

Assura fieldwork planning tips

Staff/Visitor Assura link ([intranet](#))

Student Assura link ([website](#))

If you do not have access, email health-safety@canterbury.ac.nz

4 categories of risk:

- **Low risk (self approval)**

Examples: managed low risk environment e.g. museums, law courts, gallery and cultural visits, performances, concerts and exhibitions, conferences, workshops, low risk business premises, although these may have overlapping duties NOT RESIDENTIAL FIELD TRIPS

- **Medium risk (without medical declaration)**

Examples: trips to areas with slightly elevated risk factors (i.e. around town, with students, takes into account the response time and availability of emergency services).

- **Medium risk with medical declaration**

Examples: The medium risk with medical declarations is intended for fieldwork where the risk level is elevated by the location or activity requiring additional controls, and one of the risk controls is to identify risk related to participants pre-existing medical conditions. I.e. overnight stays at field stations, outdoor unmanaged environments, field sites, rivers/lakes, quarries, boat use, helicopter use, mines

- **High risk**

Examples: Antarctica, volcanic environments

Assura fieldwork planning tips (cont)

- Class field trips should be medium risk with medical declarations if going outside of the city
- Solo trips rated higher than low risk are unlikely to be approved
- When planning class field trips, enter the class code and the participant list will populate from the course code
- Medium risk with medical - select a fieldwork coordinator from SEE to check medical declarations: Suellen Knopick, Matt Cockcroft, Sacha Baldwin (this keeps the medical declarations private to a few staff). The fieldwork coordinator will review the declarations for any risks to be mitigated and inform the field leader so it can be included in the plan.
- You will need the email address of the overlapped duty contact. This is to facilitate collaboration/consultation etc.
- When there is an overlapping duty with another organisation, only the risks being mitigated should be shared (all names and contact information should be removed).

Assura fieldwork planning tips – HOW TO

- Go to **ASSURA**
- **FIELD WORK** on left
- **CREATE FIELD PLAN** at top
- Enter the information as prompted. If overlapping duties are included, your plan must be medium risk
- If you are the field leader you will need a field leader declaration. You only have to do this once.
- Enter the **ACTUAL DATES** you will be in the field – if you are in planning stage, enter holding dates
- If you are medium risk with medical declarations, all participants need a medical declaration form (including the field leader). If you have external participants they will receive an email asking them to liaise with you around their needs.
- Medically declared conditions will be made visible to the field leader so risks can be mitigated as the fieldwork coordinator reviews them.
- Populate all the risks yourself – don't choose ones that look OK as they probably aren't
- Remember to include the license plates of any vehicles and who is driving
- Has that person been assessed to drive? If they are driving a private vehicle this may not be necessary but the fieldwork approver will let you know

Assura fieldwork planning tips – HOW TO (cont)

- If travel is also included list the Orbit itinerary number or attach it to the plan
- If overlapping duties are involved the overlapping organisation can be added to the list of external parties approved. This means you will have checked they have processes to ensure their participants/locations/vehicles are safe and managed by them.
- Once you select an overlapping organisation you will be prompted to add a document that shows how this fieldwork is being managed – an email with them or an induction checklist or an SOP is a good example.
- You can select Security or another **SAFE RETURN** contact.
- Your safe return contact will receive an email reminding them and giving directions on what to do. We recommend selecting a UC staff member as safe return contact.
- Save and **SUBMIT (via the ACTION button)** the plan to the **SEE FIELDWORK APPROVER GROUP**
- If you are not ready to submit, SAVE and CLOSE.
- You can print the plan to send to your participants and use as a briefing tool by selecting PRINT under the ACTION tab. Then Preview, then export PDF. Do this to save plans for future reference also. Be sure no identifying information is in the printed plan.

Assura fieldwork planning tips (How to cont)

- A final copy of the plan and participants can be printed and sent with field leaders but must be shredded afterward.
- You can email the earthandenvironmentfieldactivity@canterbury.ac.nz email with urgent changes and queries
- When you return, you can EITHER **COMPLETE** the trip within a day, or **REVERT TO PLANNING** to use again.