

SCU Journey Management – Field Guide

This field guide provides essential steps for safe travel related to work, study, and fieldwork at Southern Cross University. It applies to staff, students, and contractors.

Before You Travel

- Complete a Journey Management Plan for trips involving long distance, remote, or high-risk travel.
- Conduct a risk assessment considering fatigue, driving hours, road/weather conditions, and isolation risks.
- Check vehicle roadworthiness, fuel, and emergency equipment (first aid kit, water, satellite phone if remote).
- Inform your supervisor of travel details, route, and check-in arrangements.

During Travel

- Do not exceed 2 hours driving without a break or 8 hours in one day.
- Avoid driving between 11pm and 5am unless unavoidable.
- Maintain scheduled check-ins with your supervisor or nominated contact.
- Use seatbelts at all times and follow road rules.

Emergency Preparedness

- Carry a first aid kit, emergency contacts, and communication devices (e.g., mobile phone, satellite phone).
- In the event of an incident, contact emergency services (000) first, then your supervisor.
- If travelling in remote areas, have a contingency plan for rescue or breakdown.

After Travel

- Confirm safe arrival with your supervisor/contact.
- Report any incidents, near misses, or hazards encountered during travel.
- Submit completed journey records for SCU recordkeeping (retained for 5 years).

Remember: Fatigue, poor planning, and inadequate communication are major risks. Plan ahead, check in, and stop work if travel cannot be done safely.