Faculty of Architecture, Building & Planning.

Field Trip & Site Visit safety Procedures

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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:

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 your 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