



GRIFFITH UNIVERSITY FIELD TRIP GUIDELINES



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Introduction

The University strives to provide a healthy and safe work environment for all University staff, students and visitors whilst undertaking work or study. To this end, policies, procedures and guidelines have been developed to aid in ensuring a safe and healthy workplace.

Field trips are recognised as integral to study and teaching. These guidelines are intended to provide information and direction for ensuring the field work is undertaken as safely as possible and risks are appropriately managed and mitigated, as far as reasonably practicable.

For the purposes of this document, field trips are off campus activities, managed by the University or in association with an external party for the purposes of approved research or teaching. They are not intended to include: marketing/promotional events; work integrated learning/service learning; excursion/visit to another business/workplace; meetings off-site or conference/seminar attendance; inter-campus travel; or Outreach Programs.

Where the classification of any proposed off-campus activity is uncertain, the determination of an activity as a field trip activity should be at the discretion of the relevant Heads of School/Department and Directors of Institute/Centre (Head/Director) or a designated Deputy Head of School/Director.

Heads of School/Directors are responsible for ensuring the appropriate amount of planning, the risk management process has been applied and that they approve field trips in their area of responsibility.

As with all University related activities, all participants of University field trips and their related activities must follow related legislation and Griffith University policies and procedures.

Field Trip Operational Plan and Field Trip Risk Assessment templates

The *Field Trip Operational Plan* and *Field Trip Risk Assessment* templates outline the minimum risk management standards required to ensure basic risk management obligations are met. Areas may choose to develop their own enhanced field trip risk management process based on these Guidelines and templates.

Completed field trip documents should be reviewed and approved by relevant persons in order for the field trip to proceed.

Field Trip Operational Plan

All activities to be undertaken for the duration of the field trip should be described in sufficient detail to enable an appropriate Risk Assessment to be undertaken. The Field Trip Operational

Field Trip Leader is responsible for the health and safety of all participants for the duration of the field trip and will therefore:

- complete a Field Trip Operational Plan and Field Trip Risk Assessment for all field trip activities,

- ensure participants acknowledge and understand information relating to their participation in the Field Trip and the associated hazards and risk controls.

- include any external collaborator information where required,

- ensure participants are at the required level to undertake their role,

- provide participants with briefings, induction and training relevant to the activities being undertaken,

- provide supervision adequate for any given situation,

- ensure health and safety incidents that occur during a field trip are appropriately managed and reported,

- request that Participants complete all relative paperwork prior to commencement of the Field Trip, and

- monitor, assess and manage risk throughout the field trip and modify control measures to mitigate changed or newly identified unacceptable risks.

The Emergency Contact will coordinate the operational area's emergency response, as per the Emergency Response Plan documented in the Field Trip Operational Plan.

Participants:

- are obligated to conduct work safely, and to protect their own health and safety and that of others. They have a responsibility to abide by any reasonable instruction provided by the Field Trip leader or authorised delegate, and to comply with relevant Legislation and University policies and procedures at all times for the duration of the field trip, and

Insurance

The University has insurance cover for staff, students and registered volunteers on approved University business. For general details see the [Insurance and Risk Management page](#) which has a table entitled "Who is covered by Griffith insurance" or contact the [insurance office](#) for specific information.

Induction

It is important for participants to be provided with knowledge and understanding of the purpose of the field trip and what their role is. This can be done through an appropriate induction.

Communication

The Field Trip Operational Plan should include a Communication Plan that defines the routine two-way call-in schedule to be followed by the Field Trip Leader, or nominee, and the Call-In Contact for the duration of the field trip. Where possible, contact by the Field Trip Leader, or nominee, should be made at agreed intervals with University staff on campus, and also include protocols in the event that contact is not made.

Where possible, the effectiveness of the Communication Plan should be tested prior to the Field Trip.

Considerations when developing appropriate communication plans may include:

Who and how often (day/time of day) will routine two-way call-ins occur?

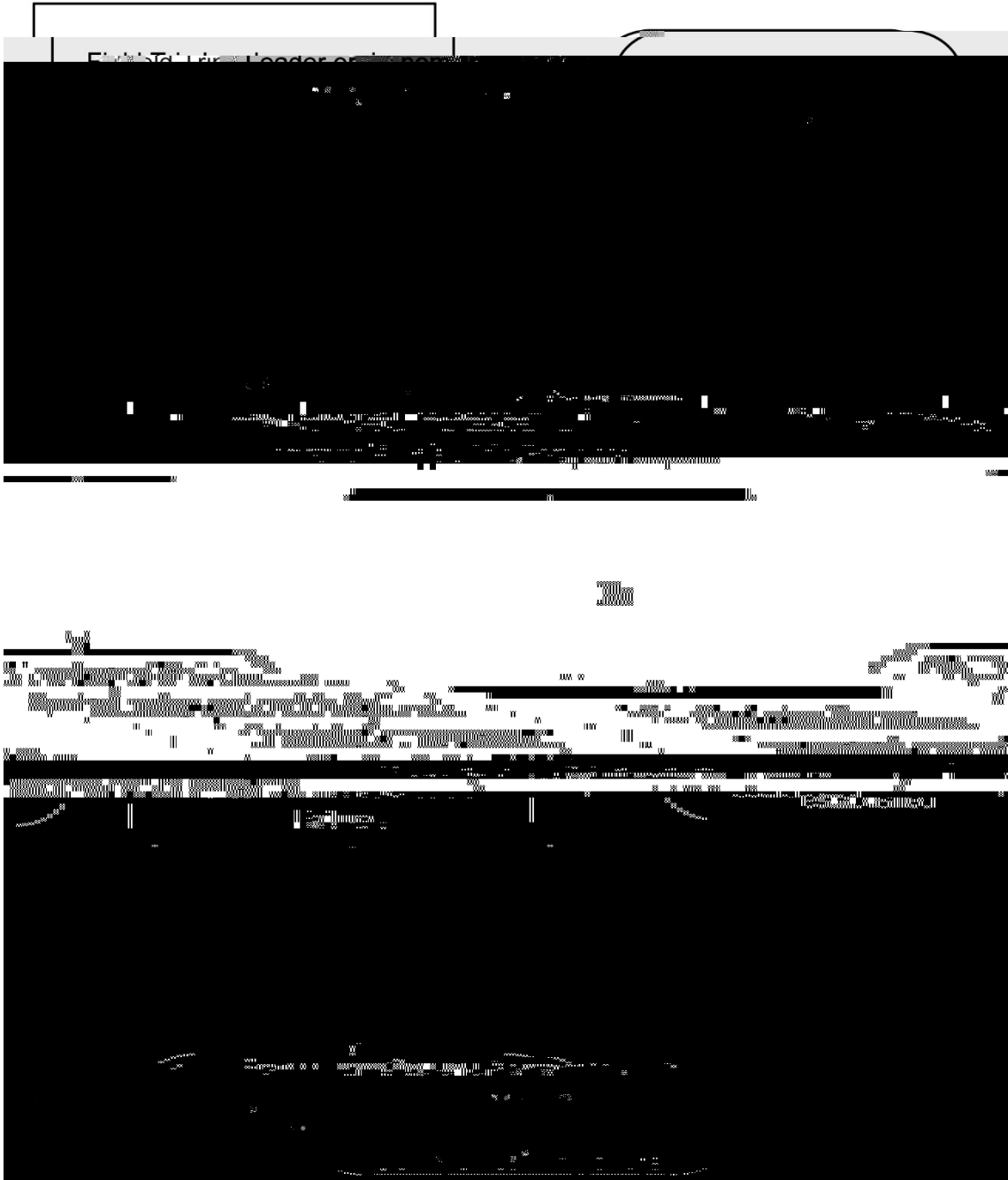
What procedure should be followed, and by whom, in the event of failure of a routine call-in occurring?

For remote field work activities, is a Personal Locating Beacon (PLB) or satellite phone necessary to ensure communication with emergency services can be obtained if needed?

In some cases it may be necessary to establish alternative communication arrangements with regular contact people such as the local police station or national park ranger.

If boating activities are involved, the use of Emergency Position Indicating Radio Beacons (EPIRB) should be considered where they are not otherwise legally required.

Routine Communication/Call-in Schedule Process



Fatigue - ordinary duties, which include both non-driving and driving activities, should not exceed twelve hours in any twenty-four hour period.

Drugs/Alcohol – any substance that may impair the safe operation of the vehicle including medically prescribed, must be avoided.

Vehicle type, terrain, environmental conditions and distance travelled should be taken into account when planning transit and travel activities.

Boating Activities

Field Trips that incorporate boating activities must comply with the University *Boating Safety Guidelines and Procedures Manual*.

Diving Activities

Field Trips that incorporate diving activities must comply with the University *Scientific Diving Procedures Manual*.

International Field Trips

International Field Trips may introduce increased risks due to:

- environmental conditions,
- culture, politics and religion,
- health issues and emergency response,
- flora and fauna, and
- safety and security.

Field Trip Leaders are required to follow University [Travel Policy](#) recommendations. Further information can be sourced from

ratio of First Aid Officers to field trip participants should be based on risks identified in the Field Trip Risk Assessment.

Field Trip Managed by an External Collaborator

When participating in a field trip managed by an External Collaborator, the (University) Field Trip Leader should verify they have appropriate risk management procedures and these procedures have been communicated to the participants.

Third Party Service Provider

When engaging the services of a Third Party Service Provider, the Field Trip Leader should verify they have appropriate risk management procedures and where appropriate, they have been incorporated into the Field Trip Operational Plan.

Accommodation

Accommodation used should meet the needs and objectives of the field trip. Participants should be advised of the accommodation arrangements and provided with additional guidance if required.

Assessment of suitability of accommodation may include:

- A. fire safety (i.e. means of being made aware of a fire, means of escape, and means of firefighting);
- B. personal security and/or protection;
- C. hygiene, including in relation to food and drink;
- D. general safety, e.g. structure and facilities of the accommodation (e.g. electrics, gas heaters, balconies, pools and lifts);
- E. environment around the accommodation;

Children on Field Trips

The [Children in the Workplace Policy](#) describes the University's policy on children on field trips.