

Notes on the BEES Fieldwork Plan and Notification Form

When must this form be filled out?

This form must always be filled out by the fieldwork leader whenever fieldwork (whether for research or teaching) is being undertaken. When the fieldwork site is outside the Sydney metropolitan area, a travel form must also be filled out. So that proper scrutiny of OHS aspects of the fieldwork can be done, it is important to submit this form as far ahead of the commencement of the fieldwork as possible.

What is the purpose of this form?

The purpose of the form is to ensure that your supervisor knows where you are, what you are doing, how to contact you in an emergency, when to expect your return, and that a risk assessment has been done.

To whom is this form sent?

The original is given to your supervisor for signature. A copy is sent to the BEES Safety Officer. Where your direct supervisor is the Head of School, the original is sent to the Safety Officer, who forwards it to the Head of School.

Fieldwork Participants

All participants must be nominated on the form, except where they are the students in an undergraduate course. In this case, there is no need to list each one individually. Giving the course name or code is sufficient.

Fieldwork Leader

A fieldwork leader, with responsibility for the safety of the group while it is in the field, must be nominated from among the participants. The leader would normally be the senior staff member present. Ultimate responsibility for safe conduct of fieldwork, however, remains with the fieldwork leader's supervisor.

Dates and Locations

These must be as specific as possible. Any changes that occur after fieldwork has begun must be communicated to the group's supervisor as soon as practicable.