

**Independent fieldworker**

An individual who is undertaking fieldwork on their own without direct supervision.

Personal time. Personal time can be defined as time when programmed fieldwork activities are not taking place but fieldworkers remain under the general jurisdiction of the University. Personal time is normally included in most fieldwork, including night time socialising. Staff are expected to supervise such activities, although this supervision is not necessarily direct supervision. A communication plan between all parties and knowing generally what people are doing is essential for quick and efficient communication should an emergency arise. Plans need to be in place if someone fails to return from a social outing, and boundaries should be clearly communicated.

Low Risk- activities such as; attending conferences, public events, visiting local institutions, or touring facilities as observers while supervised, will not require completion of a field work health and safety plan.

Medium Risk activities such as; overseas travel outside NZ and Australia, other than to MFAT Safe Travel extreme or high risk destinations, and /or activities, workplaces, or destinations posing medium risk such as: manufacturing/industrial, working in proximity to high risk factors (but not directly with them) some high hazards in otherwise low risk workplaces.

High Risk travel to countries listed as high risk destinations by MFAT Safe Travel and/or where fieldwork activities pose a high risk. such as: unaccompanied or in an isolated environment,



4 Responsibilities

4.1 Heads of Department

The **Head of Department (HoD)** is the person with overall responsibility for the health, safety and welfare of all participants involved in fieldwork organised by their School/Institute. They may delegate this responsibility to another person (**Fieldwork Approver**) within the School or Institute to oversee and approve Fieldwork H&S Plans.

The **HoD** must ensure:

- There are suitable and sufficient local arrangements for planning and organising fieldwork;
- A competent **Fieldwork Leader** is appointed for each fieldwork venture having taken full account of their



During the fieldwork:

- Ensure that all health and safety precautions are observed for the duration of the fieldwork and that dynamic risk assessments are carried out if necessary;
- Ensure control measures identified in risk assessments are implemented in practice;
- Ensure instructions issued to participants are clear and understood;
- Ensure that the level of supervision is adequate for any given situation;
- Make necessary adjustments to itineraries in the interests of health and safety, including, where necessary, cessation of an activity; and
- Report all injuries, illness or incidents.

Fieldwork Leaders or supervisors must be able to demonstrate the following competencies:

- knowledge and technical skill above the level to be taught to students,
- applied knowledge of hazard and risk management,
- first aid skills appropriate to the setting, activities, and students,
- correct and safe use of any equipment used,
- interpersonal skills, personal organisation and initiative as evidenced by previous leadership responsibility in field trips,
- suitable group skills including management, teaching, problem solving, crisis intervention and planning,
- level of fitness and condition appropriate for the expected activities and in an emergency response situation,
- communication skills appropriate to peers, students and outside agencies, including members of the public,
- the ability to fulfil the programme's administrative and support requirements,
- the ability to support the philosophy, goals and objectives of the programme,
- specific recognition of the unique needs of students.

4.3 Fieldwork Participants

Participants participating in medium or high risk fieldworks must complete a personal profile and disclose any medical condition, in confidence to the **Fieldwork Leader**, which could have a bearing upon their own safety or that of others on the fieldwork.

Participants must take reasonable care of their own health and safety and ensure that any acts or omissions by them does adversely affect the health and safety of others.

All participants must undertake to follow any instruction given to them by the leader or supervisor and raise any concerns or uncontrolled hazards to the attention of the Fieldwork



4.5 Assistance of Staff from Other Institutions



Review training needs for fieldworkers regularly. This can be achieved as part of the annual staff performance and development assessment.

Encourage staff to maintain a reflective log of their fieldwork experience which may be used towards evidence of competence.

Research diving and boating requires certification under Diving Regulations. Adventure activities being undertaken by students as part of the fieldwork must be led by suitably trained and competent members of staff. Massey leaders must have up to date and NZ relevant qualifications or equivalent. If staff do not have **these**



8 Health Information a



In all such cases there must be very clear written and verbal communication with the fieldwork participants to make sure they understand the nature of the risk and control measures they will undertake. Advice is available from Health and Safety Advisors who will assist in making the decision whether or not a residual risk has been controlled to an acceptable level; this advice should be sought at an early stage.





20 Additional Information for International Field Trips.

Expert advice on the areas below can be found on Ministry Foreign Affairs and Trade (MFAT) Safe Travel Website or through [Oracle Healix in-country guides or app](#).

