Monash University Procedure

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Content Enquiries | Bernadette.Hayman@monash.edu

Scope
This procedure applies to all off-campus activities including those in urban, rural and remote areas within Australia and overseas, involving staff and students from the Australian campuses of Monash University. This procedure does not apply to staff members or students visiting another Monash University site in Australia or overseas for the purpose of lectures, seminars or meetings.

Purpose
This procedure sets out the requirements to identify, assess and control risks associated with all off-campus activities undertaken by staff and students at Monash University.

Staff who elect to manage the 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.

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1. Abbreviations

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<tr>
<td>ACMA</td>
<td>Australian Communications and Media Authority</td>
</tr>
<tr>
<td>AM</td>
<td>Amplitude modulated</td>
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<tr>
<td>CB</td>
<td>Citizens Band</td>
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<tr>
<td>EPIRB</td>
<td>Emergency position indicating radio beacon</td>
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<tr>
<td>MF/HF</td>
<td>Medium frequency/High frequency</td>
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<tr>
<td>MHz</td>
<td>Megahertz</td>
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<tr>
<td>OHS</td>
<td>Occupational Health and Safety</td>
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<tr>
<td>OH&amp;S</td>
<td>Monash Occupational Health &amp; Safety</td>
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<tr>
<td>PFD</td>
<td>Personal flotation device</td>
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<tr>
<td>SMS</td>
<td>Short message service</td>
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<td>SSW</td>
<td>Student Support Worker</td>
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<tr>
<td>TAC</td>
<td>Transport Accident Commission</td>
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<tr>
<td>UHF</td>
<td>Ultra-high frequency</td>
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<tr>
<td>VHF</td>
<td>Very High Frequency</td>
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2. Definitions

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

**Authorising Officer:** As per the International Staffing and Mobility Policy and associated procedures, an authorising officer is the Faculty/Divisional representative responsible for formally approving and authorising international work related travel. In most instances this will be the Vice-Chancellor, a Deputy Vice-Chancellor, Vice President, Dean or Divisional Director or their formal delegate.

**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 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 teaching and/or research 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 as part of teaching and/or research involving staff, students and authorised volunteers. Examples include filed 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 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. **Students and Staff 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 the Disability Liaison Unit.

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 students and staff who have disabilities attending the activity.

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 attending the activity.

3.3. **Communication**

Communications regarding the activity must be provided in a form that is accessible for the participants who have disabilities attending the activity. Alternative formats may have to be provided for specific participants, e.g. written information for participants with hearing-impairment, Braille version or audio for participants with vision impairment.

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

4.1. Supervision of Undergraduate Student Groups

The staff member in charge of the activity must determine an appropriate staff/student ratio when planning the activity.

The staff/student ratio will depend on the type of activities being undertaken. Generally, a ratio of 1:10 is suitable for most situations. A ratio of less than 1:20 is not recommended.

Where possible, there must be male and female supervisors for activities involving male and female students.

4.1.1. Before departing on a low risk, off-campus activity with Undergraduate students, the staff member in charge of the activity must provide the Head of the academic/administrative unit or their nominee with the following information:

- Written itinerary;
- Details of the information and safety briefing provided to participants;
- Attendance record for safety briefing.

Forms are provided in section 10: Tools and can be used for this purpose.

4.1.2. The Head of academic/administrative unit or their nominee must authorise the activity prior to commencement.

4.1.3. The information must be submitted well in advance of the trip to allow the Head of academic/administrative unit or their nominee adequate time for assessment and approval prior to commencement of the activity.

4.1.4. Participants must be provided with an information sheet detailing:

- Organisational arrangements, including information about travel, safety requirements, names of supervisors;
- Practical requisites for the activity, e.g. clothing, sun screen, insect repellent, sunglasses, footwear, weatherproof coat, water bottle;
- Written policies regarding actions that will be taken if students do not comply with safety instructions or display disruptive behaviour while attending the activity; and
- That they are subject to Monash University misconduct statutes, regulations and policies, as well as civil and criminal laws in relation to illegal drug offences. These include being under the influence, possession, use, preparation, manufacture, sale or supply and will not be tolerated.

4.2. Safety Briefing

4.2.1. A safety briefing must be given to all participants (staff, students and volunteers) before the commencement of the activity. The safety briefing must include as a minimum:

- Instructions to follow all explicit directives from staff members in charge, site controllers and transport operators (e.g. bus drivers);
- The requirement to follow all other instructions as given by staff or workers on site that do not conflict with the above.
- Make reference to the university misconduct statutes, regulations and policies as outlined in the Alcohol and other Drugs at Monash University Events: guidelines, section 5;
- Specific information regarding health and safety aspects of the activity including:
  - Discussion of potential hazards that are likely to be encountered
and the steps individuals must take to minimise the risks associated with these hazards; and
  o Minimum dress requirements.

4.2.2. The safety briefing must be provided in a form that is accessible for participants with disabilities attending the activity. Alternative formats may have to be provided for specific participants, e.g. written information for participants with hearing-impairment, Braille version or audio for participants with vision impairment.

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

4.2.4. Attendance at the briefing session must be recorded.

4.2.5. Separate sessions may have to be held for participants who are unable to attend the main briefing session.

4.3. **High Risk Activities**

4.3.1. When students take part in a high risk, off-campus activity, one of the supervisory participants must be appointed as a Safety Officer. The role of the Safety Officer is to maintain an overview of safety issues during the planning and progress of the activity.

4.3.2. It is recommended that the Safety Officer is someone other than the staff member in charge of the activity.

4.3.3. The Safety Officer must keep the staff member in charge of the activity informed of any safety issues and make recommendations to ensure the safety of participants.

4.3.4. All safety issues that arise during the activity must be directed to the Safety Officer.

4.3.5. In the event of changes to proposed itinerary or activities occurring whilst the activity is in progress, the Safety Officer must review the risks associated with the new route or work or study proposed and communicate any health and safety warnings to staff and students.

4.3.6. Before departing on a high risk, off-campus activity the staff member in charge of the activity must provide the Head of academic/administrative unit or their nominee with the following information. Forms are provided in Section 10: Tools and can be used for this purpose.

  • Written itinerary;
  • Details of participants;
  • Details of all those attending the activity, including the staff member in charge, staff or students acting as supervisors, volunteers, and students;
  • Names of safety officer and first aiders attending the activity; and
  • Name and phone number of a contact person (e.g. flatmate, parent, partner) not attending the activity for each participant. These details will be used in the case of an emergency.

4.3.7. Before departing on an activity, the staff member in charge of the activity must complete the Pre-departure notification form provided in Section 10: Tools and submit it to the Head of academic/administrative unit or their nominated delegate.

4.3.8. The Head of academic/administrative unit or their nominee must authorise the activity prior to commencement.

4.3.9. The form must be submitted well in advance of the trip to allow the Head of academic/administrative unit or their nominee adequate time for assessment and approval prior to commencement of the activity.

4.3.10. A safety briefing must be given to all participants (staff, students and volunteers) before the commencement of high risk, off-campus activities.

4.3.11. The safety briefing must include as a minimum:
• Discussion of the completed risk assessment for the project/activity, including discussion of potential hazards which are likely to be encountered and the steps individuals must take to minimise the risks associated with these hazards;

• A discussion of the emergency procedures developed for the activity;

• Introductions to the Safety officer and/or First Aider(s) attending the activity;

• General safety guidelines, including:
  o The need to act lawfully at all times;
  o The need to follow all regulatory and advisory signage and traffic regulations;
  o The need to follow all explicit directives from staff members in charge, site controllers and transport operators (e.g. bus drivers);
  o The need to follow all other instructions as given by staff or workers on site that do not conflict with the above;

• Rules relating to alcohol, tobacco and other drugs, specifically with reference to Monash University misconduct statutes, regulations and policies, as well as civil and criminal laws in relation to illegal drug offences. These include being under the influence, possession, use, preparation, manufacture, sale or supply and will not be tolerated.

4.3.12. Specific information regarding safety aspects of the activity must also be included in the safety briefing:

• Minimum dress requirements, including a warning that correct dress is mandatory for participation in activities; and

• Discussion of correct maintenance and use of safety equipment required for the various activities that are to be carried out.

4.3.13. Written safety procedures must accompany the briefing, including:

• The completed risk assessment(s) for the activity;

• Written guidelines and/or safety procedures relevant to the activity being undertaken, e.g. use of equipment or vehicles, communication protocols; and

• Emergency contact numbers and procedures.

4.3.14. Participants may also be provided with information detailing:

• Organisational arrangements, including information about site, travel, personnel, weather, etc.;

• Practical requisites for the activity, e.g. clothing, sun screen, insect repellent, sunglasses, footwear, weatherproof coat, water bottle;

4.3.15. It is mandatory that all participants in the activity attend a safety briefing and that reasonable steps are taken to ascertain that the briefing has been understood by all participants.

4.3.16. Attendance at the briefing session must be recorded. Separate sessions may have to be held for participants who are unable to attend the main briefing session.

4.3.17. The safety briefing must be provided in a form that is accessible for participants with disabilities attending the activity. Alternative formats may have to be provided for specific participants, e.g. written information for participants with hearing-impairment, Braille version or audio for participants with vision impairment.

4.3.18. For daily off-campus excursions, a personal contact of the staff member or student must notify a representative of the academic/administrative unit if they fail to return by a pre-arranged time.
4.3.19. On their return from specified high risk, off-campus activities, staff members and/or students must notify a contact person (e.g. their supervisor) from their academic/administrative unit.

4.3.20. If a staff member or student fails to return from one of these specified activities at the pre-arranged time and has not notified a change in arrangements, the contact person is responsible for notifying the nominated academic/administrative unit representative.

4.3.21. The representative of the academic/administrative unit is then responsible for notifying:
  - Emergency services;
  - Family/friends of the staff member and/or student.

4.4. International Activities

4.4.1. Authorisation/approval for work related international travel must be sought in advance and in accordance with Monash’s International Travel Procedure for Australian Campuses. Where a teaching or research project involves multiple trips overseas, authorisation and approval must be sought and granted for each individual trip.

4.4.2. All deviations from the proposed and subsequently approved itinerary must be reviewed and approved by the Authorising officer.

4.4.3. If the changes include travelling to a destination with a DFAT warning level, approval must be sought in accordance with Monash’s International Travel Procedure for Australian Campuses.

4.5. Emergency Planning

The risk assessment must include a section that outlines the procedures to be followed in the event of an emergency such as an injury, participants becoming separated from the main group, a deleterious change in the weather, etc.

4.5.1. The emergency plans must include:
  - Emergency procedures for participants of the activity and for the academic/administrative unit;
  - Emergency procedures for participants with disabilities;
  - Communication procedures; and
  - Emergency services contact numbers (A proforma is provided in Section 10: Tools) for local emergency services and within the department, school or centre.

5. Keeping Parties Intact

Once at the site of an off-campus activity, the main group may split up into smaller groups travelling in different directions. To avoid the possibility of a participant becoming separated from the group, the supervisor of the group must ensure that appropriate procedures are in place. These must at least include:
  - Lists of names of participants in each group;
  - Head counts before groups go out to study sites and before leaving sites to return to camp.

6. Incident Reporting, Investigation and Recording

All hazards, near-misses and injuries must be reported in accordance with the Hazard and Incident Reporting, Investigation and Recording Procedure.
7. Insurance

7.1. TAC
Accidents involving motor vehicles on the road are covered in part by Transport Accident Commission (TAC) insurance and, in part for staff, by WorkCover insurance. TAC insurance covers Victorian drivers who are travelling in all states of Australia.

7.2. Workcover
For accidents occurring off-road or not in vehicles, staff are insured via WorkCover which applies to staff on a work-related activity.

7.3. Student Cover
The level of cover provided to students is dependent upon the nature and location of the activity. Further information is available by contacting the Financial Resources Management Division. 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.

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. The details of the benefits provided under this policy are given at the Financial Resources Management Division website.

7.4. Public Liability
The University has a public and products liability insurance protecting it from claims by third parties for personal injury or damage to property. The policy extends this protection to:
- Employees and voluntary workers whilst acting within the scope of their duties in such capacity; and
- Students engaged in practical training both on or off-campus including but not limited to practical placement, community placement, enterprise experience, work experience or off campus off-campus assignments.

8. Hazard Identification and Risk Control
It is the responsibility of staff members in charge of the off-campus activity and the supervisors of students to carry out a comprehensive identification of hazards, assess the risks and ensure appropriate controls are implemented before commencement of the activity. Further information on the Monash Risk management process can be found in the OHS Risk management procedure and associated tools.

8.1. Transport Within Australia
8.1.1. Whenever possible, buses or coaches must be used to transport large numbers of students.
- All buses or coaches hired or used must be fitted with seat belts.
- Transport used must be accessible to participants with disabilities attending the activity.

8.1.2. University vehicles must be used whenever possible and two fully-licensed drivers must be in each vehicle at all times.

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

8.1.4. Evidence of attendance at appropriate training course(s) must be held with a designated person in the academic/administrative unit.
8.1.5. 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.

8.1.6. All vehicles (university and private) must be checked before use to ensure that they contain oil, water and fuel, spare tyre (inflated), the car manual and tyre changing equipment and be appropriate for the conditions encountered, e.g. off-road.

8.1.7. All vehicles used on off-campus activities (excluding those to other workplaces, e.g. art galleries, other universities, factories) must travel with an appropriate First Aid kit (refer to First Aid procedure).

8.1.8. For off-campus trips to rural/remote areas, it is recommended that a record of the driving times and scheduled breaks be recorded in a logbook for each trip.

8.2. **International Travel**

Hazards that are likely to be encountered during international travel include:

- Effects of climate
- Disease
- Natural Disasters
- Threats to personal security, e.g. terrorism, civil unrest

Participants of international activities must undertake an evaluation of the potential hazards and ensure appropriate controls are in place to minimise the identified risks.

8.3. **Communication**

8.3.1. Heads of academic/administrative units must ensure that all off-campus trip parties are supplied with a reliable 24-hour means of communication.

8.3.2. Communication must be provided between the participants and the academic/administrative unit at Monash University or a nominated communications base.

8.3.3. All equipment must be inspected and in correct working order before the off-campus activity commences.

8.3.4. Examples of types of equipment include:

- Mobile phones
- Citizen Band (CB) radio (UHF, AM)
- State-wide mobile radio
- Marine radio
- Radio handsets (provided by National Parks)
- Distress flares

8.3.5. Back-up equipment such as spare radio, mobile phone, additional battery packs or flares must be provided in case equipment damage or failure occurs.

8.3.6. More than one person in each group must be trained in the use of the communications equipment carried with the group. Training must be carried out before the off-campus activity commences.
8.4. **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.

8.5. **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 and such occurrences.

Participants must obtain local information about what to do in the event of such an emergency and prepare a crisis response plan.

For international activities, this requires registration at the nearest Australian embassy.

8.6. **Threats to Personal Security, e.g. Terrorism, Civil Unrest**

All staff and students travelling overseas should:

- Inform themselves, before and during their travel, of developments that could affect their safety in the countries that they are visiting by consulting the Department of Foreign Affairs and Trade (www.dfat.gov.au) and the media;
- 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;
- Exercise caution in areas outside major cities.

8.7. **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 off-campus activities.

8.7.1. 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.

8.7.2. 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).

8.7.3. Following discussions with the Occupational Health Physician, OH&S/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.

8.7.4. 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.

8.7.5. 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.

8.7.6. 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 risk assessment.
8.8. **First Aid**

Details of First Aid requirements for off-campus activities based in Australia and overseas are given in the First Aid procedure.

8.9. **Safety Equipment**

8.9.1. The wearing of specialised safety equipment may be required for some off-campus activities.

8.9.2. Safety equipment must be:

- Of approved design (i.e., meet Australian Standards as a minimum);
- Of suitable quality for the conditions to be encountered;
- 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.

8.10. **Off – Campus Activities Requiring Additional Precautions**

The following activities will require special precautions to ensure the health and safety of those involved:

- Boating
- SCUBA diving
- Snorkelling
- Bush walking
- Canoeing/kayaking
- Caving
- Handling of explosives
- Use of firearms
- Cliff walking
- Rock climbing
- Camping
- Farm work

8.10.1. Staff members in charge of these field activities must ensure that:

- All hazards have been identified;
- Risk controls have been documented; and
- Appropriate safety arrangements have been organised in advance.

9. **Responsibility for Implementation**

A comprehensive list of OHS responsibilities is provided in the document OHS Roles, Committees and Responsibilities Procedure are provided below. 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 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 (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;
  o Ensure that the responsibilities for health and safety are communicated to all participants; and
  o 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 wilfully 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.

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

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<td>Tobacco (Amendment) Act 2005</td>
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<td>International Staffing and Mobility Policy</td>
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<td>Monash University Equal Opportunity Policy</td>
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<td>Alcohol and Other Drugs Management Policy</td>
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<td>Monash University (Council) Regulations. Section 30: Student Misconduct</td>
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<td>Monash University (Vice-Chancellor) Regulations. Part 6 – Student Exclusion for Health Reasons</td>
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<td>Monash University Student Charter</td>
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<td>Monash University OHS Documents</td>
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<td>Student and Staff Placements OHS Guidelines</td>
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<td>OHS Roles, Committees &amp; Responsibilities procedure OHS Risk management procedure</td>
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<td>Risk Control Program</td>
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<td>Guidelines for the Development of Safe Work Instructions</td>
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<td>Hazard &amp; Incident reporting, investigation &amp; recording procedure</td>
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<td>Boating &amp; Diving procedure</td>
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<td>First Aid Procedure</td>
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12. Document History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of Issue</th>
<th>Changes made to document</th>
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<tbody>
<tr>
<td>2</td>
<td>August 2010</td>
<td>Guidelines for health &amp; safety during international activities, v2</td>
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<td>3</td>
<td>August 2010</td>
<td>Guidelines for health &amp; safety during field activities in rural &amp; remote areas, v3</td>
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<td>3.1</td>
<td>February 2012</td>
<td>Guidelines for health &amp; safety during off-campus activities undertaken in urban areas, v3.1</td>
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<td>1</td>
<td>November 2013</td>
<td>1. Merged 3 guideline documents into one “Off-campus activities procedure”.</td>
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<td>2. Reference to “controlled entities” was removed from the Scope.</td>
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<td>3. Updated Definitions and Specific Responsibilities sections to include only terms relevant to procedure.</td>
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<td>4. Replaced ‘should’ with ‘must’ throughout procedure in accordance with “OHS document control &amp; retention procedure” to reflect that procedures are mandatory.</td>
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<td>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.</td>
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<td>6. Consolidated sections on hazards &amp; risk from 3 guidelines into one concise section on “Hazard identification &amp; risk control”.</td>
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<td>7. Removed appendices and listed these documents as hyperlinks in “Tool section” to reduce length of document.</td>
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<td>8. Updated hyperlinks and adopted minor formatting changes.</td>
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<td>1.1</td>
<td>July 2015</td>
<td>Updated hyperlinks throughout to new OH&amp;S website.</td>
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<td>2</td>
<td>November 2015</td>
<td>1. Updated sections 5, &amp; 7 to include expectations with regard to illegal drugs.</td>
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<td>2. Updated web links in Section 10- Insurance</td>
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<td>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.</td>
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<td>4. Added Compliance section and updated Reference section.</td>
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<td>2.1</td>
<td>August 2017</td>
<td>1. Updated logos in header</td>
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<tr>
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<td>2. Updated OHS Regulations to 2017</td>
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