



Assura Fieldwork 101- Medium Risk, SEE

Assura Fieldwork 101 basics

- LOG INTO [ASSURA](#) (sometimes visitors may have to be granted access)
- GO TO FIELDWORK (on left) and CREATE (at top)

The screenshot shows the Assura Fieldwork system interface. On the left is a navigation menu with options like Dashboard, Incidents, Safety Observations, Actions, Executive Health and Safety Plans, Meetings & Safety Walks, CAPE Checklists, Fieldwork (highlighted), PowerBI, DSO Toolbox, and Plant and Equipment. The main content area is titled 'Fieldwork Plan #23230' and features a progress bar with 8 steps: 0 PLANNING, 1 REQUEST MEDICAL, 2 REVIEW, 3 APPROVAL, 4 RISK AND ASSURANCE, 5 SLT APPROVAL, 6 APPROVED, and 7 COMPLETE. Below the progress bar, there is a 'Fieldwork Category' section with a privacy note and a form for entering details like short description, fieldwork type (set to 'Course related fieldwork'), course code, course name, faculty, school or service unit, and fieldwork purpose. The interface also includes a 'Close Menu' button and a user name 'Kate Stua' in the top right.

Assura Fieldwork 101 basics (cont)

- Enter **short description of fieldwork**, include brief description of what you are doing
- From the drop down select the one that best applies:
 - Course-related fieldwork
 - UC led fieldwork
 - Non UC led fieldwork
 - Any other fieldwork not related to the above

- In the text box enter **FIELD WORK PURPOSE**. You will have a chance to give more details later

Assura Fieldwork 101 basics (cont)

- Select the type of **location and activity**
- Note whether an **overlapping duty** is included -

Privacy note: Planned fieldwork location information is accessible via a PowerBI dashboard map to UC staff to provide situational awareness. Refer [UC's Privacy Declaration](#) for how UC manages personal information.

Use this section to provide a summary and purpose for the fieldwork activity. The key risk factors selected will determine what further information is required.

Short description

Example medium risk fieldwork plan - going to Cass to collect samples with a team

Fieldwork type

UC led research fieldwork, funded outside of coursework

Faculty, school or service unit *

School of Earth and Environment - Faculty of Science - University of Canterbury

Fieldwork purpose

To take water samples from water bodies around Cass, treat them in the lab buildings at Cass, transport them back to the Uni.

Key risk factors

Location and activity

Outdoor unmanaged environment including overnight stays at field stations or camp sites

Overlapping duties

- Non-UC Led Fieldwork where there are elevated risks and shared risk management
- UC site or a low-risk managed environment or managed accommodation, low risk business premises, public spaces
- Working at a site or with other organisation(s) where there are elevated risks and shared risk management - industrial, manufacturing, forestry

Complete the overlapping duties plan below to coordinate with the other organisation(s) to manage health and safety risk

Accommodation

Managed accommodation UC field station Field camp Other accommodation None (day trip)

Transport

Travel by road Domestic flight International flight Helicopter / fixed wing ops Other

Solo activity

No Yes

Select the best match for location and activity

Are you with people from another organisation? At another site? Using another company's vehicle?

Assura Fieldwork 101 basics (cont)

- Complete the accommodation and how you are getting there sections
- NOTE: SEE does not support solo medium risk fieldwork
- Complete the leader information

Fieldwork Plan

This section is editable in the approved state so that dates or the itinerary may be updated due to poor weather or other conditions that prompt a change of plan

The **fieldwork leader** is responsible and authorised to

- Lead and make decisions per the approved plan
- Prioritise health and safety
- Stop any unsafe activity - is authorised to exclude participants or activities at their sole discretion

Leader role UC staff UC student External

Fieldwork leader 

Position Administrator

Mobile | Email suellen.knopick@canterbury.ac.nz

You can update [your contact record](#) including phone number [here](#)

Competency declaration complete Yes

Fieldwork leader competencies (self assessed) Backcountry environment, Helicopter operations, Fieldwork plan review

Fieldwork leader qualifications and experience outdoor first aid trained, field activity trained, wader safety, competent in overlapping duties with helicopter companies, DSO and fieldwork approver



Click [here](#) to create or update your Fieldwork Leader Declaration and Consent. Updates will be reflected in the fieldwork plan once the plan is saved.

If the leader has not completed their declaration they can do it here


Assura Fieldwork 101 basics (cont)

- Enter complete fieldwork plan information with detailed notes

Fieldwork plan detail: locations, activities and dates. Select a multi phase plan to plan multi-location fieldwork

Start date / time  Finish date / time 

Simple or multi phase plan Simple Multi phase No Yes

Fieldwork location 

Address (Unknown)

Coordinates (lat, lon) (Unknown)

Fieldwork itinerary / plan

If you do not yet know the dates you can put holding dates in this, and explain as you send it for review

If there are multiple phases to the activity, use the multi-phase section. This allows for as much detail as possible about all components of the fieldwork

Find a previously used location or enter a new one

**Provide brief description of the daily field activities, including location of activities (map?), dates, distance from field HQ, planned route and transportation*

For experiments refer to the appropriate lab manual for protocols and guidance, ie animal or human ethics, controlled substances that are hazardous, biological, radioactive, genetically modified, infectious, controlled drugs or other

Consents and permissions

Consent / permission granted for location access No Yes N/A

Are you taking (or returning) samples No Yes

Assura Fieldwork 101 basics (cont)

- Enter participant information
- Include the emails of non UC participants

Search for the participant name here. If it is a UC person, their email will come up

Participation

Field activity participants shall

- Take care of the health and safety of themselves and others
- Notify the leader of any risks
- Comply with the instructions of the field activity leader
- Comply with all UC policies, protocols and codes of conduct
- Be adequately prepared

Participant list

🔍
Remove
Max Items: 1000

List Name	Email	Staff Position
No records to display.		

Add non UC participant names by clicking NEW

Note: don't include the fieldwork leader in the participation list

Add non UC participants No Yes

Participant list (non UC)

🔍
New
Update
Remove
Max Items: 100

Proper Name	Email	Phone	Employer Name(s)	Other Employer Position
No records to display.				

Note: included an email address for participants to receive fieldwork notifications



Assura Fieldwork 101 basics (cont)

- Use the risk register to select hazards and how you'll mitigate them

Search for a hazard – if it doesn't come up or the mitigation isn't correct add a new one

Risk Management and Approval

Managing health and safety risk requires actively identifying potential causes of harm and taking all reasonably practical steps to eliminate or minimise harm occurring. UC's framework for managing risk is [here](#).

Choose a risk register method

- 3x3 risk table for low complexity / low or medium risk activities
- Risk management documentation for more complex / higher risk activities

Risk table

New Remove Max Items: 100

Risk name	Potential cause of harm (risk)	Plan to eliminate or minimise risk (control)
Incident travelling by road	Collision due to loss of control by driver or other road user. Potential loss of vision in bad weather.	Check vehicle, weather and road conditions prior to departing. Personal vehicles to comply with Govt standards and are road legal. Drive to the conditions and to NZ Road Code at all times.
Medical or welfare event	Medical incident or pre-existing condition contributes to an incident	Communication of fieldwork plan and predeparture check of controls, and opportunity for participants of medical declarations where required. Have a plan in place that safely manages all declared conditions of participants of the level of fitness required, and area specific health risks.
Adverse weather	Hypothermia, heat stress, sunburn	Check weather reports and carry appropriate clothing. Cancel field work or change location when necessary.
Catering	Food allergies	Food clearly labelled for attendees to choose appropriately. Allergies have been accommodated for - dairy-free, gluten-free, etc. Catering should only be served by professional food handlers.
Environmental health hazards: water exposure (drowning, hypothermia)	Falls in water, overtopping waders	Use waders and wading equipment (waders, rubber boots), monitor water depth and avoid deep areas. Use PFDs for deep water, ensure at least one team member has completed swiftwater rescue training. Carry emergency heat blanket.
Environmental health hazard: water exposure (drowning, hypothermia)	Falls in river, swept downstream	Keep away from river's edge, do not enter the water
Beach/Water	Participants are injured due to beach conditions or entering water	Location is away from the beach Participants will be asked to stay away from water First aid available
Drowning	Working in and around streams, rivers and lakes	Be wary around waterways. Sensible choice of equipment, activity and time. Monitor participants while near water bodies. Change to alternative activities if conditions are adverse.

Think carefully about ALL the hazards you will face

Assura Fieldwork 101 basics (cont)

- Select the risk level from the drop down box. Most of the time the risk will be **medium require medical declarations**

Participants with accessibility challenges Approximately 20-25% of UC students have some form of visible or invisible accessibility challenge. Refer to the [Student Accessibility Service](#) for advice or information.

Assess if the fieldwork includes activities or exposure to an environment that may create a risk to participants with accessibility challenges. Students should be informed of the risk and given adequate opportunity to communicate with accessibility challenges they may have. The medical declaration process can support this communication.

Accessibility challenges Being remote from support people and support services Limited or no mobile or internet connectivity Overwhelming sensory environment ie very loud noise
 Physical challenges ie activity includes hiking, hill climbs Staying in accommodation in close quarters with others None identified

Categorise the overall fieldwork risk, guided by the examples below. This assessment should take into consideration specific risks as assessed for this activity and elevate the risk level if there are significant risks identified.

- **Low:** *managed low risk environment*- conferences, museums, law courts, UC Ilam field
- **Medium:** *elevated risk environment* - field stations or camps, industrial, quarries, mines, farms
- **High:** *designated high-risk destination*, Antarctic field trips, active volcanic areas or active geothermal areas

Fieldwork risk level

A medium risk has a risk score of 8-12 on the [5x5 matrix \(appendix H\)](#)

Note: participants will receive an email notification requesting they update their medical declaration when the plan is submitted

Medical declarations

Participant medical declarations are required for this fieldwork

Justification for requesting medical declaration Location has limited access to medical services
 Overnight backcountry stay
 Assess physical capability for higher intensity activities
 Other (detail)

Overnight stays at field stations will require this

Assura Fieldwork 101 basics (cont)

- Select a fieldwork coordinator who will review the medical declarations
- Enter the fieldwork Leader health declaration (if needed add new)

Medical declarations and consents for participants are managed by a fieldwork coordinator assigned to your school or department. Select your fieldwork coordinator below.

Fieldwork coordinator ▼

Position Administrator Email suellen.knopick@canterbury.ac.nz

Once access is approved by the coordinator, a link to participant health declaration will appear here. Only the fieldwork leader and coordinator have access to this link.

Select your leader health declaration. To create your leader health declaration click new.

Fieldwork Leader Health Declaration ▼ [New](#) [Update](#)

Only the fieldwork leader is able to add their health declaration form and only the fieldwork approver has access to review the leader's form

Approval process

Assura Fieldwork 101 basics (cont)

- Select the **SEE SHARED APPROVER GROUP**
- In SEE Assura plans go to the shared email box so if a person is away another can approve the plan

Approval process

This fieldwork has been categorised as **medium risk** and will need to be approved by a fieldwork approver

The fieldwork approver shall:

- Have delegated authority from their SLT leader
- Only approve field activities within their area of competence
- Confirm the plan is appropriately detailed to achieve its objectives while minimising the risks

If your usual fieldwork approver is not shown, please ask them to submit an approver induction through Assura with [this link](#), or by clicking Fieldwo

Fieldwork approver *

Fieldwork approver: SEE Approvers Group - School of Earth and Environment

New

Update

Areas of competence

Fieldwork plan review

Urgent approval required (departure in less than 7 days)

No Yes

If this is needed mark yes

Assura Fieldwork 101 basics (cont)

- List the competencies of the fieldwork leader (ie driving, 4WD driving, wading safety etc)
- List the equipment you will be taking with you if needed to mitigate risks

Backcountry Plan

Competency of participants has been assessed No Yes

Competency details

Are all mandatory certificates, licences and training are current, e.g. Firearms Licence, First Aid Certificate, Driver Licence No Yes

Backcountry mandatory certificates details

Is the activity weather dependent No Yes

How will decisions on weather be made

UC Catered or self catered Self UC

Access to potable water Access available Carrying drinking water Carrying water purifier

Wet weather and thermal clothing required No Yes Describe

Emergency shelter No Yes

Field first aid kit No Yes

Include a safety equipment register No Yes

Safety equipment register Max Items: 1000

Description	Is there a process to check or maintain	Maintenance detail
Field first aid kits	Yes	Include in predeparture checks
waders	Yes	

Assura Fieldwork 101 basics (cont)

- How will you contact emergency on your field trip?
- Who is your safe return contact? You can enter a school contact if you have notified them – they will receive an email telling them what to do and a reminder you are going out

Emergency Preparedness

Emergency contacts

Activity leader name	Suellen Knopick	Activity leader mobile	-----
Satellite phone	<input checked="" type="radio"/> No <input type="radio"/> Yes		
Personal locator beacon	<input checked="" type="radio"/> No <input type="radio"/> Yes		
Other emergency contact method	<input type="text" value="cell phone coverage at station"/>		
Emergency contact	<input type="radio"/> UC Security <input checked="" type="radio"/> Other		
UC emergency contact	<input type="text"/>		<input type="button" value="Update"/>
Mobile	<input type="text"/>		
Other number	<input type="text"/>		

The UC emergency contact will be contactable 24/7 during the fieldwork, and will communicate emergency events to:

- Emergency services on 111
- UC Security 03 364 2111 or 0800 823 637

UC security will contact the duty incident controller who may initiate an IMT response and take control

Assura Fieldwork 101 basics (cont)

- Your plans in case of an emergency
- Who are first aiders? What are you taking in case of emergency?

[Go back to previous page](#)

First aiders are UC staff or students No Yes

Please list the first aiders attending by selecting or adding first aiders from the first aid training register

First aider(s) Max Items: 100

Review health declarations and determine if EpiPen kits are needed to this trip. The [UC Health Centre](#) will loan these out if the fieldwork leader has done the :

EpiPen kits No Yes Leader is appropriately trained No Yes

Extreme weather or fire risk

Current weather alerts from MetService are [here](#)

Current fire risk information from FENZ is [here](#)

Contingency plan

Assura Fieldwork 101 basics (cont)

- Transport

Transport

Please refer [here](#) for university travel advice and requirements

Vehicles used * UC Fleet vehicle UC school vehicle Rental vehicle Private vehicle Bus service

To book a UC fleet vehicle click [here](#)

Rego plate

Use UC Vehicle Register No Yes

Driver competency assessment if used

Expected road type * Sealed Gravel 4wd driving icy / snow

Check expected road conditions [here](#) prior to departure

Is the driver competent for 4wd driving * No Yes Detail *

4wd recovery plan

Transporting HAZSUBs * No Yes

Assura Fieldwork 101 basics (cont)

- Overlapping duties: which? Other organisation participants? Shared sites? You can upload another organisation's plan here or use the table to list

This can be as simple as a phone conversation or an email exchange

Overlapping Duties

When working at or with other companies / organisations / PCBUs you must *consult, cooperate and coordinate* to eliminate or minimise risk to people

For each activity included in the fieldwork where the management of risk overlaps with another PCBU, create an activity overlap management plan, or upload an overlapping duties agreement

Overlapping duties record Table Upload

Activity overlap management plan

New Update Delete Max Items: 100

Overlapped activity	Related phase(s) if used	PCBU list	Overlapped activity description	Roles and responsibilities	Risk management and ownership
Shared participants	(Unspecified)		Participants from other organisations are joining us on this activity. They are using their own vehicles to get to Cass.	The other organisations staff will be participants on the fieldwork, while the fieldwork leader is the PCBU. LU and ECAN staff will follow all UC policies and act safely.	While driving to Cass LU and ECAN staff will be their own PCBU's, but while at Cass and at the station and in UC vehicles, UC will be the PCBU

The fieldwork leader must ensure that the activity overlap management plan is communicated and agreed with other PCBUs

Other PCBUs have agreed with overlap plan(s) No Yes

Assura Fieldwork 101 basics (cont)

- **SAVE** your plan
- **SUBMIT** the plan – go to the **ACTION** button, and **SUBMIT**

DON'T FORGET TO SUBMIT

The screenshot displays the 'Fieldwork Plan' interface. At the top, the title is 'Fieldwork Plan: Example medium risk fieldwork plan - going to Cass to collect samples with a team - Knopick, Suellen'. A green 'ACTION' button is visible in the top right corner. Below the title, a 'Fieldwork Plan' section shows a progress bar with six steps: 0 PLANNING (highlighted in green), 1 REQUEST MEDICAL, 2 REVIEW, 3 APPROVAL, 4 APPROVED, and 5 COMPLETE. Below the progress bar, there are sections for 'Overview', 'How to use this Workflow (click to expand)', and 'Fieldwork Category'. A 'Privacy note' is visible at the bottom of the page, stating: 'Planned fieldwork location information is accessible via a PowerBI dashboard map to UC staff to provide situational awareness. Refer [UC's Privacy Declaration](#) for how UC manages personal information'. On the right side, an 'ACTION' dropdown menu is open, listing the following options: Submit, Assign to, Add Note, Cancel, Print, Audit History, and Get Link.

Assura Fieldwork 101 basics (cont)

- The dreaded red box of reminders. Fix it all and then SUBMIT

Fieldwork Plan: Example medium risk fieldwork plan - going to Cass to collect samples with a team - Knopick, Suellen

Fieldwork Plan

0
1
2
3
4
5

 PLANNING REQUEST MEDICAL REVIEW APPROVAL APPROVED COMPLETE

Overview

How to use this Workflow (click to expand)

Fieldwork Category

Privacy note: Planned fieldwork location information is accessible via a PowerBI dashboard ma... for how UC manages personal informati

Use this section to provide a summary and purpose for the fieldwork activity. The key risk fact...

Short description	Example medium risk fieldwork plan - going to Cass to collect samples with a team
Fieldwork type	UC led research fieldwork, funded outside of coursework
Faculty, school or service unit	Faculty of Science - University of Canterbury

Before proceeding please specify a value for the following field(s): ✕

- Accomodation
- Transport
- Consent / permission granted for location access
- Are you taking (or returning) samples
- Are there any cultural considerations
- Any under 18 year old participants
- Accessibility challenges
- Backcountry mandatory certificates details
- Describe

NOTE: You will need to change to Edit to enter any required value(s)

Go to Edit

What happens now?

Medium risk (no medical declarations):



Medium risk (medical declarations):



This is because medical declarations are protected information and only certain individuals can see the information. If the medical declaration requires a mitigation be put in place, the coordinator can tell the creator to add the mitigation, then it can be approved.

What emails are sent?

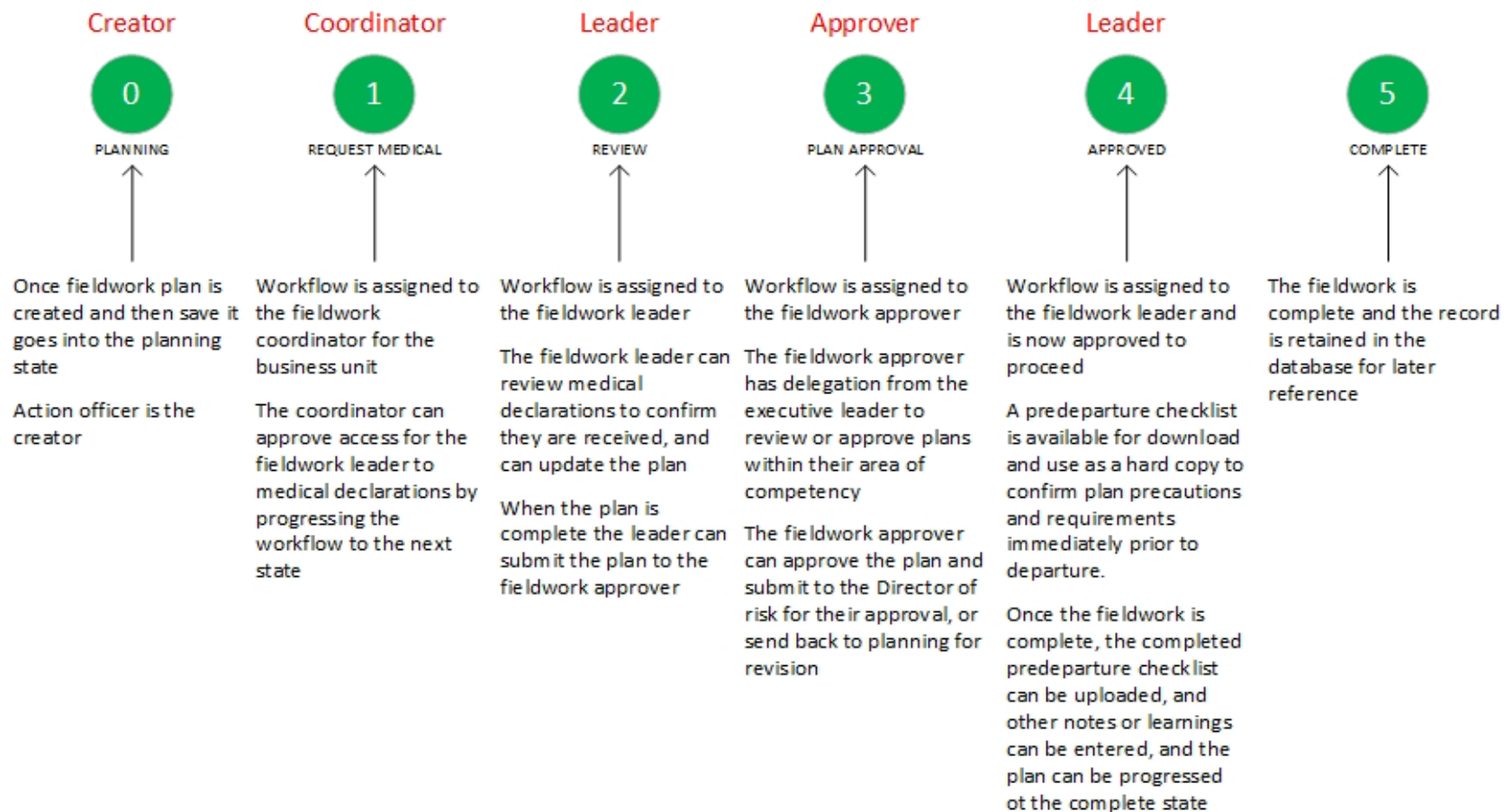
During the medical declaration phase:

- Participants will get an email asking them to complete a medical declaration IF THEY HAVE NOT ALREADY completed one in Assura
- Non-UC participants will get an email asking them to contact the field leader to complete a medical declaration

AFTER THE PLAN IS APPROVED:

- The contact in the overlapping duty will receive an email stating there is a fieldwork plan involving them
- The safe return contact will get an email reminding them they are the safe return contact. This email will tell them what to do if the leader does not make contact

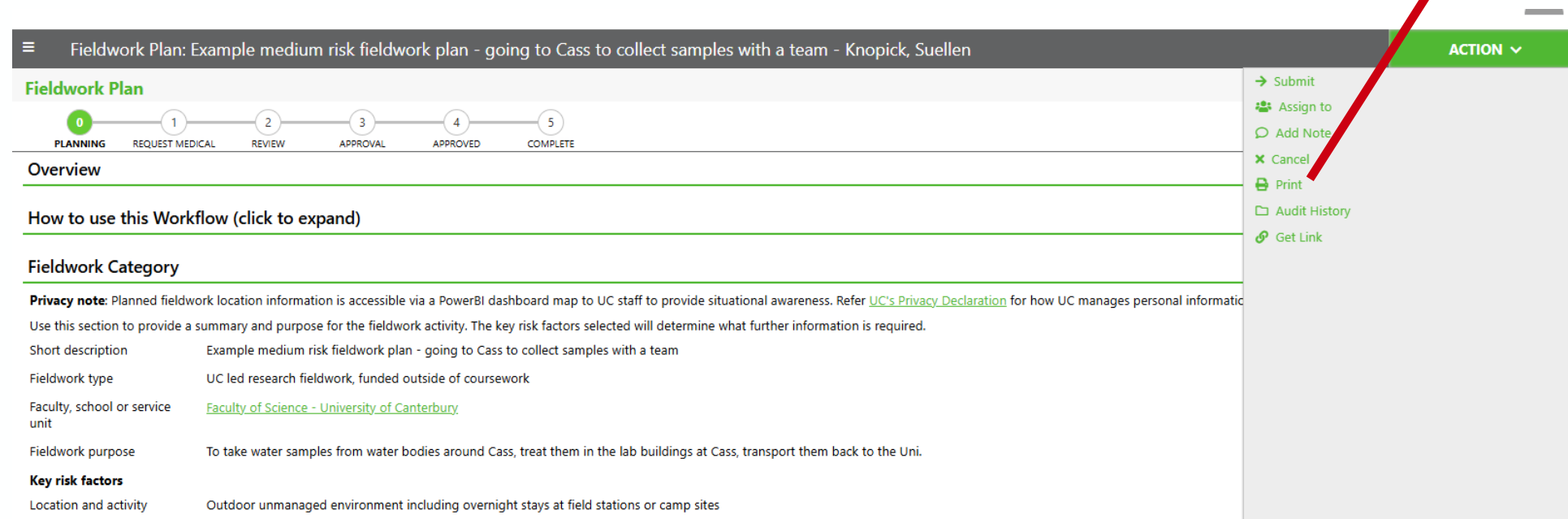
A snapshot of the process



Assura Fieldwork 101 basics - Final

- You can print your plan and send to people and save it down

PRINT – PREVIEW – EXPORT TO PDF



The screenshot shows a web interface for a fieldwork plan. At the top, the title is "Fieldwork Plan: Example medium risk fieldwork plan - going to Cass to collect samples with a team - Knopick, Suellen". Below the title is a progress bar with six steps: 0 PLANNING (highlighted in green), 1 REQUEST MEDICAL, 2 REVIEW, 3 APPROVAL, 4 APPROVED, and 5 COMPLETE. The main content area is divided into sections: Overview, How to use this Workflow (click to expand), and Fieldwork Category. The Fieldwork Category section includes a privacy note and a table of details:

Short description	Example medium risk fieldwork plan - going to Cass to collect samples with a team
Fieldwork type	UC led research fieldwork, funded outside of coursework
Faculty, school or service unit	Faculty of Science - University of Canterbury
Fieldwork purpose	To take water samples from water bodies around Cass, treat them in the lab buildings at Cass, transport them back to the Uni.

Below the table is a section for Key risk factors:

Location and activity	Outdoor unmanaged environment including overnight stays at field stations or camp sites
-----------------------	---

On the right side of the interface, there is an "ACTION" dropdown menu with the following options: Submit, Assign to, Add Note, Cancel, Print, Audit History, and Get Link. A red box highlights the "PRINT" option, and a red arrow points from the "PRINT – PREVIEW – EXPORT TO PDF" text above to the "Print" option in the menu.