

Fieldwork & Work Off-Campus OHS Guideline

1. Introduction

Fieldwork and Work Off-Campus includes tasks undertaken by staff, students and volunteers for research, teaching or instruction at off campus locations which may/may not be registered as University workplaces, and where the University is responsible for the safety of its staff and students and those exposed to their activities.

The University frequently conducts off-campus tasks which are diverse in their nature and which may take place in unfamiliar surroundings. Tasks undertaken off-campus may involve a potentially high level of risk to the health and safety of the participants, and the off-campus environment may be potentially hazardous.

Examples of fieldwork and work off-campus include:

- Surveying
- Conference or workshop attendance
- Diving
- Collecting biological and other specimens
- Driving off road
- Walking through rough terrain
- Working at remote locations
- International travel to countries where personal security may be a threat
- Earth sciences, geographical and environmental studies.
- Photography
- Working at mine sites or excavation sites
- Interviewing members of the public
- Visiting an outlying campus such as Heron Island where tasks are different from task performed at the usual campus site.

The off-campus location where work is conducted is recognised as a workplace under *The Workplace Health & Safety Act*. Accordingly supervisors, staff and students are required to meet their legal obligations for occupational health and safety during field work planning and participation.

The University fieldwork and Work Off-Campus Guideline was developed by the OHS Unit in consultation with relevant University departments and sections and its objectives are to:

- Outline responsibilities of heads of school, supervisors, staff and students* for planning and undertaking work off-campus.
- Provide information regarding hazards, risks and risk control measures for specific work off-campus activities.
- Provide methods for conducting risk assessment and control, and for development of the work off-campus plan.

The broad aim of the Guideline is to assist in the prevention of work-related injury, illness or disease by the carrying out of safe and proven work procedures by all work off-campus participants.

Before commencing student work experience or placements, the school should ensure that the host facility has appropriate mechanisms for managing health and safety. Further information regarding this subject should be directed to the Associate Director, Occupational Health & Safety and the Insurance Manager.

2. Obligations and Responsibilities for Work Off-Campus Occupational Health & Safety

The Executive Deans and Heads of Departments have obligations under the *Workplace Health & Safety Act* to ensure the health and safety of all participants in work off-campus activities. The obligations outlined in the Act are:

- S28 Obligations of persons conducting business or undertaking
- S30 Obligations of persons in control of workplaces

Work off-campus participants' obligations under the Act are described under Section 36 *Obligations of workers and other persons at a workplace*.

The OHS responsibilities for work off-campus at the University of Queensland are as follows:

Head of Department/Section

- Ensure that adequate resources have been allocated for carrying out the work in accordance with the work off-campus plan.
- Review the performance of supervisors, staff and students with regard to their occupational health and safety responsibilities for work off-campus.
- Ensure that appropriate records are kept relating to work off-campus activities.

Academic Staff and General Staff Supervisors

- Provide appropriate supervision to ensure that staff, students and visitors comply with the work off-campus plan.
- Supervise the development of work off-campus plans and approve the plans carried out by staff, students and visitors under their supervision.
- Review work off-campus plans and ensure that new work off-campus plans are developed if the nature of the work changes and/or a plan proves inappropriate.
- Provide induction and training for work off-campus participants.
- Ensure the provision, maintenance and proper use of PPE associated with work off-campus.
- Ensure that corrective action is implemented for all accidents and incidents involving work off-campus

Staff, Students and Visitors responsibilities for work off-campus

- Participate in development of work off-campus plans and obtain approval from the supervisor and Head of Department prior to the commencement of work (e.g. at the planning stage of a PhD project or of a research diving excursion).
- Follow the procedures set out in work off-campus plans on a day-to-day basis.
- Limit work to activities specified in the approved work off-campus plan.
- Participate in work off-campus induction and training programs as instructed by supervisor.
- Ensure that emergency procedures and equipment are in place for solo work off-campus which has been approved.
- Wear PPE as provided by the University in compliance with the work plan.
- Review & update the work off-campus plan in relation to change in the work activities. This should be done in consultation with the supervisor.
- Report via the relevant form &/or verbally to the Head of School and Occupational Health & Safety Unit any accident, injury, illness or near miss event associated with work off-campus (refer University Accident/Injury/Illness Guideline)

3. Work Off-Campus Plan & Risk Assessment

The work off-campus plan should be completed by supervisors, staff and students before any routine, new or occasional fieldwork activity is undertaken and the head of department should approve the plan. The more complicated and potentially hazardous the work activity, the more extensive the planning must be, and expert advice should be sought when appropriate.

The supervisor should ensure distribution of the plan to all work off-campus participants (staff and students), non-University staff participating in the work, the head of school,

security, and permit issuers where relevant.

The development of a work off-campus plan requires a risk assessment for each work activity, so that risks can be measured and control strategies prioritised for each activity.

Work activities should be listed and for each, the following steps should be completed:

- a) identify the hazards associated with the activity
- b) assess risks that may result because of the hazards
- c) identify and document control measures to prevent, or minimise the level of the risks
- d) ensure adequate resourcing and procedures to implement the control measures
- e) monitor and review the effectiveness of the measures during the work off-campus.

The risk assessment and management plan for each work activity should be documented on the University's Risk Assessment Database at www.risk.admin.uq.edu.au. The database can be searched to determine if there have been previously completed risk assessments or generic risk assessments for comparable activities. In this case the risk assessment information can be adapted to the work off-campus risk assessment.

A sample work off-campus plan is documented in Appendix 1.

Other information which should be included in the plan includes:

- Work off-campus supervisor and participants
- Departure date and time
- Arrival date and time
- Itinerary
- Accommodation
- Transport arrangements
- Catering arrangements
- Personal protective equipment and clothing requirements
- Expected weather conditions
- Certified copies of mandatory qualifications and training

Briefing sessions should occur at least 2 weeks prior to commencing the work off-campus to ensure that participants have time for preparation such as medical counselling or acquiring appropriate clothing. All work off-campus participants should be familiar with the details of the work plan and safe working procedures.

4. OHS Issues for work off-campus planning

The general risk assessment strategy should be applied to all work off-campus activities. This section will address specific activities and risks associated with work off-campus, and will assist the supervisor to approach planning in a thorough manner. It is not intended to be an exhaustive overview of all activities and risks associated with work off-campus, but rather a starting point for the work planning. When appropriate the work supervisor should contact the OHS Unit &/or seek expert advice for issues which are not addressed in this section.

Subjects covered in this section are as follows:

- 4.1 University OHS Policies and Guidelines
- 4.2 Legislation, regulations, standards, codes and guidelines relevant to work off-campus
- 4.3 Biological Safety
- 4.4 Fire Evacuation and Emergency Procedures
- 4.5 First Aid
- 4.6 Communications
- 4.7 Solo work off-campus
- 4.8 Medical conditions affecting work off-campus participation
- 4.9 Climate
- 4.10 Plant & Equipment
- 4.11 Clothing and Personal Protective Equipment
- 4.12 Health advice and vaccinations
- 4.13 International work off-campus/field trips
- 4.14 Insurance cover and liability
- 4.15 Training
- 4.16 High risk work off campus activities
- 4.17 Driving safety & training
- 4.18 Boating
- 4.19 Underwater Diving
- 4.20 Prescribed Activities
- 4.21 Permits
- 4.22 Catering and hygiene

4.1 University OHS Policies and Guidelines

The University's OHS policies, guidelines and procedures which are relevant to the fieldwork and work off-campus activities should be reviewed by supervisors, staff and students when planning and conducting the work. A complete list of the policy documents is available on the OH&S Unit Web Site www.uq.edu.au/ohs/

Risks categories that may relate to work off-campus activities and which are covered by OHS guidelines include manual handling, biological, chemical, radiation, dangerous goods, and hygiene.

4.2 OHS Legislation, Regulations, Standards, Codes and Guidelines relevant to work off-campus

The University's policies and guidelines must be used in conjunction with legislation, regulations, standards, and codes from government authorities and professional groups when planning work off-campus.

Relevant legislation, regulations, advisory standards, industry codes of practice and guidance can be found at the following websites:
www.legislation.qld.gov.au for all legislation quoted here (Workplace Health & Safety

Act and Regulations, for Mining and Quarry Safety Act 1999 and the Coal Mining Safety and Health Act 1999).

The University's Associate Director OHS, Ergonomics & Rehabilitation Adviser, Occupational Hygiene Adviser, Radiation Protection Adviser, Electrical Safety Officer, and OHS Officer can be contacted for specialist input into the work off-campus risk assessment.

4.3 Biological Safety

Biological work in Australia is regulated by various authorities as well as internal University requirements. At the University, biological work is monitored through the Institutional BioSafety Committee (IBC). The committee has a Biosafety website, which is available through the OHS website. www.uq.edu.au/ohs

It is the responsibility of supervisors to ensure correct approvals through the IBC to do biological work are in place. For example, if your work off-campus involves collection of biological material considered by the IBC to be high risk, then approvals will be required.

Similarly, the Office of the Gene Technology Regulator is responsible for the regulation of scientific activities that use genetically modified organisms. Approvals by the IBC are required for all genetically modified work. The Regulator also specifies that it is the responsibility of the organisation where GM work is done to ensure personnel are trained and authorised to work in their facilities. The approval, training and authorisation requirement should be documented as a control measure in the work off-campus risk assessment and plan.

Quarantine material is regulated by AQIS. Depending on your Permit Conditions, you may need approval from AQIS to take biological material off campus. THE approval must be documented on the work off-campus risk assessment.

Transport of Biologicals is also regulated within Australia and Internationally by Dangerous Goods Legislation and the International Air Traffic Authority (IATA). If you are transporting this type of material to another site, training at TEDI must be completed before air, post or surface transport is undertaken. The training must be documented on the work off-campus risk assessment and plan.

4.4 Fire and Emergency Procedures

- The University's Fire & Emergency Evacuation Procedures requires departments to establish and operate fire & emergency evacuation procedures which are suited to their particular geographical location. The general principles of the procedures should be used in the development of emergency procedures for each work off-campus activity. The purpose of emergency procedures for work off-campus is to ensure a timely and appropriate response to emergency situations by participants, in order that their health and safety is assured.
- The emergency procedures for the work off-campus should include the following

information:

- A contingency plan for reasonably foreseeable emergencies which have arisen from the risk assessment undertaken for work planning (section 3).
- Communication for emergencies including two-way radio and mobile telephone. The communication system should be fail safe and a back up means of communication should be in place in the case of failure of the principal means of communication.
- Contact details of relevant emergency services and the means of contacting them e.g. police, water police, harbour master, Royal Flying Doctor Service, ambulance, hospital, park ranger, fire authority.
- An emergency contact at the department should be available at all times and the contact person should have a complete copy of the work off-campus plan including the names of all participants.
- In remote areas the local police or park ranger should have a copy of the work off-campus plan including the itinerary and department contact person.
- Groups conducting work off-campus in remote locations on land or water should consider the use of the Global Position System which costs approximately \$300
- Provision of emergency equipment suited to the general environment and potential risks encountered including first aid kits, fire extinguishers and blanket, thermal blanket, bivouac tent, rescue beacons etc.
- Skills and capacities required by work participants to effectively manage emergency situations e.g. training in relevant first aid procedures, mop up procedures following chemical spill.
- The University Accident / Injury / Illness reporting procedures.

4.5 First aid

Refer to the University's First Aid Guideline (<http://www.uq.edu.au/ohs/pdfs/HEALTH-FirstAidSafetyGuideline.pdf>).

4.6 Communication

Contact should be made on a regular pre-arranged basis with either the department and/or a nominated communications base. Further information regarding communication is detailed in Emergency Procedures (section 4.3).

The means of communication should be appropriate to the work off-campus environment and a back up system should be in place in case of technology failure.

4.7 Solo Work Off-Campus

Solo work off-campus can be described as the performance of any work by an individual who is out of audio or visual range of another person for more than a few minutes at a time.

It is not advisable for any person to work alone on a work off-campus project which has been assessed as high risk or where the work activities are undertaken at a remote location. In these circumstances there should be at least 2 people undertaking the work

activity.

Where it has been assessed as appropriate for a staff member to work alone, regular contact should be made by that person with the department.

4.8 Medical conditions affecting work off-campus participation

In the planning stage of work off-campus, the supervisor should advise potential participants of their obligation to take appropriate medical advice and disclose any limitations imposed by their health which may affect their ability to safely participate in the work off-campus activities. This obligation applies before and during any work off-campus activity.

Participants should be given the option of attending the University Health Service in the first instance to confidentially discuss medical concerns with a doctor prior to disclosing the necessary information to the work supervisor.

In the case that the medical limitation is likely to impact on the safety of the work off-campus, the participant should discuss this directly with the supervisor. Alternatively they should give written authority for their doctor to discuss the functional consequences of their medical condition and specific needs with the supervisor. A risk assessment approach should be used to determine whether it is suitable for the individual to participate in the work off-campus activity.

In the case of work at a remote location, all participants should be fit. When the work is physically demanding or strenuous, the University Health Service &/or Occupational Health & Safety Unit should be contacted by the work off-campus supervisor regarding general assessment of fitness and capacity for participants.

It is not appropriate for staff, students or employees with a potentially life threatening medical condition to participate in work off-campus at remote locations.

To ensure that the University meets its obligations, it is vital that relevant information regarding the medical limitations is confidentially documented by the supervisor.

4.9 Climate

Weather forecasts 4 days ahead should be obtained during work off-campus planning. The following climatic factors should be considered in planning:

- temperature range
- rain
- flood
- wind
- cyclone
- electrical storm
- dry, hot conditions and fire risk
- snow
- UV exposure
- ocean and river tides and currents

Hypothermia and heat stroke are examples of serious medical conditions arising from exposure to the elements.

A risk assessment should determine the suitability of weather conditions for the work off-campus and control measures to reduce the risk of illness or injury.

4.10 Plant and Equipment

Plant and equipment used during the work off-campus should comply with the Plant Code of Practice 2005 (<http://www.deir.qld.gov.au/workplace/law/codes/plant/index.htm>) Persons required to use plant or equipment should be familiar with relevant Australian Standards pertaining to the safe use of that plant.

Salient points to consider for plant and equipment used on work activities are as follows:

- Equipment used for work off-campus and outdoor activities must be carefully selected with consideration of its intended use and potential risks.
- All equipment must be thoroughly checked and tested before use. This is particularly important for items such as vehicles, tents, ropes, ladders, compressed air cylinders upon which life may depend. Regular checks should also be made during use.
- Items essential for survival should be duplicated where practicable.
- Work off-campus participants must have necessary certificates of competency, prescribed activity licences or experience in operating equipment.
- Safe working procedures should be documented and operational for the use of equipment, and machines must be adequately guarded.
- Equipment which has been contaminated by dangerous substances should be thoroughly decontaminated.
- Damaged equipment must be repaired or replaced.

4.11 Clothing and Personal Protective Equipment

Clothing should be appropriate to the climate, particularly in environments prone to climatic change. The physical environment in general and the physical demands of the work activities must also be considered when stipulating suitable clothing for participants.

Personal protective equipment will also be required for work off-campus activities eg UV light protection during outdoor activities, hearing protection when using equipment or machinery, suitable gloves for veterinarians attending sick animals.

It is the University's responsibility to provide appropriate equipment and personal protective equipment which is required for the work activities. It is the responsibility of the work participant to meet the University's minimum dress requirements.

All clothing and equipment used for fieldwork should comply with

- The Advisory Standard for Personal Protective Equipment (www.deir.qld.gov.au)
- The University Guideline for Minimum Standards of Dress and Protective

4.12 Health Advice and Vaccinations

The University Health Service should be contacted regarding advice and vaccination requirements for the work off-campus destination. Vaccination may be required for travel within Australia or international travel. Examples of advice and vaccinations required for travel within Australia are:

- Hepatitis B vaccination for persons working with human blood or tissue
- Tetanus vaccination (especially important for persons working with animals or likely to sustain wounds contaminated by soil)
- Mosquito avoidance measures and equipment to avoid dengue fever in far north Queensland
- Rabies vaccination for the handlers of flying foxes/bats to protect against Lyssavirus which is closely related to the rabies virus
- Hepatitis A vaccination for persons handling non- toilet trained infants and toddlers or working with sewerage.
- Japanese encephalitis vaccination should be considered for those engaged in prolonged visits to villages on the outer islands of the Torres Strait.

An example of possible vaccination and medical advice requirements for a field trip to Indonesia is as follows:

- counselling regarding mosquito bite avoidance (to reduce the risk of contracting malaria and dengue fever) and the use of anti-malarial medication
- hepatitis A vaccination
- hepatitis B vaccination
- typhoid vaccination
- polio vaccination
- tuberculosis (only for lengthy stays , certain activities and more important for children than adults)
- advice regarding the ingestion of safe food and water to prevent diarrhoeal disease including cholera
- review routine vaccination status for tetanus, rubella, measles and mumps

It is important to understand that recommendations regarding vaccination requirements and health precautions depend on various factors such as the duration of stay, living conditions and location. In addition travel medicine advice changes over time depending on disease trends and medical advances. For this reason it is important to obtain current advice before any work off-campus. Contact with the Health Service should be made in the earliest stage of planning to ensure adequate time for vaccination to be effective.

4.13 International Work Off-Campus/Field Trips

In view of current world unrest and terrorist activities, staff planning to undertake the risk assessment and work off-campus should contact the Department of Foreign Affairs and Trade (DFAT) and also register with Smartraveller (www.smartraveller.gov.au) The Smartraveller information service will provide updates and travel advisories for the relevant country (ies).

In the case that there are threats to personal security for a specific country, DFAT and Smartraveller categorise the country as either:

- Be alert to your own security
- Exercise caution and monitor developments that might affect your safety
- Exercise high degree of caution
- Reconsider your need to travel
- Advised not to travel

In the case that the country of destination for work off-campus falls into either of *Reconsider your need to travel* or *advised not to travel* categories, the risk assessment will indicate an unacceptable level of risk and the work off-campus activity should not be conducted, unless a high level of risk control can be demonstrated, with minimal chance of failure.

In the case that the country of destination falls into the *High degree of caution* category, the risk assessment and work off-campus plan will require special consideration and approval by the Head of School.

The *Exercise Caution* and *Be alert to your own security* categories of country will require careful implementation of appropriate risk control measures for the work off-campus plan.

(Smartraveller also provides health advice for overseas travel)

In summary, staff intending to travel internationally should use or access the following resources:

- Fieldwork and Work off-campus Guideline
- Risk Assessment Database (<http://www.risk.admin.uq.edu.au/>)
- Travel Medicine with an appropriate doctor
- Smartraveller website and registration
- Department of Foreign Affairs and Trade
- “Working Overseas: A report prepared by The Australasian Faculty of Occupational Medicine”
- “Helpful Hints for Overseas Fieldwork and OHS” prepared by the University’s Australian Centre for International and Tropical Health and Nutrition”.

The risk assessment should consider the possible requirement for an emergency medical evacuation service to cover work off-campus participants. The University’s Insurance Manager should be contacted for further information regarding medical evacuation

services the cost of which may be covered by the University's insurance cover for these activities. The University Health Service should be contacted for further information regarding an emergency medical evacuation service provider.

In view of the critical nature of risk assessment for overseas travel, the OHS Unit should be contacted for further advice if there is any uncertainty or non-compliance with the recommendations in this section.

4.14 Insurance Cover and Liability

Supervisors should ensure that they have knowledge of the extent of insurance provisions for the following categories of the work off-campus participant:

- Staff (personal injury and public liability)
- Students (personal injury and public liability)
- Volunteers (personal injury and public liability)
- Non-University staff

Insurance provisions for vehicles and equipment should also be determined. In the first instance the Insurance Manager should be contacted to determine the level and type of insurance for participants, vehicles and equipment. On the basis of a risk assessment the work supervisor should assess whether the insurance provisions are appropriate, and ensure that suitable insurance is obtained prior to commencement of the work off-campus.

Fieldwork and Work off-campus participants should be informed of the extent of insurance provisions prior to commencing the work.

The Insurance Manager should also be contacted regarding insurance coverage during overseas travel.

4.15 Training

The skills required for fieldwork are various and all participants must be adequately trained before or during the activity. Of particular importance are the training, skill and experience of the leaders. Examples of training that may be required include navigation and map reading, care and maintenance of equipment and vehicles, and off road 4 wheel driving.

4.16 High Risk work off-campus activities

Field work activities which are high risk and which require participants to have specific skills or qualifications include:

- Boating (see section 4.18)
- Diving (see section 4.19)
- Snorkelling (see section 4.19).

- Bushwalking
- Cliff walking
- Climbing
- Use of high voltage equipment
- Tractor driving
- Four wheel vehicle drivin
- Farm work

Supervisors should ensure that participants meet the minimum skill, experience and qualification requirements for such work activities prior to commencement of the work off-campus. The work plan should require that certified copies of mandatory qualifications and training be provided by work participants and held on the staff file.

4.17 Driving Safety & Training for the University of Queensland

i) Vehicle selection

Work off-campus may involve driving vehicles on:

- sealed roads in the metropolitan, country, or remote areas; or on
- dirt roads, bush tracks, sandy shore lines, and inland waterway and estuarine locations in country or remote areas.

Vehicles may be used for a variety of work off-campus activities and may carry any combination of passengers, equipment, foodstuffs or animals.

Accordingly, the vehicle should be selected to suit:

- the road surfaces or terrain travelled
- the general environment of the work off-campus destination
- the type of work being carried out
- the amount and type of equipment, passengers and animals being carried

ii) Licence, skill and experience of the driver

Motor vehicles may only be driven by people who are appropriately qualified, trained, authorised and insured to do so. All drivers of vehicles must have a current vehicle licence that covers the vehicle being used for work.

A risk assessment should be done by the work off-campus supervisor to determine the level of skill required to safely drive the vehicle chosen for work. For example, driving a four wheel drive vehicle over unsealed and winding bush tracks that exceeds the capabilities of a conventional two wheel drive vehicle or is signed as ‘four wheel drive’ requires a licensed driver who has completed a Competency Training Unit designed for the safe operation of a four wheel drive vehicle. The competency training unit titled ‘Operate and recover a four wheel drive vehicle’ is preferred.. This training must be presented by a Registered Training Organisation (RTO). For further information please see the University of Queensland OH&S Guideline –Four Wheel Drive Competency Training.

The Queensland Transport customer service centre should be contacted for learner's permit, licensing, competency training and driving school information.

The Queensland Transport Mt. Cotton Training Services provides the following services:

- Competency training programs for the use of 4-wheel drive vehicles.
- Post licence training for rigid trucks and articulated trucks.
- Multi-combination licensing for drivers of Bdouble trucks and road trains.

Further information regarding licences or training for driving specialised vehicles can be obtained from The Queensland Transport Mt Cotton Training Services on (07) 3822 0000 and facsimile (07) 3822 0014.

iii) Emergency breakdown and maintenance

University vehicles used in field work are either University owned vehicles (pool, departmental or appointment vehicles) or Leaseplan vehicles (provided and maintained by Leaseplan Australia).

University owned vehicles are covered for breakdown emergency service by RACQ Fleetcare irrespective of the location of travel. RACQ Fleetcare guarantees a rapid response within 30 minutes of the request for assistance and the contact number is provided on all vehicle key tags.

University owned vehicles should be maintained and serviced by the Property & Facilities Garage for a minimum of every 10,000 kms, as specified by notification sent to departments from the Garage. The 1000 km service of new vehicles should be arranged by the department with the car dealer.

Leaseplan should be contacted regarding maintenance and emergency breakdown arrangements for the Leaseplan vehicle to be used for fieldwork.

In case of emergency or the need for assistance fail safe communication should be ensured for all vehicular travel, and this is of particular importance for remote work.

Strategies to minimise the risk of accidents and breakdowns include the following:

- Those whose functional capacities are impaired to a dangerous extent by fatigue, injury, illness, alcohol or drugs must not drive a vehicle.
- Vehicles must not be driven in a careless, reckless or dangerous manner
- Vehicles must be maintained in a safe and reliable condition
- All vehicles should carry an appropriate tool kit, a fire extinguisher, an appropriate first aid kit, and must be equipped with the appropriate vehicle user's manual as supplied by the manufacturer.
- All vehicles travelling outside the metropolitan area must carry appropriate spare parts commensurate with the remoteness of and facilities within the area of operation. A system of checking spare parts kits must be developed.

- Seat restraints must be used at all times.
- Loads must not be excessive or dangerously distributed. They must be properly secured.
- Cargo nets should be fitted to vehicles carrying loads in the back compartments.
- If dangerous substances are carried, they must be safely packed and loaded with appropriate warning signs displayed. Relevant legislation and regulations must be complied with.

4.18 Boating

All vessel operations conducted by University of Queensland in Queensland waters shall comply with *The Transport Operations (Marine Safety) Act 1994* and *The Transport Operations (Marine Pollution) Act 1995*. Where operating outside of Queensland waters, the master of the vessel shall ensure the vessel complies with the relevant legislation. All vessels used shall be commercially registered unless exempt from registration under *The Transport Operations (Marine Safety) Act 1994* or the activity involves commercial fishing in which case the vessel shall be registered as a fishing vessel.

Commercial vessels under 6m measured length may be operated in Queensland waters for genuine scientific purpose if the master holds a valid recreational marine drivers' licence. The minimum crew of a vessel shall be two.

A risk assessment shall be undertaken for all work conducted from a vessel, including the operation of the vessel.

The overarching responsibilities on the operator, applicable to each of the categories of commercial vessels class 2A-E, regardless of size, area or mode of operation are:

- The vessel must have and be operated according to its Operations Manual.
- A vessel must carry safety equipment of a type, quality and quantity to control the risks associated with the operation of the vessel, the number of persons on board and the potential risks of the voyage.
- All safety equipment must be regularly maintained and located so that it is accessible and will function reliably at time of need – it must not be stowed above machinery or near a high risk space.
- All safety equipment must be marked to ensure rapid identification of the parent vessel.
- All persons on board must have sufficient information and knowledge to effectively use all available safety equipment at time of need and facilitate search and rescue operations during daylight or at night.
- More than one reliable means must be provided to communicate distress and location to other vessels, aircraft or the shore to facilitate a rapid rescue. Where Marine VHF radio is used, the operator of the radio shall be licensed according to the Radiocommunications Act 1992.
- Taking into account the probable time taken to access shore-based medical assistance based on the area of operation, sufficient and appropriate medical assistance and supplies must be provided to treat injuries until professional medical treatment becomes available.

4.19 Underwater Diving and Snorkelling

Underwater Diving and Snorkelling are considered to be a high risk work off-campus activity and requires careful planning. Underwater diving work shall be carried out in accordance with the Queensland Underwater Diving Work Code of Practice 2005 (www.deir.qld.gov.au). Snorkelling work shall be conducted in accordance with the Queensland Recreational Snorkelling Code of Practice. The University Diving Policy and Procedures Manual shall be used in conjunction with the work off-campus guideline for planning diving and snorkelling activities. Aspects of diving and snorkelling which are addressed in the Diving Policy and Procedures Manual are:

- Responsibilities
- Minimum Qualifications for University of Queensland Research Diving
- Research Diving Work Planning and required documentation
- Risk assessment for SCUBA Diving including known hazards and recommended controls

A copy of the manual can be downloaded from www.uq.edu.au/ohs/pdfs/divingweb.pdf

4.20 Prescribed Activities

Operating vehicles such as forklift trucks, earth moving equipment or cranes requires special techniques, licensing and training. Occupational Licenses or Prescribed Activity Certificates are required and obtainable through Workplace Health and Safety Queensland.

The Workplace Health & Safety Regulation 2008 specifies a range of prescribed activities and the units of competency required for operation of certain types of plant and equipment. Certificates must be obtained before operation of the following equipment as detailed in Schedule 6 of the Regulation-

- Bridge and gantry crane (remote control only)
- Dozer
- Excavator having an engine capacity of more than 2L
- Fork lift truck (other than a pedestrian operated fork lift truck)
- Front end loader having an engine capacity of more than 2L
- Front end loader or backhoe having an engine capacity of more than 2L
- Grader
- Road roller having an engine capacity of more than 2L
- Skid steer loader having an engine capacity of more than 2L
- Scraper

Contact the University of Queensland Occupational Health and Safety Unit for more information

4.21 Permits

Permits for entry to restricted sites must be obtained where required.

4.22 Catering and Hygiene

It is the responsibility of the supervisor to ensure that work off-campus participants are provided with hygienic and wholesome food. Food must be prepared in as hygienic manner as is practicable: gastrointestinal illness could incapacitate a whole group of participants. The following points should be observed:

- All food items must be prepared hygienically, using clean hands and utensils.
- Food should be selected and prepared carefully. In many parts of the world raw food (salads etc.), shellfish and ice-cream should be avoided and fruit should be washed and peeled before eating. In cases of doubt, food should be thoroughly cooked to kill any contaminating microorganisms.
- A supply of potable water must be obtained. If necessary, the water should be sterilised by boiling, filtration or use of tablets. Always assume stream and river waters are unsafe, even in wilderness areas. Expedition members should drink enough to be able to pass clear urine rather than yellow.
- Hands must be washed or cleansed before touching food or after using the toilet.
- People with skin (on hands), nose, throat or bowel trouble should not prepare food.
- Cuts and sores should be covered with waterproof dressings.
- People preparing food must, as far as is reasonably practicable, be clean and wear clean clothing.
- Smoking, coughing, or sneezing over food must be avoided.
- Food preparation areas must be kept as clean as is reasonably practicable.
- Food must be kept clean and covered to prevent contamination by dust, insects etc. It should be kept cool (below 5 degrees Celsius) or piping hot (above 70 degrees Celsius).
- Pre-prepared foods should be wrapped tightly or protected in sealed containers before packing them in a cooler. Raw meats should be placed at the bottom of the cooler and ready-to-eat items above.
- The practice of cooking food for consumption one day ahead, should be avoided. Otherwise cooked food must be cooled as quickly as possible and refrigerated within 2 hours. If served hot, it must be thoroughly reheated.
- Fingering food during preparation should be avoided. Utensils must be kept clean.
- Care must be taken to ensure a balanced diet providing sufficient energy for the tasks in hand, and an adequate supply of protein, minerals salts and vitamins. Diets consisting exclusively of dehydrated food should not last longer than 72 hours at a time.

Long-life and canned products which do not require refrigeration or careful packing are appropriate for camping and examples are as follows:

- Dried noodles, soups, sauces and pasta products.
- Canned meats, fish, baked beans, corn and canned meals.
- Beef jerky and other dried meats.
- Powdered milk or small bricks of milk.
- Concentrated fruit juices or cordials.
- Raw rice and pasta.
- Breakfast cereals and health food bars.
- Peanut butter, vegemite and jam (in individual-serve sizes)
- Dried fruit and nuts.
- Shelf stable cheese and hard cheese such as parmesan.
- Lids must be kept on dustbins and waste food disposed of carefully, promptly and regularly.
- Cooking stoves must be of safe construction, operated safely, maintained in a safe condition, and sited so as to minimise any fire risk. Solid fuel stoves are safer than gas or liquid fuel stoves. Gas cylinders should be changed in the open air.
- Care must be taken to avoid burns and scalds.
- Toilets must be maintained in a clean and hygienic condition. Flies and other insects should be excluded if possible.

Disclaimer

These guidelines were designed for use within the University of Queensland. Others are welcome to use them. Although the information contained in the guidelines is believed to be reliable and current, we make no guarantee and assume no responsibility as to their absolute correctness for all circumstances or for their adaptation outside the University of Queensland environment.

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Appendix 1

Work off-campus Plan

Work Off-Campus Activity	Hazards	Risks	Control Measures (to bring risk to acceptable level)
General Research Diving	Lifting diving equipment and specimens in and out of dive boat	Moderate risk of back / shoulder injury	Scissor lift trolley to carry, lift and lower equipment to and from boat. Reduce size and weight of dive equipment container - use 2 containers. Team lift and train in manual handling technique.
	High levels of physical exertion before, during and after diving predisposes the diver to decompression sickness	Between substantial and high risk	Relevant Standard: The University Diving Safety Manual Dive in currents less than 1 knot. If current greater than 1 knot log the dive to the next depth increment or more, or plan the dive at low or high tide. Diver supervisor to complete Research Dive Plan. Academic supervisor responsible for overall Work Off-Campus Plan.
	Sun exposure	Very high risk	Schedule diving outside of peak UV ray periods. Ultra violet light protection: Shelter on boat. Hats, clothing, sunglasses and UV sunblock
On-road four wheel driving with trailer and boat	Jack-knifing when moving at speed. Reversing over people or objects due to restricted visibility on boat ramp. Underestimating the size of the vehicle.	Dependent on the skills of the driver and safety features of the vehicle & trailer. Moderate risk.	Relevant standards: vehicle user manual & appendix. Driving Safety. Identify enhanced driving skills course. Ensure adequate driving experience for the demands of the trip. Ensure provision and use of rear & side view mirrors, and reversing alarm in vehicle. Provide first aid kit and fire extinguisher in vehicle.