



Health, Safety and Wellbeing - Field Activity Operations Guidance

General operations guidance for all users

Health, Safety and Wellbeing Service
hsw@auckland.ac.nz
Ext 84896 or Phone (09) 923 4896
www.auckland.ac.nz/hsw
www.staff.auckland.ac.nz/hsw

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Introduction

This guidance has been developed to help staff and students meet the University Field Activity Health and Safety Standard, which is intended to ensure that:

- Comprehensive and robust preparation and planning is carried out
- Thorough risk assessments are conducted
- Good practice procedures, controls and risk reduction strategies are used
- Staff or contractors undertaking fieldwork leadership, approvals and supervision are trained, competent and have appropriate knowledge
- Participants are supervised, capable and fit
- Emergency plans are prepared and are operational
- Appropriate information from any incident is captured

This section of the guidance covers the operation of field activities. It should be read in conjunction with Field Activity Guidance – Planning.

1 TRANSPORT

A wide range of transport operations may be used to reach a destination or to be operated onsite as part of the field activity. Field activity leaders must determine the best and safest means of reaching a site based on the number of participants, the type of activity to be undertaken, the environment and terrain.

It is important that transport operators are vetted and can produce appropriate Transport Operator Certificates or related documentation to verify their operations and experience.

Identify whether operators have the capability, experience and equipment to undertake the required field activity. Also, determine with the transport operator any specific rules, procedures or limitations that may affect the field activity.

1.1 Hire of buses

- Whenever possible buses or coaches should be used to transport large numbers of students on field activities.
- Use reputable companies and check the company's health and safety compliance – seek assistance from the University's Strategic Procurement Team
- Transport used needs to be accessible to participants with disabilities.

1.2 Vehicle safety

- University vehicles should be used whenever possible.
- University vehicles must be operated as per the Motor Vehicle Policy.
- The field activity leader needs to ensure that each driver is appropriately licensed and suitably trained for the driving required.
- Provided that they hold the appropriate class of New Zealand licence and have permission from the HoD/line manager, staff members, postgraduate students and authorised volunteers may drive a university vehicle.
- The HoD/line manager can also decide whether or not an undergraduate student may drive University vehicles, provided they have a full New Zealand driver's licence and undertake a driver safety assessment from a certified driver assessor.
- People who are operating on a valid overseas licence for the first 12 months may only operate University vehicles if they have received a driver safety assessment from a

certified driver assessor. They may not drive passenger carrying mini-vans for the first six months.

- Anyone driving 4-wheel drive vehicles off-road needs to have attended an accredited 4-wheel drive training course in the last five years.
- Evidence of attendance at appropriate training course(s) should be held with a designated person in the academic/administrative unit/controlled entity.
- Vans or vehicles that can carry eleven passengers plus may only be driven by staff members who have a full New Zealand driver's licence and have received a driver safety assessment from a certified driver assessor.
- Only people who can demonstrate competency to the satisfaction of the Field activity leader may tow a trailer.
- Students and staff must be made aware before starting the trip that smoking, the consumption of alcohol and the misuse of drugs is strictly prohibited in university vehicles (including any transport used to move students and staff while on official trips).

1.3 Use of private vehicles

Private vehicles should only be used as a last resort. Drivers of private vehicles must be made aware of the following:

- Only a HoD/line manager or delegated officer can give authority for private vehicle use.
- There may be special requirements, e.g., off-road driving.
- University requirements related to the insurance of private vehicles include a comprehensive motor vehicle insurance policy.
- Responsibility for the roadworthiness of the vehicle lies with the owner of the vehicle.
- Private vehicles should not be used for transport to fieldwork activities that are outside regional limits, i.e. the Auckland region.
- Private vehicles should not be used to transport multiple participants to a University authorised fieldwork activity.
- Private vehicles such as tractors, quad bikes, 4WDs and forklifts may not be operated by University staff or students for University field activities.

1.4 Rental vehicles

- Where rental vehicles are required, select the vehicle carefully and ensure it will be suitable for the road conditions, the numbers of people to be transported and distances that will be travelled.
- Choose rental companies that can provide appropriate backup driver and vehicle breakdown support.
- Consider whether or not drivers can operate manual transmission vehicles.

1.5 Driving overseas

- Before driving in another country, drivers need to ensure that they are familiar with the road rules of the country, state or region.
- Drivers will need to have suitable driving licences for the country where they intend to drive.
- Drivers should ensure that they have adequate rest and time to acclimatise after any long haul travel before driving.
- Where possible, drivers should discuss local road rules, driving conditions and survival strategies with country hosts, transport agencies or police.

For full details on vehicle selection and safety, please refer to Appendix Two of these guidelines.

1.6 Driving time and distance restraints

It is recommended that a driving stint be no longer than two hours before either a change of driver or a half-hour rest period occurs, during which drivers can walk around, or take a quick nap if drowsy.

Adequate rest regimes should always be included in travelling plans. There should be no need to exceed the maximum driving period suggested unless there is an emergency or extenuating circumstances. Drivers should always be well rested before driving.

Approximately 650 km should be set as the maximum distance any group travels by car in any one day. This usually equates to about 8 hours of driving at a safe and legal speed. A safe speed is determined by the driver's experience and his/her possible fatigue, the type of road and its condition, the time of day, the weather, and the capabilities of the vehicle itself.

Night driving is much more hazardous than driving during the day. If travel must continue at night, speed should be reduced to suit the circumstances.

1.7 All-terrain vehicles – quad bikes

Quad bikes should only be selected as a means of transport if no other vehicle or access option is suitable.

Quad bikes must be ridden only by experienced operators who have undertaken approved NZQA training. NZQA Unit Standards include:

- 24557 Demonstrate knowledge of the safe operation of an All-Terrain Vehicle (ATV)
- 24554 Ride an All-Terrain Vehicle (ATV) on flat terrain
- 24559 Ride an All-Terrain Vehicle (ATV) on undulating terrain

Other safety precautions:

- Quad bike riders must wear a helmet.
- Only trailers designed for the specific quad bike may be towed.
- Only approved accessories and carriers may be fitted to quad bikes.
- Do not overload quad bikes with loads which may change the centre of gravity and balance.

1.8 Tractors and forklifts

These specialist vehicles must be driven only by experienced operators who have undertaken approved NZQA training.

1.9 Aircraft operators

Certain types of research work may require that an aircraft operator is engaged to provide local transport to an inaccessible site.

Operators should be requested to provide their operator's certificate and evidence of experience to verify their ability to fly the aircraft. This applies to 3rd or 4th tier aircraft transport operators; it does not include 1st and 2nd tier airlines.

The pilot will be a certified professional who is in command of the aircraft and responsible for all risks involved.

1.10 Boat and marine vessel operators

Certain types of research work may require that a boat or other marine vessel operator is engaged to provide local transport to a site.

Operators should be requested to provide their operator's certificate and evidence of experience to verify their ability to operate the vessel. New Zealand operators can provide their Maritime Operators Safety System certification.

The skipper will be a certified professional who is in command of the boat/vessel and responsible for all risks involved.

2 FIELD ACTIVITY SECURITY CONTROLS

Risk	Control
Emotive subject matter, e.g. interviews with HIV-positive persons in sex studies may touch on sensitive or emotive subjects.	Ensure staff are trained to communicate in a sensitive manner.
Drug or alcohol abuse. Individuals may be unpredictable, or desperate for money and may see you as a potential target.	Try to avoid working with intoxicated individuals. Arrange to see them when they are sober or off drugs.
If you are engaged in clinical research projects, subjects may assume that you are a medical person who could be carrying drugs.	Avoid looking like a "medic" in public, e.g. stethoscope round the neck, big medical bag, etc.
Working alone: You may be perceived as vulnerable and an easy target.	Try to avoid being totally alone. Even if a trusted colleague is not in the room they should be within shouting distance. If designing interview rooms from scratch, ensure there are security cameras in vulnerable locations and that reception staff are physically protected from attack by raised desks and/or security screens. For home visits and confidential interviews, tracking and emergency call devices are available that are incorporated into security ID cards and can be activated covertly, helping to prevent a heated situation escalating to violence before help arrives. As well as sending a location and alarm message to the 24-hour help centre, some of these devices can record conversations once activated, for use as evidence at a later date. If something unexpected happens you must always have a means of escape or rescue. Consider the possibility that you may be incapacitated and unable to call for help yourself.
Displaying wealth. Overt displays of wealth such as mobile phones, laptops, cash, credit cards, jewellery etc. may single you out as a potential target for assault and robbery or theft.	When you go out in public take with you only what you need. Use hands free sets for mobile phones and keep the phone hidden. Cover watches, do not wear jewellery and hide lap tops from view.
Vulnerable situations	When interviewing subjects or in any social interaction situation consider your escape route(s). Try to make sure there is an exit behind you, and position furniture such as a desk between you and the subject. In urban settings, avoid dark alleys and any unlit areas. Take local advice on what areas are safe, when and when not to go out.
Taxis	Where possible always use hotel-recommended taxi firms and never use unlicensed taxis or accept rides from strangers.

Threats of violence arising from the type of work	Ensure staff are trained to diffuse a situation verbally. As a last resort staff should be able to defend themselves. In extreme circumstances consider PPE such as stab-proof vests worn under outer garments. If a subject is known to be violent or unpredictable ensure you are not alone, that you have an escape route, can call for immediate help are unlikely to be perceived as an easy target. It may also be possible to arrange for a Police escort.
Dangerous animals in the wild e.g. feral dogs, large carnivores, stinging or biting insects, snakes	Avoid feral animals as they may carry diseases such as rabies. Avoid leaving camp sites at night unless on an organised and risk-assessed trip. Use mosquito nets as appropriate and check foot wear and clothing for snakes, insects and arachnids before putting them on
Organised work with dangerous animals	Conduct a full risk assessment of all aspects of the activity and ensure staff are properly trained, physical precautions are in place and medical advice and support is available
Local customs and religion	Ensure staff are briefed on issues that may provoke confrontation or angry response. Be sensitive to local customs and religion. Many Islamic countries require modest dress, especially for women. Be aware of international politics and behave accordingly
Weapons	In many countries (including America) members of the public carry and often display weapons including firearms. This is nothing to be alarmed by but be aware of local customs (e.g. random firing into the air) and hunting areas. Avoid handling weapons yourself. You may harm yourself, be perceived as a threat, or be mistaken for military personnel or an insurgent. You may also violate local laws and find yourself detained
Discarded munitions	If working at a location that has been a war zone or military training area, be vigilant. If you find discarded or spent munitions including cartridge cases, do not touch or approach as they may be live, old and unstable. Some anti-personnel mines are activated by vibration or tampering. Mark the area and inform the field activity leader or a local guide
Kidnap and abduction	Avoid travel to countries or regions where there is a significant risk of kidnap or abduction, as identified by MFAT and the University Risk Office. If in doubt, please consult the Health, Safety and Wellbeing Service. When working overseas, even in countries not considered high risk, it pays to take a few sensible precautions: <ol style="list-style-type: none"> 1. Do not be predictable. Vary your routine, travel by different routes from your accommodation to the work location and vary the times of travel. 2. Do not travel alone. 3. Do not use taxis that have not been recommended by a reputable hotel. If you are arriving at an airport make your travel arrangements in advance so that you will know and recognise your driver. 4. Do not get into vehicles with strangers. 5. Do not get led into alleyways or "private" locations by seemingly well-meaning individuals such as street vendors, sales people, guides, "camel" rides or people claiming to have a sick friend. 6. Be observant. If you think you are being followed, try to get into a public place, or anywhere where there is a security presence. Report the incident immediately to local security services and your in-country contacts. 7. Try to blend in and look confident. If you look like a hard target the less determined criminal will look elsewhere.

3 KEEPING FIELD PARTIES INTACT

Once at the site of a field activity, the main group may split up into smaller groups travelling in different directions. To avoid the possibility of a participant becoming separated from the field party, the field activity leader must ensure that appropriate procedures are in place. These should *at least* include:

- Lists of names of participants in each group
- Head counts before groups go out to study sites and before leaving sites to return to camp

Small groups of staff and/or students working in isolation in the field must stay in daily contact with the field activity leader or a specified contact person. The specified contact person may be located at the University or at a location in the vicinity of the field activity. It is recommended that contact be made twice a day.

4 LONE FIELD ACTIVITIES

Only persons authorised by the field activity leader may undertake field activity alone. Where participants will be working unaccompanied or out of sight/earshot, then this must be justified and any additional precautions specified.

The field activity leader is responsible for lone participants and should know their location and schedule. Regular communication via mobile telephones or other suitable communication devices is essential.

Lone participants should check in with the field activity leader and/or University contact daily, according to a prearranged check-in schedule. They must notify any changes they wish to make to the programme of work and proposed changes must be subjected to further risk assessment before being carried out.

An emergency response plan is mandatory, and the participant must carry essential safety equipment as determined in the field activity plan.

5 DEPLOYMENT OF STRUCTURES AND INSTRUMENTS IN THE FIELD

University of Auckland research and teaching activities often need to use instrumentation that is mounted or deployed upon some form of supporting structure or framework.

There are numerous health and safety considerations that must be assessed before a structure or instrumentation is deployed in the field. The safety of all people directly involved (e.g., staff and students) as well as those potentially affected (i.e., general public) must be considered carefully.

5.1 Direct effects

- Can the act of deployment (and subsequent dismantling) be performed safely?

- Wear appropriate safety gear (e.g., hard hats, gloves, and steel capped boots).
- Ensure adequate numbers of people are available to help.
- Watch out for power lines.
- Are conditions safe enough for the deployment (e.g. weather, swell)?
- Does the deployment obstruct or have the potential to obstruct an access way or public area? (e.g., waterway, road, surf zone, facility).
- Does the presence or any part of a deployment pose a potential hazard to any person or property?
- Does the deployment pose a hazard to those who may tamper with it?

5.2 Indirect effects

- What are the possible outcomes if the deployment fails or cannot be retrieved? (e.g., if a mast topples will it damage private property or become entangled in power lines? If a marine deployment is lost or buried could it become a navigation hazard?)
- Will the presence of the deployment affect the environmental conditions in a way that could create a hazard? (e.g., if a structure affects water flow, will it cause abnormal erosion or sedimentation?)

5.3 Keep all relevant parties informed

Everyone involved in the deployment needs to inform relevant parties (landowners, neighbouring residents, local iwi or the general public) of any hazard that a deployment may pose or has created. This can be achieved through public notifications in local newspapers, public meetings, erection of signage, or contacting people directly.

5.4 Be visible if necessary

If a deployment could be a hazardous obstruction, it will need to be flagged via fluorescent tags, colourful signage, buoys, night lighting or strobes, or simply a sturdy barricade or fence. Special consideration must be given to the safety of a deployment at night. In some cases, it is wise to conceal equipment from likely vandalism or theft. However, equipment must not be hidden or concealed at the expense of Health and Safety considerations.

5.5 Public relations

As a matter of course, the relevant regional or local authority should be consulted before erecting structures or deploying instrumentation on non-University sites. Non-approved deployments in certain locations may result in prosecution. Likewise, permission must be sought for use of private land from the relevant landowner/ manager/ occupier before undertaking such work.

5.6 Environmental considerations

The environmental effects associated with the erection of a structure for monitoring or sampling should be assessed and discussed with the relevant regional authority before construction. Factors usually considered are:

- The impact of the structure on natural physical and ecological processes, tangata whenua and public access
- The impact of the activity (e.g., noise, visual impact) on natural ecological processes, tangata whenua and local residents

Effects on agricultural and horticultural activities should be discussed with the respective land owners.

5.7 Equipment considerations

For a deployment to be successful, it must be:

- **Secure** - fixed instrumentation and structures must be adequately secured or anchored so that they will not fail, be damaged or lost as a result of reasonably expected conditions.
- **Locatable** - the deployment must be able to be located (through use of a "pinger", buoyage, tether, flags, etc.), especially when using expensive equipment or mobile remote equipment.
- **Retrievable** - plan for the retrieval as much as for the original deployment.
- **Labelled** - a return address or at least owner's name must be attached or engraved onto the deployment in case of loss or theft.

5.8 Insurance

The user or technical staff must notify the insurance agent of the details of the intended use of equipment deployments worth (in total) \$250,000 or more. It is recommended that similar notification be given for any equipment that is to be taken overseas.

5.9 Discouraging vandalism

The possibility of vandalism to deployed equipment should be considered especially where the site is open to public access. Damage may range from accidental damage to intentional vandalism and theft. The best defences against vandalism are to camouflage or hide the equipment, make it inaccessible or place it within secured properties.

6 FOOD HANDLING AND HYGIENE

Safe handling, storage and preparation of food is essential to prevent the risk of food poisoning. Food naturally contains bacteria in small numbers. For food poisoning to occur, bacteria must have warmth, food and moisture. Food poisoning can be prevented if these conditions are avoided.

Common bacteria that cause food poisoning include:

- Salmonella – found in meat, poultry and eggs.
- Campylobacter – found in raw and undercooked poultry, unpasteurised milk and contaminated water.
- Staphylococcus aureus – found in meat, poultry, mayonnaise-based salads and cream-filled desserts.
- Norovirus

6.1 Planning

The following factors must be considered in planning for the field activity:

- Number of people
- Length of trip/camp
- Facilities available, e.g. camp kitchen, refrigerator, freezers
- Availability of daily/weekly purchase

- Transportation of supplies to site, e.g. cold box in the vehicle

6.2 Menus

When planning menus, the following issues should be considered.

- a) Water supply
 - Availability of water for drinking and food preparation in the field
 - Water must be stored and transported in containers kept solely for that purpose
 - Food storage facilities at field site
- b) Special dietary requirements
 - Special needs of students and staff should be discussed prior to the field activity
 - Provision should be made for special dietary requirements in preparation of menus and purchase of supplies
 - Students should be discouraged from bringing and storing their own food
 - Accommodation that will provide meals should be alerted to any dietary or allergy issues
- c) Food allergies
 - Exclude peanuts and peanut products
 - Warn participants with food allergies to avoid suspect foods
- d) Suitability of foods for conditions
 - Do not plan chicken, fresh fish or unprocessed meat meals if refrigeration is not available
 - Food supplies must be stored in a food-only facility, not in a laboratory

6.3 Food preparation onsite

- Everyone who is going to be involved in food preparation needs to follow safe practices: Clean, cook, cover, chill
- A list of these requirements must be displayed prominently in the food preparation area
- All those involved in food handling and preparation must have prior instruction
- Look out for damaged food packaging. Do not use dented cans, leaking packages, cracked eggs, etc.
- Disposable gloves should be used by all staff and students for food preparation where possible.
- Wash hands with soap and dry them thoroughly before and after handling food, and any time after touching raw meat or chicken
- Separate preparation of different types of foods, especially meats from other foods and raw from cooked foods
- Use separate utensils and chopping boards for raw meat and other food. If this is not possible, thoroughly wash and sanitise equipment between uses
- Handle cooked and ready-to-eat food with tongs, spoons or disposable gloves
- Never touch food with gloves that have been used for cleaning
- Clean benches and tables prior to preparation and eating
- Any leftover food must be refrigerated immediately or disposed of
- Keep the food preparation area pest-free. If this is not possible, cover food before serving
- Clean benches and tables prior to preparation and eating
- Put rubbish in sealable bags or bins and remove from the preparation area
- Wash kitchenware thoroughly, changing the water frequently
- Hang tea towels out to dry after each use and change frequently, or use disposable cloths
- Clean the floors of the preparation and eating areas after each use

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6.4 Personal hygiene

Poor personal hygiene, especially lack of hand washing, increases the risk of contamination with bacteria that can cause food poisoning.

People who have cold or flu symptoms or have had vomiting and/or diarrhoea within 48 hours of the activity, or anyone with sores/ lesions on their hands, neck or head should not help with food preparation.

Cover cuts, rashes and abrasions with a dressing and wear disposable gloves.

Cover any abrasions, cuts or skin rashes with a dressing and wear gloves.

6.4.1 Hand sanitisation

All participants **must** wash their hands thoroughly with soap and water (including backs of hands, wrists and under fingernails):

- Before handling or preparing food
- Before eating
- After toilet
- After smoking
- After blowing nose
- After handling animals
- After handling rubbish

How to wash hands thoroughly

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Note that sanitizers do not eliminate all types of germs.

- Apply the product to the palm of one hand (read the label to learn the correct amount)
- Rub the product over all surfaces of your hands and fingers until your hands are dry

Disposable towels rather than cloth towels must be used to dry hands wherever possible. Hand wipes are useful for cleaning hands if soap, water and towels are not available.

7 ALCOHOL, DRUGS AND TOBACCO

The consumption of alcohol, "recreational" drugs and tobacco by field activity participants can affect the safety and performance of individuals, and can potentially endanger fellow participants, other persons and the environment.

The consumption of “recreational” drugs is strictly prohibited. Any person found in an unfit state as a result of taking drugs will be instructed not to participate any further in the field activity and arrangements will be made for them to return home.

The consumption of alcohol during a field activity needs to be restricted, monitored and where safety-critical activities take place, prohibited. Alcohol can cause impairment for more than 12 hours after consumption, and can also lead to lethargy and fatigue, thus compromising the objectives of the activity. Any person found in an unfit state as a result of over-consumption of alcohol will be instructed not to participate any further in the fieldwork activity and where serious infractions have occurred, arrangements will be made for them to return home.

The University recognises that participants may wish to consume alcohol during personal/down time if suitable for the situation. This is at the discretion of the field activity leader, and only permissible where responsible alcohol consumption and host responsibility principles are applied:

- Set your expectations in advance.
- Model good behaviour yourself.
- Ensure substantial food is eaten early in the evening and is available throughout the function.
- Ensure alcohol is not the only choice of drink.
- Plan some sort of activity so that people have something to do other than drinking.
- Participants should not consume more than two standard drinks per day, and have at least two alcohol-free days every week during the field activity.
- Alcohol must never be consumed during any field activity task.
- Alcohol must not be provided to any person under the age of 18.
- Participants must abide by the rules and regulations on alcohol consumption that apply in the area or country of origin.
- No participant may consume alcohol 12 hours or more before undertaking activities that are deemed safety-critical or high risk, e.g.:
 - Swimming, activities on water
 - Operating vehicles and machinery
- No participant may consume alcohol if they are on medication that interacts with alcohol.
- No participant may consume alcohol if they have a medical condition made worse by drinking alcohol.

Participants will not smoke tobacco (cigarettes, cigars, pipes) for the duration of the field activity unless:

- They are in an authorised area.
- It will not be a fire risk to property, forest, vegetation or other combustible material.
- It does not compromise the health of fellow participants or other people in the vicinity.

Any waste from consumed tobacco must be safely disposed to prevent fire, contamination and litter to the environment.

8 PERSONAL TIME/DOWNTIME

Personal time/downtime is time when programmed field activities are not taking place but participants remain under the general jurisdiction of the field activity leader. During this time, participants may want to arrange activities such as sightseeing, social gatherings, meals out etc., which will not be directly supervised. However, these activities should be approved by the field activity leader.

Participants must be mindful that they are representatives of the University of Auckland and that they need to maintain high standards of behaviour at all times.

Participants must be mindful of personal security issues, go as a group to events and ensure that any arrangements do not impact on either the field activity's objectives or the safety of participants.

9 ACCIDENT/INCIDENT REPORTING

As required by the Field Activity Health and Safety Standard:

- "If any participant(s) is missing or overdue, this must be reported to the school or department and to the University's Health, Safety and Wellbeing Service immediately." (S)
- "Any incidents (including near misses) during field activity must be reported to the school or department for inclusion in health and safety reporting."
- "If a fatality, hospitalisation or serious injury/illness occurs, this must be reported to the University immediately, as these are **notifiable events**."

This procedure applies to work-related incidents, accidents and illnesses including:

- Injuries
- Gradual process injuries or illnesses such as OOS (occupational overuse syndrome), noise-induced hearing loss, dermatitis etc. Where an actual injury date is difficult to determine, report at the time of first symptoms, or suspicion of symptoms
- Hazardous substance incidents and accidents, including near misses
- Vehicle incidents and accidents, including near misses
- Maritime incidents and accidents, including near misses
- Field activity-related incidents and accidents, including near misses
- Incidents and accidents that occur while undertaking an approved University activity overseas, including near misses
- Property loss or damage
- Environmental damage
- Security breach, assault and theft

The University contact needs to know how to activate the agreed emergency response plan if an accident/incident has resulted in a **notifiable event***, and know who else in the University to notify: head of school/department, dean/director of service division and the Health, Safety and Wellbeing Service.

As soon as possible after the incident, the field activity leader (or delegate) is to report the accident/incident, using the University's online accident/incident reporting system.

***Note:** More information is on the Staff Intranet: [Notifiable events](#)

10 WASTE DISPOSAL

Dispose of all waste material that is produced during field activity in accordance with local regulations, or return it to the University for disposal via the approved channels. Check with the Health, Safety and Wellbeing Service for more information.

11 POST-FIELD ACTIVITY REVIEW AND EVALUATION

The field activity leader is responsible for a documented debrief to determine what went well, what did not, and if the health and safety aspects of the activity could be improved upon. If the field activity leader thinks it appropriate, the debrief may also include a participant evaluation form.

["The approved field activity plan must be reviewed following a notifiable event that occurs during the activity."](#)

["Where the field activity is undertaken on a cyclical basis, the approved field activity plan must be reviewed before each activity. Formal approval must be sought on an annual basis."](#) (Field Activity Standard)

DEFINITIONS

The following definitions apply to this document:

Accident refers to an incident which has given rise to injury, ill-health or fatality.

Expert review is an appointed individual or group with the qualifications and experience to provide advice and support for the planning and assessment of field activity for the University.

Field activity is any work carried out by staff, students and contractors for the purposes of teaching, research or representing the University off-site (where health and safety is not managed by other host institutions). This may be a taught course, research project or collaborative expedition. See Appendix 2 for a list of specific field activities undertaken by the University.

Field activity leader is an academic leader of teaching and research, professional staff manager or contractor who has the authority and responsibility to make decisions on all aspects of the field activity. This person has the capability, qualifications and experience to be responsible for the planning and operation of the field activity, as designated by the dean or head of school/department. If a participant is working alone in the field, then they are the activity leader.

Field activity participant is anyone taking part in field activities, including volunteers (defined as "pre-recognised" people willing to participate in the fieldwork activities, who are offering their time and services for no remuneration). A participant may work independently, without direct supervision (as an activity leader) or under direct supervision by the Field activity leader.

Field activity plan answers the why, what, where, who, and how of the activities to be undertaken, with consideration of the risks and plans for minimisation of those risks at a management level.

Incident refers to any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss. (An incident may also be termed a "**near-miss**", "close call" or "dangerous occurrence".)

Near miss is an incident that could have resulted in injury or illness.

Notifiable event is an event in the workplace that WorkSafe must be notified about. This includes the death of a person, a notifiable injury or illness (requiring immediate treatment or hospitalisation) and a notifiable incident (exposing people to a serious risk to their health and safety). This function is undertaken by the Health, Safety and Wellbeing Service.

Remote area field activity is work that is carried out in locations where it is difficult to summon help and/or where emergency assistance is expected to be more than one hour away.

Risk assessment is the process of evaluating the risk(s) arising from the hazard(s), taking into account the adequacy of any existing control measures, deciding whether or not the risk(s) is acceptable, and taking further action as required.

Risk control hierarchy, in order of the most preferred to least preferred method of control, the is as follows:

Elimination - remove the exposure of the participant to the hazard. This is the most preferred of all the controls and should be used wherever possible.

Elimination through substitution - replace a high risk task or item of equipment with a safer equivalent.

Isolation through engineering - minimise the risk of harm by isolating a participant from a hazard.

Minimisation through administrative controls.

Minimisation through personal protective equipment (PPE)

Shall, are/is to and must are used in health, safety and wellbeing guidance in places where there is a legal requirement to achieve the desired result.

Should is used in health, safety and wellbeing guidance as a way of indicating a preference. It does not indicate a mandatory requirement as other alternatives may achieve an equivalent result.

Staff member refers to any individual employed on a full or part time basis by the University.

University means the University of Auckland and includes all subsidiaries.

University vehicle(s) include cars (primarily people-carrying, including saloons, station wagons, hatchbacks, estate vehicles), vans (primarily not people-carrying, including single and double cab), utilities, trucks, trailers, boat trailers, motorcycles, motor scooters, quad bikes, motorised boats, forklifts, mini vans, and grounds maintenance equipment (including ride on mowers, tractors, flat deck mowers, for example) that are owned or leased by the University.

Volunteer is a person authorised to participate in the operation of part or all of a planned field activity, who is offering their time and services for no remuneration.

Further key relevant documents

- University of Auckland Health and Safety Policy
- Field activity plan template
- Field activity FAQs
- Motor Vehicles Accidents and Insurance policy
- Motor Vehicles Administration Policy
- Motor Vehicles Driver Policy
- Travel Policy
- Travel Insurance Guidelines
- 24557 Demonstrate knowledge of the safe operation of an All-Terrain Vehicle
- 24554 Ride an All-Terrain Vehicle (ATV) on flat terrain
- 24559 Ride an All-Terrain Vehicle (ATV) on undulating terrain

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APPENDIX 1: FIRST AID MEDICATIONS AND EQUIPMENT

1. Pain relief medication

Pain relief medications are not considered standard contents for workplace first aid kits. However, standard over-the-counter pain relief medications (aspirin and paracetamol) may be included in first aid kits for group field activities, particularly in remote areas.

The field activity leader or designated first aider(s) of the group will be the person(s) responsible for administering such medication. This person needs to ensure that the recipient:

- Has read and understood instructions on how and when to take the medication.
- Is aware of any possible side effects or adverse reactions e.g. drowsiness or reaction with other medication.
- Has been advised to consult a doctor or pharmacist if pain/discomfort persists.

The responsible person should record in a register which medication was issued, when and to whom. If there are any doubts or concerns about the person's pain or discomfort, the person should be directed to a pharmacy or doctor rather than given the pain relief medication.

If the person's condition becomes acute, contact Emergency Services.

2. Anaphylaxis

Participants who are at risk of severe allergic reaction to bee and wasp stings or certain foods (anaphylaxis) must carry an adrenaline auto-injector such as an EpiPen with them for all field activities. They must also inform the field activity leader of their particular triggers and what medication they need in the event of an allergic reaction, in case they become incapacitated. It must be pre-arranged where an adrenaline auto-injector will be stored (ideally in a waterproof container if operating in outdoor environment). Where possible the victim should administer the adrenaline auto-injector, but if they are incapacitated another person can do this.

2.1 Administration of an adrenaline auto-injector

It is reasonable for a person without specific first aid training in anaphylaxis to administer an adrenaline auto-injector in an emergency if there is no other person nearby who has had basic training in how to use it.

Symptoms and signs of anaphylaxis are shown on the ASCIA Action Plan for Anaphylaxis (general), which should be stored with an adrenaline auto-injector for general use.

Instructions for giving an adrenaline auto-injector are shown on the barrel of the device, package insert and the device specific (EpiPen or Anapen) ASCIA Action Plan for Anaphylaxis.

If in doubt, administer an adrenaline auto-injector, as outlined on the ASCIA Action Plan for Anaphylaxis. There are no absolute contraindications (factors which make it unwise to give treatment) for use of an adrenaline auto-injector in an individual who is experiencing anaphylaxis. No serious or permanent harm is likely to occur from mistakenly administering adrenaline to an individual who is not experiencing anaphylaxis.

Transient (temporary) side effects of adrenaline such as increased heart rate, trembling and paleness are to be expected. However there are no published reports of death or serious injury resulting from use of adrenaline auto-injectors.

In all cases of anaphylaxis, an ambulance must be called urgently or the victim must be transported to the nearest medical facility immediately.

3. **First aid kit contents**

Contents should be carried in waterproof containers. If you are going on a long trip or to a very isolated area, you should consider a more comprehensive first aid kit. Discuss your requirements with a pharmacist.

Standard group first aid kit

- Alcohol wipes (10)
- Tweezers
- Betadine for grazes
- Low-reading clinical thermometer
- Crepe bandages (1x10 cm; 1x15 cm)
- Saline (30 ml)
- Triangular bandages cloth (2) (sterile)
- Pain relief (e.g. Paracetamol)
- Plastic strip dressing (10–12 Band-aids)
- Antihistamine cream (10)
- Dressing strip
- Diarrhoea treatment (e.g. Diastop/ Imodium)
- Non-adherent sterile dressings (3 large)
- Gastrolyte sachets (4) (for replacing salts lost from diarrhoea or vomiting)
- Gauze dressings (6)
- Chemical cooling/warming packs Wound dressing (size 14)
- Fine, strong thread for removing rings
- Wound dressing (size 15, sanitary pad)
- Disposable CPR face shield
- Sticking tape (1 roll)
- Safety pins
- Butterfly closures (1 pouch)
- Needle
- Scissors
- Notebook
- Pencil
- Disposable gloves

Standard individual first aid kit

- Crepe bandage (100mm0)
- Pain relief (e.g. Paracetamol)
- Triangular bandage cloth (sterile)
- Antihistamine tablets (3–6)
- Plastic strip dressing (6–10 band-aids)
- Sunscreen
- Dressing strip
- Lip balm
- Non-adherent sterile dressings (2 or 3 of various sizes)
- Disposable CPR face shield
- Gauze dressings (2 or 3)
- Notebook
- Sticking tape (1 roll)
- Pencil
- Safety pins
- Insect repellent
- Scissors
- Personal medication
- Disposable gloves

First aid kit for groups of up to 30 persons

• Aeroplast Fabric Dressing Strip	1
• Aeroplast Plastic Plasters	2
• Antiseptic Wipes, Alcohol Free	10
• Clothing Shears	1
• Combine Dressing 200mm x 200mm	2
• Combine Dressing 200mm x 90mm	2
• Crepe Bandages	2
• Crepe Bandages	2
• Crepe Bandages	2
• CPR Face Shield	1
• Dressing (Sterile) - 75mm x 100mm	2
• Eye Pad 60mm x 75mm	2
• Gauze Swabs 75mm x 75mm, Packet of 2	10
• Kit Contents List, Sports Kit	1
• Microporous Tape	1
• Minigrip Bag	1
• Rescue/Thermal Blanket	1
• Retention Bandage, Gauze 80mm x 4M	1
• Saline Solution 30ml	12
• Skin Closures	1
• Splinter Probes	1
• Splinter Tweezers, Stainless Steel 8cm	1
• St John First Aid Tips Guide	1
• Sterile Dressing 75mm x 50mm	2
• Tape, Transparent 25mm x 5M	1
• Triangular Bandage 110cm x 110cm	2

APPENDIX 2: VEHICLES USED IN FIELD ACTIVITIES

1. *Selecting the right vehicle for the job*

Normal sedans and station wagons are suitable only for bitumen and all weather dirt roads. For all off-road situations including mountainous terrain and desert areas, a four-wheel drive vehicle must be used. Some vehicles are for specialist use and operation only.

Field activity leaders must ensure that vehicles selected are suitable for:

- The terrain
- The environment
- The climate
- Load capability and capacity
- Vehicle stability
- Towing capacity
- Fuel capacity
- Driver capability
- Driver's ability to operate an automatic or manual transmission
- Specialised accessories and attachments

Consult the operation manual to verify the vehicle's capabilities and limitations.

2. *Maintenance, preparation and vehicle checks*

Before the journey, all drivers should be familiar with the vehicle's operation and equipment, including:

- Basic controls and their use
- Capabilities and limitations
- Spare tyre, jack, tyre pressure gauge and tool kit
- Emergency equipment including first aid kit, fire extinguisher, torches, drinking water and blankets
- Emergency spares including fan belt, radiator hose, PVC tape, fuses, spark plugs, engine oil and additional water
- Fuel-limited range of the vehicle
- All routine maintenance – how to check fuel, oil, coolant, brake fluid, battery, tyre pressure, clutch fluid and power steering fluid, and how to change a tyre
- Efficient, safe and legal loading methods
- Specialty vehicle equipment, such as shovel, axe, winches, etc.

Before starting out, drivers should also check that the vehicle has been mechanically maintained and that the luggage and equipment are firmly secured. About one hour into the journey the luggage and equipment should be checked again to make sure they are still secure.

At each fuel or rest stop during the journey, a quick check of the vehicle should be carried out, noting that tyre pressures are correct and that luggage is still secure.

During travel, check the engine temperature gauge periodically. Each morning check tyre pressures, lights and controls, fuel level, engine oil, radiator coolant and all other fluid levels.

3. *Towing*

Towing should not be attempted by anyone who has not undertaken a recognised towing training course unless they can demonstrate towing competency to the field activity leader. Note: the term "trailer" refers to caravan, boat and horse trailers and heavy trailers.

- Prior to departure the trailer must be checked to ensure all lights are functional and lighting fittings are secure.

- All items on the trailer must be securely stowed.
- The trailer must be loaded evenly and centrally over the axle as possible ensuring a moderate net downward load on the drawbar.
- Trailers must be secure while loading, preferably attached to the vehicle.
- No part of the load should be in contact with the ground, and nor should any part of the load extend more than 1.25m either side of the centre line of the trailer.
- If the load extends more than 1.0 metre behind the trailer, attach a white, red, orange or yellow fluorescent flag to indicate where the load ends. The load must not extend more than 4.0m behind the axle or the mid-point of the tow trailer axles.
- Trailer couplings and safety chains and shackles must be in good condition and secured.
- Trailers fitted with brakes must be functional.
- Trailer's maximum braked and unbraked towing weights must not exceed the towing vehicle's braking capacity.
- The trailer must have a current Warrant of Fitness (WoF) and registration and this must be checked prior to departure.

4. Vehicle Recovery

People who attempt to recover or repair a vehicle must have sufficient experience and knowledge for the task.

If undertaking off-road expeditions, ensure that suitable winch, ramps and strops are accessible to assist with removing vehicles