



HEALTH AND SAFETY MATTERS

Fieldwork Safety Standard

Please refer to the Fieldwork Safety Guideline for detailed advice on how to manage and plan fieldwork in support of this Fieldwork Safety Standard.

1. Purpose

This standard outlines the minimum health and safety requirements and processes needed to ensure that Massey University fieldwork activities are suitably planned and managed to reduce or mitigate any risks identified.

2. Scope

- Fieldwork is defined as any academic work carried out by staff or students for the purposes of teaching, research or other related activities while representing Massey University off-site either in NZ or overseas. It includes individual researchers, supervised study, and delivery of fieldwork as a component of organisation to organisation contracts.
- This standard applies to fieldwork that is assessed as **medium or high risk**.
- Low risk activities such as; attending conferences, public events, visiting local institutions, or touring facilities as observers while supervised, will not require completion of a Field work Health and Safety Plan.
- Low risk activities shall be the responsibility of each School or Institute to ensure that hazards and risks have been assessed and sufficient controls are in place, appropriate approvals are obtained, safe transport and communication is arranged and a check-in process is established if necessary.
- This Standard does not apply to students whilst off site on Massey student work placement or internships, these are outlined in [Student Placement Guidelines](#) nor does it include Massey staff travelling to work at other Massey Campuses.

3. Fieldwork Health and Safety Plans

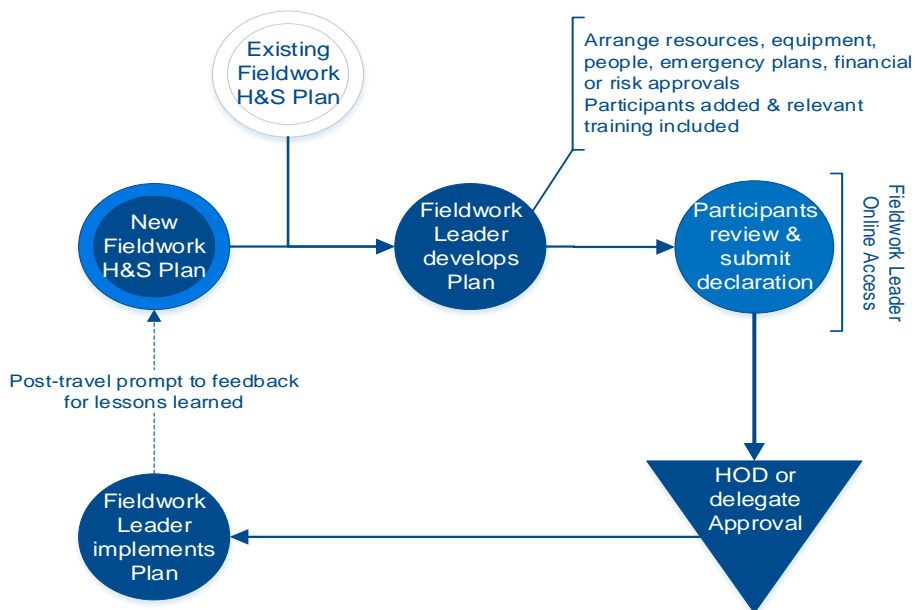
- A Fieldwork Health and Safety Plan for all medium and high risk fieldwork activities must be completed and approved by the Head of Department (HoD) (or nominated delegate responsible for Fieldwork Approvals)
- The plan must identify all hazards, assess associated risks, select appropriate control methods, and outline an emergency plan.

4. Participant Declaration and Profile Form

- All participants, including staff and leaders, must complete a Participant Declaration and Profile form prior to participating in medium to high fieldwork and overnight trips.

- Any matters identified by this process which may affect the individual's capability to undertake the fieldwork in a safe manner must be discussed and addressed with the Fieldwork Leader.
- Only personal and health information that is relevant to ensuring the health and safety during the fieldwork can be collected from students or staff.
- Any personal information must be treated confidentially and stored securely. Personal details must be destroyed after the conclusion and review of the fieldwork.
- Collection of all personal information must comply with the Massey University [Privacy Policy](#).

5. Fieldwork Plan Development and Approval Process



6. Responsibilities

- The following are key individuals with responsibilities in relation to the safe and successful development and execution of fieldwork health and safety plans.

6.1 Head of Department (HoD)

- The Head of Department (HoD) has overall responsibility to ensure the health, safety and wellbeing of participants involved in fieldwork. The HoD may delegate this responsibility to another person referred to as the Fieldwork Approver (FA)
- The HoD/FA must;
 - Ensure fieldwork is planned and resourced to meet health and safety obligations.
 - Appoint a competent Fieldwork Leader and ensure an appropriate level of supervision by people with relevant experience and training is provided for work in the field.
 - Review, authorise and sign off Fieldwork Plans.

6.2 Fieldwork Leader

- The Fieldwork Leader has operational responsibility for planning and supervising fieldwork to ensure it is managed safely.
- The Fieldwork Leader must ensure;
 - A Health and Safety Plan is completed and all participants complete the Participant Declaration and Profile Form.
 - Participants are informed of the nature of the work/activities and the associated hazards and the likely risk and controls to manage these.
 - Participants are adequately, instructed, informed, trained and supervised proportionate to risk.
 - All injuries, illness or incidents are reported as soon as practicable.
- During the fieldwork the Fieldwork Leader must ensure that all health and safety precautions are observed for the duration of the fieldwork and that the level of supervision is adequate for any given situation.

6.3 Fieldwork Participants

- Participants must;
 - Complete a personal profile and disclose any medical condition, in confidence to the Fieldwork Leader, which could have a bearing upon their own safety or that of others on the fieldwork.
 - Ensure they take reasonable care for their own health and safety and follow any instruction given to them by those supervising.
 - Raise any concerns or uncontrolled hazards to the attention of the Fieldwork Leader.
 - Undertake to comply with the instructions of the supervisors and behave appropriately for the entire duration of the fieldwork.
- Participants are not permitted to bring children or dependents with them on fieldwork and/or offsite activities without permission by the HoD.

Related Field Work Documents

S218 GL Fieldwork Safety Guidelines
S218FM Fieldwork H&S Plan
S218FM Participant Declaration & Profile
S218TP Overseas Fieldwork Information Pack
S218FM List of Participants Personal Details

Related Massey Procedures:

[Risk Management Framework](#)
[Massey Privacy Policy](#)
[Student Placement Guidelines](#)
[Travel Policy and Procedures](#)
[Safe Driving Procedure](#)
[Incident Reporting](#)

Relevant Legislation:

Health and Safety at Work Act 2015 and associated Regulations