Check List for Remote Australian and International Fieldwork

Please read the **Fieldwork health and off-campus work safety procedure** and the guide Appendix 1: Elements for Consideration in Fieldwork and Off-Campus Work.

*Use this check list as an aid to assist you to understand the risks involved and to establish a plan for your remote area fieldwork. It is meant as an aid only and should be used in conjunction with current ANU policy.*

- I have read the **Fieldwork health and off-campus work safety procedure** and the guide Appendix 1: Elements for Consideration in Fieldwork and Off-Campus Work.

- I have undertaken a risk assessment for this fieldwork

- Approval to Travel forms are completed and signed for staff and students on authorised business travel and anyone whose cost of travel is paid for by the ANU.

- Detailed Itinerary - Include destinations, dates and times of travel, contact names and phone numbers at destination (where possible).

- List contact details for all team members, including emergency contacts, and check with team members for any relevant medical conditions (including allergies).

- Permits and Licenses are current (e.g. Permissions to enter land, vehicles and equipment)

- Travel Insurance – (covers ANU staff and students on authorised business travel and anyone whose cost of travel is paid for by the ANU) - obtain and carry a copy of ANU traveller emergency assistance information (e.g. ACE card).

- A Communication Plan – a means of contact (i.e. mobile phone, satellite phone, two-way radio, EPIRB - emergency position-indicating radio beacons) and contact procedure is in place.

- First Aid Kit and Officer - Occupational first aid kit for remote areas must be carried. If you are in the field alone then you must be certified in Remote Area First Aid. If you are in a group then at least one of group must be certified in Remote Area First Aid, and one in First Aid.

- All volunteers participating in fieldwork or off-campus work must complete the Volunteer Declaration Form and gain the approval of the Director or nominated representative. The form can be found here [http://policies.anu.edu.au/forms/insurance_volunteer_declaration/form](http://policies.anu.edu.au/forms/insurance_volunteer_declaration/form)

- Establish a local ANU contact and ensure that copies of all necessary documents are lodged with this person and that the contact details are circulated to the fieldwork party.

- **Definition** – a Remote location is separated from an appropriately resourced urban centre by distance, terrain, access, time and/or available communication links. A remote area may be on land or water. A remote area is not necessarily related to the distance from an urban centre. In the event of an emergency, assistance would be delayed, with the possibility of adverse outcomes. (Taken from [http://policies.anu.edu.au/procedures/fieldwork_health_and_safety/procedure](http://policies.anu.edu.au/procedures/fieldwork_health_and_safety/procedure) 25/7/12)