FIELDWORK PLANNING PROCESS

For All participants there must exist:
Form 1 [REGISTRATION] FIELDWORK PARTICIPATION DECLARATION which is renewed annually and lodged with the school.

For All voluntary workers there must exist a
Form 6 [REGISTRATION] VOLUNTARY WORKERS INSURANCE

For all fieldwork the following must be prepared:
Form 7 [PLANNING] FIELDWORK SAFETY PLAN
If any hazards present in fieldwork
[PLANNING] Fieldwork Safety Risk Assessment
(Aquatic risk assessment template Form 8)

Will fieldwork include diving?

N

Y

For each diver, a RiskTeq or Divelog account in Active status:
AS2299 DIVE MEDICAL, First aid & Oxygen Provider
Form 02 [REGISTRATION] AFFIDAVIT OF DIVE EXPERIENCE
Form 03 [REGISTRATION] NEW DIVER ASSESSMENT

Complete:
Form 10 [PLANNING] DIVE PROPOSAL
This is assessed using DCIEM tables and as a buddy pair
And has only the life of each trip

NOTE: Once field work has been completed Form 16 [FIELDWORK - upload to UWA Riskteq forward Form 16 to the DBSO.

Will fieldwork include snorkelling?

N

Y

For each snorkeler there must exist:
Form 04 [REGISTRATION] NEW SNORKELER DIVER ASSESSMENT
Form 05 [REGISTRATION] SNORKEL DIVER REGISTRATION

Complete:
Form 11 [PLANNING] SNORKELLING OPERATIONS PLAN

Will boat(s) be used?

N

Y

Vessel Induction required (liaise with DBSO for further information)

Lodge documents with: Supervisor
Diving Boating Safety Officer (DBSO) or delegate
Head of School (HoS) or delegate

Approval must be received and kept prior to undertaking fieldwork.
An electronic copy of final plan shall be left with UWA Point of Contact.