

# 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
- SEE Return from Field Activity - Contact person info
- 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- Sept 2023



## Field Activity Plan

Health and Safety

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

Deputy Activity Leader <i>(if required)</i>			
Full Name			
Work Area			
Email		Phone	

Approval to Undertake the Field Activity <i>(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>	
I consent for this Field Activity to be run to the specifications of the plan.	
Full Name	
Date	
Signature	

**Head of School Approval** *(if required- School Safety Officer will advise upon submission)*

Approval for Higher Risk Level–Head of School approval	
I confirm the Planned Level of Safety for this Field Activity covers all Health and Safety Requirements and has been communicated to the participants of this activity.	
Name	
Manager/HoD/HoS Signature	

### Field Activity Details

- Get familiar with this document!

# The Field Activity Plan (cont)

## 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.
Return from activity method of notification (who you will notify and how you will notify them)	<input type="checkbox"/> Whiteboard outside of Soper's Office (ERDC/EA)
Nominated Contactperson (Refer to form "SEE Return from Field Activity - Contact Person Info")	CONTACT INFO: <input type="checkbox"/> Daily Checkin <input type="checkbox"/> Checkin up on return <input type="checkbox"/> Contact Form Sent
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	

# The Field Activity Plan (cont)

## 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.*

<b>Working <u>at</u> or with other Companies / Organisations / PCBUs* (includes Farmers)</b> <b>Shared - Field locations / Worksite / Equipment</b> <i>(You must Consult, Cooperate and Coordinate with other PCBUs/Companies)</i> *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):  <i>Shared- Worksite, Field location, Equipment? (Boat, Vehicles, helicopters..)</i>		<input type="checkbox"/> <b>N/A</b> (SKIP THIS SECTION)																	
Who will be the <b>"Lead"</b> PCBU with regards to this project or field location site? <i>[Who has control of the worksite?]</i>																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Lead PCBU</b> contact person</td> <td style="width: 20%;">Name</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>Company</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>Phone #</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>Email</td> <td colspan="2"></td> </tr> </table>	<b>Lead PCBU</b> contact person	Name				Company				Phone #				Email					
<b>Lead PCBU</b> contact person	Name																		
	Company																		
	Phone #																		
	Email																		
Are there any requirements in order to gain access to the field activity location? <i>(Induction? / Permissions? / Security?)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Details:																	
Have you received and shared H&S information/documents with all parties?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Details/Comments																	
Are there <b>Clearly defined roles</b> , responsibilities and actions between all parties? <i>(So everyone knows what to expect)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A																	

# The Field Activity Plan (cont)

## 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:	<p><i>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</i></p> <p><b>Any further External Risks?</b> <b>Who is "Lead" for H&amp;S?</b> -What risks are collaborators and other external companies creating?</p>
Helpful Resources and Links:	<p><b>UC SEEs Resources</b> - <a href="#">SEEs Resources</a> <b>UC Chemical Safety</b> - <a href="https://canterbury.libguides.com/chem/sds">https://canterbury.libguides.com/chem/sds</a>  <b>WORKSAFE</b> - <a href="https://www.worksafe.govt.nz/topic-and-industry/">https://www.worksafe.govt.nz/topic-and-industry/</a>  <b>SITESAFE</b> - <a href="https://www.sitesafe.org.nz/guides--resources/free-H-and-S-guides/">https://www.sitesafe.org.nz/guides--resources/free-H-and-S-guides/</a>  <b>St John's First Aid</b> - <a href="https://www.stjohn.org.nz/first-aid/first-aid-library/">https://www.stjohn.org.nz/first-aid/first-aid-library/</a>  <b>Before you dig</b> - <a href="https://www.beforeudig.co.nz/nz/home/">https://www.beforeudig.co.nz/nz/home/</a> <b>CAA UAV</b> - <a href="https://www.aviation.govt.nz/drones/part-101-rules-for-drones/">https://www.aviation.govt.nz/drones/part-101-rules-for-drones/</a></p>

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	<ul style="list-style-type: none"> <li>- Drive to the conditions and to NZ Road Code at all times.</li> <li>- Wear High Vis when near the road.</li> <li>- Park well off active roadway and somewhere visible to other travelling vehicles</li> <li>- Take regular breaks or swap drivers to avoid fatigue.</li> <li>- Confirm your full load (incl trailers) is secure before setting off.</li> <li>- Verify Vehicle is "Road Safe" (Condition is acceptable - Tyres, Trailers, WOF etc..)</li> <li>- Licensed and experienced driver to drive</li> </ul>	5	M
Medical Conditions - pre-existing	Illness/Death	3	5	15	<ul style="list-style-type: none"> <li>- Well in advance of the proposed Field Activity <b>Verify</b> that all field participants have made health declarations.</li> <li>- Check all health declarations and <b>have a plan</b> that safely manages all declared conditions/allergies.</li> </ul>	5	M



## The Field Activity Plan (cont)

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

# Safe Return from Field Activity

School of Earth and Environment



Return from Field Activity: information for contact people.

NOMINATED PERSON'S CONTACT INFO:	
Full Name	<input type="text"/>
Phone #	<input type="text"/>

Thank you for being the contact person for:

Full Name	<input type="text"/>		
Work Area	<input type="text"/>		
Email	<input type="text"/>	Phone	<input type="text"/>

For their return from field work at:

Location(s)	<input type="text"/>
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What this means is, you will be responsible to check they have returned safely from their fieldwork at the agreed time (please update this if they contact you saying they are running late – agree on a new return time):

Finish Time and Finish Date	<input type="text"/>
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This agreed time is when the person should be back at home and if not, we will assume there may have been a problem and they need help.

**If they do not return on time (or call in),** here are the steps to follow:

- 1) Phone them to see if they are okay – most times someone is just running a bit late.
- 2) If no contact from them, contact their:

UC Emergency Contact	Name	Matt Cockcroft
	Position	School Safety Officer
	Phone	0211265057

- 3) If their UC emergency contact cannot be reached, contact:

UC Security (anytime)	0800 823 637
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- You must nominate a contact who will be watching for your return (page 1 of the FAP as below).
- The return contact should be given the “Return contact” sheet detailing what happens if you do not return by the agreed time.

## 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](mailto:earthandenvironmentfieldactivity@canterbury.ac.nz)



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