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| --- | --- | --- | --- |
| https://www-p.unisa.edu.au/styleguide/logos/images/logo_unisa_RGB-blue.png | **WHS FORM** | | **WHS72** |
|  | **FIELDWORK INFORMATION NOTICE** |  |
| This form supports the WHS Fieldwork Safety Procedure |

Prior to any authorised fieldwork it is intended that information is clearly documented and distributed to participants in a notice similar to this. Participants must also receive a [WHS73 Fieldwork & Medical Acknowledgment](http://w3.unisa.edu.au/safetyandwellbeing/SMS/forms/WHS39.docx).

The information to be included in this form will vary depending on the type and duration of the activity. Some guidance for organisers of fieldwork activities is presented here (further considerations are contained in the **Fieldwork Safety** procedure.

Fieldwork activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fieldwork location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit/Institute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fieldwork type: Undergraduate Postgraduate Research Other:

Course (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorising manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Suggested information headings**

1. Fieldwork description and general information
2. Travel arrangements
3. Catering information
4. Accommodation arrangements
5. Expected weather conditions
6. Equipment, PPE and any specialist safety equipment
7. Clothing and special needs relevant to conditions
8. Hazard management  
   a. Overall level of WHS risk associated with activity: High Medium Low

b. Hazards associated with the field activity and control methods

9. First Aid information

10. Communication systems [Mobile phone / Satellite phone / Signalling device]

11. Reporting and contact procedures for remote fieldwork

12 Student or volunteer responsibilities

13. Alcohol and smoking rules

14. Exclusion policy for unsafe behaviour

15. Emergency response procedures [Inc. A/hrs / Emergency Contact Person: Contact No:]

16. Suggested relevant vaccinations

17. Mandatory qualifications, licences and training

18. Other relevant WHS procedures.

The above list is not exhaustive and is to provide guidance only.

Further guidance is available from the Safety & Wellbeing Fieldwork Hazards page, WHS Consultants or via email to the [Safety and Wellbeing Team](mailto:HSIM.SafetyWellbeing@unisa.edu.au).