

Field Activity Planning Guide

Field activity is defined as any off-campus work carried out for the purpose of teaching, research or representing the University off-site, including site visits and reconnaissance trips. It does not include working from home. Any time you wish to undertake field work or a site visit you need to complete a Field Activity Plan and have it approved by your Supervisor/PI/Line Manager. For site visits, a Field Activity Plan is required whenever participants health and safety is not managed by another institution. The University has a responsibility under legislation to ensure that health and safety is a key consideration in the planning and operation of field activities, and that such activities are carried out in an environmentally responsible manner.

The Health and Safety at Work Act 2015, recognises that participation, leadership, and accountability are essential to ensuring that everyone gets home safe. In cases of serious negligence or recklessness the HSWA allows for penalties of up to five years imprisonment or fines of up to \$3M ([information here](#)). Field activity leaders and approving supervisors are responsible for ensuring the health, safety and wellbeing of participants is maintained at all times while on a field activity as well as guaranteeing compliance with legislation and University policy.

Your plan must be assessed by the Technical Manager (or delegate) before being passed on to your Supervisor/PI/Line Manager for final approval. The Technical Manager will either accept the plan or return it to you with recommendations for improvement. When assigning your University contact, you must remember to ask the person first and check they are available. The use of private vehicles for University work is only approved in exceptional circumstances, and the vehicle must have current full/comprehensive insurance cover, warrant of fitness etc. Please discuss this with the Technical Manager ahead of time. Generally private vehicles are not approved for field activity outside of Auckland.

Some field activities are inherently high risk due to the work environment or the nature of the work undertaken. The University takes a risk-based approach to the management of such activities, expecting that planning is thorough and robust, appropriate procedures and equipment are used, and participants are fully briefed and/or trained in advance.

[University of Auckland Code of Conduct](#)
[University of Auckland field activity information](#)
[University of Auckland Field Activity Planning Guide](#)
[University of Auckland Field Operations Guide](#)

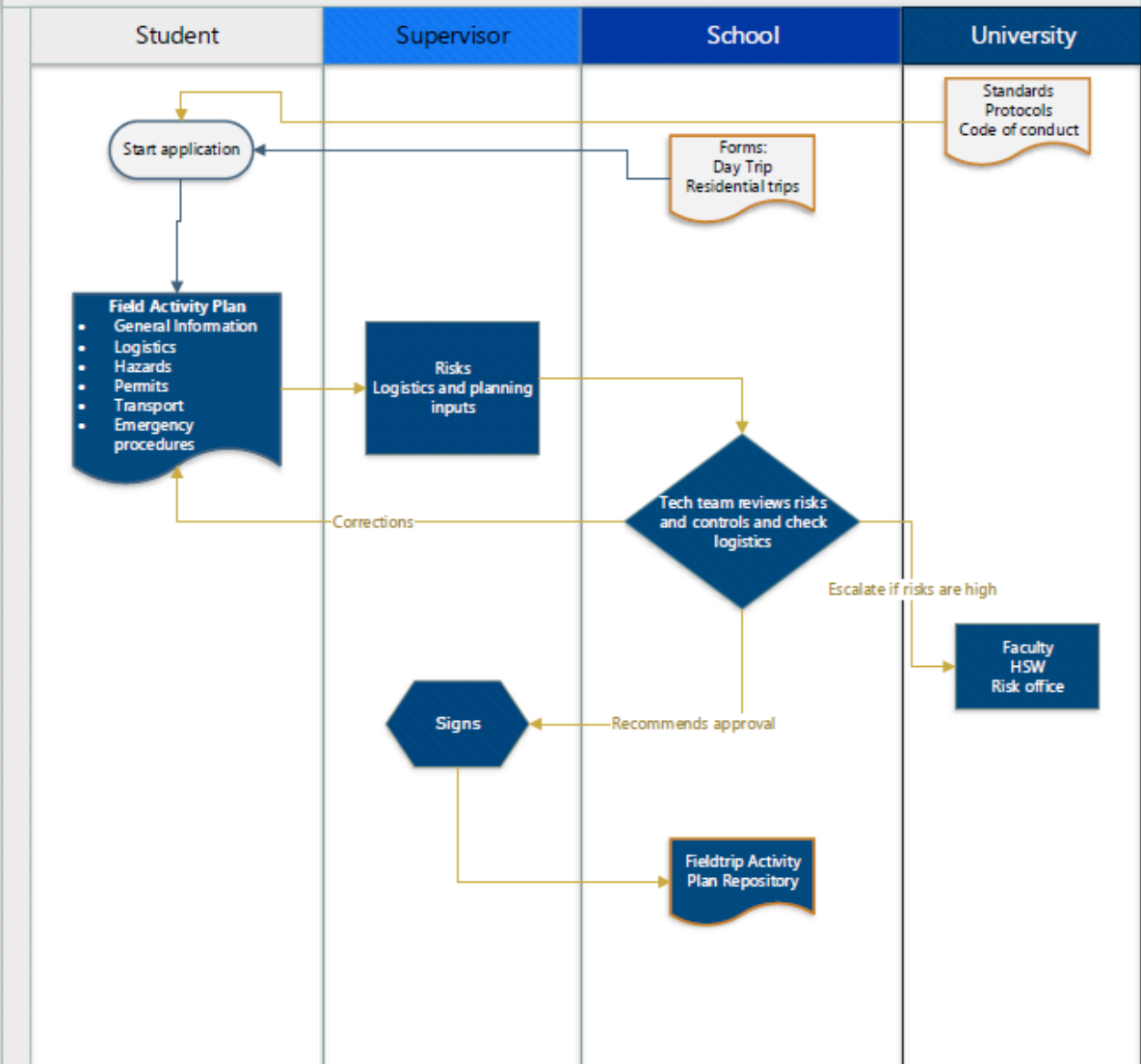
Examples of field activity include:

- Groups of staff, students and contractors who travel off campus as part of a University course of study (undergraduate or postgraduate)
- Groups of staff, students and contractors who travel off campus as part of a University research project, and are intending to visit or work at locations that are not governed by University of Auckland health and safety policies and controls
- Staff and students engaged in research off campus

Field activity does not include:

- Approved travel to conferences (with University travel insurance coverage) where participants can be expected to be responsible for their own wellbeing
- Activities based at established University facilities, which are covered by the University Health and Safety Policy
- Study that is part of a University of Auckland Study Abroad programme or elective courses taken at other institutions
- Local and international off-campus placements of students and staff
- Placements and work experience

Field Activity Plan Submissions/Approvals



Medical Emergency Procedure

1. Administer initial first aid.
2. Make the patient as comfortable as possible.
3. Decide whether the patient can walk to the recovery point agreed for that day, or whether the patient needs assisted evacuation.
4. If necessary, two persons should walk to the recovery point agreed for that day and raise the alarm. If necessary, use the satellite phone/mobile/EPIRB to call 111 (or other local emergency number) for help. Note that someone *must* always stay with the injured person.
5. Call the University security hotline in the event of any critical incident (0800 373 7550).

Extreme Weather Event Procedure

Field activity leader to check long range and daily weather forecasts. If extreme weather is noted, carry out the following actions.

1. Consider cancellation/postponement if you have not yet set out.
2. If in the field, inform University contact that a weather system has developed, and provide daily communication for the duration of the event.
3. Inform all field trip participants of the situation and provide regular communications to them.
4. If safe to do so, evacuate all persons on the field trip to a safe location. Stay there until it is safe to move on.
5. Monitor the weather via the CDM or MetService website, or National radio. Assess the situation, and if the risk of serious flooding or snowfall seems possible the field trip may need to be abandoned.
6. University contact to inform the head of department (or equivalent) of the situation and provide at least daily updates.

Non-contact / Missed Check-in Procedure

1. Alert other participants in the vicinity (they may be able to investigate without placing themselves at risk). Enquire with accommodation to see if the person has returned there.
2. Mobilise a vehicle to search a wider area while field activity leader continuously attempts to contact the missing person through normal communication channels for three hours (as well as checking for messages on phone message bank).
3. If after three hours the person is still missing, contact their next of kin to check if contact has been made with them.
4. Contact station owner or ranger in search area to assist in search.

Missing Persons Procedure

1. Advise local authorities / emergency services of the situation and respond to their advice or instructions. Once informed, police will take charge of search.
2. If local authorities implement search and rescue, the field activity leader is to liaise with emergency services and advise the University emergency contact.
3. The University contact is to alert the head of school and UoA Health, Safety and Wellbeing Service.
4. If the missing person is found / contacted and a remote area emergency reported, the following procedure must be observed. Record:
 - a. Location and time of incident
 - b. Nature of the incident
 - c. Number of casualties (if any)
 - d. Action undertaken by field crew
 - e. What future action response is required by field crew
 - f. Any additional information
5. Once missing persons are located, contact emergency services and the University contact and notify that emergency is over.

ENV Field Activity Plan



Technical HSW Advice Provided

Approve Decline

Name:

Date:

Signature:

Supervisor/PI Final Approval

Approve Decline

Name:

Date:

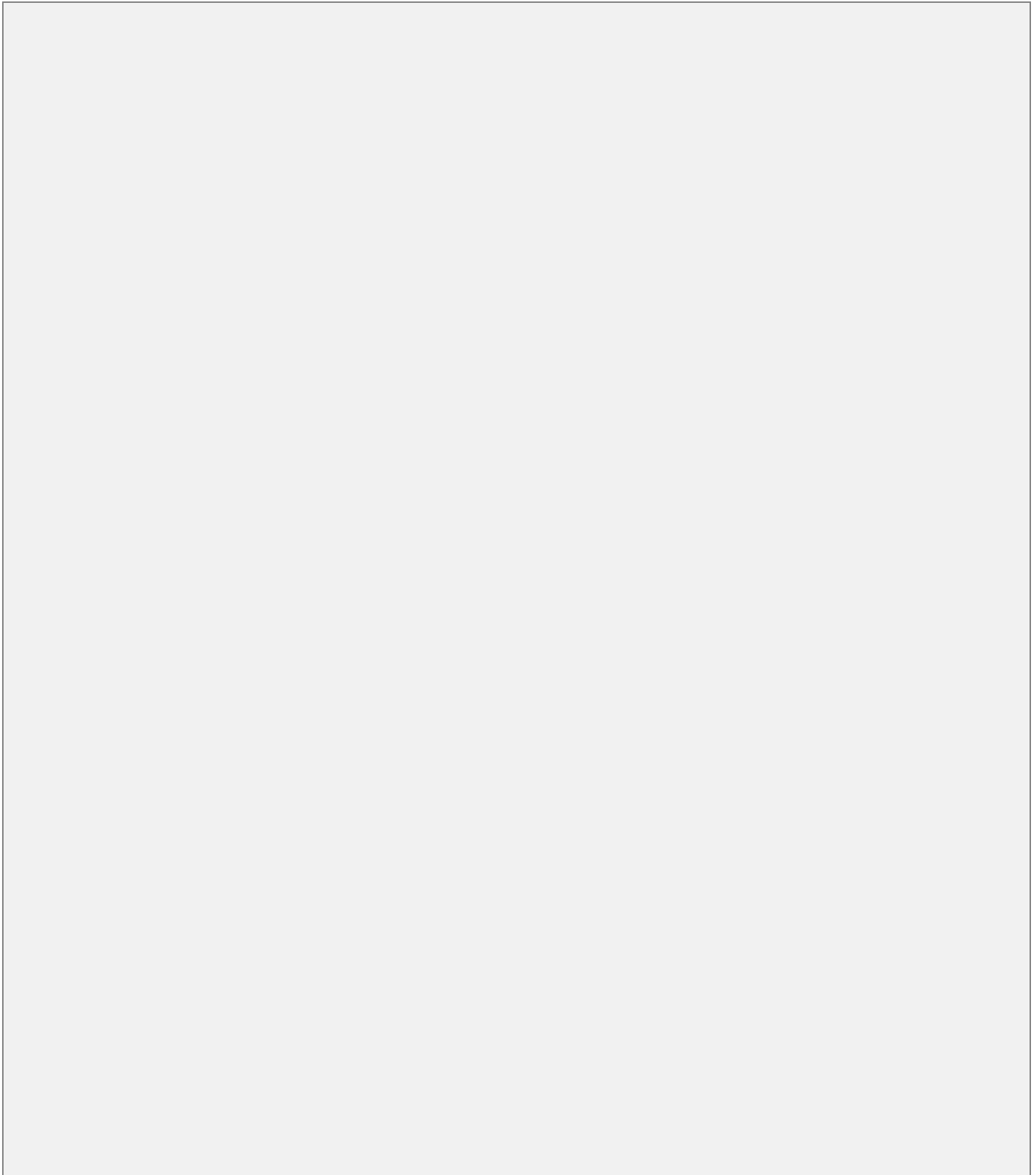
Signature:

What is the date of your trip?

If multiple day trips then please list each date.

Summary of field activity

Please upload a map showing the location of the field activity



ENV Field Activity Plan

Project Supervisor / Manager Name

Participant details

	Name	Phone number
Field activity leader		
Deputy field activity leader		
UoA Staff Contact (check-ins and emergencies)		

Other UoA participant details

No	Name	Phone number
1.		
2.		
3.		
4.		
5.		

If there are more than 5 additional participants, then please upload their details here.

Do any of the UoA participants have disabilities or medical conditions that you need to make appropriate provisions for? Yes No

If yes, then provide details

Details of participants from other organisations involved

No	Name	Phone number	Organisation
1.			
2.			
3.			
4.			
5.			

Is this a single-day trip or a residential trip?

- Single-day (or multiple single days)
- Residential

Accommodation details (if residential)

Information for where you are staying; name, address, contact number.

Level of inherent risk for this field activity

Before controls are applied.

Note that any work in, around or near water is inherently high risk.

- Low Moderate High Extreme

What are the most significant risks that participants should be aware of and how are they managed/mitigated?

Lone working, time of day, tides, security (theft), environment, terrain, weather, covid-19, driving, people, animals, equipment etc.

[Info on common risks can be found here](#)

[More information on risks can be found here](#)

Level of residual risk for this field activity

After controls are applied.

- Low Moderate High Extreme

If high or extreme risk have you discussed this with the Technical Manager and what was the decision?

Any work that is identified as high or extreme risk AFTER controls are applied will require approval from the ENV Technical Manager and central HSW.

Provide a description of the daily field plan

Preparation – What do you need to prepare in advance?

Travel– How are you getting there?

Activities – what will you be doing, what equipment do you need for this activity, who will be operating equipment, do you have the right training, personal protective equipment required, food, water, hygiene, estimated timings?

Return – how will you get home safely?

Check-ins

Location, date and time you will check in.

No	Date	Time	Location
1.			
2.			
3.			
4.			
5.			

Have you received relevant consents/permits/access permissions to undertake this activity, and have the appropriate agencies/Iwi been notified? Are there any cultural considerations you need to be mindful of?

Yes No

Transport

Commercial operator Private vehicle Rental vehicle University vehicle

All ENV vehicles have current WOFs, Licensing, RUCs and carry vehicle first aid kits.

Vehicles can be booked through <https://carscience.fos.auckland.ac.nz/>

Mitsubishi Outlander Toyota Hiace Toyota Highlander Toyota Hilux

Provide details of commercial operator(s) or rental vehicles

Provide details of private vehicle

(Private vehicles cannot be used for field work outside of Auckland. If you require an exception to this protocol you must discuss it in advance with the Technical Manager).

Private vehicles must have comprehensive insurance.

Private vehicles must be road worthy, have a current WOF (or COF), licensing and RUCs if applicable.

Are there any specialist vehicle requirements?

- Must have a trained and certified operator
- Special licences - provide details
- Will hazardous substances be required to be carried?
- Will boat or aircraft operators be engaged?
- 4WD or off-road driving required

Emergency contacts

	Name	Phone number
University emergency contact		
Next of kin (field leader only)		

Communication equipment

- ENV Garmin Comms EPIRB Mobile phone (will have full coverage)
 PLB Radio Satellite phone (rented or owned)

Response plans

Details of planned responses to scenarios you could encounter such as; vehicle accident, eruption, unable to leave area, severe weather, flooding.

If someone becomes sick during your trip what is the plan?

Where will you meet in an emergency.

Is first aid help is less than 30 minutes away?

If yes then a first aider is not required.

If no then a first aider is required.

- Yes, help is less than 30 mins away No, help is more than 30 mins away

First aider details

	Name	Certificate type and expiry
Current first aider		
Current first aider		
Current first aider		

First aid kits

- ENV Large ENV Standard Vehicle

List the emergency and safety equipment you will have.

PFDs, throw-lines, high-vis vests, safety glasses, hard hats, footwear, hearing protection etc.

This plan has been discussed with all participants and they have been made aware of the hazards, risks and controls in place to make this activity safe. All information is accurate, up-to-date and if there are any changes I will notify the ENV Technical Manager as soon as possible.