

HS018a

Fieldwork Approval Form



UNSW
AUSTRALIA

Refer to HS917 Fieldwork Procedure for further information. This form is intended for use in documenting approval of a fieldwork activity. For low risk work in a low risk environment it may also serve as notification of the occasion. Fieldwork with a medium or high risk must also provide the information found in HS018b Fieldwork Notification. Approval modes other than this form are acceptable e.g. SafeSys – Activity.

Fieldwork Approvers				*denotes mandatory field	
Purpose of fieldwork:					
Date submitted:		Date Approved:		Approval withdrawn by: Date: Reason:	
Approving Person name and Role:				Signature:	
Fieldwork Leader:				Signature:	
Specialist approver and Role:				Signature:	
Specialist approver and Role:				Signature:	
DFAT risk level:			ISOS Threat Level:		
Travel Approval (>100 km) obtained? Circle one.			Serko, Email, TR1, N/A		
Fieldwork activities					
*Describe what tasks you will be doing:					
*Fieldwork Locations:					
*Proposed Period of Fieldwork:					
*Risk Management documents ref:					
Permits and Licences required:		Vehicle		Collecting	
				Indigenous community	
Number of participants		Staff		Students	
				Volunteers	
				Collaborators	
				Contractors	
Fieldwork communication & Emergency					
Callback Person:				Secondary Contact:	
Nearest 24hr hospital:				Telephone:	
Local Emergency Services contact:				Number of qualified First aiders:	
Emergency Plan Ref:					
Means of Communication:					