Field Work Approval

Given by:

The Travellers Supervisor or Manager

Purpose of this approval:

This approval is required when a staff member is undertaking research or field work in an uncontrolled environment. e.g. outdoors.

Where research is being undertaken in a controlled environment e.g. another Universities laboratory under supervision and safety protocols this approval is not required.

When the activities are in an uncontrolled environment, the approver needs to be satisfied that the activity has been thought through, and appropriate planning and risk mitigation has been undertaken.

You must consider the risks you are exposed to based on the places you are going, and the activities you are undertaking. When working on Campus, UQ provides a well managed environment and the resources required to undertake your job/research safely. When undertaking research in other locations, you need to plan ahead. UQ will provide any resources required to help assure your safety, however, you need to be proactive in planning ahead and asking for the resources.

Plan your:

- Personal Protective Equipment
- Special Training or guidance required
- Your Safety net in remote locations

OH&S have Satellite phones available for hire at subsidised rates, for more information contact OH&S

Approvals to Travel as a representative of The University Explained
What does the approver need to know to perform the approval?

- Who is the traveller?
- Where are they planning to go?
- When are they planning to go?
- What’s the purpose of the trip?
- What are the dangers?
- What measures are being taken to make the danger acceptable?