SAFETY PROCEDURES FOR FIELD TRIPS

1. Objectives
The Faculty of Education, Humanities, Law & Theology is committed to ensuring that:

- all staff undertaking field trips have received all requisite training, are aware of the potential hazards involved in the field activities and follow established field trip procedures; and
- All academic staff who are supervising students undertaking fieldwork fully appreciate the degree of responsibility inherent in that task.

2. Context
These Rules are to be read in conjunction with University Field Trip Guidelines and, where applicable, University Boating Procedures and University Diving Procedures.

The focuses of these Guidelines in the Faculty of EHLT include:

School of Education:
- to places of Biological, Botanic and physical science interest
- aquatics excursions
- outdoor education camps and excursions

School of Humanities: in the context of the study of archaeology, activities including:
- entry to archaeological sites
- diving
- bushwalking
- rock climbing

3. Procedures
It is the responsibility of each Head of School to ensure that adequate consideration has been given to any Health and Safety issues that may arise during any field activity undertaken within their School.

All field trips organized within the Faculty of Education, Humanities, Law and Theology must be clearly documented and fully endorsed by the appropriate Head of School. The field trip supervisor is responsible for ensuring the health and safety of all people participating in field trips.

Any school undertaking field trips shall develop Field Trip Procedures and/or Field Trip Rules based on the results of risk assessments undertaken relating to the intended activities and should include amongst other things;

Provision of Information
All Staff, Students, Volunteers and Visitors participating in any field activity must be provided with adequate information to ensure they are not exposed to unsafe conditions or risks to their health. Such information should be provided in a written form, hard copy or electronic, allowing sufficient time for the return of any acknowledgment forms, disclaimers and where necessary the provision of medical information. Briefing sessions should be held prior to any field activity to reinforce all written information and to answer any questions that may arise.

Information sheets should include items such as:

- Proposed itinerary and transport arrangements
- Emergency procedures
- Emergency contacts
- Essential personal equipment – Clothing, Footwear, Insect repellent etc
Smoking, Alcohol and drugs
Request for any Medical and Special Diet requirements

All participants are to be notified of their responsibility to inform the field trip supervisor of any essential medication they are required to take, any allergic reaction they may suffer from or of any unpredictable medical condition they may have such as epilepsy, heart condition or asthma.

Supervision
Field Trip Supervisors need to be made aware of their responsibilities towards all participants and for the need for appropriate levels of supervision to be maintained for the duration of the field trip including any free time activities.

Risk assessments shall be undertaken for the intended activities and appropriate safety procedures developed in advance of any field trip.

Notification of a Field Trip
The School should develop a means of recording each field trip. Plans should include details such as itinerary, transport arrangements, emergency procedures, emergency contacts, risk assessments and contingency for late arrival.

Student Behaviour
Students should obey all reasonable procedures and guidelines for their safety and the safety of others on the field trip. Safe and orderly behaviour is expected at all times.

First Aid
Approved First Aid Kits must be carried on all field trips and where possible staff qualified in first aid should be in attendance.

Assessments should be made of the likelihood of exposure to venomous animals, disease vectors and plants likely to cause allergic reactions and if unavoidable appropriate steps should be taken to counteract any contact.

Alcohol and Drugs
Each participant in a field trip must ensure that he or she is not, by consumption of alcohol or other drug, in such a state as to endanger his or her own safety or the safety of any other person on the excursion.

Vehicles
Where possible university or hired vehicles should be used for the transportation of staff and students on field trips.

Private vehicles should only be used when there is no reasonable alternative and the following conditions are met;
- The driver has a full license
- The vehicle has full comprehensive insurance
- The vehicle is roadworthy
- Permission has been given by the head of school.

Check lists for vehicle equipment should be developed and completed at the start and finish of a field trip by the supervisor.

Insurance
University staff are covered under the provisions of the Workers Rehabilitation & Compensation Act (1986).

Students are covered by a Student Personal Accident policy for non-Medicare expenses as detailed at http://adminwww.flinders.edu.au/finance/insurance/home.html. Volunteers and Visitors should be advised they are not covered by any University insurance policy and alternate cover should be obtained.

Communication
Approved means of communication should be carried on all field trips and where necessary, staff qualified in the use of such equipment should be in attendance.
For extended field trips in remote locations, a schedule for contact with a responsible person should be established and maintained. The responsible person must be provided with a full itinerary for the group and be provided with a list of emergency contact numbers.

**Essential Safety Equipment**
All safety equipment considered essential to the field trip must be of an approved design and comply with appropriate standards and should be inspected and maintained prior to any field trip.

Briefing sessions detailing the correct use and maintenance of all safety equipment considered essential should be given to all participants prior to its use in the field. The obligation on each participant to use and maintain the safety equipment as directed must be stressed. It is the responsibility of the field trip supervisor to ensure that all safety equipment essential to the field trip is used and maintained in accordance with any instruction given.

**Volunteers and Visitors**
It is the responsibility of the field trip supervisor to ensure that all volunteers and visitors are made aware of all policies, procedures and rules pertaining to the field trip they will be attending.

**Emergency Procedures**
Contingency plans for handling emergencies during a field trip should be established. Consideration must be given to the evacuation of injured people to medical aid or the evacuation of all personnel during a bushfire or flooding or in the event of the group becoming stranded.

The location of the nearest medical facility, Park Ranger, Country Fire Service and Police should be known along with their phone numbers and radio call signs.

**Firearms**
Firearms, spring or gas powered spears and any form of unauthorised explosives must not be taken or used on any field trip.

**Permits**
It is the responsibility of the field trip supervisor to ensure that all relevant permits are obtained for entry into restricted areas or for the collection of specimens.

**Working alone**
It is inadvisable to allow any person to work alone in a remote area and if deemed necessary, should be only undertaken with the written permission of the Head of School.

4. **Supplementary Rules**
Supplementary rules should be developed to encompass the more specialized fields of activity such as;

- Bush Walking
- Rock Climbing
- Off Road Vehicles
- Explosives
- Entry to Mines and Excavations
- Aquatics (swimming, canoeing etc.)
- Camping

5. **Associated Field Trip Information**

5.1 **Workers Compensation Cover for staff (LINK TO THE OHS UNIT FIELD TRIP INFO WEB PAGE Nº 2)**
http://adminwww.flinders.edu.au/OHSW/Field_Trips.html
5.2 Developing Field Trip Procedures (LINK TO THE OHS UNIT FIELD TRIP INFO PAGE Nº 1)
http://adminwww.flinders.edu.au/OHSW/FieldTrips-Links.html