

**Appendix 1 - WORK ORGANISER CHECKLIST**

		Tick Box			Comment
		Yes	No	N/A	
Access	<ul style="list-style-type: none"> <li>• Travel arrangements to, from and at location</li> <li>• Permission to work on site</li> <li>• Provision for disabled, if necessary</li> <li>• Assistance (medical, legal, consular, local, etc).</li> <li>• Additional insurance, if necessary (e.g. for private travel)</li> </ul>				
Pre-Planning	<ul style="list-style-type: none"> <li>• Travel documents ordered/received</li> <li>• Local conditions evaluated</li> <li>• Risk assessments made</li> <li>• Health questionnaires completed and action taken</li> <li>• Next of kin recorded</li> <li>• Medical problems noted</li> <li>• Vaccination received by all participants.</li> <li>• Draft itinerary available and updated as necessary</li> <li>• "Base" contact in Australia informed of all necessary details</li> </ul>				
Health	<ul style="list-style-type: none"> <li>• First-aid kit(s) obtained</li> </ul>				
Training	<ul style="list-style-type: none"> <li>• First-aid cover appropriate for work</li> <li>• Language differences</li> <li>• Hygiene/health education advice</li> <li>• Interpersonal skills</li> <li>• Information to participants</li> <li>• Specific skills</li> </ul>				
Staffing	<ul style="list-style-type: none"> <li>• Staff /student ratios (if appropriate)</li> <li>• Leaders established</li> <li>• Deputising arrangements, if necessary</li> <li>• Competency of all leaders for specialist or hazardous activities</li> </ul>				

		Tick Box			Comment
		Ye s	No	N/A	
Equipment taken overseas	<ul style="list-style-type: none"> <li>• Equipment fit for purpose and suitable for transport</li> <li>• Instructions for proper use available</li> <li>• Equipment well maintained</li> <li>• Equipment capable of repair on site</li> <li>• Is there a need to duplicate equipment?</li> </ul>				
Catering	<ul style="list-style-type: none"> <li>• Drinkable water or water purification tablets available</li> <li>• Ability to cater for special dietary needs actioned</li> <li>• Availability of food provisions</li> <li>• Food preparation and storage facilities</li> <li>• Availability of fuel for cooking (remote field work)</li> </ul>				
Personal safety	<ul style="list-style-type: none"> <li>• Risk of attack assessed and provided for</li> <li>• Method of routine communication established</li> <li>• System for emergency communication established</li> <li>• Accident and emergency plans in place</li> </ul>				
Physical hazards	<ul style="list-style-type: none"> <li>• Extreme weather (if outdoor work involved)</li> <li>• Severe terrain exposure, e.g. mountains, cliffs, glaciers, crevasses, ice falls, caves, mines, quarries, forests, fresh water, sea and seashore, marshes and quicksand</li> <li>• Normal weather for the area, e.g. hot and sunny (sun protection factor) recognised</li> </ul>				
Biological hazards	<ul style="list-style-type: none"> <li>• Venomous, lively or aggressive animals</li> <li>• Plant risks assessed</li> <li>• Pathogenic micro-organisms (tetanus, leptospirosis, etc) and similar risks evaluated</li> </ul>				