

**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*

<b>Fieldwork Coordinator/Supervisor:</b>			
<b>Unit of Study or Research Project:</b>			
<b>Partner Organisation:</b>		<b>Location:</b>	
<b>Description of Fieldwork:</b>			
<b>Fieldwork Participants:</b>		If a group, please attach a list of student and staff names	
<b>Fieldwork Dates/Date Range:</b> <i>(if not concurrent)</i> Supervisor/Coordinator to contact <a href="#">Risk Management</a> if Fieldwork travel exceeds 180 days (6months).			

<b>STEP ONE:</b> I verify and agree that:	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>			

<b>STEP TWO:</b> I verify and agree that the fieldwork involves:	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 <a href="#">Defence and Strategic Goods List</a>			<a href="#">Categories 1 &amp; 3</a>
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			<a href="#">Categories 1 &amp; 5</a>
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 <a href="#">Australian Autonomous Sanctions</a> , which may impact on the planned fieldwork			<a href="#">Categories 1 &amp; 5</a>
4. Travelling to a remote location ( <a href="#">domestic</a> or international), or a destination with extreme weather or environmental conditions			<a href="#">Categories 1 &amp; 5</a>
5. Working alone as defined in <a href="#">Working Alone or in Isolation Guidelines</a> or driving to a fieldwork destination outside of the metropolitan area or on unsealed roads.			<a href="#">Categories 1 &amp; 5</a>
6. Any activity which could have an impact or exceeds the amber shaded region of the Consequence Table in the <a href="#">Curtin Risk Reference Table</a>			<a href="#">Complete relevant sections of Risk Matrix</a>

<b>STEP THREE:</b> I verify and agree that:	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.				<a href="#">Category 2</a>
2. All the external permissions, permits and licenses required for the fieldwork are in place – if yes, copy attached.				<a href="#">Category 3</a>
3. The supervision and assessment structure for the fieldwork is adequate.				<a href="#">Category 2</a>
4. Reasonable adjustments are in place for participants with disclosed pre-existing medical or other conditions which may impact on the fieldwork.				<a href="#">Category 4</a>
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).				<a href="#">Category 2</a>
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: _____				<a href="#">Categories 3 &amp; 6</a>

**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.*

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

<b>Fieldwork Preliminary Risk Identification completed by</b>
<b>Name:</b> _____ <b>Position:</b> _____ <b>Date:</b> _____

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