

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.

WHY OH WHY do you need so much stuff?



Student Yue Gui was last seen at the Auckland University's Leigh Marine Reserve Laboratory.

The drowning of a PhD student who was washed off rocks at Goat Island while collecting a water sample has prompted Auckland University to break with decades of research tradition.



Questions for you

What qualifies as “the field”?

Who is responsible for making sure “the field trip” is safe?

Give us some examples of times things have gone wrong in your own experience

How to start thinking about H&S in the field

Think about these things:

WHERE you are going

WHO is going with you (do they have health conditions? Are they trained?)

WHAT you are doing

WHAT risks are associated with those tasks

HOW you will mitigate those risks

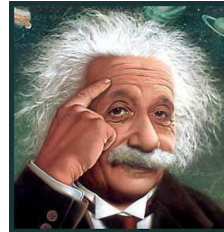
5-10 minute Exercise - relevant to your Projects

Where, Who, What, What Risks and How You'll Mitigate them

Where will you be working/studying?

What will you be doing?

Who is going with you?



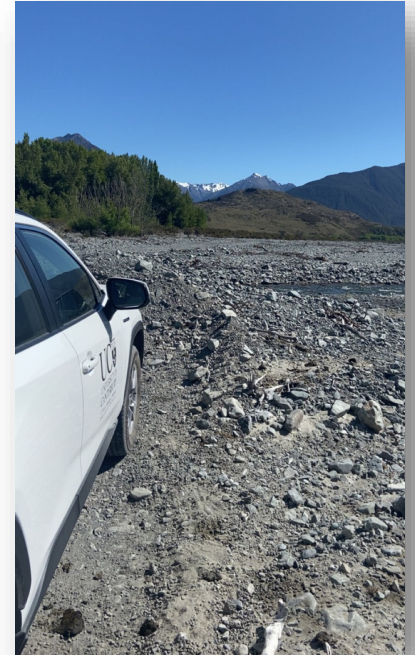
What are the risks?

How are you going to mitigate them?

What do you need to mitigate them as much as possible? (CONTROLS)

Exercise – Where, Who, What, What Risks and How You'll Mitigate them

- Some examples



Exercise – Where, Who, What, What Risks and How You'll Mitigate them



MON	TUE	WED	THU	FRI	SUT	SUN
12° 6°	14° 7°	13° 7°	14° 9°	16° 7°	15° 5°	15° 7°
5th May	6th May	7th May	8th May	9th May	10th May	11th May



Exercise – Where, Who, What, What Risks and How You'll Mitigate them

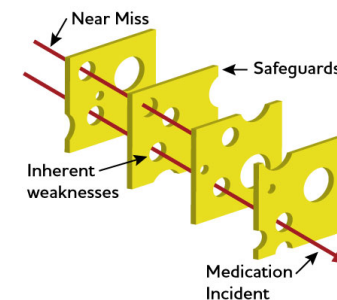
Mitigations / Controls (examples)

- Participant forms
- Training
- PPE and equipment
- Safe return instructions and buddies
- Information resources (Best practices, Standards, WorkSafe...)
- Vetting locations/vehicles/people
- Overlapping duties (other organisation) checks



Multi-Layer approach to avoid holes

SWISS CHEESE MODEL



PPE & Emergency Devices (Last line of defence)

What do we have available?

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](mailto:Sacha.Baldwin@uc.ac.nz)

[Driving UC Vehicles](#) Please refer to section “*Vehicle use, policies and booking*”

Do you need to drive off-road?

SEE's Health & Safety Resources

UC UNIVERSITY OF CANTERBURY
Future students | Current students | International | Postgraduates | Alumni | UC Online | I | Staff

Mō UC About UC | Ako Study | Te Ao o UC Life | Rangahau Research | Rongo o te Wā News and Events | Apply now | Search

Home > Study > Academic study options > Science > Science Schools and Departments > School of Earth and Environment

TOPIC

Health and Safety at the School of Earth and Environment

UC has emergency contacts, induction collateral, field safety policy, and more information about Health and Safety. Find out about health and safety at the School of Earth and Environment.

- School of Earth and Environment
- Contact the School of Earth and Environment >
- Undergraduate Earth and Environment >
- Postgraduate Earth and Environment >
- Health and Safety at the School of Earth and Environment**
- Outreach and Engagement >
- Facilities and Equipment >
- Careers >
- News >
- Seminars >

Emergency Contacts

- UC SECURITY **92111** or **0800 823 637**
- NZ Emergency Services (Fire/Police/Ambulance) **111**
- Non-Emergency Security **92888**
- Defibrillator Locations – [UC campus Map](#)

[UC Emergency Procedures](#) – Know what to do before and during an emergency

Inductions

All new and current staff, researchers and postgraduate students are required to undertake the School of Earth and Environment's Health & Safety induction process and quiz. This general induction is available under the H&S Induction tab below. There are two options – one is a video and the other is a PDF to review. Reviewing one or the other and then answering the quiz will complete the induction process.

Any students, staff, visitors and contractors that plan to use or gain access to any of the School of Earth & Environment's Laboratories/Facilities will have to be officially inducted by the Laboratory Manager in charge of that area.



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 information in **ASSURA**:

This plan is then submitted to the School of Earth and Environment Safety Officers in **Assura** for sign off and approval. We may respond to you with suggested changes.

Once the plan is approved you must send it to your participants, carry out a briefing and carry out a debrief on your return.



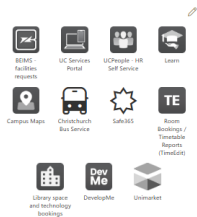
Assura

- The Assura system is an accessible way for staff and students to report incidents and safety observations
- The report will be triaged (generally by a line manager) to assess its severity and if necessary an investigation will be conducted
- Reporting through Assura increases visibility of safety issues and concerns, allows corrective actions to be completed in a timely manner and allows us to share safety successes
- Health and Safety is the responsibility of all, and by working together we can protect our community.

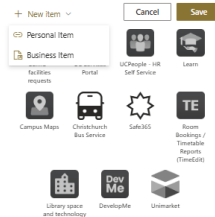
Finding Assura – Intranet (staff and visitors)

Tū ki te tahi – Home

Taku pikau | My toolbox



Taku pikau | My toolbox



Staff

Internet Fieldwork Planning in Assura

TOPIC

Planning Fieldwork in Assura

Field activities extend and enrich classroom teaching and learning and are one of the distinctive characteristics of study and an integral part of both teaching and research at the University of Canterbury.

The following information will guide you on our Assura Workflow for fieldwork, discussing important information that should be considered when undertaking Fieldwork



Students

If you cannot log in email health-safety@canterbury.ac.nz

Close Menu



Dashboard

Incidents

Safety Observations

Actions

Executive Health and Safety Plans

Meetings & Safety Walks

CAPE Checklists

Fieldwork

PowerBI

DSO Toolbox

Plant and Equipment

Fieldwork > Create

Kate St.

- Create
- My Fieldwork Plans
- All Fieldwork Plans
- Fieldwork Plans Map View
- Health Declarations
- Fieldwork Leaders
- Fieldwork App
- Prequalification of Organisations
- Fieldwork Plans for Approval
- Notes or Lessons Learned
- Collaboration Risk Management

Fieldwork Plan #23230

Fieldwork Plan Save Save & Close Save & Create New Fieldwork



Please refer to guidance documentation: [How to Plan Fieldwork in Assura | UC Website](#)
Any bugs or issues with this form please email [Roger Kippenberger](mailto:Roger.Kippenberger@canterbury.ac.nz) roger.kippenberger@canterbury.ac.nz

Fieldwork Category

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 to 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

Fieldwork type

Course code

Course name

Use [UC course code format](#): eg GEOL351-24S1 (C) <4 letter subject code>-<3 digit course number>-<2 digit year 24=2024> <site code '(C)' = campus

Faculty, school or service unit *

Fieldwork purpose

Key risk factors

Location and activities

How does Assura work?

Assura leads you to complete steps depending on the complexity and the risk level of the fieldwork.

The risk level determines the approval process. There are four risk levels; low, medium (without medical declaration), medium (with medical declaration) and high risk.

For class field trips, the participant list will be automatically populated with students enrolled in the course when the workflow is saved.

To become a fieldwork leader the declaration form here will need to be completed, and approved by an executive leader. If the plan is medium or high risk, it will need to be approved by a fieldwork approver.

If medical declarations are required, either by selecting medium risk with declarations, or high risk, participants will be prompted to complete a health declaration and consent form. Once this form is completed, it will remain valid for subsequent fieldwork for the remainder of the calendar year, for any other fieldwork requiring a health declaration.

GO HERE FOR MORE INFORMATION: [Planning Fieldwork in Assura | UC](#)

Low Risk Fieldwork

The low-risk fieldwork process is intended for fieldwork where the level of risk is not expected to be elevated above that of a publicly managed space. The categorisation of low risk is defined in the risk sections.

Once the plan is created, and the risk level is set to 'low', the plan can be self-approved by checking the box shown below.

Managed low risk environment e.g. museums, law courts, gallery and cultural visits, performances, concerts and exhibitions, conferences, workshops, low risk business premises, including professional practices (schools, office environments, hospitals) low risk manufacturing/industrial businesses, outdoor activities on UC Ilam or Dovedale campus e.g physical education or similar exercises conducted for teaching, learning or research.

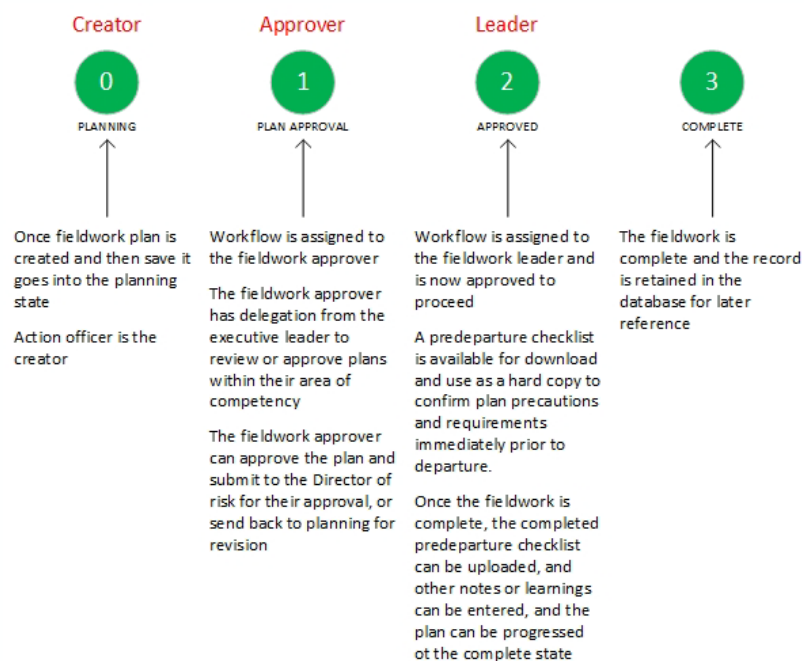
Medium Risk Fieldwork

The medium risk process without requiring medical declarations is intended for fieldwork where the risk level is elevated by the location or activity requiring additional controls. The categorisation of low risk is defined in the risk sections.

Medium risk fieldwork requires that a fieldwork approver should be selected. Normally this would be someone within your school or faculty. The fieldwork approver will have completed a fieldwork approver induction that is approved by their executive leader. This approval includes the areas of delegation that the fieldwork approver is authorised to approve. For example if the fieldwork involves work in an alpine area, the fieldwork approver should have 'alpine environment' as a delegated area of approval.

Elevated risk factors – higher risk businesses, including manufacturing and industrial sites with increased risk factors, logging, quarries and mines, roading or similar development sites, working/travelling alone, door-to-door surveys, working with contractors, outdoor activities off UC Ilam or Dovedale campus, e.g. field stations, camps, boats, river, marine, mountain and bush activities, roadway and roadside, climbing, abseiling, diving.

Medium Risk Fieldwork



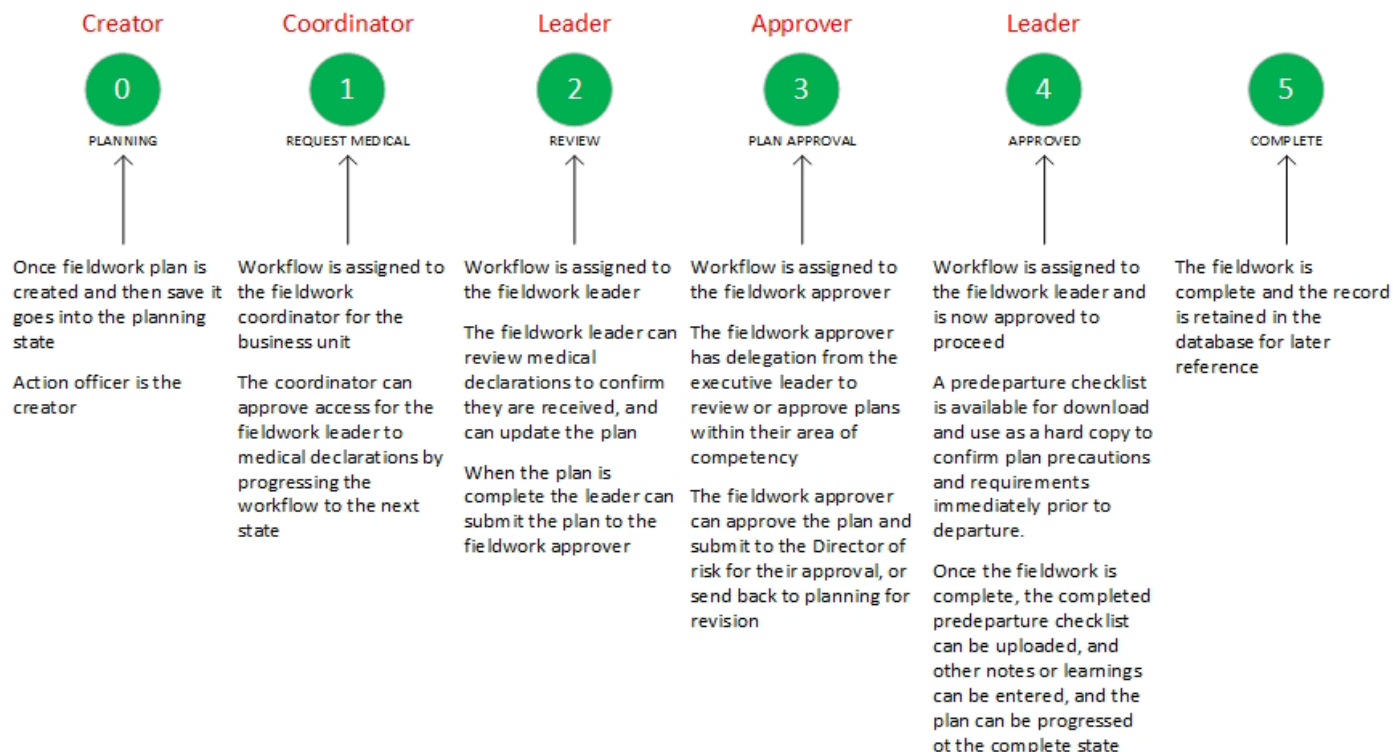
Medium Risk Fieldwork (Medical Declarations)

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.

To protect the privacy of participants medical information, the fieldwork leader will only be able to access the medical declaration report once access is approved by the fieldwork coordinator. Once the fieldwork plan is created and the participant list populated, either automatically based on enrolments in a course, or manually, the plan will then be submitted to the coordinator. If the coordinator confirms that access to medical records by the fieldwork leader is valid, they can then progress the plan to the review state where the leader can access the medical declarations report and continue to edit and complete the fieldwork plan.

The leader will then select a fieldwork approver. If the approver is satisfied that the plan is appropriately detailed to identify and mitigate risk insofar as is reasonably practicable, they then approve the plan and the plan moves to the approved state. If the plan requires more detail the approver can refer it back to the planning state

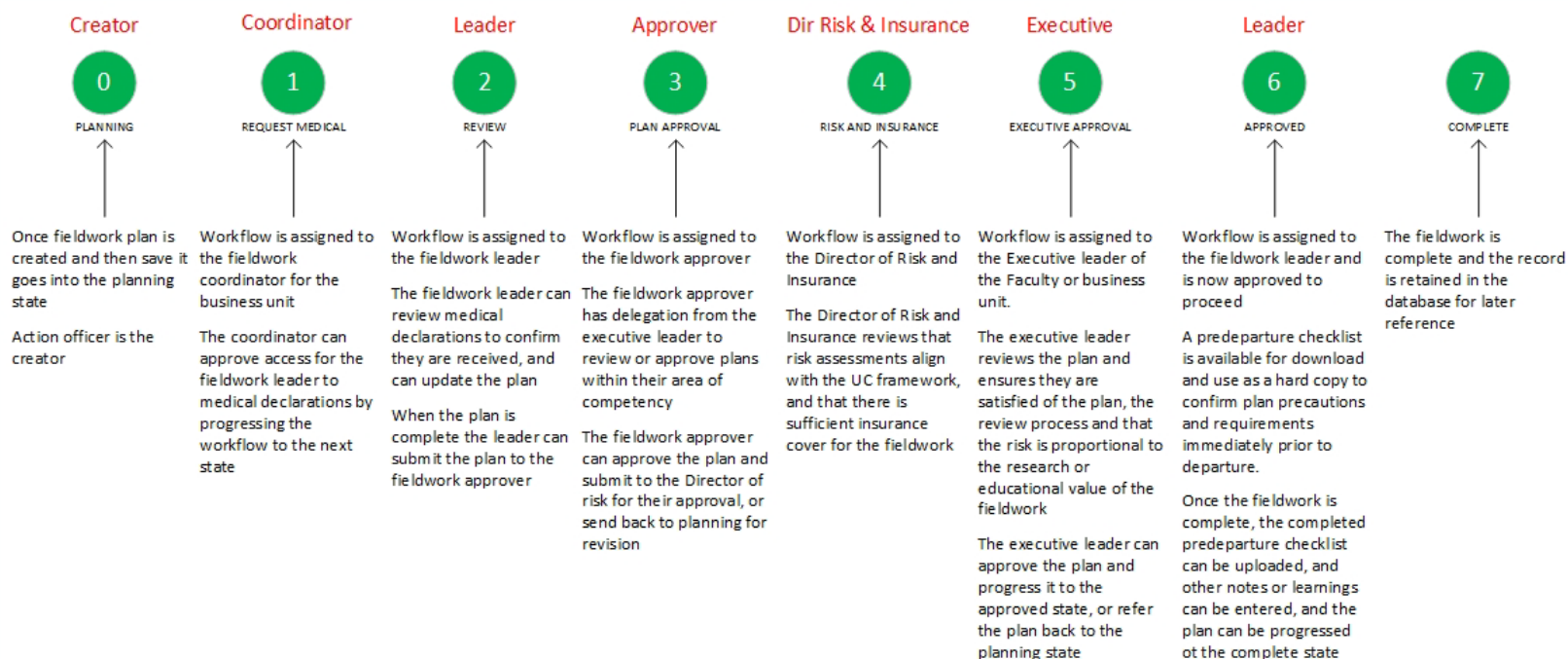
Medium Risk Fieldwork (Medical Declarations)



High Risk Fieldwork (Medical Declarations)

High risk fieldwork includes locations like Antarctica and volcanic areas, which require SLT sign off. Please meet with the department safety officers prior to planning high risk fieldwork and ensure enough time is given to allow for approval.

High Risk Fieldwork (Medical Declarations)



The Risk Assessment

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:	<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>
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/
	Any further External Risks? Who is "Lead" for H&S? -What risks are collaborators and other external companies creating?

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"> - 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	<ul style="list-style-type: none"> - 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							
<p>Risk: the chance of something happening that will impact on your work.</p> <p>Residual Risk: The levels of risk remaining after all control measures have been implemented.</p>							

Summary

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



Suellen Knopick



Matt Cockcroft



Rob Spiers