



UNIVERSITY OF
AUCKLAND
Waipapa Taumata Rau
NEW ZEALAND

Health, Safety and Wellbeing- Field Activity 'General' Risk Control Measures and Precautions

Checklist for all users

The following table details the 'general' risk controls covering the most hazards normally expected during field activity. If these controls are insufficient for the particular activity proposed, you must document additional risk controls. Further advice can be sought from the Health, Safety and Wellbeing Service.

<p>Biological hazards</p>	<ul style="list-style-type: none"> • Check hygiene, disease and vaccination advice on https://www.safetravel.govt.nz/ prior to departure. • Ensure all participants are vaccinated/pre-medicated prior to departure. • Avoid areas or accommodation with mosquitoes, ticks and bedbugs. • Ensure meat is properly cooked to avoid worms and parasites. • Check with local residents about any potentially hazardous flora and fauna and follow their recommendations. • Wear protective clothing and repellents to minimize insect bites. • Ensure participants are aware of the first aid to be applied in the event of a bite or sting.
<p>Bushfire</p>	<ul style="list-style-type: none"> • Confirm local fire danger ratings with local authorities prior to departure. • Avoid field activity in areas covered by a total fire ban, or with high or extreme fire danger ratings. • Comply with camp and cooking fire restrictions issued by local authorities, and do not leave fires unattended. • Comply with smoking restrictions issued by local authorities.
<p>Chemical hazards</p>	<ul style="list-style-type: none"> • Label, store, transport, and use hazardous materials in accordance with University guidelines and Government regulations. • Use protective equipment as stated in the hazardous material safety data sheets where required. • Dispose of hazardous waste in accordance with local regulations.
<p>Communications</p>	<ul style="list-style-type: none"> • Arrange appropriate communication methods for the field activity location, and check that all devices are in good working order prior to departure. • Make sure operators of radios and other specialised communications equipment are trained in their use. • For more information, see the generic guidance: Planning/Communications • Share detailed info with participants so they can assess their ability to attend or recommend changes that will allow them to participate. • Items to share include: plans, activities, terrain, facilities, accommodation (see "Inclusivity, diversity and Equity", below). • Are toilets, drinking water and other facilities available at all times, or just at specific times?

<p>Cultural considerations</p>	<ul style="list-style-type: none"> • Consult and identify cultural requirement and protocols for the site, activity, and participants. • Are there taonga or wāhi tapu? • What tikanga is appropriate for your activities? • Are there cultural events that coincide, e.g. ramadan, that may affect fieldworkers' participation?
<p>Emergency processes</p>	<ul style="list-style-type: none"> • Ensure participants have sufficient quantities of personal medications for the duration of the field work, and have completed Declaration and Consent forms to inform the field activity leader of potentially serious medical conditions (such as allergies, asthma, diabetes, epilepsy, etc.) • Take appropriately stocked first aid kits and make sure they are readily available during field activity. For more information, see the generic guidance Planning/First Aid. • Make sure contact details are available for all participants and their next of kin, and the nearest medical assistance. • Ensure trained first aider/s are in attendance. • Carry emergency communications devices (EPIRBS etc.) if the field activity is in a remote location. • The University contact is to retain a copy of the field activity plan, and in case of an emergency, is to follow up with local authorities if the expected time of return (ETOR) has passed and the activity party is overdue. • Ensure that the appropriate travel/medical insurance is in place prior to departure. • Consider an evacuation/exit strategy in case of fire/natural disaster. • Have a financial plan for emergencies. • Management plan required for Mental Health emergencies or other aspects of personal wellbeing. • Management plan required for any interpersonal risks that may arise between trip participants, or between trip members and the public, e.g. harassment, discrimination, assault. • Consider appointing a Trip Welfare manager - let participants know they can contact them with any health, safety and wellbeing concerns during the trip.
<p>Equipment</p>	<ul style="list-style-type: none"> • Identify all equipment required for the field activity prior to departure, and where applicable, download and comply with Safe Work Instructions for that equipment. • Wear personal protective equipment (PPE), e.g. safety vests, hard hats, safety glasses, hearing protection, respiratory protection etc., if required.

	<ul style="list-style-type: none"> • Ensure that all equipment used in field activities is fit for purpose and maintained in good working order. • Ensure that electrical appliances owned or used by the University have been tested according to the University electrical policy. The inspection tag must be valid for the duration of the activity.
Food, water and hygiene	<ul style="list-style-type: none"> • Check hygiene, food and water advice on https://www.safetravel.govt.nz/ prior to departure. • Source food and drinking water from reputable providers, and avoid local tap water (including drinking tap water, using ice made with tap water or eating fruit/salads washed with tap water) if the quality is in doubt. • Brief people preparing food on good hygiene and appropriate actions to prevent food contamination. • Participants are to advise the field activity leader of special dietary requirements prior to departure. • Ensure that sufficient supplies of shared toiletries such as soap, hand cleanser and toilet paper are available. • Participants are to ensure they have enough personal toiletries for the field activity's duration. • Participants are to maintain personal cleanliness and wash/sanitise their hands throughout the field activity. • Participants are to advise the field activity leader as soon as any medical symptoms are noticed.
Hazardous terrain	<ul style="list-style-type: none"> • Take less hazardous alternative routes wherever possible. • Do not climb up trees, rock-faces and structures without adequate gear and training. • Do not attempt to cross rivers, bodies of water, swamps and terrain such as glaciers and scree slopes without adequate gear and training. • Participants must follow all reasonable instructions of field activity leaders, and must not endanger themselves or others through their actions or inactions.
Legal compliance	<ul style="list-style-type: none"> • Obtain permits to conduct field activities from the relevant management authority prior to departure. • Field activity leaders are to ensure that all relevant regulations are complied with.
Manual handling	<ul style="list-style-type: none"> • Field gear must be packed and carried in a way that minimises the risk of injury. • Heavy gear must be moved mechanically or by team lifting.
Travel	<ul style="list-style-type: none"> • Use only reputable hire/transport/travel companies. • Select rental vehicles with safety being the prime consideration. • Ensure vehicles are warranted and in good working order.

	<ul style="list-style-type: none"> • Drivers must be appropriately licensed and have experience with the driving conditions. Where appropriate, hire local drivers who are used to the local environment. • Limit distractions to the driver in vehicles, i.e. mobile phones/physical activity. • Everyone in the vehicle must wear a seatbelt if provided. • Follow safe driving practices such as appropriate sleep before driving, regular breaks, light meals, driver rotation every two hours and no alcohol within eight hours of driving. • Avoid using bicycles, motorcycles and scooters if possible. • If bicycles/motorcycles are used, helmets are mandatory. • If motorcycles are used, the riders must hold the correct licence. • Pedestrians must take note of local road conditions, and follow local road rules. • Ensure that the appropriate travel/medical insurance is in place prior to departure. • For more information, see the generic guidance Planning/Vehicle Safety
<p>Weather/climate conditions</p>	<ul style="list-style-type: none"> • Check weather forecasts, tide timetables and other appropriate information prior to departure, and modify field activity according to the conditions. • Carry clothes, shoes, hats and sun protection appropriate to the location and weather conditions. • Carry sufficient drinking water at all times. • Field activity leaders and first aiders need to know how to treat hypothermia/heat stroke and when to put emergency processes into action. • If being stranded is a risk, carry navigation tools (GPS, compass), food and illumination/emergency equipment (EPIRBs, strobes/fares) and inform the University contact of your destination and expected time of return (ETOR). Consider using emergency shelters if needed. • University contact is to follow up with local authorities if ETOR has been exceeded and the activity party is overdue.
<p>Working in or on water</p>	<ul style="list-style-type: none"> • Check weather forecasts, tide timetables and other appropriate information prior to departure, and modify field activity according to the conditions. • No one may conduct field activity in or on seas, lakes, rivers or other bodies of water alone or unmonitored. • Assess and record site/task hazards before starting field activity.

	<ul style="list-style-type: none"> • People who cannot swim must not enter the water without a personal flotation device (life jacket). • Use appropriate maritime safety gear where required. • Boat operators must be licensed and ensure that safety regulations are followed. • For more information, see subject guidance Water and Marine Safety.
Training and preparation	<ul style="list-style-type: none"> • Do participants have Field First Aid Training and Mental Health First Aid Training?
Inclusivity, diversity and equity	<ul style="list-style-type: none"> • Will your activity suit the diverse needs of staff and students attending the trip? How can you maximise accessibility to the site, facilities and activities? • How can you maximise accessibility for diverse participants? • Useful facilities can include separate rooms/dorms for men/women/gender diverse students if requested, some unisex or single toilets (for gender diverse or transgender fieldworkers, or people needing private space for medical needs), prayer rooms, accessible bathrooms and bedrooms, diverse catering (e.g. halal/kosher/ gluten free/vegetarian/vegan). • Can accompanying persons or guide dogs attend?