

## Monash University Procedure

<b>Procedure Title</b>	OHS Off-Campus Activities and Travel Procedure
<b>Parent Policy</b>	OHS Policy
<b>Date Effective</b>	April 2019
<b>Review Date</b>	April 2022
<b>Procedure Owner</b>	Manager, OH&S
<b>Category</b>	Operational
<b>Version Number</b>	3.0
<b>Content Enquiries</b>	<a href="mailto:Bernadette.Hayman@monash.edu">Bernadette.Hayman@monash.edu</a>
<b>Scope</b>	<p>This procedure applies to all off-campus activities and travel including those in urban, rural and remote areas within Australia and overseas, involving staff and students from the Australian campuses of Monash University, including associated travel and destination related risks.</p> <p>This procedure does not apply to staff members or students visiting another Monash University site in Australia for the purpose of lectures, seminars or meetings.</p>
<b>Purpose</b>	<p>This procedure sets out the requirements to identify, assess and control Occupational Health and Safety (OHS) risks associated with all off-campus activities undertaken by staff and students at Monash University.</p> <p>Staff who elect to manage the OHS risks associated with off-campus activities in a different manner to that described here must use practices that provide at least equivalent, or a better, level of health and safety.</p>

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## 1. Abbreviations

DFAT	Department of Foreign Affairs and Trade
DVT	Deep Vein Thrombosis
OHS	Occupational Health and Safety
OH&S	Monash Occupational Health & Safety
SMS	Short Message Service
SSW	Student Support Worker
TAC	Transport Accident Commission
TMS	Travel Management System

## 2. Definitions

A comprehensive list of definitions can be found in the [Definitions Tool](#). Definitions specific to this procedure are provided below.

**Activity Supervisor:** Each activity under the control of Monash University must be supervised by a suitably qualified person. Activity supervisors must ensure that a risk assessment is completed for all activities under their supervision in accordance with the Risk Management Procedure.

**Authorising Officer:** As per the [Domestic Travel \(Australia Based Staff\) Procedure](#), an Authorising Officer is the Vice-Chancellor, a Deputy Vice Chancellor, Vice President, Dean or Executive Director or their formal delegate who has the authority to withdraw approval for a particular event.

**Emergency:** An emergency is any situation where the potential for injury, threat to life or severe damage to property is imminent.

**High Risk Activities:** These activities may be undertaken at a field location (sea, estuary, river, creek or a quarry), a hospital, a research institute, a factory or an industry location and include active participation in research or teaching activities such as laboratory or clinical work, water sampling, examination of rocks, undertaking art projects, etc.

**Low Risk Activities:** These include a visit to view a collection, a demonstration of experiments or a guided tour, but do not include active participation.

**Illegal Drug:** A drug of dependence, poison, controlled or deleterious substance, prohibited by law.

**International Activities:** International activities comprise all activities authorised by Monash University involving staff, students and authorised volunteers from Australian campuses that take place abroad or incorporate travel to and from international locations.

**Off-Campus Activities:** Off-campus activities include all authorised University activities undertaken off-campus involving staff, students and authorised volunteers. Examples include field trips, camps, placements etc.

**Off-Road:** Off-road is any location other than a major or minor formed road.

**Remote Areas:** Remote areas are greater than 300km or 3 hours travel from medical support services.

**Rural Areas:** Rural areas are greater than 80 km but less than 300 km, or one hour by road from a hospital with 24 hour accident and emergency services.

**Urban Areas:** Urban areas less than 80 km or one hour by road from a hospital with 24 hour accident and emergency services.

**Urban Activities:** Urban off-campus activities include excursions, study tours and site visits to places such as industry locations, hospitals and factories.

### 3. Participants with Disabilities

Monash University is committed to being fair, equitable and sensitive to the diverse needs of its students and staff in all its policies and practices and to supporting access by disadvantaged groups with due regard and respect for the sensitivities of all stakeholders ([Monash University Equal Opportunity Policy](#)) With respect to off-campus activities, it is Monash University's responsibility to avoid discrimination against people who have a disability by making reasonable adjustments to the working environment and arrangements.

When students are undertaking an off-campus activity as part of their course requirement, reasonable accommodations must be made to ensure that students who have a disability can participate. Some students may not, however, be able to undertake some activities. Alternative arrangements must be made to ensure that these students can meet the inherent requirements of the course. Advice and assistance can be obtained from [Disability Support Services](#).

Adjustments to the working environment and arrangements for students and staff with disabilities may include:

#### 3.1. Transport

The type of transport used for the activity must be accessible for the participants who have disabilities.

Alternative forms of transport or frequent, scheduled breaks may be required for participants who have disabilities.

#### 3.2. Facilities

The facilities and accommodation for the activity must be accessible for the participants who have disabilities.

#### 3.3. Communication

Communication requirements for participants with disabilities must be considered:

- For the pre-departure briefing as outlined in section 4.4; and
- As part of the Communication plan for the activity (refer to section 5.5), e.g. participants with hearing-impairment may find Short Message Service (SMS) on mobile phones useful for communication while attending off-campus activities.

#### 3.4. Student Support Worker Participation

Some students may require a Student Support Worker (SSW) to accompany them on the off-campus activity to assist as interpreters or note takers.

### 4. Planning of Off-Campus Activities

The level of planning and risk management for off-campus activities will vary depending on the type, location and duration of the activity. Staff members in charge must ensure the level of planning, allocated resources, staff ratios and risk controls are appropriate for the level of risk associated with the activity.

#### 4.1. Authorisation and Pre-Departure Documentation

4.1.1. Before departing on any off-campus activity, the staff member in charge of the activity must provide the Head of the academic/administrative unit or their authorised delegate with the following information:

- Written itinerary;

- Relevant risk management considerations, as detailed in Section 5; and
- Details of the information and safety briefing to be provided to participants.

Proformas provided in Section 9: Tools can be used for this purpose and adapted to suit the specific activity.

- 4.1.2. The information must be submitted well in advance of the off-campus activity to allow the Head of academic/administrative unit or their authorised delegate adequate time to assess and authorise the activity prior to commencement.

## 4.2. **Staff Ratios and Supervision**

The staff member in charge of the off-campus activity must determine the appropriate number of staff and/or supervisors required to assist, manage and safely complete the planned off-campus activity. This should be based on a risk management approach and will depend greatly on the type, location and duration of events. The following considerations may assist with determining appropriate staff ratios and supervision requirements:

- The overall management and control of the off-campus activity and participants;
- The required oversight of individual activities to ensure participant safety;
- The provision and availability of specific staff resources to participants (First Aid, participant leadership, guidance, counselling, support, etc.);
- Crisis management considerations;
- Appropriate representation of Monash University;

Based on above considerations, a ratio of 1:10 staff to students is recommended for most situations and where possible, a mixture of both male and female supervisors must be appointed.

Where alternative ratios have been determined in consultation with the area's Safety Officer and approved by the Head of academic/administrative unit or their authorised delegate, this should be documented in the associated OHS risk assessment.

## 4.3. **Activities not organised by Monash University**

- 4.3.1. Appropriate risk evaluation and management is required for work or study related off-campus activities attended (but not organised) by Monash University staff and students. Such activities may include ventures with partner universities or social enterprises, where Monash University does not have primary management or control.

- 4.3.2. The Monash University representative arranging for staff/student participation is automatically appointed as the overall activity supervisor, and must exercise a level of diligence to ensure the safety of Monash attendees. This requires:

- Ensuring the primary activity organiser has systems and processes to ensure the safety of Monash University participants;
- Requesting, reviewing and locally documenting associated activity and safety information (OHS risk assessments, security and crisis management plans, itineraries, etc.);
- Identifying points of contact and communication arrangements between Monash University and the activity organiser; and
- Confirming participant insurance information and additional related administrative items.

- 4.3.3. Where information is not able to be obtained from the primary activity organiser or gaps in risk management are identified, the Monash University staff member in charge of the off-campus activity must manage the activity in accordance with this procedure.

#### 4.4. Pre-departure and Safety Briefing

4.4.1. A pre-departure and safety briefing in a format that is accessible for all participants (staff, students and volunteers) must be given before the commencement of the activity. Separate sessions may have to be held for participants who are unable to attend the main briefing or alternative formats (written information for participants with hearing-impairment, Braille version or audio for participants with vision impairment, etc.) may have to be provided to meet the needs of specific attendees.

4.4.2. The briefing must include as a minimum :

- Introduction and identification of the staff members in charge of the activity and staff members with specific roles (Mental Health and First Aiders, activity coordinators/supervisors, etc.);
- A discussion of the emergency procedures and communication plans developed for the activity;
- Instructions to follow all safety and activity directions from:
  - Monash University staff member(s) in charge of the activity,
  - Primary activity organisers or Monash University representatives for activities attended but not managed by Monash University ; and
  - Third party operators (e.g transport operators, tour guides, local authorities, etc.).
- Reference to the University's general misconduct statutes as outlined in the [Monash University \(Council\) Regulations, Part 7.](#);
- Discussion of itinerary, accommodation, security details and proposed communication contacts and methods during the duration of the activity;
- Specific information regarding health and safety aspects of the activity including:
  - Discussion of the completed activity OHS risk assessment, associated hazards that are likely to be encountered, controls implemented to ensure safety and any specific steps individuals must take to minimise risks; and
  - Minimum dress requirements.

4.4.3. Reasonable steps must be taken to ascertain that the briefing is understood by all participants.

4.4.4. Attendance at the briefing session must be recorded and retained as a local record.

#### 4.5. Safety implementation during off-campus activity

4.5.1. All safety issues that arise during the activity must be directed to the staff member in charge of the activity.

4.5.2. The activity must be conducted according to the activity OHS risk assessment and safety management planning. In the event of changes to proposed itinerary or activities occurring whilst the activity is in progress, the staff member in charge of the activity must review the risks, implement controls and communicate any health and safety considerations to activity participants.

#### 4.6. International Activities

4.6.1. All work/study-related international travel must be approved and a travel request submitted via the University's online Travel Management System (TMS) in accordance with the [International Travel \(Australian Based Staff\) Procedure](#) and [Student International Travel for Study from an Australian Campus Procedures](#).

4.6.2. Any travel requests that are deemed high risk, i.e. travel to destinations with a Department of Foreign Affairs Trade (DFAT) warning level 3 or 4, require additional approval by the

Dean or Executive Director or Chief Operating Officer and Vice President, in accordance with the [International Travel \(Australian Based Staff\) Procedure](#).

## 5. Hazard Identification and Risk Control

The staff member in charge of the off-campus activity must:

- Complete a specific OHS risk assessment through the comprehensive identification of hazards and assessment of risks; and
- Ensure appropriate controls are identified, implemented and monitored throughout the course of the activity.

Further information on the Monash Risk management process can be found in the [OHS Risk Management Procedure](#) and associated [tools](#). To assist with activity planning, sections 5.1 - 5.10 outline some of the key risk factors that should be considered.

**Please note:** The identified risk factors are not an exhaustive list and will vary depending on the nature of the planned activities.

### 5.1. Transport within Australia

5.1.1. Whenever possible, buses or coaches, trains and commercial aircraft must be used to transport participants.

- These must be sourced from an accredited external service provider; and
- Transport used must be accessible to participants with disabilities attending the activity.

5.1.2. Private vehicles must only be used as a last resort. The staff member approving the use of private vehicles must ensure that:

- Drivers are made aware of any special requirements, e.g. off-road driving.
- Drivers are made aware that there are no University provisions for the insurance of private vehicles.
- Drivers are made aware that responsibility for the roadworthiness of the vehicle lies with the owner of the vehicle.

5.1.3. All vehicles (University and private) must be roadworthy and be appropriate for the conditions encountered, e.g. off-road. Consideration should also be given to the potential for vehicle breakdown and included in the emergency planning for the activity.

5.1.4. The staff member in charge of the off-campus activity must ensure and obtain evidence that each driver is appropriately licensed and suitably trained for the driving required for the activity, e.g. 4-wheel/off-road driving.

5.1.5. To minimise the risk of driver fatigue for long-distance trips to rural/remote areas, the staff member in charge of the off-campus activity, must ensure that as far as is reasonably practicable there are two fully-licensed drivers in each vehicle at all times. Additionally, it is recommended that a record of the driving times and scheduled breaks be recorded in a logbook for each trip.

### 5.2. Disease and Dangerous Wildlife

The potential risk of exposure to disease vectors and/or dangerous wildlife prevalent in regions within Australia and in some overseas countries must be identified in the activity OHS risk assessment and appropriate steps taken prior to travel as outlined in the [International Travel \(Australian Based Staff\) Procedure](#) and [Immunisation Procedure](#).

### 5.3. Access

The staff member in charge of an off-campus activity must ensure that any permits required and/or permission for access to the area of activity, e.g. to work in National Parks, on railway land is obtained before leaving for the activity.

## 5.4. International Travel

Hazards that are likely to be encountered during international travel include but are not limited to:

### 5.4.1 Effects of Climate and Natural Disasters

Seasonal and geological factors must be taken into account when planning off-campus activities in areas prone to flooding, severe storm, avalanche, volcanic eruption, earthquake, tsunami, bushfires and such occurrences.

The supervisor must ensure that participants have appropriate and adequate clothing and personal protective measures.

### 5.4.2 Threats to personal security, e.g. terrorism, civil unrest

The staff member in charge of the off-campus activity must:

- Consult the relevant [DFAT travel advisory](#) and if required, contact the [Monash Security Office](#) for additional advice;
- Instruct activity participants to:
  - Avoid large public gatherings or demonstrations;
  - Be alert in commercial or public areas known to be frequented by foreigners such as clubs, restaurants, bars, hotels, places of worship, cultural and tourist sites, schools or outdoor recreational events; and
  - Exercise caution in areas outside major cities.
- Keep activity participants updated on any changes to information provided during the pre-departure safety briefing concerning emergency planning and communication.

### 5.5.3 Cultural differences

Cultural differences that could present a risk must be identified in the OHS risk assessment. These include but are not limited to:

- Language barriers;
- Local customs and laws, e.g. sexual orientation/gender; and
- Prohibited items, e.g. drugs/prescription medication.

The staff member in charge of the off-campus activity must ensure that participants are provided with relevant cultural training/information as part of the pre-departure briefing.

## 5.5. Emergency Planning

The staff member in charge of the off-campus activity must ensure that due consideration is given to emergency planning for events such as injury, illness, participants becoming separated from the main group, a deleterious change in the weather, etc. This may include but is not limited to:

- Relevant local emergency response information;
- Crisis response plan, including procedures for participants with disabilities;
- Lists of names of participants in each group;
- Head counts before groups go out to study sites and before leaving sites to return to home base; and
- Appropriate means of communication and a communication plan.

For international activities, participants are required to register at the nearest Australian embassy, as set out in the [International Travel \(Australian Based Staff\) Procedure](#) and [Student International Travel for Study from an Australian Campus Procedures](#).



## 5.6. Communication

5.6.1. Staff members in charge of activities must ensure that:

- A communication plan has been developed and all participants have been appropriately briefed;
- The itinerary clearly states the start and end times and exact locations of planned activities;
- All participants are supplied with a reliable 24-hour means of communication and have received relevant training;
- All communication equipment is in correct working order before the off-campus activity commences and back-up equipment is provided; and
- Communication is provided between the participants and the academic/administrative unit at Monash University or a nominated communications base.

## 5.7. Medical Preparedness

Staff and students who participate in off-campus activities must be reasonably fit and have no existing condition that could be expected to give rise to a life-threatening situation in the course of the off-campus activities.

- 5.7.1. Information regarding the types of activities, the nature of the exercise and the conditions likely to be encountered during the off-campus activity must be provided to the participants of all activities.
- 5.7.2. If a staff member has any concerns regarding their medical status or fitness for an off-campus activity, they must consult the [Occupational Health Physician, OH&S](#) regarding the appropriateness of their attendance on the activity. For students, they must consult their own healthcare professional (GP). These concerns must include impairments such as allergies, intolerances, and psychological factors.
- 5.7.3. Following discussions with the Occupational Health Physician, or own GP the nature of the medical condition and its treatment may be discussed in confidence with the First Aider(s) attending the activity, with the permission of the staff member or student.
- 5.7.4. Staff and students with particular medical conditions are encouraged to wear a 'medical alert' or similar bracelets, pendants, etc. for the duration of the off-campus activity.
- 5.7.5. Adequate supplies of any prescribed medication(s) required for the duration of the off-campus activity must be taken. Approximately 1.5 - 2 times the normal supplies must be packed in case return from the off-campus activity is delayed. The First Aider will assist in providing appropriate storage of the supplies, if necessary.
- 5.7.6. Participants must be informed if there is a potential risk of exposure to venomous animals, disease vectors and plants which may cause adverse medical reactions. Specific medical advice must be sought in relation to those hazards, as identified in the activity OHS risk assessment.

Risks of Deep Vein Thrombosis (DVT) associated with static posture over long periods of time must be minimised by frequent movement and exercising during long haul travel whenever practical.

## 5.8. First Aid

First Aid requirements must be documented as part of the contextualised OHS risk assessment for the specific off-campus activity. Factors to consider include but are not limited to the:

- Nature of hazards likely to be encountered;
- Incident history, i.e. known occurrences for the type of off-campus activity;
- Availability of emergency assistance, e.g. nearest medical service, time to get to nearest hospital; and
- Number of participants.

Further details of First Aid requirements for off-campus activities based in Australia and overseas are given in section 3 of the [First Aid procedure](#).

## 5.9. Safety Equipment

- The wearing of specialised safety equipment may be required for some off- campus activities and this should be identified as part of the OHS risk assessment.
- Safety equipment must be:
  - Of approved design (i.e., meet Australian Standards as a minimum);
  - Of suitable quality for the conditions to be encountered; and
  - Inspected and maintained regularly. The staff member in charge of the activity must ensure that all safety equipment has been inspected and undergone maintenance before commencing the activity.

## 6. Incident Reporting, Investigation and Recording

All hazards, near-misses and injuries must be reported without delay in [S.A.R.A.H.](#) in accordance with the [Hazard and Incident Reporting, Investigation and Recording Procedure](#).

## 7. Insurance

Insurance information for staff and students is available from the [University Insurance website](#).

### 7.1. Staff Cover

#### 7.1.1. Travel

Staff who are travelling for Monash business purposes are covered by the University's [travel insurance](#).

#### 7.1.2. Workcover

For accidents occurring off-road or not in vehicles during a work-related activity, staff are insured via [WorkCover](#).

### 7.2. Car Insurance

All [authorised drivers](#) of a Monash University owned and/or leased vehicle (excluding novated lease) are covered by the University's [car insurance](#).

Accidents involving personal motor vehicles on the road are covered by Transport Accident Commission (TAC) insurance.

### 7.3. Student Cover

The level of cover provided to students is dependent upon the nature and location of the activity. Students are covered by:

[University's personal accident insurance policy](#)

[Student travel insurance](#)

[Student workplace insurance](#)

It is strongly recommended that students obtain separate personal insurance cover in the event that they fall sick or have an accident whilst pursuing a non-university/course related activity.

### 7.4. Volunteers

Voluntary workers are insured under the [University's personal accident insurance policy](#) whilst engaged in activities officially organised or under the control of the University, including travelling to and from such activities.

## 7.5. Public Liability

The University has [public and products liability insurance](#) protecting it from claims by third parties for personal injury or damage to property.

## 8. Responsibility for Implementation

A comprehensive list of OHS responsibilities is provided in the document [OHS Roles, Committees and Responsibilities Procedure](#). Responsibilities specific to off-campus activities are provided below.

**Head of Academic/Administrative Unit:** It is the responsibility of the Head of academic/administrative unit to ensure:

- That travelling parties have planned and are supplied with a reliable 24-hour means of communication, as noted in section 5.5.
- That satisfactory provisions for health and safety are made for all off-campus activities organised by their unit. Heads of academic/administrative units must institute a system for assessment, approval and review of all off-campus activities and ensure that occupational health and safety issues are reported to the [Safety Officer](#), the [local OHS committee](#) or [OHS Consultant/Advisor](#) for resolution as required.

**Staff Member in Charge (Activity Organiser):** The staff member in charge of an off-campus activity must:

- Ensure that the risks associated with the activity are managed/controlled effectively. To do this they must:
  - Identify the possible hazards that may be encountered during the activity;
  - Assess the risks associated with those hazards;
  - Incorporate strategies to minimise the risks to health and safety using the hierarchy of control;
  - Ensure authorisation/approval for work related international travel is sought in advance and in accordance with [Monash's Staff International Travel Procedures for Australian Campuses](#);
  - Ensure that the responsibilities for health and safety are communicated to all participants; and
  - Provide appropriate information, instruction and training to all participants.

**Supervisors:** Supervisors of off-campus activities must:

- Ensure that safe working practices are developed and maintained at all times;
- Arrange for participants to be instructed in safe and healthy working procedures;
- Ensure that participants are warned about hazards, and how to avoid, eliminate or minimise them;
- Ensure that participants under their control use safety equipment provided in the correct manner; and
- Ensure all participants remain alcohol and drug free at all times.

**Individuals (Staff, Students, Volunteers):** Each staff member, student and volunteer has a moral and legal responsibility for ensuring that his or her work environment is conducive to good Occupational Health and Safety by:

- Reading any notices relating to the off-campus activity, attending any briefing sessions and returning any forms to the staff member in charge;

- Taking action to avoid, report, eliminate or minimise hazards of which they are aware;
- Reporting all hazards, incidents and accidents to the supervisor in charge, Safety officer or [OHS Consultant/Advisor](#);
- Complying with all occupational health and safety instructions;
- Making proper use of all safety devices and personal protective equipment;
- Not willfully placing at risk the health and safety of any person at the workplace; and
- Maintaining dress standards appropriate for the work undertaken. A volunteer information sheet is provided in Section 10: Tools.

## 9. Post travel follow up

Supervisors must ensure that a debrief is conducted upon completion of travel related activities to evaluate whether any changes or modifications need to be made to control measures for similar future events.

## 10. Tools

The following tools are associated with this procedure:

[Pre-departure notification form for urban activities](#)

[Pre-departure notification form for rural/remote activities](#)

[Pre-departure notification form for international activities](#)

[Volunteer Information sheet](#)

[Information & consent form](#)

[Emergency contacts proforma](#)

[Checklist for urban activities](#)

[Checklist for rural/remote activities](#)

[Checklist for international activities](#)

## 11. Records

For OHS Records document retention please refer to:

[Monash University OHS Records Management Procedure](#)

<b>Status</b>	Revised
<b>Approval Body</b>	<b>Monash University OHS Committee</b>
<b>Legislation Mandating Compliance</b>	<p><b>Legislation</b></p> <p>Drugs, Poisons and Controlled Substances Act 1981</p> <p>Drugs, Poisons and Controlled Substances Regulations 2006</p> <p>Liquor Control Reform Act 1998</p> <p>Liquor Control Reform Regulations 2009</p> <p>Occupational Health and Safety Act 2004</p> <p>Occupational Health and Safety Regulations 2017</p> <p>Tobacco (Amendment) Act 2005</p>
<b>Related Policies</b>	<a href="#">OHS Policy</a>
<b>Related Documents</b>	<p><b>Australian and International Standards</b></p> <p>AS/NZS 4801:2001 Occupational Health &amp; Safety Management Systems – specifications with guidance for use.</p> <p>OHSAS 18001:2007 Occupational Health &amp; Safety Management Systems – requirements</p> <p><b>General University Documents</b></p> <p><a href="#">International Travel (Australian Based Staff) Procedure</a></p> <p><a href="#">Domestic Travel (Australia Based Staff) Procedure</a></p> <p><a href="#">Monash University Equal Opportunity Policy</a></p> <p><a href="#">Monash University (Council) Regulations, Part 7: General Misconduct</a></p> <p><a href="#">Student International Travel for Study from an Australian Campus Procedures</a></p> <p><b>Monash University OHS Documents</b></p> <p><a href="#">Student and Staff Placements OHS Guidelines</a></p> <p><a href="#">OHS Roles, Committees &amp; Responsibilities Procedure</a></p> <p><a href="#">OHS Risk Management Procedure</a></p> <p><a href="#">OHS Risk Control Program</a></p> <p><a href="#">Guidelines for the Development of Safe Work Instructions</a></p> <p><a href="#">Hazard &amp; Incident Reporting, Investigation &amp; Recording Procedure</a></p> <p><a href="#">First Aid Procedure</a></p> <p><a href="#">Smoke free Campus Procedure</a></p> <p><a href="#">Monash University '333' Emergency Procedures booklet – Personal Injury</a></p> <p><a href="#">OHS Information Sheet: Working Outdoors</a></p>

## 12. Document History

Version	Date of Issue	Changes made to document
1	November 2013	<ol style="list-style-type: none"> <li>1. Merged 3 guideline documents into one "Off-campus activities procedure".</li> <li>2. Reference to "controlled entities" was removed from the Scope.</li> <li>3. Updated Definitions and Specific Responsibilities sections to include only terms relevant to procedure.</li> <li>4. Replaced 'should' with 'must' throughout procedure in accordance with "OHS document control &amp; retention procedure" to reflect that procedures are mandatory.</li> <li>5. Merged sections on Undergraduate/Honours/Postgraduate students and staff into one section on "Planning of off-campus activities" with specific reference to low risk, high risk, local and international activities.</li> <li>6. Consolidated sections on hazards &amp; risk from 3 guidelines into one concise section on "Hazard identification &amp; risk control".</li> <li>7. Removed appendices and listed these documents as hyperlinks in "Tool section" to reduce length of document.</li> <li>8. Updated hyperlinks and adopted minor formatting changes.</li> </ol>
1.1	July 2015	Updated hyperlinks throughout to new OH&S website.
2	November 2015	<ol style="list-style-type: none"> <li>1. Updated sections 5, &amp; 7 to include expectations with regard to illegal drugs.</li> <li>2. Updated web links in Section 10- Insurance</li> <li>3. Updated cross-reference to First Aid procedure in section 11- First aid to reflect that this is applicable to activities in Australia and overseas.</li> <li>4. Added Compliance section and updated Reference section.</li> </ol>
2.1	August 2017	<ol style="list-style-type: none"> <li>1. Updated logos in header</li> <li>2. Updated OHS Regulations to 2017</li> </ol>
3.0	April 2019	<ol style="list-style-type: none"> <li>1. Updated title and purpose of document to cover the travel specific risks associated with off-campus activities and added 'Post-travel' section.</li> <li>2. Aligned the procedure to the revised University's domestic and international travel procedures and systems.</li> <li>3. Restructured section 4: Planning to outline clearly the required steps and associated responsibilities.</li> <li>4. Changed order of sections on Hazard Identification and Risk Control, Insurance and Incident reporting to create a more logical document flow.</li> <li>5. Consolidated all relevant information from other sections into the "Hazard Identification and Risk Control" section and added additional information with regards to transport, medical preparedness and emergency communication.</li> </ol>

Version	Date of Issue	Changes made to document
		<ol style="list-style-type: none"><li data-bbox="596 309 1406 427">6. Removed requirement to complete a separate Off-campus First Aid Assessment form and added information to section 5.8 First Aid on incorporating this information into the activity risk assessment.</li><li data-bbox="596 450 1177 477">7. Updated all hyperlinks throughout document.</li><li data-bbox="596 499 1177 526">8. Added links to related University procedures.</li></ol>