

## **Fieldwork Notifications for Repetitive Field Trips within the Sydney Metropolitan Area.**

When fieldwork is done on a repetitive basis within the Sydney metropolitan area, it is no longer necessary to submit a written Fieldwork Plan and Notification Form to your supervisor on each occasion. Examples of such field trips are collecting material for classes at Maroubra rock platform, and conducting experiments at Cowan Field Station.

Instead the procedure will be as follows:

### **On the first occasion:**

1. Submit a risk assessment and a written Fieldwork Plan and Notification Form to your supervisor and to the Safety Officer.
2. If your direct supervisor is the Head of School, submit the forms to the Safety Officer only.
2. Proceed with the field trip once you have received written approval from your supervisor, that is, when you have received a signed copy of the Field work Plan and Notification Form.

### **On subsequent occasions:**

1. Inform your supervisor and the Safety Officer, or the Safety Officer only, as the case may be, by email of your planned fieldwork.
2. Proceed with the field trip once approval has been given by return email.
3. Ensure that a copy of the email giving such approval has been sent to the Safety Officer.

### **Please note that:**

(a) There is no need to submit another risk assessment or another Fieldwork Plan and Notification Form until there have been significant changes to the previously approved fieldwork plan or to the risks associated with it.

(b) This protocol does not refer to fieldwork in which diving is involved. Divers must continue to follow all procedures contained in the UNSW Diving Policy.