*** *ones as much as reasonably practicable.*   * Once controls have been selected, determine the residual risk rating by again referencing the Risk Matrix in **Section 5.**   If the residual risk is **High** or greater, the activity is not to proceed until higher level control(s) are determined and implemented to reduce the risk.   * Consultation is highly beneficial to a risk assessment process. Consult with HSR (or DHSR), technical or research staff in the local area to ensure all RISKS AND HAZARDS have been identified and appropriately controlled (**Section 7**). * Acquire the required sign off and level of approval in **Section 8** before proceeding with fieldwork.   ***Note****: Any Residual Risk scores equal or greater than Medium* ***must*** *be escalated to the Discipline Leader for discussion and sign-off before the activity can be undertaken.*  ***Note****: Sign-off requirements may change based on level of risk.* |  |

| **SECTION 4: RISK ASSESSMENT** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Fieldwork Activity**  *List all steps required to perform the fieldwork activity in the sequence they are carried out.* | **Hazards**  *List all hazards that could present health, safety or wellbeing risks when the task/activity is performed.* | **Inherent Risk Rating**  ***(before controls)***  *(Refer to risk score matrix in Section 5)* | | | **Risk Control Measures**  *List the control measures required to eliminate or minimize the hazard/risk.*  *Identify the hierarchy of controls by using the following:*  *El= Elimination, S = Substitution, En = Engineering, A = Administrative, and PPE = Personal Protective Equipment* | **Residual Risk rating**  ***(after controls)*** | | | **Responsibility**  *Name the person responsible to implement the control measure identified* |
| **Consequence** | **Likelihood** | **Risk Rating** | **Consequence** | **Likelihood** | **Risk Rating** |
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| ***Note: Add more rows if required.*** | | | | | | | | | |



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| **SECTION 5: RISK MATRIX** |



| **SECTION 6: CONSULTATION/TECHNICAL REVIEW** | | | | | | |
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| Consult with HSR (or DHSR), technical staff or equivalent (e.g. Research Officer) in the local area to ensure all RISKS AND HAZARDS have been identified and appropriately controlled. | | | | | | |
| **Position** | **Name** | | **Signature** | | **Comments** | |
| **HSR (or DHSR)** |  | |  | |  | |
| **Technical/Research Officer** |  | |  | |  | |
| **SECTION 7: DECLARATION and APPROVAL *(To be signed by all participants conducting the fieldwork activity and fieldwork supervisor)*** | | | | | | |
| I have read and understood the Fieldwork Risk Assessment and associated Equipment Risk Assessments relating to the fieldwork activity. | | | | | | |
| **Position** | | **Name** *(add more rows/space if required)* | | **Signature** | | **Date** |
| **Person(s) undertaking activity** | |  | |  | |  |
| **Supervisor(s)** *(for field trips, Academic in charge to sign)* | |  | |  | |  |
| **Discipline Leader/Manager** *(required for sign off if any residual risk score is assessed as equal to or greater than Medium.)* | |  | |  | |  |
| **SECTION 8: REVIEW** | | | | | | |
| Risk assessment must be reviewed if any changes to the activity are made, or otherwise **every 3 years from date of approval** (new version number required). | | | | | | |
| **Position** | | **Name** | | **Signature** | | **Date** |
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| ***Note: Add more rows if required.*** | | | | | | |