School of Earth and Environment
Te Kura Aronukurangi
FIELD ACTIVITY TRAINING

You can find the information you need on the SEE H&S page:

Health and Safety at the School of Earth and Environment | University of Canterbury

In the School, a field activity plan must be submitted at least two days prior to field activities being undertaken. Field activity plans detail **WHERE** you are going, **WHO** is going with you, **WHAT** you are doing, **WHAT** risks are associated with those tasks and **HOW** you will mitigate those risks wherever possible.

There will also be a **RETURN CONTACT** who is watching for your safe return at end of day or on return to UC.

University field activity resources and policies

.Policies and protocols underlying Field Activities can be found here on the Health and Safety website.

- Protocol: University Fieldwork sets the minimum requirements for planning and managing fieldwork. This includes how to assess the risk level of a fieldwork plan, approval process based on the risk level and issues related to health declarations.

- The Field Activity Matrix determines what documentation is required to meet the health and safety requirements for the field activity. Any such activity must be planned and managed in a way that risk is minimised and that in the event of an emergency, appropriate and responses are initiated as quickly as possible. To that end, UC have a set of field-work related documents, the completion of which is mandatory

- A Fieldwork Plan needs to be submitted well in advance and approved prior to departure.

- Before planning fieldwork, check with the SEE Field Approvers or Technicians to ensure any training necessary has been completed prior to going in the field. This training is not limited to:

  First aid, driving assessments, 4WD training, wading safety, working at heights, alpine safety, etc.

SEEs Documentation Procedure

The person who is organising and running the field trip is the ‘Field Activity Leader’ and is responsible for ensuring the correct H&S Hazard Management process is followed. The Field Activity Leader is responsible for completing the appropriate H&S documentation:

Complete a Field Activity Plan (FAP) including the necessary supporting documents:

- SEE Field Activity Leader Health Declaration and Consent
- Field Activity Participation Declaration & Consent
- SEE Field Activity Plan (latest version available here)

This documentation is then submitted/emailed to: **earthandenvironmentfieldactivity@canterbury.ac.nz** for feedback, sign-off and approval. It is important that this happens well in advance of the proposed field activity dates.

SEEs Documentation Procedure (cont)

The **Field Activity Leader** and the Deputy leader (if there is one) will have to complete Activity Leader: Health Declaration and Consent.

The remaining members of the field party are **PARTICIPANTS**. The Field Activity Leader(s) must collect relevant personal detail from each participant and this data will be used to inform both the logistics of the trip and inevitable 'What If' scenarios. This information is stored on a secure server and collated by Sacha Baldwin and will be made available to the Field Activity Leader(s) on request.

The detail presented on the consent forms and undergraduate/400 medical/dietary notifications lists is both personal and private. The Field Activity Leader(s) are legally bound to respect the sensitive nature of that information, that said, transference of that detail occurs on a 'need-to-know' basis (e.g. cooks must be made aware of special dietary requirements, demonstrators need to know about medications/allergies amongst members of their group).

The Field Activity Plan

School of Earth & Environment

Version- Feb 2025

Field Activity Plan

Health and Safety

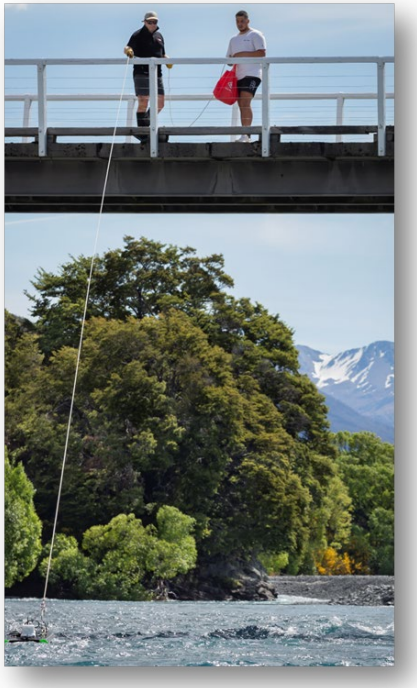
Activity Leader			
Full Name			
Work Area / Location			
Email		Phone	
Signature		Date	

Deputy Activity Leader *(if required)*			
Full Name			
Work Area			
Email		Phone	

Approval to Undertake the Field Activity *(for completion by Manager/Head or delegated authority i.e. Departmental Safety Officer, Academic Supervisor. (Approval for high risk activities can only be approved by the relevant Senior Leadership Team member)*	
I consent for this Field Activity to be run to the specifications of the plan.	
Full Name	
Date	
Signature	

Field Activity Details		
Paper/Course		
Purpose of Field Activity		
Location		
Start Time and Start Date		Click or tap to enter a date.
Finish Time and Finish Date		Click or tap to enter a date.
Location Contact Address		
Location Contact Phone		
Map Reference *(if no contact address)*		

- Get familiar with this document!



Field Activity Details

Field Activity Details PAGE 1 and 2:

Information is pivotal in regard to an appropriate and rapid response should assistance from external emergency services be required.

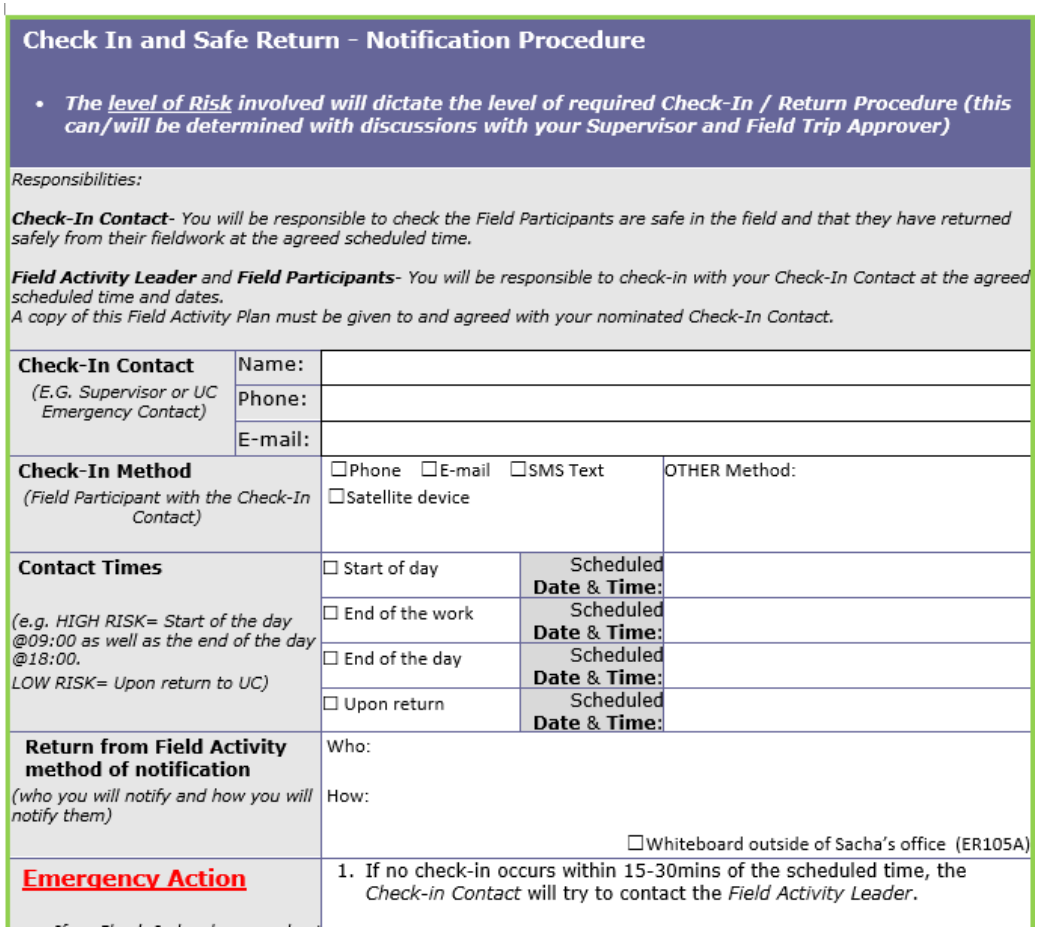
- Provide a daily schedule of activities; start time, where, who is involved and finish time. If the party is to be broken into groups we need to know how they will be deployed, how will they communicate (with the Field Activity Leader(s) especially)?

- Where multiple vehicles are involved, where will they be located? If they are to follow different routes arriving at different destinations to begin the field work, that should also be documented.

- A detailed map is useful and Grid References in the 'Map Reference' cell is also advised.

Field Activity Details		
Paper/Course		
Purpose of Field Activity		
Location		
Start Time and Start Date		Click or tap to enter a date.
Finish Time and Finish Date		Click or tap to enter a date.
Location Contact Address		
Location Contact Phone		
Map Reference *(if no contact address)*		
Intended Programme		
*Provide brief description of the daily field activities, including location of activities (**map**?), dates, distance from field HQ, planned route and transportation*		

Safe Return Notification Process



Check In and Safe Return - Notification Procedure

- ***The level of Risk involved will dictate the level of required Check-In / Return Procedure (this can/will be determined with discussions with your Supervisor and Field Trip Approver)***

Responsibilities:

***Check-In Contact**- You will be responsible to check the Field Participants are safe in the field and that they have returned safely from their fieldwork at the agreed scheduled time.*

***Field Activity Leader** and **Field Participants**- You will be responsible to check-in with your Check-In Contact at the agreed scheduled time and dates.*
A copy of this Field Activity Plan must be given to and agreed with your nominated Check-In Contact.

Check-In Contact *(E.G. Supervisor or UC Emergency Contact)*	Name:		
	Phone:		
	E-mail:		
Check-In Method *(Field Participant with the Check-In Contact)*	☐Phone ☐E-mail ☐SMS Text ☐Satellite device		OTHER Method:
Contact Times *(e.g. HIGH RISK= Start of the day @09:00 as well as the end of the day @18:00. LOW RISK= Upon return to UC)*	☐ Start of day	Scheduled **Date & Time:**	
	☐ End of the work	Scheduled **Date & Time:**	
	☐ End of the day	Scheduled **Date & Time:**	
	☐ Upon return	Scheduled **Date & Time:**	
Return from Field Activity method of notification *(who you will notify and how you will notify them)*	Who: How: ☐Whiteboard outside of Sacha's office (ER105A)		
Emergency Action	1. If no check-in occurs within 15-30mins of the scheduled time, the *Check-in Contact* will try to contact the *Field Activity Leader*.		

Safe return notification procedure

Depending on the risk level of your plan you are required to have:

- A time you will check in
- A person you will check in with
- What method you will be checking in by

Importantly, your contact will need to know what to do if you DO NOT make contact by that time (on the form).

Safe Return Notification (cont)

Emergency Action - *If no Check-In has been made at the agreed Scheduled time*	1. If no check-in occurs within 15-30mins of the scheduled time, the *Check-in Contact* will try to contact the *Field Activity Leader*. 2. Failing this the *Check-in Contact* will then attempt to contact any other *Field Activity Participants*. 3. If contact is not made within the next 5-10mins, the *Check-in Contact* will make contact with anyone else that is listed on the Field Activity Plan (Supervisors, Accommodation, Landowners, Collaborating companies/individuals, Family members…) 4. If all reasonable efforts to determine the *Field Work Participants* whereabouts have not been successful, the *Check-in Contact* will immediately notify the *UC Emergency Contact* person (if not available contact UC Security 0800 823 637). 5. Working with the *Check-in Contact*, the *UC Emergency Contact* will initiate appropriate emergency response measures.

Review the steps to be taken by your contact if you do not check in. For most activities involving long distance driving this process will be necessary.

Overlapping Duties

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Overlapping duties

You are often working with other organisations or at other locations and are REQUIRED to consult, cooperate, and coordinate with the other PCBU.

- Who are you working with and where?
- Have you exchanged safety information?
- Who will be the PCBU at any one time (if roles differ based on activity, be specific)

Think about what could go wrong and who controls the location/equipment/transport at that point. If it varies by location, note that detail.

Working <u>at</u> or with other Companies / Organisations / PCBUs* ***(includes Farmers)*** ***Shared - Field locations / Worksite / Equipment*** ***(You must Consult, Cooperate and Coordinate with other PCBUs/Companies)*** **PCBU= A person conducting a business or undertaking*				
Are you working at, with or alongside other Organisations/Companies or PCBUs? (If so list the names): *Shared- Worksite, Field location, Equipment? (Boat, Vehicles, helicopters..)*				☐**N/A** (SKIP THIS SECTION)
Who will be the "**Lead**" PCBU with regards to this project or field location site? *[Who has control of the worksite?]*				
Lead PCBU contact person	Name			
	Company			
	Phone #			
	Email			
Are there any requirements in order to gain access to the field activity location? *(Induction? / Permissions? / Security?)*	☐ Yes ☐ No	Details:		
Have you received and shared H&S information/documents with all parties?	☐ Yes ☐ No	What information? (e.g. FAP, SOPs)		
Have you Consulted with other PCBUs to agree how risks will be managed and decide who is best placed to manage each risk?	☐ Yes ☐ No	Details/Comments		
Are there **Clearly defined roles**, responsibilities and actions between all parties? *(So everyone knows what to expect)*	☐Yes ☐No	☐N/A		

PPE & Emergency Devices

The School of Earth & Environment has Staff and Students working all over the world in high risk environments (Antarctica, active volcanoes, earthquake zones)

- Full Array of PPE – Personal Protective Equipment
- Satellite phones and devices
- PLBs - Personal Locator Beacons (various types)
- (Training and fitting maybe required prior to use)

Requirements can/**must** be discussed during your proposal and fieldwork planning stages.

Planning on driving UC vehicles?

If you are planning to use UC vehicles then it is a requirement that all users carryout a **driving assessment**. These assessments normally happen on Friday mornings and can be arranged by emailing Sacha Baldwin

Driving UC Vehicles Please refer to section *"Vehicle use, policies and booking"*

Do you need to drive off-road?

The Risk Assessment

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The Risk assessment

This is where you list ALL the risks you can think of involved in the activity. One of the most common is driving.

Use the risk matrix (next page) to assess the risk before and after mitigation controls have been applied (i.e. for driving, has a driving assessment been done? Will frequent breaks be taken? Is the car maintained? If a UC car is it satellite tracked?)

Hazard Risk Assessment and Management

Use this form for Risk assessment of short-term work or activity, leave space to update any hazards identified during the trip and please give feedback upon return.

Work/Activity Details /Risk Assessment		
Examples of **potential** Hazards / Risks:	*Sampling, Augering, Working near water, UAV Flying, Volcanic risks, Working Alone, Working Remote, Slips/Trips/Falls, Biological Hazards, Tsunami, Animals, Fire Risk, Sharp objects, Eye injury, Heavy objects, Vibration, Chemical Hazards, Thermal Hazards, Power Tools, Electricity (overhead, Buried, fences etc.), People*	***Any further External Risks?*** ***Who is "Lead" for H&S?*** *-What risks are collaborators and other external companies creating?*
Helpful Resources and Links:	**UC SEEs Resources -** *SEEs Resources* **UC Chemical Safety** - *https://canterbury.libguides.com/chem/sds* **WORKSAFE -** *https://www.worksafe.govt.nz/topic-and-industry/* **SITESAFE -** *https://www.sitesafe.org.nz/guides--resources/free-H-and-S-guides/* **St John's First Aid -** *https://www.stjohn.org.nz/first-aid/first-aid-library/* **Before you dig -** *https://www.beforeudig.co.nz/nz/home/* **CAA UAV -** *https://www.aviation.govt.nz/drones/part-101-rules-for-drones/*	

Hazard (An actual or potential source of harm, including behaviour)	**Consequence If Hazard Not Controlled** (i.e. Injury, Illness, Incident, Property Damage, etc)	**Likelihood** (L value)	**Consequence** (C value)	**Risk Rating** (L x C)	**Controls** (i.e. Eliminate, Substitute, Guarding, Training, Administrative, PPE)	**Residual Risk Rating** (The remaining level of risk after controls have been implemented)	**Hazard Eliminated or Minimised** (E or M)
Driving Car Accident	Injury/Death	1	5	5	- Drive to the conditions and to NZ Road Code at all times. - Wear High Vis when near the road. - Park well off active roadway and somewhere visible to other travelling vehicles - Take regular breaks or swap drivers to avoid fatigue. - Confirm your full load (incl trailers) is secure before setting off. - Verify Vehicle is "Road Safe" (Condition is acceptable – Tyres, Trailers, WOF etc..) - Licensed and experienced driver to drive	5	M
Medical Conditions - pre-existing	Illness/Death	3	5	15	- Well in advance of the proposed Field Activity **Verify** that all field participants have made health declarations. - Check all health declarations and **have a plan** that safely manages all declared conditions/allergies.	5	M

The Risk Matrix

- The Risk matrix below is used to assign a hazards initial risk and how the mitigation reduces that risk to the register on the prior page.

Risk Rating Matrix

	Minor (1)	Moderate (2) (first aid only)	Severe (3) (Notifiable Event)	Major (4) (permanent disabling injury)	Catastrophic (5) (Loss of life, > $1m costs)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)
Unlikely (2)	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Moderate (3)	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Likely (4)	Low (4)	Medium (8)	High (12)	High (16)	Critical (20)
Almost certain (5)	Medium (5)	High (10)	High (15)	Critical (20)	Critical (25)

Critical & High	
Medium	
Low	

Risk: the chance of something happening that will impact on your work.
Residual Risk: The levels of risk remaining after all control measures have been implemented.

Summary

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You are responsible for your own safety & the safety of those around you, so:

Think first, be kind, speak up

and let's all get home safe and well.

Field activity approvers in SEE

These people in SEE can approve field activity plans – give them enough time to review the plan.

Do not send google docs –privacy is NOT protected nor approved by UC. Use One Drive or Sharepoint or email your word document.

Approved plans should be emailed to Field activity email address: *earthandenvironmentfieldactivity@canterbury.ac.nz*

Suellen Knopick

Matt Cockcroft

Rob Spiers