

**Western Sydney University  
WHS Fieldwork/Outdoor checklist.  
Attachment 1**

The Western Sydney University is committed to supporting Workplace Health and Safety (WHS) with the aim to prevent accidents or injuries at fieldwork placement sites.

The following checklist is designed to assist in the completion of a Western Sydney University risk assessment that is required for fieldwork/outdoor work. It will assist the University and other PCBUs (persons conducting business or undertaking) that offer fieldwork placements, to ensure the safety of the staff and students involved. The Western Sydney University Hazard Identification, Risk Assessment and Control Procedures details the requirements for this risk assessment.

**Obligations (non Western Sydney University PCBU)**

- To provide the name of the WHS contact in your company/organisation who can be reached to discuss safety issues.
- To inform us of any changes to the work placement activity that may affect the WHS of our students or workers.
- To provide a WHS induction for any of our students on workplace experience activities.
- To provide adequate information, training and supervision required to complete activities safely for any of our students during fieldwork or work placement activities.
- To provide copies of any incident or accident reports which involve University students.

**Fieldwork (for both Western Sydney University and alternate PCBU sites)**

Has a designated Fieldwork Supervisor been appointed?	Yes	No	Comments
Has the name of the designated contact person within WSU been made possible	Yes	No	Comments
Have contact details for nearest emergency services and /or hospital been made available to participants and the WSU contact?	Yes	No	Comments
Are all participants trained in various operations and emergency procedures for the fieldtrip?	Yes	No	Comments
Have all participants completed a Fieldwork Health and Safety Acknowledgement Form?	Yes	No	Comments
Is there a reliable means of communication if in a remote area?	Yes	No	Comments
Is there a requirement for a Personal Locator Beacon if in a remote area?	Yes	No	Comments
Is there a portable First Aid kit available?	Yes	No	Comments
Is there a trained First Aid Officer attending the field trip?	Yes	No	Comments
Are all users of 4WDs or boats adequately licensed and trained?	Yes	No	Comments
Is there a requirement for additional equipment for extreme weather conditions? (ie, sun, heat, wet, cold, windy).	Yes	No	Comments

**Workplace Health and Safety Commitment & Culture (Alternate PCBU)**

Is there a current WHS Policy and procedures in place?	Yes	No	Comments
Is there a nominated training person responsible for managing WHS matters?	Yes	No	

**Consultative Process (Alternate PCBU)**

Are there WHS consultation arrangements in place (such as HSRs, HSCs or other arrangements)?	Yes	No	Comments
Are workers aware of their WHS arrangements?	Yes	No	
Are workers consulted about changes involving WHS?	Yes	No	
Is there a WHS issue resolution policy or procedure in place?	Yes	No	
Have joint WHS consultation, cooperation and coordination been agreed and documented?	Yes	No	

Risk Management (for both Western Sydney University and alternate PCBU sites)

	Yes	No	Comments
Are there risk assessments carried out on physical and environmental requirements of the job performed?	Yes	No	
Are all hazards associated with the job identified and documented?	Yes	No	
Is there a health monitoring program in place for identified health risks? If so what processes have been made available for WSU to receive a copy?	Yes	No	
Is there a documented procedure for identifying hazards in the workplace?	Yes	No	
Are all identified hazards or risks eliminated or minimised through appropriate hierarchy of control measures?	Yes	No	
Are records of these assessments maintained in the workplace?	Yes	No	
Has a workplace noise survey been conducted?	Yes	No	
Are risk assessments conducted on all plant, equipment, chemicals in the workplace?	Yes	No	
Are appropriate control measures implemented for all identified risks associated with plant? (eg guarding, lock out procedures etc).	Yes	No	

Training Programmes (for both Western Sydney University and alternate PCBU sites)

	Yes	No	Comments
Is there a formal induction training session for visitors, fieldwork placement students etc?	Yes	No	
Is safety information on workplace hazards, reporting requirements and methods of control issued to all workers and fieldwork placement students?	Yes	No	
Is the inductee required to sign an acknowledgment after receiving induction training?	Yes	No	
Are fieldwork students able to attend other WHS training associated with the tasks of the job?	Yes	No	

Reporting & Investigating Workplace Incidents

	Yes	No	Comments
Is there a documented procedure for reporting and investigating workplace incidents?	Yes	No	
Are control measures implemented following every investigation?	Yes	No	
How are accidents, injuries &/or incidents involving fieldwork/outdoor work student to be reported to the WSU contact person within 48 hours?	Yes	No	

Emergency Preparedness

	Yes	No	Comments
Is there an emergency response plan in place?	Yes	No	
Are appropriate persons nominated and trained to manage emergencies?	Yes	No	
Have all persons on the site been trained in the procedures?	Yes	No	
Are regular drills conducted?	Yes	No	
Are fieldwork students involved in these drills?	Yes	No	
Have first aid requirements been assessed and implemented?	Yes	No	

### Managing Plant & Equipment Safety in the Workplace

Is there a register of plant and equipment in the workplace?	Yes	No	Comments
Are all persons required to operate plant &/or equipment provided with training and instruction regarding its safe and proper use?	Yes	No	
Is all power driven machinery and equipment securely guarded?			
Is there a monitoring and review procedure in place regarding ongoing hazard and risk identification, assessment and control measures?	Yes	No	
Are fieldwork students trained, instructed & supervised on plant or equipment that they will be operating/using?	Yes	No	
Is there a requirement for the use of farm machinery or workshop machinery?	Yes	No	
Are all users of motorised machinery or vehicles licensed?			
Is appropriate PPE available for the task?			

### Manual Hazardous Tasks

Have all jobs been assessed in accordance with regulations for hazardous manual tasks?	Yes	No	Comments
Have identified hazardous manual tasks been fully assessed and eliminated or appropriate controls implemented?	Yes	No	
Are all workers and fieldwork student trained in hazardous manual tasks?	Yes	No	
Have workstations been ergonomically assessed?	Yes	No	
Is there a requirement to handle animals (large or small) or livestock?	Yes	No	

### Managing Chemicals/Biological/Radiation Hazards in the Workplace

Is there a register of chemicals in the workplace?	Yes	No	Comments
Are all current SDSs available for all hazardous materials in the workplace?	Yes	No	
Are adequate emergency shower and eye wash facilities available?	Yes	No	
Do labelling and signs comply with regulations?	Yes	No	
Is there a requirement for any spraying of pesticides/herbicides involved?	Yes	No	
Is appropriate PPE available for the task?			

### Managing Chemicals in the Workplace

Have all persons in the workplace been trained in the use of these materials?	Yes	No	Comments
Are fieldwork students supervised at all times when using chemical/biological/radiation hazards?	Yes	No	
Is appropriate PPE available for the task?			