

Faculty of Architecture, Building & Planning.

Field Trip & Site Visit safety
Procedures

January 2015



Field Trip and Site Visit Safety Procedures

- All students must read, understand and follow the **Field Trips & Site Visit Safety Procedures** requirements.
- This Power Point presentation can be viewed on the Environments & Design Student Centre (EDSC) Travelling Studios website:

<http://edsc.unimelb.edu.au/travelling-studios>

Field Trip and Site Visit Safety Procedures

- All students must complete a **Medical Questionnaire form** (available from the EDSC website) before attending any site visit or field trip.
 - **Hand completed medical forms into the Student Centre**
 - **Fill in as much information as possible**
 - **Discuss any medical conditions which may affect your comfort or safety with the Field trip/Site visit coordinator prior to undertaking the activity**
- These procedures **must** be followed in order for students to be covered by the University's insurance policy.

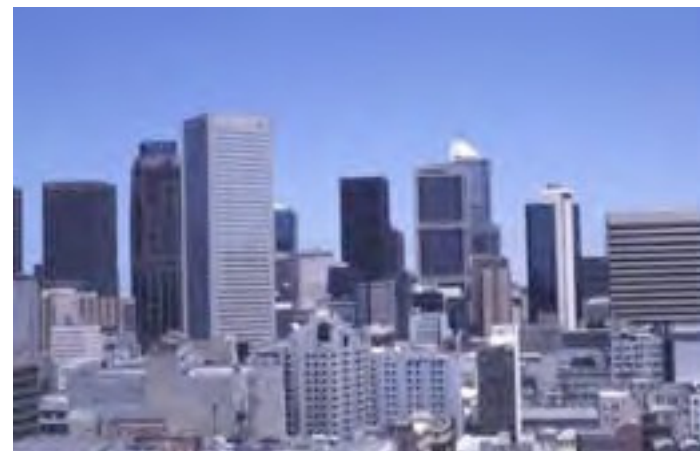
Off-campus Activities

- Anything for assignment works or research
- Observing
- Photographing
- Sketching
 - Buildings
 - Landscapes
 - Cityscapes
 - Don't get too absorbed in your work that you disregard your immediate surroundings
 - Be aware of traffic



Application of Safety Guidelines

- **Architecture / Property & Construction**
 - Construction sites
 - Factories and manufacturers
 - Evaluations of existing buildings
- **Urban Planning & Landscape**
 - Walks around city inspecting completed retail / commercial developments, markets etc.
 - Attending planning meetings
 - Heritage, Council planning sub-committees, VCAT, panel hearings
 - Field trips to parks, gardens, forests and nurseries



Field Trips

- To Parks, gardens, forests and nurseries etc.
 - Most of all use your common sense
 - Wear appropriate footwear and clothing
 - Watch where you're walking for uneven ground, potholes, slippery surfaces, broken glass, syringes etc.
 - Do not stand under trees during electrical storms
 - Large tree branches can fall on you without warning especially during strong windy conditions
 - Eucalyptus trees can drop limbs/branches in very hot weather (>35 degrees) even with no wind
 - Do not climb any trees



Field Trips (cont'd)

- To Parks, gardens, forests and nurseries etc.
 - Keep an eye out for snakes during summer
 - Watch out for venomous spiders in the undergrowth
 - Be aware of local conditions, particularly when taking photographs
 - Be careful at edges of water ponds, lakes & reservoirs, ground conditions can be unstable



The construction site environment: a dangerous mix



- Temporary duration
- Constantly changing
- Many trades/subcontractors
- Long working hours
- Time and cost constraints
- Exposed to weather
- Dangerous plant and equipment
- Work at height

Hazards of construction

Can equally apply to students observing:

- Work at height (fall of person/falling objects)
- Slipping/tripping/falling
- Plant and machinery (collisions, crushing, over-turning)
- Excavations (collapse/falling)
- Electricity (electric shock/electrocution)
- Manual handling (musculo-skeletal injuries, strains/sprains)
- Noise (hearing loss)
- Hazardous substances (chemical burns, respiratory illnesses)
- Sharp objects eg nails, (cuts, lacerations)
- Hot work eg. welding (burns, eye damage)
- Flying particles (eye injuries)

Causes of accidents

- People not thinking about what they are doing
- People not following instructions
- People not following training they have been given
- Failure to use personal protective equipment
- Ignoring safety signs, signals and warnings
- **On-site safety is your responsibility as well – think before you act.**

Site Protocol & Access

- On every visit to a site, you must report to the site manager to gain permission to enter the site.
- You must report back to the site manager before you leave.
- If there are no tradesmen or builder's representatives present, you must not enter the site.

NO STUDENT IS TO BE ALONE ON SITE

- Follow any instructions given to you by the builder, tradesperson or staff member
- Seek permission before taking photographs on site



Instructions and warning signs

- You must follow any instructions given to you by builder's representatives or tradesmen whilst on site.
- You must also obey all safety rules, signs and instructions



Designated access routes

- Stick to designated access routes
- Do not lean over or go beyond any protective handrails or barricades
- Keep out of restricted areas.



Ladders

- Only one person should be on a ladder at any time.
- Use both hands when climbing or descending a ladder – nothing should be carried in your hands.
- Always face the ladder when climbing up or down



Climbing

- Do not climb on scaffolding and be careful on working platforms. Use the designated access stairs / ladders.
- Do not climb up or onto residential timber wall framing or roof framing
- Be particularly careful when walking on exposed floor joists. Experienced tradespeople still trip & fall



Floor openings

- Be careful where you walk.
- Pay attention to floor openings, excavations, barriers, protective covers and changes in floor level.
- It is very easy to trip!
- Never walk backwards in a construction area
- Do not jump from equipment, platforms or scaffold



Clothing

- Do not wear loose clothing to site.
- Leave bags in the site office.
- Wear and use personal protective equipment properly.



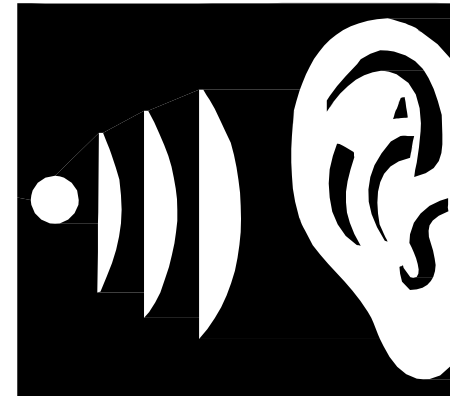
Hard hats & Safety boots

- All students are required to wear hard hats at all times while on site.
- All students are required to wear safety boots on site visits.
- Thongs, sand shoes or gym boots are not allowed.
- Safety boots should have steel toe-caps to protect against your foot being crushed; and a metal mid-sole to protect against your foot being pierced eg stepping on a nail.
- Wet surfaces and muddy boots make conditions very slippery



Noise

- Protect your hearing.
- If required, ear protection should be worn.
- Generally, if you have to shout to make your understood at 2 metres, the background noise is around 85 dB(A) and ear protection should be worn.



Eye protection



- Your eyes are very vulnerable - an accident or injury can completely change your way of life.
- Intense light can damage your eyes.
- Do not look at welding flames.

Vehicles and mobile plant

- Be aware of moving equipment and vehicles.
- Pay attention to all warning signs & flashing lights
- Obey all traffic rules and stick to designated pedestrian zones if demarcated.
- Remember, plant operators may not be able to see you.
- Fluoro jackets must be worn where mechanical equipment is being used



Hazardous substances & Weather

- Do not touch any chemicals on site – construction materials can cause a variety of reactions.
- Never smoke while on site.
- Be extremely careful during rain & windy conditions



Cranes and lifting

- Do not stand or walk under any loads being lifted.
- Loading bays are designated with signs and flashing lights



Electricity

- Do not touch any electrical appliances, distribution boards or temporary power leads.



Students: Manual handling

- Take care when lifting or moving particularly heavy items
- Keep your back straight
- If attempting to lift or move heavy items, seek assistance or let you activity coordinator know
- Above all, take care
- Do not attempt to lift heavy objects whilst standing on a chair or ladder

Be safe



- Never mess around on site
- Obey all safety rules, signs and instructions
- Wear and use PPE correctly
- Don't touch any materials, machinery or equipment.
- **Safety is your responsibility**