

COLLEGE OF ASIA AND THE PACIFIC

General Guidelines for Encouraging Best Practice in Fieldwork and Off-Campus Work

Introduction

Following a University-wide Fieldwork and Off-Campus work audit and a broader discussion around risk management in fieldwork and off-campus work, the CAP Work Health and Safety (WHS) Committee has endorsed these general guidelines for best practice in fieldwork and off-campus work, to be considered and endorsed by the College Executive and then implemented by Schools/Centres.

General Guidelines

- All staff and students from the College of Asia and the Pacific (CAP) participating in fieldwork and off-campus work for the first time as ANU staff and students, must attend the half day Work Health and Safety workshop on Safety in the Field, conducted by Work Environment Group before the relevant delegate will approve their travel on fieldwork and off-campus work.
- The ANU training course covers: (1) key requirements in work health and safety legislation; (2) the process for assessing and managing risks (and documenting this); and (3) the ANU procedure for field work. The training timetable is at http://hr.anu.edu.au/_documents/staff-health-and-wellbeing/ohs/training-ohs.pdf and the course code is OHSG35.
- Training should also be encouraged for staff who have previously conducted fieldwork but who are not familiar with the ANU's arrangements for assessing and managing risks in fieldwork.
- The Fieldwork Supervisor* must complete the fieldwork plan in accordance with the requirements of the [Fieldwork Health and Off-Campus Work Safety Procedure](#) and the [Appendix](#) to that procedure certify that all details are completed, including contact and emergency contact phone numbers, and register the fieldwork plan with the relevant School/Centre Manager (or administrative nominee) before the School/Centre Director will approve their travel on fieldwork.
- The Fieldwork Health and Off-Campus Work Safety Procedure can be found at https://policies.anu.edu.au/ppl/document/ANUP_000531 and the Appendix at https://policies.anu.edu.au/ppl/document/ANUP_001059.

Notes: The Fieldwork Supervisor, in conjunction with members of the fieldwork party, must also complete WHS risk assessments using the ANU online risk assessment system, as these risk assessments form part of the fieldwork plan.

*The fieldwork supervisor is whoever is organising the fieldwork. For example, each individual academic or PhD student conducting fieldwork is the supervisor for that fieldwork.

- All members of the field party must receive appropriate training and become proficient in the use of communications equipment to be used on the trip. This training must be completed prior to any potential use and be documented in the safety talk records or elsewhere and provided in writing by the Fieldwork Supervisor to the relevant School/Centre Manager (or administrative nominee) at the conclusion of the fieldwork.
 - In the case of group fieldwork or off-campus work where the environment or the equipment raise potential health risks, the Fieldwork Supervisor must conduct a safety talk at the beginning of each day and record the details of this discussion. A safety talk is an informal chat at the beginning of each day that highlights potential risks associated with the fieldwork or off-campus work. A summary report of safety talks must be submitted to the relevant School/Centre Manager (or administrative nominee) upon return from the field.
 - The relevant School/Centre Manager (or administrative nominee) will be responsible for the records management of all fieldwork conducted by the School/Centre and approved by the School/Centre Director.

These guidelines operate in conjunction with any additional briefings or requirements that are followed at the School or Centre level with regard to fieldwork and travel, particularly to high-risk destinations.

Endorsed by the CAP-WHS Committee, 5 September 2013

Endorsed by the CAP Executive, 25 September 2013