Domestic Fieldwork Approval Process

**1. Lower risk fieldwork**

- Includes activities likely to cause minimal or no risk to individuals, animals, the environment, or the community.
- May include activities such as small surveys, data collection, limited field observations, and minimal risk to human subjects.
- Activities may include, but are not limited to:
  - Fieldwork, with the exception of fieldwork requiring approval under the University’s research or laboratory regulations.
  - Fieldwork for educational purposes.

**2. Higher risk fieldwork**

- Includes any activity that may cause personal harm or may negatively impact local communities, including buildings, social or cultural norms. Fieldwork risk management must be completed and approved prior to undertaking fieldwork in any location external to the University that involves higher risk.
- Activities may include, but are not limited to:
  - Fieldwork, with the exception of fieldwork requiring approval under the University’s research or laboratory regulations.
  - Fieldwork for educational purposes.

**3. Important Precautions**

- Always consider the potential impacts of your work on the environment and local communities.
- Obtain necessary permits and permissions before undertaking fieldwork.

**4. Fieldwork Approval Process**

- Complete the online Fieldwork Approval Form.
- Submit the form to the appropriate authority.
- Approval will be granted once all necessary steps have been completed.

**5. Risk Assessment**

- Assess the potential risks associated with the fieldwork.
- Identify possible hazards and develop strategies to mitigate these risks.

**6. Risk Management**

- Implement appropriate risk management plans.
- Ensure that all personnel are trained on risk management procedures.

**7. Communication**

- Keep all stakeholders informed about the status of the fieldwork.
- Communicate any changes or risks to the team.

**8. Review and Approval**

- The project will be reviewed by relevant authorities.
- Approval will be granted upon successful completion of all necessary steps.

**9. Fieldwork Execution**

- Ensure that all fieldwork is conducted safely and effectively.
- Monitor the project regularly to ensure compliance with all regulations.

**10. Post-Fieldwork Evaluation**

- Conduct a thorough evaluation of the fieldwork.
- Identify any areas for improvement for future projects.

**11. Compliance with University Policies and Procedures**

- All fieldwork must comply with the University’s policies and procedures.
- Failure to comply may result in disciplinary actions.

**12. Transportation - Insurance Requirements**

- Ensure that all vehicles are properly insured for any potential accidents.
- Obtain necessary permits and permissions before undertaking fieldwork.

**13. Conclusion**

- The University emphasizes the importance of fieldwork safety and compliance.
- All stakeholders are encouraged to stay informed and engaged throughout the process.