

UNIVERSITY OF CAPE TOWN	
Field Activity Guideline	Reference Number
	UCT/GUI/001
	Implementation Date
	01/05/2024
	Rev / Amendment No
	06
	Rev / Amendment Date
	Nov 2024



FIELD ACTIVITY GUIDELINE

SUMMARY: THIS GUIDELINE IS ALIGNED WITH THE UCT [OHSE POLICY STATEMENT](#). IT IS EFFECTIVE FROM IMPLEMENTATION DATE AND MUST BE ADOPTED ACROSS UCT, AS DEFINED WITHIN THE SCOPE OF THE UCT OHSE POLICIES.

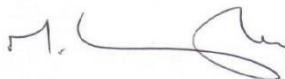
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This is to acknowledge receipt of the respective OHSE document and to confirm that communications with the respective 16.2 designate and impacted stakeholders within the Faculty/Department has taken place.

Faculty/Department	COHSAC Rep	Signed	Dated
CHED	Carmen Siljeur	CS	Dec 6, 2024
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Science	Dawood Hattas	DH	Dec 6, 2024
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Research & Innovation	Candice Jacobs	CJ	Dec 6, 2024
IAPO	Nonnie Falala	NF	Dec 6, 2024
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Development and Alumni Dept	Arlene Bowers	AB	Feb 10,2025
Dept of Student Affairs	Loki Manise	LM	Jan 23.2025
Finance	Tumi Ndabula	TN	Jan 09,2025
HR	Lulama Sibiya	LS	
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Institutional Planning	Ashraf Conrad	AC	Jan10,2025
Law	Patricia Phillips	PRP	Dec 16, 2024
Libraries	Nikki Crowster	C	Dec 17, 2024
Office of Registrar	Rashaad Latief	RL	Dec 17, 2024
Office for inclusivity and change	Sianne Alves	SA	Feb 07,2025
Properties and Services	Warren Kukard	WK	Dec 6, 2024
Baxter Theatre	Jeremy Blackburn	JLB	Dec 12, 2024

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APPROVAL PAGE

	NAME & TITLE	DATE	SIGNATURE / STATUS
Compiled by	Mr. Michael Langley	26 July 2024	
Reviewed by	Faculty Research Committees	August 2024	Completed
Reviewed by	COHSAC Working Group (signed by chair of Working Group) (includes Research Office -International Grants)	November 2024	
Approved by Director: OHSE	Ms. Kirshni Naidoo	December 2024	
Communicated	COHSAC Representatives and respective Deans/Executive Directors	February 2025	COHSAC Reps signed confirmation
Approved by	COHSAC Chair	February 2025	
Approved by the Interim Registrar	Kathy Idensohn	Feb 26, 2025	Kathy Idensohn
Approved by the DVC: Research and Internationalisation (Acting)	Prof. Jeff Murugan	Feb 25, 2025	J. Murugan
Approved by COO (Acting)	Mr. Mughtar Parker	Feb 25, 2025	Mughtar Parker

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AMENDMENT HISTORY

Doc Issue	Date	Amendments	Doc change proposal No.	Configuration
GUI_001	21 May 2024	New release	001/24 Rev 01	PN Nxumalo
GUI_001	15 July 2024	Amendments by OHSE	001/24 Rev 02	PN Nxumalo
GUI_001	18 Aug 2024	Based on feedback from working group	001/24 Rev 03	PN Nxumalo
GUI_001	20 Aug 2024	Changed the approach to being less prescriptive and have broader framework	001/24 Rev 04	PN Nxumalo
GUI_001	19 Sep 2024	Minor edits on terms field activity leader and manager	001/24 Rev 05	PN Nxumalo
GUI_001	11 Nov 2024	Notes on field activity abroad and use of common UCT spaces	001/24 Rev 06	PN Nxumalo

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BACKGROUND

Due to the undesirable events of incidents that have occurred over the past few years, including a fatality that occurred in December 2022, it was an executive request that an assurance program be implemented for all field activities that would either enhance current practices or embed new processes that may have been absent. The Director: Occupational Health Safety and Environment (OHSE) was requested to implement a guideline document with the intention to reduce or mitigate associated risks that may impact life, health, and safety or expose the University to vicarious liability. The progress of development and implementation of the guideline was communicated at the University's Risk Management Executive Committee, chaired by the Vice-Chancellor. Communication and engagement with respective stakeholders are most critical in the successful implementation of the guidelines. Although the Central Occupational Health and Safety Advisory Committee is the UCT's official central OHSE Committee, where implementation of OHSE governance processes and policies takes place, a more focused engagement with research committees across the various UCT faculties, departments, and units was imperative for the understanding and appreciation of fieldwork activities prior to the final review and approval of the document.

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1 SCOPE

This guideline applies to all UCT field activities, including staff and student field activities that are part of university research or courses.

This guideline provides an overview of responsibilities and actions in accordance with Occupational Health Safety and Environment (OHSE) legislative requirements and the University's [OHSE Policy](#).

The guideline is also based on the presumption that all governance procedures, such as funding, grant approvals, or ethical guidelines within or external to UCT, have already been approved, specific to the type of research or associated fieldwork.

1.1 Purpose

The purpose of this guideline is to provide a broad range of Occupational Health Safety and Environment (OHSE) principles to ensure that risks are adequately addressed when undertaking field activities.

Health and safety planning is critical to the efficient organization of any field activity. This guideline will also help to identify the chain of command and the responsible person in charge in the event of an incident or undesirable event. The responsible staff member accompanying the group of students and staff must make sure that appropriate health and safety precautions are taken, which includes comprehensive risk management and emergency preparedness. Due to the complexity and variation associated with field activities across UCT, each faculty, department, or unit will be required to develop their own set of guidelines and/or procedures specific to their scope of activity, indicating the hazards and associated risks related to their field activities. To integrate these guidelines into the UCT Occupational Health Safety and Environment (OHSE) Strategy, a systems-based approach has been adopted, aligned to the Occupational Health

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Safety and Environment (OHSE) international standards (ISO 45001).

1.2 Policy

The institution acknowledges the paramount importance of the health and safety of all persons within its scope of activities. Therefore, all personnel involved in planning, supervising, or participating in field activities and research work shall abide by UCT's commitment in upholding the health and safety requirements.

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2 DOCUMENTS

2.1 Applicable Documents

- ISO 45001: 2018 Occupational Health and Safety Management (OHSE) System
- OHSAct, 85 of 1993, as amended

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2.2 Reference Documents (UCT Documents)

UCT Occupational Health Safety and Environment (OHSE) Policy Statement

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3 DEFINITIONS / ABBREVIATIONS

3.1 Definitions / Terminology / Word Descriptions

NB: Role names are to be adapted to the respective field activity

3.1.1 Break Away Activities

Break Away Activities (BAA) include those occasions when field activity participants, individually or in groups, detach or withdraw from the field activity for non-field activity purposes, for example, for recreational or social purposes. The institution will not be accountable for breakaway activities that occur outside of the supervision and planning of the field activity.

3.1.2 Field Activities

Field Activities may be either field trips or field work as described below. All field activities must be approved by the relevant designated responsible staff member as per the respective faculty/department or unit's organisational structure and delegation of authority process.

For the purpose of this document, field Activities do NOT include:

- Inter-campus travel.
- Meetings off-site.
- Attendance at conferences and trade fairs .
- Any field activity where the UCT member is at a site under the control of a third party, in those instances they fall under the policies and control of that institution/organisation.
- On-line field research, unless a risk assessment is deemed necessary, for example, when the research can impact mental health or cause mental trauma.
- On-campus field activity, as these are already covered under other policies.

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3.1.3 *Field Trip*

Field trips are activities undertaken by staff, students, volunteers, or visitors at any outdoor or off-campus site and includes off-campus UCT Sporting Events.

Field trips include off-site activities such as (but are not limited to):

- Visits to places of biological, physical, cultural, or environmental scientific interest.
- Visits to remote communities.
- Aquatic activities, boating, and/or diving.
- Outdoor education camps and academic-related excursions.
- Activities at archaeological sites, including excavations.
- Bushwalking and/or camping.
- Capture or sampling of flora and fauna.
- Film shoots.
- Dramatic/musical performances.
- Other off-campus activities, which may or may not involve overnight stays.

3.1.4 *Field Work*

Fieldwork is any work, research, or study activity undertaken by staff, students, volunteers, or visitors at any off-campus sites.

3.1.5 *Field Activity Manager (FAM)*

The person under whose authority the field trip or field work is arranged and conducted. The Field Activity Manager (FAM) may or may not be in attendance at the activity.

3.1.6 *Field Leader (FL)*

A person who is present during the field activity and who is appointed by the Field Activity Manager (FAM) to lead the activities and ensure the health and safety of persons whilst in the field.

3.1.7 Deputy Field Leader

The person who assumes the responsibilities of the Field Leader (FL) in the event of the Field Leader (FL) being incapacitated or absent.

3.1.8 Field Representative

A person who is elected by the Field Leader to report back on and coordinate the safety of a group of persons that splits from a main group in the field. Where a main group splits into multiple smaller groups, each group will be assigned a Field Representative.

3.2 Abbreviations / Acronyms

COHSAC	:	Central Occupational Health, Safety Advisory Committee
GUI	:	Guideline
HoD	:	Head of Department
OHSE	:	Occupational, Health, Safety, and Environment
OMP	:	Occupational Medical Practitioner
OHNP	:	Occupational Health Nurse Practitioner
P&S	:	Properties and Services
RMEC	:	Risk Management Executive Committee
UCT	:	University of Cape Town

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4 DUTIES AND RESPONSIBILITIES

It is important to note that at UCT the Vice-Chancellor is ultimately accountable for the health and safety of all persons involved or affected by activities that fall under the control of UCT. To comply with the OSHACT, the Vice-Chancellor makes legal appointments to delegate his authority to persons under his direct control regarding Occupational Health Safety and Environment (OHSE). In so doing, there is a cascading of Occupational Health Safety and Environment (OHSE) responsibility for specific scopes of work under the individual's supervision.

4.1 Deans/ Executive Directors/HOD's /Managers

Have ultimate responsibility for their respective faculty, department or unit in ensuring that appropriate delegation of responsibility incorporates Occupational Health Safety and Environment (OHSE) in all activities, and this includes field activities. For the purpose of this document, the Field Activity Manager (FAM) and Field Activity Leader (FAL) will have responsibility for work under their scope of responsibility or supervision.

4.2 The Field Activity Manager (FAM) (Role to be adapted to the respective field activity)

- Must ensure that health and safety are considered in the planning and control of field activities.
- Assigns Health and Safety duties to a Field Activity Leader (FAL) and determines the criterion for this assignment.
- Ensures that an appropriate risk assessment is conducted and that the risk control measures reduce the risk to be as low as reasonably practicable and that there is communication of risk and controls to field activity participants.
- In the event where high-risk equipment is required for the field trip, it is advisable that the Office of Risk and Compliance (ORC) be notified.

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- Ensures that all supporting documents and records are maintained and made available in the event of an incident recall or compliance audits either by internal or external parties to the University.

4.3 Field Activity Leader (FAL) (Role to be adapted to the respective field activity)

- Has the mandate to execute the field activities according to the risk mitigation measures established by the risk assessments.
- Is responsible, as far as reasonably practicable, for the health and safety of all participants during the field trip and related activities.
- Should have a register of all participants, especially if there is a large cohort of participants.
- Has the authority to execute minor deviations (e.g., rescheduling activities, logistical changes due to local conditions).
- May deny participation prior to and during the field activity to persons.
- During the field activity, has the authority to temporarily deny participation based on a participant's lack of protective equipment (e.g., appropriate clothing), behaviour, and attitude.
- Has the authority to take relevant decisions to mitigate risks during the field activity.

If the Field Leader (FL) is incapacitated, the Deputy Field Leader (DFL) will automatically take over their responsibilities.

If a group conducting field activities is to be split into several groups, then the Field Leader (FL) must ensure that each group is assigned a Field Representative (FR).

4.4 Field Representatives

- The Field Representative (FR), who may also be a participant in the field activities of that group, must participate in ensuring health and safety

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requirements are met and report to the Field Leader (FL) on OHS difficulties that they are unable to resolve.

- Field Representatives are not accountable persons but are responsible for ensuring that precautionary measures are adhered to and act subject to the direction and control of the Field Activity Leaders.

4.5 Participants

Field Activity participants are required to:

- Abide by this Field Activity Guideline (FAG).
- Ensure that they have the correct Personal Protection Equipment (PPE) and know how to use it.
- Follow the instructions of the Field Leader (FL) during the field trip.
- Always act in the interests of the group's health, safety, and security.
- Take individual responsibility for their own health, safety, and security.
- Raise any concerns regarding safety or security, or if feeling unwell.
- Take responsibility for acknowledging one's level of medical fitness and ability to participate in the field activity.
- Notify the Field Leader (FL) if there are any special needs or requirements.

5. FIELD ACTIVITY HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)

An effective Hazard Identification and Risk Assessment (HIRA) process should be participative with key stakeholders, should highlight what could go wrong, and outline the mitigation measures most adequate and effective in reducing risks to as low as reasonably practicable (ALARP). It is advisable to use a hybrid method of rating, i.e., both qualitative and quantitative, for a more objective assessment of risk rating.

It is also advisable for each research unit to compile a risk assessment in advance of typical research activities within their domain to reduce administration and to adjust the risk assessments as events or the scope of research evolve.

The mode of transport, driver and vehicular safety, travel routes, type and location of accommodation should be some of the considerations included in the risk assessment apart from the actual activities.

Annexure 1 provides a list of hazards and risks for consideration; however, each field trip will warrant its unique set of hazards and risks. The Field Activity Manager (FAM) and Leader will decide on the method of record keeping, appropriateness of approach, stakeholder engagement, appropriate control measures, and communication methods thereof.

The Field Activity Leader (FAL) will ensure the implementation of mitigation measures.

Note Well:

- For field activity work abroad, the principles of the framework should be followed.
- For leave application, where necessary the respective Human Resources (HR) policies are to be followed and the respective Human Resources (HR) business partners to be consulted.
- For the use of UCT common spaces for field activity please consult office of the Executive Director: Properties and Services (P&S).

6. TRAVEL ARRANGEMENTS

- Formally designated drivers, as per the job description of vehicles transporting field activity members, must be appropriately licensed and medically fit. The Occupational Health Unit (OHU) within the Occupational Health Safety and Environment (OHSE) division must be made aware that the medical surveillance program for UCT drivers must be adhered to.
- In addition, vehicles must be in a roadworthy condition with the applicable licensing requirements.
- A driver is to hold a Professional Drivers Permit (PDP) for the following conditions as per *part iv of the National Road Traffic Regulations*:
A professional driving permit shall be held by the driver of:
 - (a) a goods vehicle, the gross vehicle mass of which exceeds 3,500 kilograms.
 - (b) a breakdown vehicle.
 - (c) a bus.
 - (d) a minibus;
 - (i) the gross vehicle mass of which exceeds 3,500 kilograms; or
 - (ii) which is designed or adapted for the conveyance of 12 or more persons, including the driver
 - (e) a motor vehicle used for the conveyance of persons for reward
 - (f) a goods vehicle carrying dangerous goods the gross vehicle mass of which exceeds 3 500 kilograms, or a vehicle to which standard specification SABS 1398 "Road tank vehicles for petroleum-based flammable liquids" or standard specification SABS 1518: "Transportation of dangerous goods-design requirements for road tankers" applies; and
 - (g) a motor vehicle conveying 12 or more persons, including the driver.

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- Fellow staff and students offering transport to each other are to be made aware of the above requirements and to follow safe driving practices and to ensure the roadworthiness of personal vehicles.

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7. EMERGENCY AND COMMUNICATION PLANS

- Dependent on the type of field activity, the Field Manager (FM) will decide on appropriate channels of communications.
- An emergency plan should be part of the risk assessment. A typical emergency plan should take into consideration the scope of activities with all emergency contact details readily available, e.g., nearest medical emergency facility, police station, snake poisons centre, etc. Depending on the scope of fieldwork, one or more trained first aiders may be deemed necessary, with fully and appropriately equipped first aid kit/s to address possible first aid injuries specific to the field activity duration and number of participants.
- In case of an injury, first aid and/or medical emergency response is a priority. Refer to Appendix 4 for a typical sequence of activities to be followed (this can be adopted for any other type of incident e.g., assault/crime).
- The Field Activity Manager (FAM) and Leader (FAL) can decide on typical anticipated incidents and specific contact persons or facilities. This should form part of the Risk Assessment Process (RAP).

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8. MONITORING AND REVIEW

- To promote the iterative process of continual improvement, monitoring and review of the implementation of these guidelines is essential.
- The established tier of UCT Occupational Health Safety and Environment (OHSE) Committee structures will therefore accommodate escalation of Occupational Health Safety and Environment (OHSE) risks and concerns emanating from fieldwork/trips/activities at the various faculty/departmental OHSE Committees. These are to be formally minuted and escalated if necessary to the Central Occupational Health, Safety Advisory Committee (COHSAC).
- Regular internal reviews from the Occupational Health Safety and Environment (OHSE) Division will also integrate field trip Occupational Health Safety and Environment (OHSE) performance, and reporting will be provided to respective Faculty/Departmental Occupational Health Safety and Environment (OHSE) Committees and Central Occupational Health, Safety Advisory Committee (COHSAC) depending on the nature of key risks and priorities.
- Regular updates to the Risk Management Executive Committee (RMEC), where necessary, will also be provided on the development, implementation, monitoring, and review of the Field Activity Guideline (FAG).

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ANNEXURE 1. OHS Risk Assessment Considerations

(Risks not limited to below and to be adapted to the respective field activity)

IDENTIFY	ASSESS	
Risk Factor/ Hazard	Description of the risk	
Manual Tasks	<p>Manual Handling Consider injuries arising from use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain a person, animal or thing.</p> <p>E.G. Lifting equipment in/out of field vehicle. Carrying equipment in the field.</p>	<ol style="list-style-type: none"> 1. Provision of Manual Handling training (online Manual Handling training module) 2. Manual handling minimised, where possible. 3. Correct manual handling techniques applied, including using more than one person to lift/carry item/s, where necessary. 4. Lifting/carrying aids used. 5. Personal Protective clothing worn, where appropriate.
Manual Tasks	<p>Musculoskeletal Injury arising from slips, trips and falls</p> <p>E.g. slip/fall while traversing slippery/uneven terrain.</p>	<ol style="list-style-type: none"> 1. Appropriate clothing and footwear worn. 2. Training/induction in and application of good ergonomic techniques. 3. Extra care taken when working in slippery/muddy/wet conditions. 4. Ensure clear vision and watch where walking. 5. Appropriate time management practices to ensure adequate time for transit/travel and field activities purposes.
Biological	<p>Hazardous Organisms</p> <p><i>Injury or illness due to allergic reaction, bites, envenomation, inhalation and infection from contact with organisms in the field.</i></p> <p>E.G. mosquito bites resulting in infection/disease (dengue fever, yellow fever, malaria)</p>	<ol style="list-style-type: none"> 1. Allergy sufferers identified prior to trip and appropriate control implemented. 2. Provision of repelling devices or substances that may be available 3. Provision of animal handling or avoidance training. 4. Buddy system. 5. Appropriate immunisation/ vaccination. 6. PPE provided and used, where appropriate (sturdy footwear and thick pants) 7. All personnel aware of closest emergency medical facilities (hospital, doctor's surgery etc.) 8. Have medical emergency services and facilities contact numbers readily available 9. First aid resources (Kit, First Aid Officer, Medical facilities) available.
Physical	<p>Exposure to Physical environment</p> <p><i>Injury or illness resulting from dehydration, fatigue, sunburn, and heat exhaustion, exposure to extreme weather events (storms, floods, fires)</i></p>	<ol style="list-style-type: none"> 1. Access to drinking water always. 2. Access to food. 3. Good food storage and hygiene practices in place. 4. Regular rest breaks incorporated into daily activities. 5. Personal Protective clothing worn, where appropriate 6. Wearing of sunscreen and re-application regularly.

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IDENTIFY		ASSESS
Risk Factor/ Hazard	Description of the risk	Existing controls
	E.G. Hyperthermia from working outdoors in peak sun/heat exposure times collecting samples.	<ol style="list-style-type: none"> 7. Work activities and workloads monitored and reviewed as necessary. 8. Ongoing monitoring of environmental conditions (e.g. changing weather conditions) and modifications of activities and or locations as necessary. 9. Avoid extreme environmental conditions where possible. 10. Allow time for acclimatisation.
People	<p>Transportation of People <i>Injury or illness resulting from land, sea and air transport incident or event.</i></p> <p>E.G. movement of unsecured field equipment in vehicle causing injury to occupant/s during off-road travel.</p>	<ol style="list-style-type: none"> 1. Travel booked through UCT preferred supplier, where possible. 2. Use of appropriately registered and maintained vehicles and craft. 3. When using public transport options, only reputable and registered service providers' services used. 4. Adherence to service providers' safety policies and procedures whilst using their services. 5. Service provider contact details noted/ attached to Field Trip Operational Plan. 6. Trip planned with adequate replenishment and rest periods (person and vehicle). 7. Driver/s hold appropriate current licence/s. 8. Driver/s have undertaken 4WD training course, where appropriate. 9. Adherence to UCT OHSE Guidelines. 10. Communication devices suitable and useable in transit and destination locations. 11. Destination country travel warnings and health risks reviewed prior to commencement and monitored for duration of field trip. 12. Itinerary details noted/attached to Field Trip Operational Plan. 13. Travel Doctor consulted re necessary vaccinations and medications.
People	<p>Risk of injury because of a physical incident (violence, cultural or social conflict, personal assault, discrimination based on identity e.g. persecution/zenophobia).</p> <p>e.g. Whilst in an overseas country, personal items (including cash, passport) were taken.</p>	<ol style="list-style-type: none"> 14. Review destination travel warnings e.g level of crime and risk factor, discriminations, armed conflict, war zones, pandemics) 15. Limit the amount of cash taken 16. Have copies of passports with another person 17. Ensure that observation of local customs is known and observed. 18. Working with others and that emergency numbers and plans are known.
Energy	<p>Electrical</p> <p>Injury or death from exposure to hazardous electrical voltage and amperage, including from damaged, faulty or poorly designed electrical equipment or equipment used in unsuitable/hostile field conditions (wet environment, unstable power supply, etc.)</p> <p>e.g. Untested equipment which is potentially unsafe and may cause electric shock.</p>	<ol style="list-style-type: none"> 1. Provision of activity-specific training. 2. Equipment in good condition and suitable for conditions of use. 3. University electrical equipment tested and tagged. 4. Repair and maintenance procedures in place and adhered to. 5. Tag out procedure for faulty or damaged equipment.

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Additional hazard/ risk examples (not limited to below and to be adapted to the respective field activity)

The following risks and hazards may be considered for risk assessment purposes:

- Individuals living with disabilities (reasonable accomodation)
- Animals and insects (e.g. dogs, snakes, bees)
- Car hijacking
- Cliff edge hazards
- Crime
- Dehydration
- Dispersion of group / missing persons
- Driver fatigue
- Exposure to adverse weather conditions and possible dehydration
- Falling rocks
- Fire
- Food Poisoning
- Hazardous fauna
- Hazardous flora
- Kidnapping of participant or whole group
- Lack of fitness / Fatigue
- Land slides
- Medical treatment in remote area
- Medical Conditions / Sudden Illness / Medication required
- Plants (e.g. toxic, work with piercing or thorny plants – irreversible eye damage)
- Slipping / tripping
- Social unrest / Blocked roads, riots, potential clashes
- Sporting injuries
- Terrorism / Attack towards participant or larger group
- Undiagnosed or sudden illness
- Various social activities (e.g. excessive alcohol consumption, bungee jumping)
- Medical treatment in remote area
- Medical Conditions / Medication required
- Gender based violence
- Emotional safety

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ANNEXURE 2: Typical Field Activities Preparatory Checklist

(not restricted to below and to be considered as per the respective field activity)

Below is an example of a template for recording the completion status of field activities preparatory checklist.

Preparation task	Y/N/NA
Access Arrangements	
All participants' telephone numbers (including Field Activity Leaders)	
Equipment / items (some examples of equipment / items are given the subsequent list below)	
Accommodation bookings	
Insurances	
Rental cars booking	
Participants' Communication devices and mobile numbers	
Personal equipment / medicines	
Self-assessments	
Special dietary needs	
Vaccinations required for travel	
Student /staff Information	

Examples of equipment / items include:

Camera
 Communication devices (including satellite phones and walkie talkies)
 Day pack (ruck sack, 30 litres)
 Electrolytes and Hydration Tablets
 Field trousers / shorts
 First Aid kit
 Hard hat / helmet (provided by leaders)
 Insurance documents
 Laptop / electronic notebook
 Measuring tape / stick / equipment
 Personal medicines
 Reflective Vest / Jacket
 Safety footwear (including hiking boots)
 Short / long-sleeved shirts
 Sleeping bag
 Sunglasses
 Sun hat
 Sun lotion
 Walking socks
 Waterproof jacket
 Writing equipment



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ANNEXURE 3: Student information and acknowledgement for Outdoor/ Off Campus Activity

(Structure and type of form is to discretion to field activity managers) Suggest using MS Forms, for reduced admin and record keeping)

Department			
Course code		Course	
Activity description			
Destination			
Departure time		Departure date	
Return time		Return date	

Student details

Name		Student number	
Landline number		Cell number	

Emergency contact details

Name		Relationship	
Landline number		Cell number	

Medical information

Family doctor name		Contact number	
Medical Aid		Main member	

NB: It is your responsibility to ensure that you are medically fit to carry out the field activities, if you are not, please notify the field activity leader/manager or Faculty.

Special requests

NB: It is your responsibility to notify the field activity leader/manager of any special needs or requests, including dietary requirements, applicable to your participation in this outdoor / off-campus activity.

Authorisation

I have read the information provided for this outdoor / off-campus activity and agree to abide by the guidelines and procedures provided by the supervisors during the activity. I acknowledge that acceptable standards of behaviour will be expected during this outdoor / off-campus activity.

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Date		Signature	
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ANNEXURE 4: Emergency Response and Incident Reporting

(to be adopted to specific field activity as established per risk assessment)

1. Secure scene of incident and other participants.
2. Start first aid;
 - a) Notify **Field Activity Leader (FAL)** (or Deputy/other instructors if incapacitated)
 - b) If first aid is enough, no further escalation needed – **to be decided by Field Activity Leader (FAL)**
3. If further medical attention is required Field Activity Leader (FAL)/first respondent calls the identified local emergency contact number:
 - Emergency service from cell phone **112**
 - National emergency number from Satellite phone **0027(10111)**
 - **National medical Ambulance 10177**

4. In the case of need for staff trauma counselling contact: ICAS Toll Free -080 111 3945****

<https://hr.uct.ac.za/remuneration-benefits-organisational-health-employee-assistance-occupational-health/counselling>

5. In the case of need for student trauma counselling contact: SADAG 0800242526/ SWS 021-6501020/17

<https://www.uct.ac.za/students/support-health-counselling/student-wellness-service>

6. In the case of sexual or gender-based violence incidents refer to Annexure 5

The following information is to be provided:

- Location of incident
- What has happened
- Who is calling?
- Any other type of assistance required

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The Field Activity Leader then notifies the Field Activity Manager.

- For any incidents involving disabilities, fatalities, or being stranded, the Field Activity Manager (FAM) will notify their Head of Department (HoD) or Director who will escalate the notification appropriately.
- Escalation means drawing on other necessary personnel from within the department that may be required (e.g., personal assistants), engaging other departments (e.g., Occupational Health Safety and Environment (OHSE) Division and/or Risk and Insurance Office (RIO)) and notifying the Dean/ED if necessary.

NB:

- Once the incident has been stabilised, the incident is to be reported to the Occupational Health Safety and Environment (OHSE) Division utilising the online [HSO2](#) forms. In some cases, the Workman's Compensation Forms (WCF) need to be filled in.
- In the event of a fatality, the area needs to be secured, and the SAPS needs to be informed.
- In the event of a security-related incident, Campus Protection Services (CPS) are to be informed at **0806502222**.



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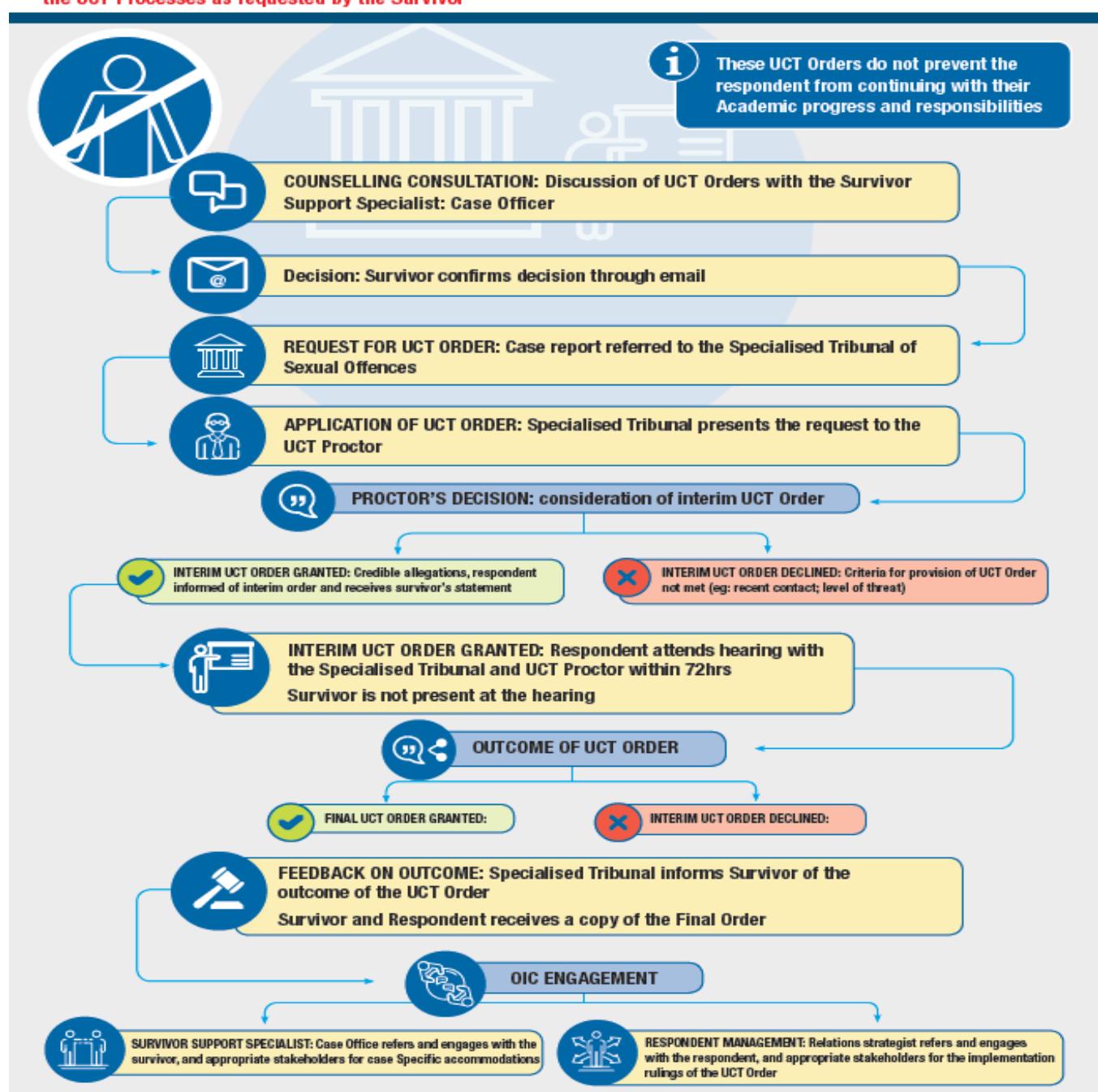
Reference Number	UCT/GUI/001
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ANNEXURE 5: Guidelines from the Office for Inclusivity and Change

UCT-OIC SEXUAL MISCONDUCT SAFETY PRECAUTIONARY MEASURES

- UCT NO CONTACT ORDER
- UCT SUSPENSION ORDER

Debriefing and Counselling Support is prioritised throughout the UCT Processes as requested by the Survivor



UCT-OIC SEXUAL MISCONDUCT: REPORTING SEXUAL VIOLENCE

Creating an OIC Case Report is not an automatic
UCT reporting process
<https://casereporting.uct.ac.za/ReportingPage>



**SURVIVOR
SUPPORT SPECIALIST:**
YUMNA SEADAT

021 650 3530
yumna.seadat@uct.ac.za

**RAPE
SEXUAL ASSAULT
SEXUAL HARASSMENT**



Create your online OIC Case Report to Receive Survivor Support Services, Reporting Support and Advice within 24hrs



OIC Case Report received by SURVIVOR SUPPORT SPECIALIST:

ANONYMOUS CASES: As an anonymous Survivor we encourage you to make direct contact with the Survivor Support Specialist for support. Anonymous case reports to the OIC will be referred to the UCT Specialised Tribunal for Sexual Offences. This does not guarantee that the Specialised Tribunal or the OIC will proceed with a reporting process against the alleged perpetrator or make direct contact with the alleged perpetrator



CONFIDENTIAL CONSULTATION

Survivor's needs assessment: safety, psychosocial, and reporting or referral support

24/7

**OIC STANDBY LINE
072 393 7824**



**MEDICAL
ASSISTANCE**

**SUPPORT FOLLOWING A RAPE
WITHIN 72HRS OF THE INCIDENT**

The main reasons for getting medical attention after a rape are:

- Medical care (post exposure prophylaxis - prevention of HIV, antibiotics for sexually transmitted infections, morning-after pill)
- A medical forensic examination (rape kit)
- Option to report the crime to SAPS-FOS

Remember by seeking medical assistance, you are not initiating a UCT reporting process



**CASE SPECIFIC SUPPORT SERVICES & REPORTING
OPTIONS WITH THE SURVIVOR SUPPORT SPECIALIST**



**EMERGENCY ENGAGEMENT WITH THE ALLEGED PERPETRATOR OCCURS
IF THERE ARE PHYSICAL SAFETY RISKS TO THE SURVIVOR OR OTHERS**

SURVIVOR-LED DECISION

Debriefing counselling support is prioritised throughout the UCT Processes as requested by the Survivor

SURVIVOR CHOOSES:



**UCT-OIC
CASE REPORT:**
Survivor or
ally reports
sexual violence
complaint



**UCT-OIC
REPORTING PURPOSE:**
Lagging of
complaint only:
• No further UCT
reporting process or
action against the
alleged perpetrator



**UCT-OIC
REPORTING PURPOSE:**
Psychosocial Support for
sexual trauma:
• Survivor support group
• Individual counselling
• OIC Alumni in Action
• UCT counselling



**UCT-OIC
INFORMAL REPORTING
PROCESS FOR SEXUAL
VIOLENCE:**
OIC intervention is voluntary
for the alleged perpetrator
• Constructive conversation
• Educational Intervention
• Mediation



**UCT-OIC
SPECIALISED TRIBUNAL FOR
SEXUAL OFFENCES:**
Safety precautionary measures
after sexual violence incident:
• UCT no contact order
• UCT suspension order from
shared space
• A detailed statement is
needed from the survivor



**UCT-OIC
SPECIALISED TRIBUNAL FOR
SEXUAL OFFENCES:**
Formal reporting process
after sexual violence incident
Investigation for disciplinary
breaches
• A detailed statement is
needed from the survivor

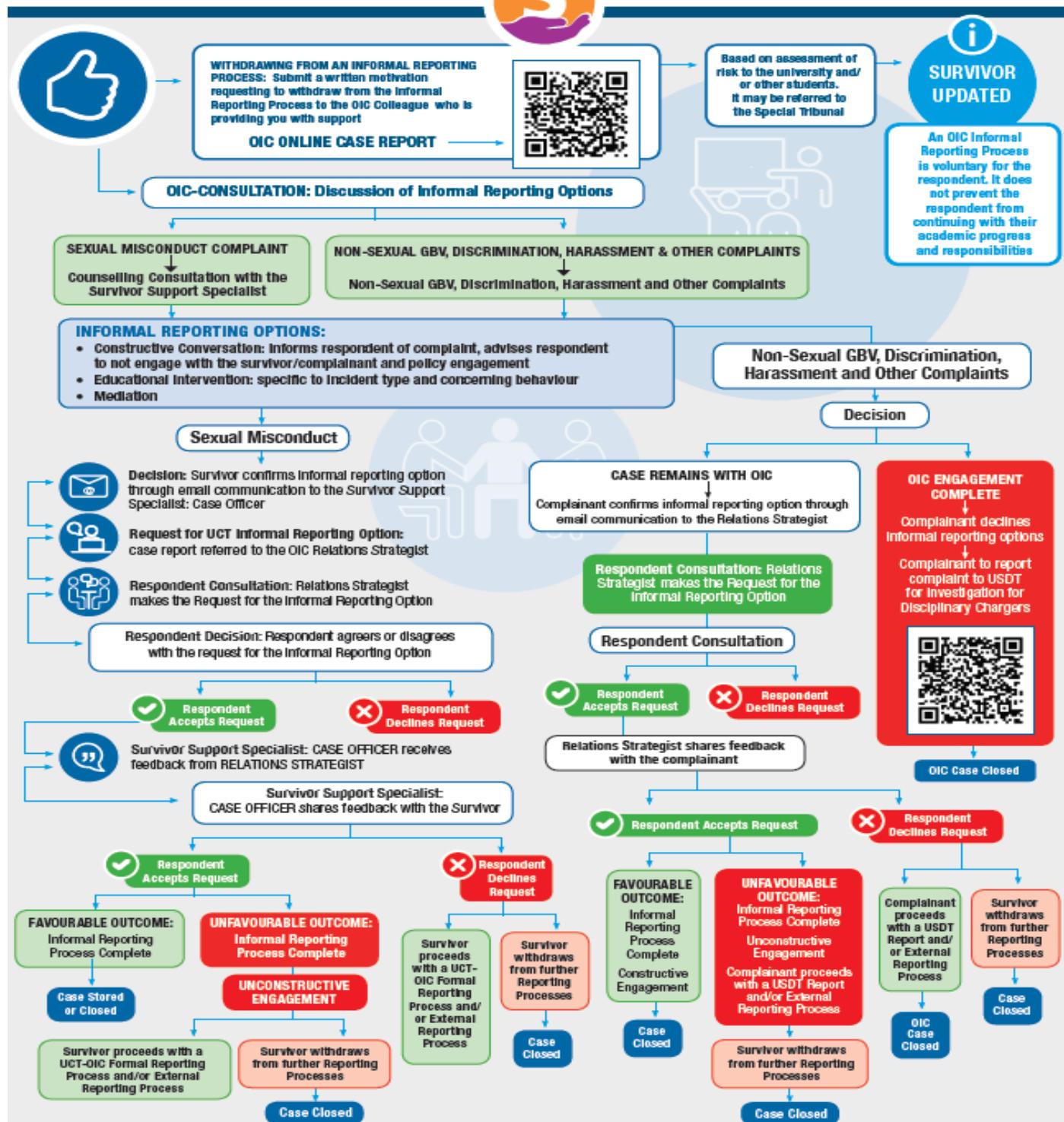


**SAPS-FOS
EXTERNAL
REPORTING
FOR
SEXUAL
VIOLENCE:**
• Criminal
prosecution
• Inquiry case report
• National protection
order

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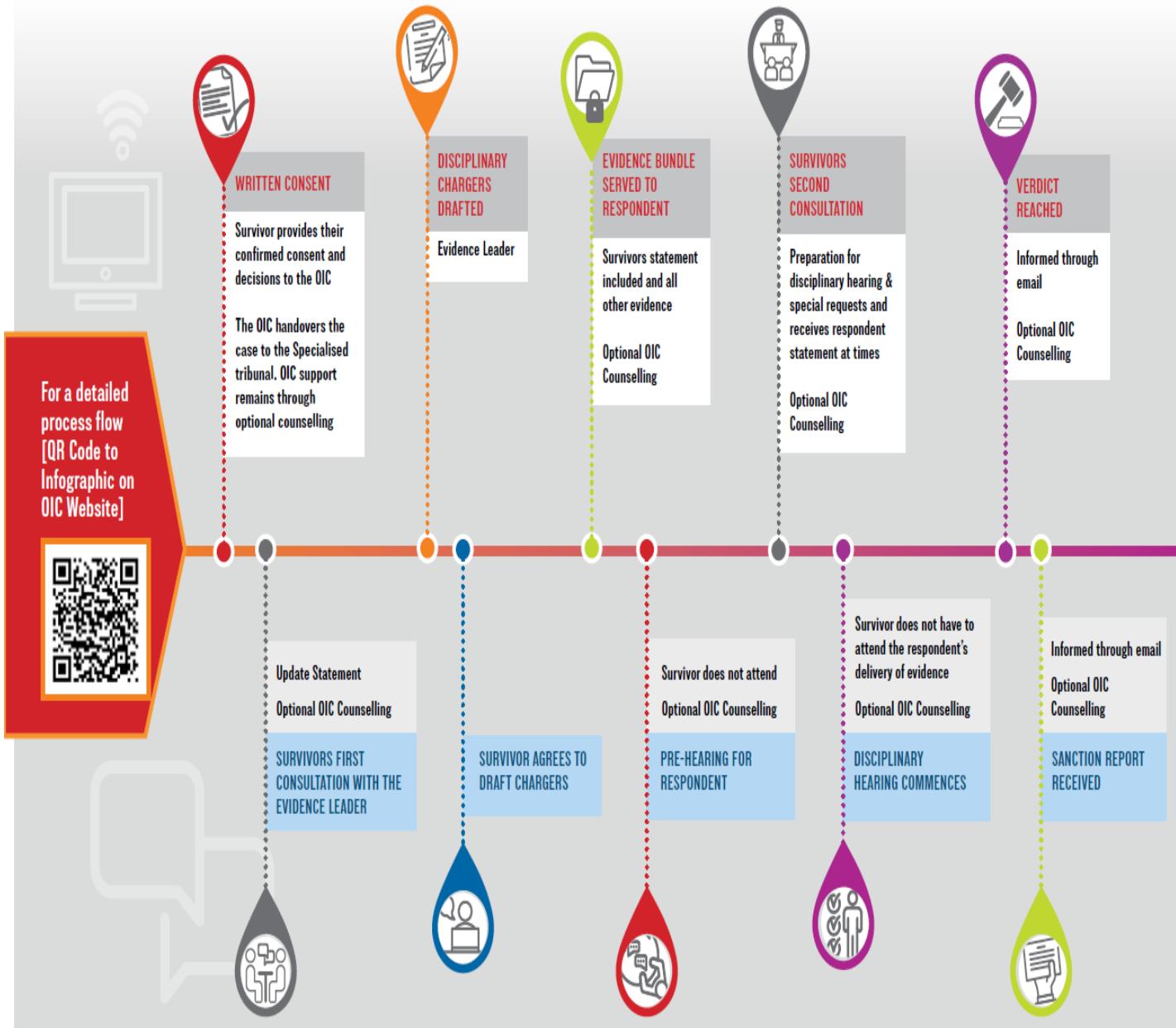
UCT-OIC SEXUAL MISCONDUCT: INFORMAL REPORTING PROCESS

Debriefing and Counselling Support is prioritised throughout the UCT Processes as requested



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UCT-ST (Specialised Tribunal) Sexual Misconduct: Formal Reporting Process



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Office for
Inclusivity
& Change

REPORTING RESIDENCE WORKFLOW

RECEIVING A DISCLOSURE Survivor contacts you

You are legally mandated to report the disclosure to the OIC. Do not disclose the information to anyone other than the Warden, Residence Coordinator and the OIC.

1

Important Information

What is the incident type
When did the incident occur
Where did the incident occur
What is the respondent status & Residence
What is the survivor's current age

2

GATHER INFORMATION Actively Listen

Understand what incident type occurred and the immediate needs of the survivor or situation.

ACTIVATE IMMEDIATE SUPPORT OIC Standby Advisor Service

If the incident is Rape within the 72hr period of disclosure to you call the OIC Standby Advisor. 072 393 7824

If the survivor requires containment or is experiencing suicide ideation contact during the day contact the Warden and Residence Coordinator to go to SWS walk-in service. After 16h00 contact the Warden and Residence Coordinator to activate the SWS Night Nurse.

If the survivor is experiencing suicide ideation or self-harm and the SWS Night Nurse is not available contact the Warden and Residence Coordinator to activate CPS protocol for the P&S Paramedics.

CPS Crisis Management

Immediate Reporting to SAPS

If crisis management is required contact the Warden and Residence Coordinator to activate CPS.

If the incident just occurred, on-campus whereby the survivor wants to report to SAPS, contact your Warden and Residence Coordinator to activate CPS. CPS will contact SAPS.

REPORT OIC & Warden

Log a case report to the OIC through the Case Reporting Tool.

Your details are required under the complainant page. Attach your residence report. The survivor may choose to not disclose their identity to the OIC. This option appears on the survivor page.

Inform your warden of the OIC case report and the residence report.

4

INFORM THE SURVIVOR Handover email to the OIC

Inform the survivor of their **OIC case reference number**. Reassure the survivor that it is not an automatic UCT reporting procedure.

Connect the Survivor with the OIC Survivor Support Specialist through Email. Subject line: Survivor Name & Surname, OIC Reference Number: Referral Residence Role e.g. **Angela Gordon, TGHI-1234; Referral House Committee, Gender Advisor/Residence Coordinator**.

If the survivor does not want to be connected with the OIC, exclude the survivor from the email to the OIC.

Sexual Violence:

Survivor Support Specialist: yumna.seadat@uct.ac.za

Non-Sexual Violence (GBV/Other): Relations Strategist: babalwa.gusha@uct.ac.za



Signature: 

Email: carmen.siljeur@uct.ac.za

Signature: 

Email: luigi.mcleod@uct.ac.za

Signature: *Angus Rule*

Angus Rule (Dec 6, 2024 11:19 GMT+2)

Email: angus.rule@uct.ac.za

Signature: *J Booth*

Email: juanita.booth@uct.ac.za

Signature: *ENGxumisa*

ENGxumisa (Dec 9, 2024 08:28 GMT+2)

Email: nzwakie.gxumisa@uct.ac.za

Signature: 

[B. Kar p.p. S. Chetty]

Email: sashni.chetty@uct.ac.za

Signature: 

Email: dawood.hattas@uct.ac.za

Signature: *J. Alexander*

J. Alexander (Dec 6, 2024 09:46 GMT+2)

Email: jayne.alexander@uct.ac.za

Signature: *Candice Jacobs*

Candice Jacobs (Dec 6, 2024 07:28 GMT+2)

Email: candice.jacobs@uct.ac.za

Signature: 

Email: nonnie.falala@uct.ac.za

Signature: *J. Alexander*

J. Alexander (Dec 6, 2024 09:17 GMT+2)

Email: jayne.alexander@uct.ac.za

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Email: rethea.deetlefs@uct.ac.za

Signature: 

Email: arlene.bowers@uct.ac.za

Signature: 

Email: loki.manise@uct.ac.za

Signature:



Email: tumi.ndabula@uct.ac.za

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Email: lulama.sibiya@uct.ac.za

Signature: Penny Thompson
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Signature: 
Email: ashraf.conrad@uct.ac.za

Signature: PRPhillips
PRPhillips (Dec 16, 2024 22:22 GMT+2)
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Signature: 
Email: rashaad.latief@uct.ac.za

Signature: 
Email: sianne.alves@uct.ac.za

Signature: 
Email: warren.kukard@uct.ac.za

Signature: 
Email: jeremy.blackburn@uct.ac.za

Signature: 
Kathy Idensohn (Feb 26, 2025 10:33 GMT+2)
Email: kathy.idensohn@uct.ac.za

Signature: 
Email: jeff.murugan@uct.ac.za

Signature: 
Email: mughtar.parker@uct.ac.za

UCT GUI 001 Field_Activity_Guideline

Final Audit Report

2025-02-26

Created:	2025-02-25
By:	Kirshni Naidoo (kirshni.naidoo@uct.ac.za)
Status:	Signed
Transaction ID:	CBJCHBCAABAA8nkzqGY-HdkWh64GvoNxDkdE_KRLT6wB

"UCT GUI 001 Field_Activity_Guideline" History

- 📄 Document created by Kirshni Naidoo (kirshni.naidoo@uct.ac.za)
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- ✉️ Document emailed to jeff.murugan@uct.ac.za for signature
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