**FACULTY OF HUMANITIES AND SOCIAL SCIENCES**  
**LOW RISK OFF CAMPUS PROTOCOL**

**AUTHORISED BY:** Executive Dean, Faculty of Humanities and Social Sciences  
**EFFECTIVE DATE:** 9 May 2011  
**REVIEW DUE DATE:** 9 May 2014  
**RELATED DOCUMENTS:** Occupational Health, Safety and Welfare Act 1986  
Occupational Health, Safety and Welfare Regulations 1995  
These documents can be viewed at [www.legislation.sa.gov.au](http://www.legislation.sa.gov.au)

**IMPLEMENTATION & REVIEW:** Executive Dean, HUMSS Faculty HSW Committee

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### 1.0 INTRODUCTION

The Faculty of Humanities and Social Sciences has a duty of care to provide a safe working environment for all personnel within the workplace as required by the OHS&W Act 1986. This protocol is designed to provide a clear and simple process for all aspects of low risk Fieldwork.

This protocol is to be read in conjunction with the University HSW Handbook chapter on Field work (found here [www.adelaide.edu.au/hr/ohs/handbook/field_work/](http://www.adelaide.edu.au/hr/ohs/handbook/field_work/)) and only applies to activities undertaken by staff and students that are considered off-campus in urban areas i.e. those activities undertaken within 5 km of an urban area.

Activities falling into this category include excursions, study tours and site visits to industrial locations, hospitals, factories, research institutions and other universities.

### 2.0 RESPONSIBILITIES

#### 2.1 Head of School
- Ensure resources and requirements detailed in this protocol are provided and if required documented.

#### 2.2 Field trip Supervisor/Coordinator
- Complete Hazard ID Checklist provided in the HUMSS Field Activity Risk Assessment Tool to document the low risk hazards that have been identified for the trip
- If any hazards identified are not minimised by the standard controls listed in this protocol additional information will need to be recorded and provided to participants
- Ensure that the standard controls listed in the protocol are in place for all low risk field trips.
- Ensure all incidents and hazard notifications are reported by completing the University of Adelaide Incident/Property Damage/Hazard Report Form.

#### 2.3 Staff/Students carrying out Offsite Visits
- All personnel carrying out off-campus field work are under the obligation to work and behave safely in the field, and to protect their own health and safety.
- Report all incidents and hazard notifications by completing the University of Adelaide Incident/Property Damage/Hazard Report Form.
3.0 PROCEDURES

3.1 Preliminary Planning

3.1.1 Safe access and egress
The field trip coordinator will have determined in advance, in consultation with any hosts, the safest paths of access and egress for the field trip.

3.1.2 Medical Disclosure
Each School will maintain a system of medical disclosure for staff/students participating in off Campus activities. This system will collect relevant medical information for the trip coordinator that may be relevant in carrying out the activity in a safe manner. See Attachment 3 of the Field Trip Activity Risk Assessment tool.

3.1.3 Safety Briefing
Safety briefings must occur before each off campus activity. Each participant should be advised of the following:

1. Their duty to ensure they protect their own health and safety and not endanger the health and safety of others.
2. Which persons on the off campus activity can assist them if they sustain an injury.
3. Their requirement to report any incident or injury to their supervisor.
4. Their requirement to follow the direction of their supervisor.

Signed acknowledgement of the safety briefing must be retained by the school for each off campus activity. This will also serve as the class list. See Attachment 5 of the Field Trip Activity Risk Assessment Tool.

3.1.4 Transport
Private vehicles should only be used as a last resort and then only if the driver has a full licence (not a provisional or learners licence).

The organiser/supervisor approving the use of private vehicles must ensure that:

• There is no reasonable alternative to the use of private vehicles;
• Drivers are made aware of:
  • any special requirements, e.g. off-road driving;
  • the University’s insurance provisions
• That responsibility for the roadworthiness of the vehicle lies with the owner of the vehicle.

3.1.5 University Photo Identification
It is recommended that staff members and students use their photo ID card to provide identification to offsite visit participants.

3.1.6 Communications System
All staff undertaking offsite field trips must have a mobile phone with them at all times. Supervisors will have a list of the names of all participants and their contact details as part of the Field Trip Briefing Acknowledgement Record...

3.1.7 Other Considerations

• Sun/Heat – Outdoor fieldwork activities should not take place during periods of extreme heat (>35°C). Local temperature predictions can be found at Weather zone (www.weatherzone.com.au/search/). Schools are to have contingencies in case they encounter extreme heat during Field trips such as ensuring the provision of bottled water and increased rest breaks in shaded areas.
• First Aid – Schools should consider carefully if they might require access to first aid during off campus activities in urban areas. While some hosts may have ready access to first aid all University vehicles should have a small first aid kit.

HUMSS Low Risk Off Campus Protocol (v1, 2011-5-9)
APPENDIX 1: Safety Briefing for low risk off campus activities.

Field Trip Details (Please attach schedule for multiple dates and/or locations)

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<tr>
<th>DEPARTURE DATE:</th>
<th>RETURN DATE:</th>
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<td>DEPARTURE TIME:</td>
<td>RETURN TIME:</td>
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<td>DESTINATION:</td>
<td>IN-FIELD CONTACT No:</td>
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Fieldwork description (Brief description of activity to be undertaken)

Personnel details (include all personnel – staff, students, visitors, volunteers, and demonstrators. Those with Supervisor responsibility must be identified – add extra sheet or existing file as required)

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<th>EMERGENCY CONTACT PERSON (E.C.P.)</th>
<th>E.C.P. PHONE No.</th>
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