



# Health, Safety and Wellbeing - Field Activity Information for Landowners

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*Guide for Landowners/Farmers*

This guide is to inform landowners / property managers of The University of Auckland's Health and Safety practice and procedure for undertaking activities on their property with their authorisation.

The University of Auckland is very mindful to maintain regular communication with the parties involved to ensure they are comfortable with the intended activity. The University of Auckland is conscious of the need to maintain the highest level health and safety standards.

We hope that this information will assist with your approval to access your property. This will allow us to conduct and complete vital research and education opportunities for our students.

Thank you for you participation and time.

## Proposed Field Activity

<b>Faculty School / Department</b>		Issue date:
		Review date:
<b>Field Leader</b>	Name:	Approver:
<b>School Contact</b>	Name:	Contact Details:

Description of field activity and scope:

### Field activity details

Programme / course / research activity:	
Purpose of field activity:	
Number of participants involved:	
Other participants / contractors involved:	
Duration of Activity:	
Monitoring visits and times:	

### Intended programme

*Provide a brief description of the daily field activities, including location of activities, distance from field HQ, planned route, maps/charts, estimated times to reach each point*

## Vehicles proposed to be brought onsite

Vehicle details	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Make				
Model				
Year				
Colour				
Registration plate				
Current WOF				
Vehicle Weight				
Size				
Trailer Detail				
Type / Make				
Registration				
Size				
Weight (Approximate)				
Other forms of vehicles or transportation proposed to be used onsite or to access site				
Mountain Bike				
All-Terrain Vehicle				

Marine Craft	
Vessel Details	
MSA Registration	
Type / Make	
Size	
Weight	

Aircraft / Drone Operator	
Name of operator	
Type of aircraft to be operated	
Landing zones	

Proposed Scientific Equipment to be deployed or to remain onsite:	Proposed Locations:
Frequency of monitoring visit:	Special restrictions operating in vicinity of Monitoring Equipment:

## **Field Activity Risk Management**

All proposed Field Activity plans are required to be completed and approved by The University of Auckland prior to the commencement of the activity

This plan will include a risk assessment which considers the activity, tasks and the environment and the procedures on how the field party will control those risks.

The purpose of seeking information from you is to ensure we build a complete picture of any hazards and risk we would not normally know about. And to ensure that our operations do not cause a hazard or harm to you and your workers or that we do not conflict with your daily operations.

The Field Party Leader will maintain regular contact and obtain updates from you or your representative throughout the pre-trip planning and duration of this activity.

## **Participants**

We will advise you of the number of participants attending and of any person that we have contracted in to provide specialist support or teaching. All participants will receive safety briefings prior to the activity and again once they are onsite. All participants will be supervised in a class situation or will have a buddy if operating in smaller groups or teams.

## **Emergency Management**

As part of our planning process, our field activity leaders will have standard procedures, actions and equipment to manage and respond to a range of emergency events. All participants will be informed of these procedures. Trained first aiders will be assigned and

be onsite and will be suitably equipped with first aid equipment. Our planning include locating the nearest medical centres in the area and a range of emergency communication equipment to call for help if needed.

We will keep you informed should there be an emergency event that takes place during the activity.

## **Site Access / Vehicles**

We will advise and seek information from you on how to access the site and the best access route to take and to identify the suitability of any vehicles to be used to reach the site destination. Your advice on terrain, road / track conditions and access bridges size and weight restrictions will help us determine the most suitable vehicle to be used or the consideration of other means to reach the site.

## **Monitoring Research Equipment**

The Field activity leader will advise of the type and nature of scientific equipment to be deployed for the duration of the activity. They will advise you of its proposed placement, purpose and its sensitivities and ensure that you are comfortable with its operation and location and how it will be identified. If the equipment is to be deployed onsite for a longer period and requires onsite checks by the researchers they will discuss the frequency, site access permissions and prior notification. Research monitoring equipment deployed is not hazardous and primarily measures conditions or observes environmental changes.

## **Drones / Unmanned Aerial Vehicles (UAV)**

In some situations drones / UAV's may be utilised to undertake measurements and video footage to understand the terrain and flora and fauna of the area. These devices will only be operated by trained persons who will adhere to University and Civil Aviation requirements and rules. Your permission will be sought prior to their operation. Neighbouring property owners will be notified of their operation if the drone may fly adjacent to the boundary line.

## **Biological Safety**

The University will take all precautions to ensure all protective clothing and equipment and vehicles are cleaned and do not transfer unwanted pests, seeds, or disease into environment and habitat. Let us know if you have any specific requirements on decontamination procedures so that we can ensure we have the correct gear and procedures in place. If you have any poisons, bait, pest control, agricultural spraying on the site that is to be visited please let us know so that we can avoid disturbing these.

## **Fire Safety**

We are very mindful of the dangers of fire and we will take every reasonable step to prevent any fire or the use of sources of ignition on the site. We will ensure that our equipment is in good running order to avoid sparks and it is University policy that no smoking will take place while onsite. Fire Extinguishers are part of our vehicle kits and can be deployed if needed. Should you have any specific requirements please let us know.

## **Stock / Animal Safety**

The field activity will minimise the interaction with any stock or animals onsite and operate in a manner not to frighten or disturb them. If there is specific stock / animals or sections of the property to avoid or stay clear from, please let us know. All gates will be checked and rechecked to be closed and secured, based on the state they were found in or by your instruction.

## **Contractors and Recreational Visitors**

Should the property have other persons operating at the site, we will take all steps to ensure our activities do not conflict or interrupt their activities and that they are warned of our presence. If there is shooting or hunting activities taking place or known to occur in the vicinity please let us know so that we can notify applicable associations and or dress in a manner to be seen.

## **Accident & Hazard Reporting**

The field activity leader will notify you of any accident that occurs while onsite. Should there be any hazard or other matter identified while undertaking the field activity, the leader will inform you as soon as practicable.

## **General Site Safety**

Please let us know if you have any site specific requirements. Our purpose is to cause as little disruption to your operations and ensure we leave your site in pristine condition. Our field activity leader will continue communication to ensure that all parties are collectively kept up to date. We thank you for your assistance and time, it is greatly appreciated.