The purpose of this document is for MCom fieldtrips only.

The following information details what is required for your fieldtrip:

- a medical plan,
- a communication plan,
- an emergency evacuation plan, and
- a statement regarding alcohol and illegal substances.

Your supervisor will instruct you on the best method of contacting them whilst on the field trip. In addition, they may give a safety talk immediately prior to departure, if required.

All students are instructed to bring the following for today's trip:

- Mobile Phone with their local “In Case of Emergency (ICE)” contact person entered in their phone (Name: ICE, number: {area code} {ph no.}),
- Sufficient medication for those who have special considerations as declared on their medical form,
- Appropriate clothing and supplies for the trip,
- Instructional handouts/ This Safety Briefs distributed,

All students are required to share their mobile phone no. with their immediate team members. If they do not have a mobile phone then they must “buddy” with someone who does.

Medical Plan

1. In case of an emergency supervisors are aware of the nearest medical facility and the emergency services no. for Fire/Ambulance/Police (000).
2. All special needs of participants with medical conditions or disabilities need to be recorded prior to the trip (this information will be kept confidential and will be held with your supervisor). It is expected that these participants will have the appropriate medication with them (see Medical Form).
3. First Aid: If a First Aid Officer is not able to attend the field trip, the supervisor/s have information on the closest medical facilities. Also, the destinations (and hired vehicle, if there is one) would both have their own first aid procedures in place.

Communication Plan

1. If you become unaccounted for, that is you have lost your group, the Supervisors will take the following steps:
   a. Find your team and attempt to contact you by mobile phone.
   b. If you are not located, your contact person will be notified and the police will be alerted
2. If you are involved in an incident (accident etc), the Supervisor/s will take the following steps:
   a. Assess first aid requirements and administer, if deemed necessary
   b. If serious, call emergency services and/or direct you to the nearest medical facility
   c. Notify contact person and make arrangements for the student involved
   d. Incident report will be filled in and acted on at the University
3. If you find yourself in a ‘situation’ and you are unable to contact your supervisors on the above mobile numbers, contact the Dean's Unit:
   i. Roger March 9385 3605, 0412 395238
   ii. Michele Sharp: 9385 4275
   iii. Claire Morton 9385 6785

Emergency Evacuation Plan:

If a dangerous situation occurs, the following evacuation plan is simple and easy to remember as well as taking you away from any danger that may cause serious harm:

- **R** Remove people from immediate danger. This includes yourself
- **A** Alert others (raise an alarm)
- **C** Contain or eliminate the problem as best as possible
Statement regarding Alcohol and Illegal Substances
Consumption of Alcohol and/or Illegal Substances is unacceptable, and are not permitted, at any time. Those who are caught in possession of illegal substances and can be proven to be under the influence of illegal substances can be subject to criminal prosecution.

Note: Alcohol will increase safety risks and discipline issues and those caught in possession of or under the influence of illegal substances and/or unacceptable alcohol limits should be removed from the fieldwork activity.

Major Sydney Hospitals
North: Royal North shore hospital (02) 9926 7111
West: Westmead Hospital: (02) 9845 5555
West/Blue mtnns: Nepean Hospital (02) 4734 2000
South: St George Hospital: Ph: (02) 9350 1111
East: Prince of Wales Hospital (02) 9382 2222
City: Royal Prince Alfred Hospital (02) 9515 6111

Reminder: (taken from the MCom Fieldwork Information for students and supervisors guidelines)

3.6 Fieldwork Participants are responsible for:
(a) adopting a responsible attitude whilst on the fieldtrip,
(b) reading any notices produced relating to the field activity, attending any briefing sessions and returning any forms to the staff member in charge;
(c) seeking instruction if they are unsure of something they are required to do;
(d) not operating equipment they are unfamiliar with;
(e) complying with instructions and directions issued by their supervisor and Fieldwork leader;
(f) taking action to avoid, eliminate or minimise risks;
(g) avoiding, as far as possible, exposure to venomous animals and plants likely to cause allergic reactions. If there is risk of exposure, steps should be taken to minimise risk (e.g., wear appropriate clothing, apply insect repellent, carry appropriate treatment for hay fever and other allergic reactions);
(h) ensuring that adequate protection from sun and cold weather is carried and used. This includes hat, sunglasses, lip screen and sun screen for UV protection, adequate warm clothing, rainproof or windproof jacket where appropriate and a change of clothing if there is a likelihood of becoming wet;
(i) carrying sufficient water, minor medical necessities (headache tablets, bandaids) and minor emergency food (e.g., chocolate bar) as supervisors suggest;
(j) making proper use of all safety devices and personal protective equipment;
(k) reporting any unsafe conditions or hazards;
(l) not wilfully placing at risk the health and safety of any person on the fieldtrip or any member of the public by their acts or omissions;
(m) seeking information or advice regarding hazards and procedures where necessary before carrying out new or unfamiliar work;
(n) being familiar with emergency and evacuation procedures and the location of first aid kits, personnel and emergency equipment, and if appropriately trained, using the emergency equipment;
(o) ensuring that where fieldwork is conducted outside the Sydney metropolitan area, an appropriate UNSW Authority to Travel is completed and submitted to the School Administrative Officer.
(p) informing the fieldtrip leader of any medical condition or prescription drugs etc. that may impact on their ability to take part in the fieldwork activity.
(q) not consuming, or being under the influence of, alcohol or non-prescription drugs during working session;
(r) complying with instructions and directions issued through relevant policies on the Risk Management and OH&S website, as well as the UNSW code of conduct.
(s) treating all other field participants and members of the public with courtesy and respect.

Acknowledgements:
UNSW School of Biological, Earth and Environmental Sciences Fieldwork Guidelines
UNSW Risk Management Unit
Dr David Morgan