

Field Activity Process

If your research involves travel off campus you must complete the field activity process. This involves completion of several steps up front, along with ongoing communication through the course of your fieldwork.

The steps are as follows:

1. Determine if the activity is being run by Waterways or another agency. If another agency is lead, arrange to have copies of their field plans sent to the Waterways Department Safety Officer (DSO, in this case the Waterways Administrator). We have to ensure their protocols meet our guidelines. Then you will only complete participant forms for them.
2. If the activity is a Waterways activity, the field activity leader (the person conducting the research) is responsible for completion of the **Field Activity Plan** prior to initiating any fieldwork and having it reviewed by their supervisor, then signed off by the DSO. The plan provides a summary of all the activities involved in the research and the risks associated with them.

*Note: while the plan might ask for vehicle or location details, if these differ through the course of your research leave that blank. The **Intentions form** is completed for each outing and will list those details.*

Note: driving to and from activities is often the riskiest part of an activity. List what you are doing to mitigate that risk, e.g. a NZ licensed driver is driving a car with current WOF and insurance, etc.

3. The field activity leader assumes responsibility for all and any health & safety concerns.
4. The field activity leader completes a **Activity Leader Health consent form** and a **Participant Field Activity consent** for other party members, submitted with either the Plan or the Intentions form (if party members change) prior to departure. The field activity leader must take a buddy into the field.
5. A **Field Intentions Form** is then completed for each separate outing, including details such as location (map backup), phone information, nominated contact person, time of contact and vehicle details.
6. Agreement must be reached between the Field Activity Leader and the nominated contact on an appropriate check-in schedule for the duration of the trip. The nominated contact must be notified **PRIOR TO DEPARTURE** and given a copy of the Field Activity Plan, the Consent forms and the Intentions Form.
7. The Field Activity Leader is responsible for ensuring the contact schedule is met.
8. When out in the field and plans change from what has been identified on the intentions form, you must inform the contact(s) as soon as practicable.
9. If anything goes wrong or changes contact your supervisor immediately see the table below.

NOTE: if you do not make contact within an hour of the specified time processes will be begun that may impact you personally if unnecessary. We will be ringing University security if we have not heard from you within an hour and emergency services at 2 hours.

IF SOMETHING GOES WRONG

In event of severe harm	Render aid and call emergency services 111
	Ensure all party members are calm and cared for; doublecheck against trip list
	Call your supervisor
	Call University Security UC: Internal 6888, or 03 364 2888 LU: Internal 9999, or 325 2822
	Call applicable University Health and Safety officer: UC: Safety officer UC Mobile 027 742 8689 Office Phone DDI 03 369 3248 Internal extn 93248 LU Security Phone (03) 325 2822 LU: Tracey Nelson 021 689 391 423 0627 (03) 325 2822
	Ask field trip members to contact emergency contacts to update them of status
	Ask field trip members not to share information on social media and to caution their contacts not to share as can share news ahead of official channels
	Gather information regarding incident for event form completion – in field kit
	Debrief as possible
In event of minor event	Render aid, take person to care if needed
	Ensure all party members are cared for – doublecheck against trip list
	Call your supervisor and ensure H&S department officer is told
	Have members call emergency contacts to update them of status if necessary
	Gather information needed for event form completion (possible ACC backup etc)
In event of near miss	Debrief members of field activity on field trip
	Caution members re danger disseminating information
	Gather information for event form which will need completion
	Give event form to H&S officer
In event someone does NOT check in and does not respond to calls	Supervisors and/or contact people: If someone does not make contact, use the H&S forms to use all contact numbers to see if participants or emergency contacts know where they are. Then call the appropriate University security (UC) or H&S officer (LU if afterhours). They will begin searching based on the information provided in the intentions form.