



THE UNIVERSITY OF
MELBOURNE

OFF CAMPUS TRAVEL AND WORK EHS Manual

This checklist is to be used in conjunction with the Environment Health and Safety Manual Procedure 7.1 Off Campus Travel and Work Policy.

Fieldwork Safety Guide and Checklist

A. Guidelines for Staff and Students

- Ensure the medical questionnaire and other documents have been completed
- Provide information about the fieldwork through an induction session
- Inform participants of clothing or other requirements
- Ensure participants have adequate EHS information
- Instruct participants on their roles and responsibilities during the fieldwork activity

B. Guidelines for the Fieldwork Activity

- Assess the location and activity to determine adequate safety systems are in place
- Determine the type of supervision required
- Ensure contact numbers are provided for all staff and students
- Develop emergency management plans for assessed hazards and risks

C. Checklist

Item	Required
Medical Form Completed and student is fit to participate	Y / N / NA
Vaccination form has been checked	Y / N / NA
Student has been inducted or advised of special requirements	Y / N / NA
Itinerary (including contact details) has been supplied to department	Y / N / NA
Information has been documented and filed	Y / N / NA