

School of Culture History and Language CAP

Guidelines for HDR scholars - health and safety when on fieldwork or researching away from campus

The University is concerned for your safety.

While responsibility for health and safety in the University is a prime function of all levels of line management, each employee or student has an overriding responsibility for ensuring that her or his own work environment is conducive to good health and safety by taking personal action to eliminate, avoid or minimise hazards of which he or she is aware.

In preparing for fieldwork or research off campus you need to attend to the following issues:

- Familiarise yourself with the **health risks** associated with your fieldsite /travel destination. Make sure you see a doctor to get specific advice, complete all vaccinations and obtain any necessary prophylactic medicines. The DFAT Smart Traveller site has useful information: <http://www.smartraveller.gov.au/tips/health.html>
- Identify the availability of **medical assistance** in your research area, and ascertain how you will access it. If your destination is very remote from medical care or if you are leading a team in the field you may need to take a course for a first aid certificate.
- When making your travel arrangements, give consideration to how you would **evacuate** in a medical, personal or other emergency situation
- If you are travelling overseas, consult the **DFAT Smart Traveller** site. <http://www.smartraveller.gov.au/>.
- If your travel is to a country with a travel advisory of level 3 you need to fill out a **risk analysis form**, do an **evacuation strategy**, and register with Smart Traveller in order to gain travel approval
See ANU policies and forms for 'travel to high risk destinations'
https://policies.anu.edu.au/ppl/document/ANUP_000677
https://policies.anu.edu.au/ppl/download/ANUP_001057
- Develop a **communication plan** with your supervisor before you leave. This will include what forms of communication are conveniently available to you, a plan for regular communication and a way to contact you in an emergency
- Review ANU travel insurance information: <http://fbs.anu.edu.au/insurance/travel-information> and understand your coverage and the procedures if you need assistance (When you travel make sure you print the ACE card with contact numbers.)
- Contact your local HDR Administrator for a copy of the ANU Travel Pack, which includes information on the ANU Business Travel policy, copy of the ACE Insurance card, how to claim etc.

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