

School of Mechanical Engineering

UNDERGRADUATE AND POSTGRADUATE COURSEWORK SAFETY ON FIELD TRIP and EXCURSIONS

PREAMBLE:

All undergraduate and postgraduate coursework students undertaking a field excursion or a field trip as part of their Research work must **READ** and **UNDERSTAND** this form and **SIGN** the Acknowledgement form on the reverse side, prior to going on their first field trip. Please consult the course fieldwork supervisor if you have any queries. **If the Emergency Contact details have changed for any student the 'Field Trip & Excursions Acknowledgement Form' must be resubmitted to the School's Administration Office before taking part in any future field trips.**

The University (represented by the staff co-ordinating the field trip) has an obligation to provide a safe, health environment for its students. You also have a responsibility to yourself and other students to take reasonable care, to comply with all instructions, to behave sensibly and to provide for yourself all necessary materials and equipment while on field trips and excursions.

DISCLAIMER:

The University of Adelaide expressly disclaims all and any liability resulting in any actions, claims, demands, losses, damages, costs and expenses, incurred by anyone or for which the University of Adelaide, its servants, employees, contractors, licensees and invitees can become liable in respect of any damage to or destruction or loss of any property (real or personal) belonging to whomsoever, or injury or illness (including death) to any person which may be suffered or sustained by reason of or arising out of the activities undertaken in the field which are not part of the organised programme, whether or not such damage, destruction, loss injury or death is caused or contributed to by the carelessness or negligence of the University of Adelaide, its servants, employees, contractors, licensees, invitees, or some or any one of them.

EQUIPMENT NEEDED FOR YOUR SAFETY (as appropriate):

Sturdy footwear, hat, personal ID, sun-block lotion, clothing appropriate to conditions, required medications, water container. For a field trip requiring one or more overnight stays, you will be advised about the requirement for camping and other equipment. A compass, and a whistle and mirror, may also be useful safety equipment.

SAFE BEHAVIOUR:

The following guidelines are for your personal safety. You will be expected to observe all of them. Failure to comply with the guidelines **may result in you returning to Adelaide at your own expense.**

Wear adequate (sturdy) footwear.

Wear suitable clothing for any possible weather conditions prevailing.

Obey directions from field supervisors.

Behave in an orderly manner.

Safety glasses must be worn when required.

Safety vests are required to be worn when near road and for leaders in charge of a group.

Do not leave the group without obtaining permission from the supervisor.

Be mindful of passing traffic when making a roadside stop.

You will be advised verbally or in writing of some or all of the following information before the date of the field excursion or trip:

Dates & Times; Transport arrangements; OH&S policies and procedures; Student responsibilities; first aid information; essential safety equipment; personal needs list; catering details; accommodation details; smoking rules; alcohol rules; and cost involved.

UNIVERSITY VEHICLES

The University has a significantly greater responsibility when University vehicles are used to transport participants on field activities. If University vehicles are used in the field the organiser/driver must ensure that the vehicle is:

- driven by an appropriately licensed driver approved by the School/Division;
- roadworthy (check maintenance records);
- suitable for the expected conditions, eg, 4wheel drive;
- equipped with a manual tool kit, spare wheel and wheel changing equipment
- equipped with a first aid kit and a fire extinguisher.

PRIVATE VEHICLES

Private vehicles should only be used as a last resort and then only if the driver has a full licence (not a provisional or learners licence).

The organiser/supervisor approving the use of private vehicles must ensure that:

- there is no reasonable alternative to the use of private vehicles;
- drivers are made aware:
 - of any special requirements, eg off-road driving;
 - of the University insurance provisions
- that responsibility for the roadworthiness of the vehicle lies with the owner of the vehicle.

4 WHEEL DRIVE VEHICLES (4WD)

All trip personnel who are using a vehicle for 4-wheel driving are required to complete the 4WD field safety course within the last 4 years (hosted by the School of Earth and Environmental Sciences or equivalent), or demonstrate equivalent competency to the field supervisor.

PERMITS

Permits are required for a wide range of activities. Organisers/Supervisors of the field activities should ensure that appropriate permits are obtained, eg for collecting and/or camping in National Parks.

FIRST AID PROVISIONS

Arrangements for transport to medical help **must be** established prior to commencement of any field activity.

Also refer to the University First Aid Policy <http://www.adelaide.edu.au/hr/policies/ohs/firstaid.html> for further information.

First Aid Kits

A suitably stocked first aid kit must be readily available to any group participating in field activities. The first aid kit must be checked on return and properly maintained.

ALCOHOL

All persons involved in University field activities have a responsibility to ensure that they are not, through the consumption of alcohol or a drug, in such a state as to endanger their own safety or the safety of others. The University recognises that in the past alcohol has been a contributory factor in accidents and incidents in the field and encourages schools and faculties to emphasise a responsible attitude to alcohol consumption. Rules relating to the use of alcohol should be incorporated into an information notice distributed to participants. Refer to the university Drug and Alcohol Policy for further information.

ACCIDENT REPORTING

It is a legal requirement that every accident/injury to University employees, students, visitors or volunteers must be reported irrespective of its seriousness. The University's yellow accident/incident and reporting form must be used for reporting accidents or injuries occurring in the field. All incidents must be investigated by the supervisor so that critical elements are identified which may result in preventing a recurrence. The report form must be signed by the person involved, the supervisor and the Head of School/Division before being forwarded to the OH&S Unit as soon as possible.

FIELD TRIP & EXCURSIONS ACKNOWLEDGEMENT FORM

I acknowledge that I have read the Undergraduate and Postgraduate Coursework Safety on Field Trips and Excursions form (over page) and shall not intentionally cause any concern regarding my health and safety, or that of fellow participants. I give my permission to receive medical treatment from the nearest doctor at my expense should I be injured or become sick. (Note that accident insurance is provided for students and details are available from the Student Union).

This form is an acknowledgement for **ALL** field trips undertaken by the student with **THE SCHOOL OF MECHANICAL ENGINEERING**.

NAME: _____
Print clearly

STAFF ID#: _____

FIELDTRIP LEADER(S): _____

FIELD TRIP NAME: _____

FIELD TRIP DATE: _____

MEDICAL CONDITIONS: Do you wish that this information remain confidential? Yes No

Do you have any known medical condition (including allergies) that may affect your health and safety on any field trip?

Yes No

If "yes", what is nature of the condition and possible symptoms that might be observed:

Do you carry any special medication or medical equipment? Yes No

If "yes", what is the medication and where can it be found if needed?

EMERGENCY CONTACT DETAILS: Name of your next to kin/relative or friend who can be

contacted in emergency: _____
Print clearly

Phone number(s): _____

OTHERS:

Do you have special dietary or other requirements for medical or culture reasons? Yes No

Provide details: _____

Signed: _____ Date: _____

Supervisors Signature: _____ Date: _____

The Excursion Leader has available, under Chapter 12 of the University Statutes Of Conduct, the option to dismiss a student or member of the team who is disrupting the field activity.

**The signed form MUST be returned to the Mechanical Engineering School Office prior to your excursion.
Copy to be forwarded to the School Health & Safety Officer.**