



THE UNIVERSITY OF
MELBOURNE



Field Work Plan

COMPLETING THE PLAN

The University of Melbourne endeavours to mitigate risks associated with all off campus activities. To facilitate this, all field work, associated risks and controls must be managed through a field work plan. This field work plan (or equivalent) must be completed prior to undertaking the field work.

This field work plan includes the risk mitigation strategies for COVID-19. Requirements associated with COVID-19 risk mitigation strategies are in green.

There are four sections to the field work plan:

Section 1: Details

This section is mandatory and must be completed.

Section 2: Support Systems and Safety Requirements

List the safety requirements in each relevant support system. Where there is no support system required tick “no”. No further action is required (For example the field work may not require accommodation and therefore planning in this section is not required).

Section 3: Emergency Plan

This section is mandatory and must be completed.

Section 4: Risk Assessment and Controls

Attach a copy of the field work risk assessment

SECTION	HEADING	REQUIRED	
		Y	N
SECTION 1	DETAILS	<input type="checkbox"/>	
SECTION 2	SUPPORT SYSTEM AND SAFETY REQUIREMENTS		
2.1	Transport	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Communication and navigation	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Food and water	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Accommodation	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Waste management	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Legal compliance	<input type="checkbox"/>	<input type="checkbox"/>
SECTION 3	EMERGENCY PLAN	<input type="checkbox"/>	
SECTION 4	RISK ASSESSMENT AND CONTROLS		
	Risk assessment(s) attached	<input type="checkbox"/>	

PRIVACY STATEMENT: Personal information shared with the University is subject to the University of Melbourne [Privacy Policy \(MPF1104\)](#).

1. DETAILS

Faculty/Division			
Field Trip Leader and/or Field Work Supervisor:			
Location/Destination			
Start Date		Finish date	
Description of activity			

ITINERARY

Detail the itinerary. Where applicable attach any supporting documents, such as maps, timetables and so on. Include the time/date of the field work with the expected location and the reporting arrangements for each location. Reporting arrangements includes the person(s) to be contacted, the method in which they will be contacted and the time that they will be contacted.

Department/local area arrangements must be in place so that emergency procedures can be commenced where reporting arrangements are not met. This includes notifying the “emergency contact” nominated in *Section 3. Emergency* particularly where they are not included in the reporting arrangements set out below.

Time/Date	Location	Reporting Arrangements

PARTICIPANTS' LIST

Last name	First Name	Student/Staff Mobile No	Allocated Vehicle No	Emergency Contact	Emergency Contact No

Where possible occupants should be allocated to a vehicle and avoid swapping between vehicles during the journey. A simple identification system such as vehicle 1, 2 and so on could be used.

PERSONAL FITNESS/MEDICAL DECLARATION

Participants have completed a Medical declaration stating they are fit to undertake the activity:
 Yes
 Examples of a medical declaration include:

- [Health & Safety: Medical questionnaire for off campus activities](#)
- Local area medical declaration template
- [Non-UniTravel risk assessment form](#)

2. SUPPORT SYSTEMS AND SAFETY REQUIREMENTS

2.1 Ground Transport

List the transport arrangements and associated requirements for the field work. This will include to and from, and during the field work.

SUPPORT SYSTEM	DETAIL
Name of driver(s)	
Type of vehicle(s)	
Cleaning and disinfection procedures	
Others not included in the Participants' list (eg bus driver)	
Licence requirements	
Vehicle safety check	
Driver training requirements	
Fatigue management arrangements	
Expected driving conditions	
Other	

2.2 Communication and navigation

List the communication and navigation requirements for the field work.

Steps must be taken to minimise transmission if shared equipment is used.

SUPPORT SYSTEM	DETAIL
Person(s) responsible for communication	
Type of communication	
Back up communication	
Pre activity communication check	
Type of navigation	
Back up navigation	
Pre activity navigation check	
Cleaning and disinfection procedures for shared equipment	
Other	

2.3 Food and water

List the food and water requirements for the field work.

SUPPORT SYSTEM	DETAIL
Fresh water supply	
Snacks	
Nonperishable foods	
Food preparation equipment	
PPE	
Other	

2.4 Accommodation

List the accommodation arrangements during the field work.

Steps must be taken to mitigate transmission during overnight stays that require accommodation.

SUPPORT SYSTEM	DETAIL
Type of accommodation	
Sleeping arrangements – single/shared	
Cleaning and disinfection procedures for accommodation & facilities	

2.5 Waste management

List the waste arrangements during the field work.

Steps must be taken to mitigate transmission associated with waste collection and management.

SUPPORT SYSTEM	DETAIL
Type of waste	
Waste collection, storage, and disposal arrangements	
PPE	
Other	

2.6 Legal compliance

List the legal compliance requirements associated with the field work.

SUPPORT SYSTEM	DETAIL
Permits	
Licences	
Adherence to local government requirements where applicable	
Other	

3. EMERGENCY PLAN

List the emergency requirements associated with the field work

SUPPORT SYSTEM		DETAIL
Name(s) of emergency contact University of Melbourne staff member(s) who has a copy of this plan and will set in place emergency plans		
Name(s) of first aiders		
First aid kit – type and contents		
Additional first aid requirements		
First aider training requirements and numbers		
Local emergency services contacts (address and phone number) and where applicable preprogrammed into phone/satellite	Police	
	Hospital	
	Doctor	
	On-site contact (eg Ranger)	
	Other	
Participant safety briefing		
Other		

4. RISK ASSESSMENT AND CONTROLS

RISK ASSESSMENT	LOCATION
ERMS (Enterprise Risk Management System) Ref No.	
Name of risk assessment	
Or attach a hard copy of the field work risk assessment if not entered into ERMS	

If a reliable University server connection cannot be guaranteed, download a hard copy of the risk assessment in ERMS and attach to the field work plan.