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| https://www-p.unisa.edu.au/styleguide/logos/images/logo_unisa_RGB-blue.png | FIELDWORK DETAIL  This form supports the WHS Fieldwork Safety Procedure | WHS71 |
| **Completed by: Unit/Institute: Date:** | |

This form can be expanded electronically or extra information attached.

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| This form is to be prepared by the **Fieldwork Coordinator** and **must** be completed for all multi-day fieldwork activities**.**  A daytrip will require less detail and this information could be provided in email to the Contact Person.  A copy of the complete document is to belodged with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [**Nominated Contact Person**] prior to departure*.* A copy of the completed document should be held by the **Fieldwork Leader** while on the activity. | | | | | | | | | | | | | | | | | | | | | |
| **GENERAL DETAILS** | | | | | | | | | | | | | | | | | | | | | |
| Fieldwork type | | | Day-trip Camp Study tour Teaching Research Other: | | | | | | | | | | | | | | | | | | |
| Fieldwork location | | |  | | | | | | | Fieldwork activity | | | | |  | | | | | | |
| Departure date & time | | |  | | | | | | | Return date & time | | | | |  | | | | | | |
| Fieldwork Coordinator | | |  | | | | | | | Course | | | | |  | | | | | | |
| Fieldwork Supervisor | | |  | | | | | | | Contact No | | | | |  | | | | | | |
| Description of field trip | | | | | | | | | | | | | | | | | | | | | |
| Have environmental, physical or other hazards been considered in managing safety risks? | | | | | | | | | | | | | | | | | | | | |  |
| Overall level of health and safety risk associated with activity | | | | | | | | | | | | | High | | | | Medium | | | | Low |
| PARTICIPANT INFORMATION List all participants, including staff and volunteers | | | | | | | | | | | | | | | | | | | | | |
| **Name** | **Student Id** | | | | | **\*Relevant medical information** | | | | | **Emergency contact person/next of kin** | | | | | | | | **Phone number** | | |
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| \*confidential medical information: please advise Fieldwork Coordinator directly | | | | | | | | | | | | | | | | | | | | | |
| CONTACT PERSON: to be notified of significant incident or emergency situation | | | | | | | | | | | | | | | | | | | | | |
| **Name:** | | | | | | | | | **Phone:** | | | | | | | | | | | | |
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| **ITINERARY / OVERNIGHT LOCATIONS** | | | | | | | | **Map used:** | | | | | | | | | | | | | |
| **Itinerary** | | | | **Location description** | | | | | | | | | | **Grid Reference if applicable** | | | | | | **Date** | |
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| **CONTACT & COMMUNICATION DETAILS contacts / means & schedule of contact:** | | | | | | | | | | | | | | | | | | | | | |
| **Role** (eg) | | **Name** | | | | | **Mobile Number** | | | | | **Satellite Number** | | | | | | **Contact Schedule** | | | |
| Contact Person | |  | | | | |  | | | | |  | | | | | |  | | | |
| Fieldwork Coordinator | |  | | | | |  | | | | |  | | | | | |  | | | |
| Park Ranger | |  | | | | |  | | | | |  | | | | | |  | | | |
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| **Note:**  Mobile phones should not be relied upon. Satellite phones are recommended for remote areas | | | | | | | | | | | | | | | | | | | | | |
| **EMERGENCY RESPONSE PLAN & CONTACTS** | | | | | | | | | | | | | | | | | | | | | |
| 1. Manage situation [which may include - providing first aid, initiate immediate local search, control group]  2. Call for assistance [appropriate agency as required: Ambulance, Police, National Park]  3. Notify UniSA Nominated Contact Person [page 1]. Detail any actions you need this person to complete  4. Provide updates as you are able to.  **List of contacts for potential use in an emergency situation:** | | | | | | | | | | | | | | | | | | | | | |
| **FACILITY** | | | | | **LOCATION** | | | | | | | | | | | **CONTACT (phone)** | | | | | |
| Hospital /or Nearest Medical | | | | |  | | | | | | | | | | |  | | | | | |
| Police | | | | |  | | | | | | | | | | |  | | | | | |
| National Park | | | | |  | | | | | | | | | | |  | | | | | |
| Unit / Institute (Director/General Manager) | | | | | call if Nominated Contact is unavailable | | | | | | | | | | |  | | | | | |
| UniSA Security | | | | |  | | | | | | | | | | |  | | | | | |
| Other: | | | | |  | | | | | | | | | | |  | | | | | |
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| **ATTACHMENTS** attach any relevant documents | | | | | | | | | | | | | | | | | | | | | |
| * Maps - Detailed itineraries - Risk assessment - Fieldwork Detail (WHS 72) - Other | | | | | | | | | | | | | | | | | | | | | |