

FIELD WHS FLOW CHART

1. Are you doing fieldwork? Are you doing research or teaching at a location off campus?

→ Yes Complete Risk Assessment on SafetyNet

- Complete Field Participant Forms: 1 per participant including you
- Complete Volunteer Forms: 1 per volunteer (anyone assisting you that is external to the project)
- A member of the party has a current first aid and, ideally, at least one other participant
- Read *Fieldwork Guidelines*

Log-in to Field Equipment Safety System (FESS):

<http://fess.uow.edu.au>

where you will find all the above forms and will need to register for specific types of field work. Once complete you will need to create and submit a 'trip' in FESS.

- Refer to the FIELDWORK cheat sheet below for more information

→ No Discontinue this document

2. Is your land-based fieldwork 'remote'? Are you more than 1hr away from medical assistance OR is your mobile phone coverage low or not guaranteed OR are you going somewhere with no vehicle access OR are you bushwalking?

→ Yes Log-in to Field Equipment Safety System (FESS) and create a 'Remote fieldwork' register. Once complete and approved create a 'Trip' in FESS.

- Complete a Field Emergency Action Plan (download from UOW Biology WHS page or FESS)
- Consider the relevant remote equipment (PLB, EPIRB, satellite phone, defibrillator, Remote first aid kit, portable remote first aid kit, portable survival kit, GPS, etc.). Book through FESS.
- Ensure a member of the party has a current REMOTE first aid and, ideally, at least one other participant
- Refer to the REMOTE cheat sheet below for more information

→ No Go to question 3

3. Do you have marginal or no phone reception OR are you unsure of the phone coverage at your field site?

→ Yes Ensure you have 2 reliable modes of communication such as emergency Beacon (PLB or EPIRB), satellite phone, marine radio or 2-way radio. Book through FESS.

- When using an emergency beacon (PLB or EPIRB), **complete the EPIRB register and email to the EPIRB group prior to field work and upon your return.**

→ No Go to question 4

4. Are you using CSES vehicles?

- Yes The driver has been inducted on the CSES vehicles and completed a Register in FESS.
 - Select 'CSES Vehicles' from activities on the first page of your trip in FESS.
 - The car has been booked using the Field Equipment Safety System (FESS).
 - The car will be returned clean inside and out and with a minimum of half a fuel tank
 - The car log will be completed with your full name, dates, mileage and account number
- No If you are using your own vehicle, book and collect a first aid kit from the Biology print room

5. Are you going off-road with your vehicle OR are you driving on unpaved roads, trails, beaches, or rough terrain OR is there a risk of getting bogged?

- Yes The driver has a current 4WD off-road licence and is Registered in FESS (ideally, one other participant)
 - Consider the relevant 4WD equipment (listed in the *Off-road pre-departure check*)
 - The vehicle must have an operational winch (serviced annually)
 - Do not use your personal vehicle for this purpose
 - Refer to the 4WD OFF-ROAD DRIVING cheat sheet below for more information
- No Go to question 6

6. Are you boating?

- Yes Complete a Marine Emergency Action Plan (download from UOW Biology WHS page or FESS)
 - The skipper has a current boat licence, has been inducted on the Biology boat and has completed the Boating Register in FESS. Book boat and equipment through FESS.
 - A member of the party has a current radio licence
 - The driver has been inducted on the CSES vehicles and on how to tow the Biology vessel/trailer
 - Complete the EPIRB register and email to the EPIRB group**
 - Consider the relevant boating equipment (oxygen unit, defibrillator, EPIRB, pot puller, etc.). Some can be booked through FESS
 - Assess the boat ramp on google earth prior to launching
 - Complete the boat trip log and return to Corrine de Mestre once completed
 - Refer to the MARINE cheat sheet below for more information
- No Go to question 7

7. Are you using the pot-puller? Will you be lifting heavy equipment from the water?

- Yes The crew must be inducted on how to use the pot-puller
 - Read and print a copy of the Safe Work Procedures for the pot-puller. On SafetyNet, select the 'search' tab and type key words related to this template
- No Go to question 8

8. Are you snorkelling?

- Yes
- Ensure you have completed the Snorkel Register in FESS
 - Complete a Marine Emergency Action Plan (MEAP) prior to snorkelling
 - Consider the relevant equipment (oxygen unit, defibrillator, dive flag, EPIRB, dive knife, etc.).
 - At least 2 members of the research party must have a valid remote first aid and oxygen provider licence
 - Snorkellers (minimum of 2 people) must remain in visual contact and must carry a dive flag at all times
 - An observer must be present aboard a vessel or on the shore, if conditions do not fall under sheltered (see point 9). This person must be familiar with emergency equipment and emergency action plan
 - Assess the location prior to swimming (rips, tides, boat traffic, etc.) using the pre-dive plan
 - Refer to the MARINE cheat sheet below for more information
- No Go to question 9

9. Are you SCUBA diving?

- Yes
- All divers must have a current dive medical (obtain from IOH) and at least 2 members of the research party must have a current oxygen provider licence and current remote first aid qualification
 - All divers must have an approved Dive Register in FESS and their logbook must be sighted by the dive officer (Marian Wong). Book all equipment through FESS.
 - All divers must qualify as restricted scientific divers and must be 18 years of age, have at least an Open Water qualification and a minimum of 15 logged hours
 - The dive leader/coordinator must have at least 20 hours of underwater diving experience as Scientific Diver or equivalent (Open Water, Advanced and Rescue Diver are pre-requisites).
 - The dive leader should also be trained on the safe storage and handling of compressed gas cylinders. SCUBA tanks cannot be transported INSIDE a vehicle, with the exception of UTE tray and canopy
 - Consider the relevant equipment (oxygen unit, defib, dive flag, EPIRB, dive knife, shark shield, etc.).
 - Provide proof that the diving equipment (regulator, BCD and SCUBA tanks) has been serviced within the last year, including personal equipment
 - Comply with dive restrictions applicable to:
 - 1) Diving operations: CANNOT involve planned deco stops, exceed 30m or involve cave diving.
 - 2) Restricted scientific divers: CANNOT exceed 18m, act as dive leader or use powered tools or lift bags
 - 3) Diving without a shore watch or boat person applies to sheltered conditions ONLY: restricted to 10m depth, visibility $\geq 4m$, wave height $\leq 0.5 m$, current nil to slight, daylight hours and carry a surface marker buoy whilst at pressure
 - Read the SCUBA diving manual and complete the Dive Proposal
 - Complete a Marine Emergency Action Plan (download from UOW Biology WHS page or FESS)
 - Complete the Pre-dive plan before the dive and the dive log after the dive
 - Refer to the MARINE cheat sheet below for more information
- No Go to question 10

10. Are you working near water (rock platform, creek, river or lake)?

- Yes Complete an 'other aquatic activities' Register in FESS
- Complete a Marine Emergency Action Plan (MEAP). Downloaded from UOW Biology WHS Page or FESS.
 - Book relevant equipment in FESS (oxygen unit, defibrillator, EPIRB, life jacket, portable first aid kit, etc.)
 - Assess the location prior to fieldwork (rips, tides, rogue waves, etc.)
 - Refer to the MARINE cheat sheet below for more information
- No Go to question 11

11. Are you using the kayak?

- Yes Complete a Kayak Register in FESS.
- Complete a Marine Emergency Action Plan (MEAP). Download from UOW Biology WHS page or FESS.
 - Consider the relevant equipment (portable first aid kit, life jacket, EPIRB, air horn, etc.)
 - Book equipment through FESS.
- No Other field WHS and Risk Assessments may apply. Please discuss this with your supervisor

Read the cheat sheets below for more info on general, remote, marine and 4WD off-road fieldwork

Fieldwork

Work undertaken involving research, teaching or instruction at a location off campus as part of the activities of a unit

Equipment

See equipment list in Field Equipment Safety System (FESS)

Booking:

- Book within FESS
- Schedule a pick up time with a Technical Officer
- You must book at least 1 week in advance

Forms

Download from the Biology WHS page at <http://smah.uow.edu.au/biol/health-safety/index.html> or FESS <http://fess.uow.edu.au>

- Risk assessment (SafetyNET):
 - supervisor must sign/approve
 - upload onto your trip in FESS
 - risk assessment and safe work procedure templates are available to help you complete your risk assessment or safe work procedure on SafetyNet, select the 'search' tab and type key words related to this template
- Fieldwork participation Form:
 - 1 per participant including fieldwork leader
 - Uploading onto your trip in FESS
- Volunteer Form:
 - 1 per volunteer including internal and external personnel
 - Upload onto your trip in FESS
- Travel Form for staff members staying overnight (in TRAVELHUB). DOES NOT APPLY TO STUDENTS

Training

View PODS calendar:

- Staff: <https://intranet.uow.edu.au/pods/calendar/index.html>
- Students: contact your supervisor to access the list of courses and dates

Fee: FREE but you must provide a UOW account number to cover for a \$50 cancellation fee

Student Booking:

- complete the WHS course nomination form available from <http://staff.uow.edu.au/ohs/UOW019706.html>
- supervisor and head of school must sign
- once completed email to pods@uow.edu.au

Staff Booking:

- enrol via Webkiosk

Training that may apply to your fieldwork (provider):

- CSES Vehicle induction (Chloe Rich)
- Boat induction (Corrine de Mestre)
- First Aid (PODS)



Remote Fieldwork

Relates to an area where:

- medical assistance is more than 1hr away (e.g. Fowler's Gap) OR
- low mobile phone coverage (full signal not guaranteed) OR
- no vehicle access (i.e. bushwalk.)

Equipment

- Satellite phones:
 - o to book go to FESS <http://fess.uow.edu.au>
 - o book early as these items are in high-demand and we only have 2
- EPIRB or PLB (we have 4):
 - o to book go to FESS <http://fess.uow.edu.au>
- Remote First Aid Kit and survival kit:
 - o Available: 1 large remote first aid kit, 2 portable remote first aid kit, 1 survival kit
 - o book within FESS and pick up in the biology print room (35.G18)
 - o Note that all CSES vehicles have a remote first aid kit
- Defibrillator:
 - o Book within FESS and pick up from 43.G03

Forms

Download from the Biology WHS page at <http://smah.uow.edu.au/biol/health-safety/index.html> or FESS <http://fess.uow.edu.au>

- Risk Assessment (SafetyNet):
 - o A *Remote Fieldwork Template* Risk Assessment is available to help you complete your risk assessment. On SafetyNet, select the 'search' tab and type key words related to this template
- FEAP – Field Emergency Action Plan:
 - o supervisor must digitally sign and you must upload onto your Trip in FESS
 - o print 3 copies: 1) Research team
2) Activity Board in print room
3) Safety Contact
- EPIRB Register:
 - o supervisor must digitally sign
 - o Upload onto your Trip in FESS
 - o **Email copy to EPIRB group listed on the form (an email list has been saved on the printer in 35.G18)**
 - o **email the EPIRB group upon your return**

Training

- Remote First Aid:
 - o offered once per session
 - o enrol through PODS
 - o no pre-requisite, it covers basic First Aid
- CSES vehicle induction:
 - o email Chloe Rich vehicles-cses@uow.edu.au



Marine Fieldwork

Relates to:

- scuba diving, snorkelling, boating OR*
- visiting the rocky or sandy intertidal zone*

Equipment

- Defibrillator (x2):
 - o book through FESS and pick up from 43.G03
- Oxygen Unit (x2):
 - o located in 43.G03 – book through FESS
 - o training required to use this equipment (offered annually)
- Boat:
 - o includes marine radio, EPIRB and marine first aid kit, dive flag
 - o book using FESS
 - o training required to use this equipment
- Shark Shield (x2):
 - o located in 43.G03 – book through FESS

Forms

Download from the Biology WHS page at <http://smah.uow.edu.au/biol/health-safety/index.html> or FESS <http://fess.uow.edu.au>

- Risk Assessment (SafetyNet):
 - o A *SCUBA diving Template* Risk Assessment is available to help you complete your risk assessment. On SafetyNet, select the 'search' tab and type key words related to this template
 - o A *Snorkelling Template* Risk Assessment is available to help you complete your risk assessment. On SafetyNet, select the 'search' tab and type key words related to this template
 - o '*Maarra*' *Research Boat Use Template* Risk Assessment and Safe Work Procedures are available from SafetyNet to assist you. Print and attach a copy to your risk assessment if boating
 - o *Use of pot-puller on 'Maarra'* Risk Assessment and Safe Work Procedures are available from SafetyNet to assist you. Print and attach a copy to your risk assessment if using the pot-puller
- MEAP – Marine Emergency Action Plan:
 - o supervisor must digitally sign
 - o print 3 copies: 1) Research team
2) Field Activity Board in the biology print room (35.G18)
3) Safety Contact
- EPIRB Register (not required for MAARRA – she has her own EPIRB):
 - o supervisor must digitally sign
 - o Upload onto you Trip in FESS
 - o **Email copy to EPIRB group listed on the form (an email list has been saved on the printer)**
 - o **email the EPIRB group upon your return**
- Boat trip log (boating only):
 - o complete before every trip
 - o give completed copy to Corrine de Mestre
- Dive Register (SCUBA diving only):
 - o All forms in FESS
 - o complete for all divers
 - o Dive Officer must sign

- Snorkel Register (snorkelling only):
 - All forms in FESS
 - complete for all snorkellers
 - Dive Officer must sign
- Dive proposal (SCUBA diving only):
 - All forms in FESS
 - complete before every trip
 - Dive Officer must sign
- On site Pre-Dive Briefing (SCUBA diving and snorkelling only):
 - Appendix K of the SCUBA manual
 - complete before every dive
- On site Pre-Dive Plan and Risk Assessment (SCUBA diving and snorkelling only):
 - Appendix C of the SCUBA manual
 - complete before every dive and provide a copy for the Dive Officer
- Dive Log (SCUBA diving only):
 - Appendix E of the SCUBA manual
 - Provide a copy to the Dive Officer

Training

- Boat induction:
 - contact Corrine de Mestre Corrine@uow.edu.au
 - involves on-water and off-water components
 - current boating licence required
 - radio operator licence required by 1 person in the crew
- Oxygen Provider
 - offered once per year (midyear refresher)
 - enrol through PODS
- SCUBA dive medical
 - book externally at IOH with Dr. Charles on 4210 7200 (Supervisor must be notified prior booking)
- Safe storage and handling of compressed gas cylinders:
 - enrol through PODS
- CSES vehicle induction:
 - email Chloe Rich vehicles-cses@uow.edu.au

Useful documents

- NSW RMS Recreational Boating handbook
 - download from <http://www.rms.nsw.gov.au/documents/maritime/licence/boating-handbook.pdf>
- Maarra Safety Management System (SMS) and
- Maarra Operation and Emergency Procedures (MOEP) and
- Boat trip log
 - Download from Biology WHS page at <http://smah.uow.edu.au/biol/health-safety/index.html> or FESS at <http://fess.uow.edu.au>
- SCUBA diving operation manual
 - Download from Biology WHS page at <http://smah.uow.edu.au/biol/health-safety/index.html> or FESS at <http://fess.uow.edu.au>



4WD Off-road Fieldwork

Relates to traveling off public roads, especially on unpaved roads, trails, beaches, or rough terrain

Equipment

- All relevant 4WD equipment
 - Minimum 4WD equipment requirement:
 - gloves
 - snatch strap and snatch block
 - tree protector and winch extension strap
 - operational winch (annual service)
 - compressor and tyre pressure gauge
 - 2 dampeners and 4 bow shackles
 - shovel, spade and a tarp
 - jack and jack panel
 - 2 wood wedges to chock the wheels
 - vehicle's handbook
 - it is your responsibility to ensure that all 4WD equipment is on board the vehicle
- 4WD manual
- CSES vehicle(s) – Do not use your personal vehicle

Forms

Download from the Biology WHS page at <http://smah.uow.edu.au/biol/health-safety/index.html> or FESS <http://fess.uow.edu.au>

- Risk Assessment (safetynet):
 - A *4WD Off-road driving Template Risk Assessment* is available to help you complete your risk assessment. On SafetyNet, select the 'search' tab and type key words related to this template
- Remote Fieldwork forms are likely to be required

Training

- 4WD off-road training:
 - offered once per year in April
 - enrol through PODS
- CSES vehicle induction:
 - email Chloe Rich vehicles-cses@uow.edu.au

Useful documents

- Off-road Pre-departure checks
- Vehicle hire procedures and
- Cost of hiring CSES Vehicles
 - Download from Moodle
 - go to <https://moodle.uowplatform.edu.au/> to self enrol
 - select: SMAH Workplace Health and Safety induction (TRNG224_14)
 - under vehicles