

FIELDWORK PRELIMINARY RISK IDENTIFICATION:

This checklist gives a preliminary rating of whether the fieldwork is **LOW RISK**, or whether further assessment is required to determine the risk.

Fieldwork Coordinator, Supervisor or Student to complete

Fieldwork Coordinator:	
Curtin Supervisor: <i>(if different from above)</i>	
Unit of Study or Research Project:	
Partner Organisation:	Location:
Reason for Fieldwork:	
Fieldwork Participants:	If a group, please attach a list of student and staff names
Fieldwork Dates/Date Range: <i>(if not concurrent)</i> Supervisor/Coordinator to contact Risk Management if Fieldwork travel exceeds 180 days (6months).	
Fieldwork Description: <i>Please attach a brief fieldwork description including location, type of fieldwork, activity, equipment, partner organisation (or type of organisation if multiple organisations of a similar risk profile) and their contact details.</i>	

STEP ONE: <i>I verify and agree that:</i>	Yes	No	
A risk assessment in relation to this (or an equivalent) activity has previously been prepared, and there have been no significant or material changes in the situation since that time. <i>(If yes, attach the previous risk assessment and proceed to step 5. If No, go to Step Two)</i>			

STEP TWO: <i>I verify and agree that the fieldwork involves:</i>	Yes	No	If Yes, complete relevant risk category
1. A high risk, experimental or other sensitive activity, or involves the tangible export or intangible supply of sensitive technologies under the Defence and Strategic Goods List			Categories 1 & 3
2. A hazardous location or hazardous activity, working with hazardous materials, using a hazardous mode of transport or vehicle, or undertaking an activity which exceeds the applicable level of professional practice skills of the participants			Categories 1 & 5
3. International travel to a country with known political or security issues, known highly contagious or serious health risks (eg Ebola, Zika Virus, Malaria, HIV), a country with significantly different cultural issues and laws, a DFAT 3 or 4 country, or a country subject to Australian Autonomous Sanctions , which may impact on the planned fieldwork			Categories 1 & 5
4. Travelling to a remote location (domestic or international), or a destination with extreme weather or environmental conditions			Categories 1 & 5
5. Working alone as defined in Working Alone or in Isolation Guidelines or driving to a fieldwork destination outside of the metropolitan area or on unsealed roads.			Categories 1 & 5
6. Any activity which could have an impact or exceeds the amber shaded region of the Consequence Table in the Curtin Risk Reference Table			Complete relevant sections of Risk Matrix

STEP THREE: <i>I verify and agree that:</i>	Yes- I agree	No	N/A	If No, complete relevant risk category
1. The fieldwork involves a partnership or collaboration with another party where there is a written agreement and the party agrees to adhere to the risk framework that will govern the fieldwork.				Category 2
2. All the external permissions, permits and licenses required for the fieldwork are in place – if yes, copy attached.				Category 3
3. The supervision and assessment structure for the fieldwork is adequate.				Category 2
4. Reasonable adjustments are in place for participants with disclosed pre-existing medical or other conditions which may impact on the fieldwork.				Category 4
5. The fieldwork fits within Curtin's curriculum and course requirements or co-curricular standards, as relevant, and the participants have already received or will receive the advice and support necessary to demonstrate the required professional practice standards (if applicable).				Category 2
6. All applicable Curtin policies, and all the required internal approvals, including current ethics approval, has been identified and addressed in planning the fieldwork. If relevant: Ethics Approval No: _____				Categories 3 & 6

STEP FOUR:
If you answered Yes to any questions in Step Two or No to any questions in Step Three please complete the relevant categories of the Fieldwork Risk Matrix to determine if Risk is Medium, High or Extreme.
If you answered No to all questions in Step Two and Yes to all questions in Step Three, this Fieldwork activity is LOW RISK. Please sign the form and submit to your Fieldwork Coordinator or Supervisor for approval.
Once Fieldwork is approved, seek appropriate Travel Approval as per [Travel Procedures](#), before commencing travel.

STEP FIVE: <i>If applicable the following must be completed before the form can be signed off</i>	Yes	N/A
1. There is an Emergency Plan in place for domestic fieldwork or international fieldwork		

Fieldwork Preliminary Risk Identification completed by
Name: _____ Position: _____ Date: _____

Fieldwork Preliminary Risk Identification approved by <i>(Supervisor, Fieldwork Coordinator or Head of School):</i>
Name: _____ Position: _____ Date: _____