Travel & Fieldwork

Travel is self explanatory and Fieldwork is basically working at an off campus or non UNSW controlled location. The level of risk determines the steps needed to safely manage both.

Fieldwork

Fieldwork is work, study or research conducted at a location outside of a laboratory, library or workplace setting. Fieldwork does not include on campus activities, industry training or student exchange programs.

Travel Overview

Travel is an important University activity for both students and staff. The divisions of Risk Management, Corporate Finance and Strategic Procurement are responsible for different aspects of UNSW travel. The activities you do whilst on your travel is managed by the UNSW Health & Safety Management System.

If you want to book flights or accommodation then there is a step by step process detailed via the Travel Portal. This will take you through the approval process for undertaking travel and allocating funds.

International travel has additional requirements, and advice on how to proceed is available from the Travel Safety—International SOS webpage.

Low Risk Fieldwork

Low risk implies that exposure to a source of harm or hazard is unlikely to cause an injury greater than that requiring first aid treatment. This includes much of what you would experience working in an office or engaging in meetings or some site visits. These types of activities are covered by information found in the Office Safety Toolkit, and your department’s existing systems, so you are not normally expected to provide additional risk management documents for this. Just be sure that the trip is approved by your manager and that they know where you are going, who with and how you can be contacted.

Moderate to High Risk Fieldwork

Where your work in the field may require additional skills, training and procedures to safely manage the expected risk then more detail will be required. Supervisors will need to approve this Fieldwork.

Ensure all activities are assessed for risk and document the control measures.

Have a person (Fieldwork Leader) take responsibility for planning and organisation. They make sure the trip complies with relevant UNSW procedures, State Laws and destination requirements (a collaborating institution’s Safety Management System; permits etc.).

Collect participant details such as emergency contacts, medical conditions which may affect participation, and if needed, relevant qualifications. If participants are volunteers make sure their use is approved.

Consider and document how emergency situations will be managed.

Give plenty of advanced notice to designated staff of when the trip will take place and relevant information about the trip, its participants and contact details. Also, let someone know when you have safely returned.

For more detail on Fieldwork risk management visit the Fieldwork Hazards page and have a safe trip.