

FIELD TRIP INFORMATION FORM

MONASH UNIVERSITY

SCHOOL OF GEOGRAPHY AND ENVIRONMENTAL SCIENCE

This form must be lodged with the Safety Officer prior to the trip.

<mailto:darren.j.hocking@monash.edu> and <mailto:minh.nguyen@monash.edu>

Supply form completed, with the Check List, Risk Assessment, and required attachments

Field Activity: _____

Destination (attach map with Refs): _____

Accommodation Booked: _____

Participants (number) *larger groups attach a list*

Indicate status of participant (Trip Leader, Safety Officer, Staff, Postgrad., Honours, Undergrad., or Visitor)

Name	Phone Number	Status	First Aider
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Vehicles

Toyota Hilux 4x4, White Twin Cab Ute, TSP883, Diesel Y / N

Toyota Land Cruiser 4x4, White Troop Carrier, Diesel Y / N

Other Vehicle Make: _____ Model: _____

Colour: _____ Registration: _____ Fuel: _____

Equipment Carried (tick box/number):

First Aid Kit Tent Food for (days) Water (Litres) Fuel (Litres)

Communication- Transceiver/s, Satellite or Field phones (Make, model, type, and Number):

Departure: Time: _____ Date: ____ / ____ / ____

Proposed Route: _____

ETA Destination: Time: _____ Date: ____ / ____ / ____

Proposed Return Route: _____

Return ETA: Time: _____ Date: ____ / ____ / ____

Notification Deadline: Time: _____ Date: ____ / ____ / ____

Remember to inform the Safety Officer upon your return

IMPORTANT NOTE: No enquiries will be commenced by the Police or the Search & Rescue organisation unless your party is reported overdue by the Safety Officer, a relative or other responsible person, or a distress call is received.

CHECKLIST FOR COUNTRY AND REMOTE FIELD ACTIVITIES

1. Field activity details

- Itinerary attached
- Details of personal contact(s) attached
- Completed risk assessment of project to be undertaken, including details of risk controls attached

2. Transport

- Arranged appropriate transport
- Details of licensed and trained drivers for vehicles attached

3. First aid

- Arranged for sufficient, appropriate first aid kits to be prepared
- Checked that first aid kits are fully stocked

4. Access

- Obtained permits and/or permission for access to the area of field activity

5. Communication

- Provided appropriate means of daily communication and ensured its effectiveness in the proposed area of the field activity
- Developed communication protocols (attached)
- Provided back up means of communication

6. Safety equipment:

- Provided essential safety equipment (Attach list)
- Essential safety equipment has undergone checking and maintenance and is in good working order
- Provided appropriate navigation aids

7. Information provided to participants

- Provided all participants with information outlining safety issues (attached)
- Given safety briefing to all participants (attendance records attached)

8. Emergency procedures

- Details of appropriate emergency procedures attached
- Participants provided with a list of general emergency procedures and contact numbers (attached)

9. Undergraduate activities

9a Attached lists of:

- Student names
- Student identification numbers
- Personal contact details

9b Information

- Developed and distributed 'Student guidelines for safety on undergraduate field activities (attached)
- Provided all participants with an information notice outlining safety issues (attached)
- Given safety briefing to all participants (attendance records attached)
- Received acknowledgment forms from student participants (attached)

9c Supervision

- Briefed all supervisors on their duties, responsibilities and obligations (Details of briefing and attendance records attached)