

GUIDELINES FOR HEALTH AND SAFETY DURING OFF-CAMPUS ACTIVITIES UNDERTAKEN IN URBAN AREAS

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1. PURPOSE

The purpose of these guidelines is to ensure the identification, assessment and control of risks associated with off-campus activities in urban areas undertaken by staff and students at Monash University in accordance with the requirements of the occupational Health and Safety Act 2004.

Off-campus activities in urban areas are an essential part of many of the research and teaching activities at Monash University. These activities can, however, present increased risk as work or study carried out off-campus is often significantly different to normal on-campus work practices. It may also be distant from well-established and familiar environments where hazards and risks are well known and controlled. These guidelines have been developed to highlight the additional risks that may be encountered when undertaking off-campus activities in urban areas in Australia and to provide guidance as to appropriate ways to control these risks.

Staff who elect to manage the risks associated with off-campus activities in urban areas in a different manner to that described in these guidelines must use practices that provide at least equivalent, or a better, level of safety. Staff and students may only participate in collaborative field activities or field activities run by another organisation if the field activity is in compliance with Monash University OHS policies and procedures or if the OHS policies and procedures of the organising body are of equivalent, or better, level of safety.

2. SCOPE OF GUIDELINES

These guidelines apply to all off-campus activities in urban areas involving staff and students from the Australian campuses of Monash University, excluding visits by staff members or students to another site for the purpose of lectures, seminars or meetings.

Staff or students intending to undertake off-campus activities in urban areas overseas must also comply with the **Monash University Guidelines for International Activities**.

Staff and students intending to undertake field activities in country or remote areas should consult the **Monash University Guidelines for Health and Safety during Field Activities in Country and Remote Areas**.

3. DEFINITIONS

3.1 OFF-CAMPUS ACTIVITIES IN URBAN AREAS

Off-campus activities in urban areas comprise all teaching and/or research activities authorised by Monash University involving staff, students and authorised volunteers that are undertaken off-campus in urban areas or within 5 km of an urban areas in Australia.

For the purposes of these guidelines, urban areas are defined as populated areas such as cities, towns, suburbs, country towns or centres where medical assistance and communication is readily available.

For the purpose of these guidelines, off-campus activities in urban areas include excursions, field excursions, study tours and site visits to places such as industry locations, hospitals and factories.

NB Off-campus activities in urban areas do not include visits by staff members or students to another site for the purpose of lectures, seminars or meetings.

For the purposes of these guidelines off-campus activities in urban areas will be divided into two broad categories:

3.1.1 Low risk activities

These activities are undertaken at an off-campus location in an urban area such as an art gallery, a research institute, a factory, an industry location, a hospital or public building. The purpose of the visit is to, say, view a collection, a demonstration or experiments or to take a guided tour but not to participate in active research or teaching activities such as experimental, laboratory, clinical or studio work or study.

3.1.2 High risk activities

These activities are undertaken at an off-campus location in an urban area such as a sea, estuary, river or creek, a quarry, a hospital, a research institute, a factory or an industry location. The purpose of the activity may include active research or teaching activities such as laboratory or clinical work, water sampling, examination of rocks, undertaking art projects, etc.

3.2 COUNTRY ACTIVITIES

Country field activities comprise all teaching and/or research activities authorised by Monash University involving staff, students and authorised volunteers that are undertaken off-campus outside urban areas. Field activities include field excursions, field trips, field camps and fieldwork.

3.3 REMOTE FIELD ACTIVITIES

Remote field activities comprise all teaching and/or research activities authorised by Monash University involving staff, students and authorised volunteers that are undertaken off-campus outside urban areas:

- more than 5 km from a frequently trafficked road, farmhouse or other facility with telephone or radio communication; or
- off-road in areas including river, inland waterways, estuarine and oceanic locations where very little traffic is likely or where hills, dense timber or other topographic features would make it difficult to summon help; or
- where it would take more than one hour to obtain medical and other emergency support without a vehicle.

3.4 HEAD OF ACADEMIC/ADMINISTRATIVE UNIT

For the purposes of these guidelines, head of academic/administrative unit is used to denote the head of the area that is undertaking the activity. For academic areas, this term includes head of faculty, department, school, institute or centre. For administrative areas, the term includes head of division, branch, centre or unit.

3.5 OFF-ROAD

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

3.6 OHS HAZARD

An OHS hazard is a situation with the potential to cause injury or illness to people or damage to property.

3.7 OHS RISK

An OHS risk is the likelihood that exposure to a hazard will result in injury or illness to people or damage to property.

3.8 OHS RISK CONTROL

OHS risk control is action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property.

3.9 SUPERVISOR

3.9.1 Supervisors are those who are responsible for overseeing:

- the work program of other staff;
- the study program of honours and postgraduate students; and
- undergraduate students in lectures, tutorial and practical classes and on field trips.

3.9.2 The supervisor of staff or students has a particular responsibility for safeguarding the occupational health and safety of those in their charge. The supervisor can delegate the supervision or training of a staff member or student to a suitably qualified and/or experienced person, as appropriate for the task. The supervisor is, however, responsible for ensuring that the staff member or student has received appropriate training and has gained sufficient competence to undertake the task.

4. RESPONSIBILITIES

A comprehensive list of OHS responsibilities is provided in the document [OHS management at Monash University: Structure, functions, roles and responsibilities](#). A summary of responsibilities with respect to country and remote field activities is provided below.

4.1 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 off-campus activities in urban areas organised by their unit. Heads of academic/administrative units must institute a system for assessment, approval and review of all off-campus activities in urban areas undertaken by their area and ensure that occupational health and safety issues are reported to the safety officer, the zone OHS committee or OHS&E Consultant for resolution as required.

4.2 STAFF MEMBER IN CHARGE (ORGANISER)

The staff member in charge of an off-campus activity in an urban area must:

4.2.1 **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 .

Hazard identification and risk assessment forms, as well as training in their use, are available from OHS. Many of the hazards likely to be

encountered during off-campus activities in urban areas and appropriate risk controls are discussed in these guidelines.

- 4.2.2 ensure that the responsibilities for health and safety are communicated to all participants;
- 4.2.3 provide appropriate information, instruction and training to all participants.

4.3 SUPERVISORS

Supervisors of off-campus activities in urban areas 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, by assessing and implementing hazard controls
- ensure that participants under their control use safety equipment provided in the correct manner.
- ensure that at least one supervisory participant remains alcohol and drug free at all times during the activity.

4.4 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 in urban areas, 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;
- 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;
- maintaining dress standards appropriate for the work undertaken.

A volunteer information sheet is provided in 15.1 that can be used to record the details of authorised volunteers.

5. 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 Global Equal Opportunity Policy; http://adm.monash.edu.au/sss/equity-diversity/equal_opportunity/policies/globaleopol.html) With respect to off-campus activities in urban areas, 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 in an urban area 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 by phone on (03) 9905 5704 or via email on dlu@adm.monash.edu.au.

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

5.1 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.

5.2 FACILITIES

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

5.3 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** on mobile phones useful for communication while attending off-campus activities.

5.4 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.

6. LOW RISK ACTIVITIES IN URBAN AREAS FOR STAFF, HONOURS AND POSTGRADUATE STUDENTS

6.1 RISK MANAGEMENT

6.1.1 A formal risk assessment of each low risk, off-campus activity undertaken in urban areas is not required. However, a “**generic risk assessment**” of the each of the types of low risk activities undertaken in urban areas by an academic/administrative unit **must** be completed.

6.1.2 The risk controls implemented for the activity should be documented, as well as the details included in the safety briefing provided to participants. These documents must be made available to new staff members supervising the activity so that they will be aware of the issues likely to be encountered during the activity and the procedures that have been found to be successful in controlling the risks.

6.1.3 Potential hazards identified by the staff member in charge of the activity must be disclosed to participating staff, students and volunteers before departure, together with the risk control measures to be adopted (see safety briefing in 6.2.2.2).

- 6.1.4 The effectiveness of risk control measures must be reviewed and improved following any incidents that occur during an activity, before the activity recurs and when any aspect of the activity changes.

6.2 NOTIFICATION REQUIREMENTS BEFORE DEPARTURE

6.2.1 Head of academic/administrative unit

6.2.1.1 Before departing on a low risk, off-campus activity in an urban area, the staff member in charge of the activity must provide the head of the academic/administrative unit with the following information. Forms are provided in 15.2 that can be used for this purpose.

- Written itinerary
- Details of the information and safety briefing provided to participants

6.2.1.2 The head of the academic/administrative unit or their nominee will authorise the activity when all procedures have been completed.

6.2.1.3 The information must be submitted well in advance of the trip to allow time for the head of academic/administrative unit or their nominee adequate time for assessment and approval before departure.

6.2.1.4 Regular excursions that are part of an overall activity or project:

- The head of the academic/administrative unit must be notified of the general project area, personal contact details, and completion of the pre-departure notification before the commencement of the project.
- The specific details of each of the excursions that occur as part of the project must then be notified just prior to each excursion.

6.2.2 To participants

6.2.2.1 Information sheet

Participants should 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.

6.2.2.2 Safety briefing

When safety issues have been identified for the activity, a safety briefing must be given to all participants (staff, students and volunteers) before the commencement of the activity.

- 6.2.2.2.1 The safety briefing must include as a minimum:
- the need to follow all explicit directives from staff members in charge, site controllers and transport operators (e.g. bus drivers);
 - the need to follow all other instructions as given by staff or workers on site that do not conflict with the above.
- 6.2.2.2.2 Specific information regarding safety aspects of the activity must also be included in the safety briefing:
- discussion of potential hazards that are likely to be encountered and the steps individuals must take to minimise the risks associated with these hazards;
 - minimum dress requirements.
- 6.2.2.2.3 The briefing is an educational exercise aimed at making participants aware of potentially dangerous situations. It should be conducted in such a way that participants appreciate the need to follow the correct safety procedures. It is necessary to take reasonable steps to ascertain that the briefing is understood.
- 6.2.2.2.4 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.

7. HIGH RISK ACTIVITIES IN URBAN AREAS FOR STAFF, UNDERGRADUATE AND POSTGRADUATE STUDENTS

7.1 RISK MANAGEMENT

- 7.1.1 A comprehensive identification of the hazards to be encountered during high risk, off-campus activities in urban areas and an assessment of the risks associated with these hazards must be undertaken during the planning for the trip. Forms to assist with this process are provided by OHS.
- 7.1.2 Staff members in charge of high risk, off-campus activities in urban areas and supervisors of students are responsible for ensuring that the risk assessment procedure has been completed before the commencement of the activity.
- 7.1.3 Following the risk assessment, control measures must be adopted to minimise the risk associated with each hazard. The hierarchy of control, as described in the OHS risk control program, must be used to determine the most appropriate controls.
- 7.1.4 Potential hazards identified by the staff member in charge of the activity must be disclosed to participating staff, students and volunteers before departure, together with the risk control measures to be adopted (see safety briefing in 7.4.2.1).

7.1.5 The effectiveness of risk control measures must be reviewed and improved following any incidents that occur during an activity, before the activity recurs and when any aspect of the activity changes.

7.1.6 **Research/teaching projects involving high risk activities in urban areas**

An overall risk assessment must be completed of all types of risks involved in a specific research or teaching project, including the various off-campus activities, before the activities commence. The head of the academic/administrative unit must be notified of the general area of the project, personal contact details and the completion of all requirements before commencement of the project. The specific details of each of the excursions that occur as part of the project must then be notified just prior to each excursion (see 7.4.1.).

7.2 EMERGENCY PLANNING

7.2.1 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.

7.2.2 The emergency plans must include:

- Emergency procedures for participants of the activity and in the academic/administrative unit;
- Emergency procedures for participants who have disabilities;
- Communication procedures;
- Emergency services contact numbers (An emergency contacts proforma is provided in 15.3) for **local emergency services** and within the academic/administrative unit.

7.3 APPOINTMENT OF A SAFETY OFFICER

7.3.1 When students take part in a high risk, off-campus activity in an urban area, 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.

7.3.2 It is recommended that the safety officer is someone other than the staff member in charge of the activity. The safety officer should keep the staff member in charge of the activity informed of any safety issues and make recommendations to ensure the safety of participants.

7.3.3 All safety issues that arise during the activity should be directed to the safety officer.

7.3.4 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.

7.4 NOTIFICATION REQUIREMENTS

7.4.1 **Head of academic/administrative unit**

Before departing on a high risk, off-campus activity in an urban area the staff member in charge of the activity or the supervisor of the student must provide the head of the academic/administrative unit or

their nominee with the following information. Forms are provided in 15.2 and 15.4 that can be used for this purpose.

7.4.1.1 Written itinerary

7.4.1.2 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 any first aiders attending the activity;
- 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.

7.4.1.3 Pre-departure checklist

- Before departing on an activity, the staff member in charge of the activity must complete the form provided in 15.2 and submit it to the head of the academic/administrative unit or their nominated delegate.
- The head of the academic/administrative unit or their nominee will authorise the activity if all steps required have been completed.
- The form must be submitted well in advance of the trip to allow time for the head of the academic/administrative unit or their nominee adequate time for assessment and approval before departure.

7.4.2 **To participants**

7.4.2.1 Safety briefing

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

7.4.2.1.1 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 (see 7.2) developed for the activity;
- introductions to the safety officer and/or first aider(s) attending the activity;
- general safety guidelines, including:
 - the need to act lawfully at all times;
 - the need to follow all regulatory and advisory signage and traffic regulations;
 - the need to follow common sense practices;
 - the need to follow all explicit directives from staff members in

- charge, site controllers and transport operators (e.g. bus drivers);
 - 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.
- 7.4.2.1.2 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;
 - discussion of correct maintenance and use of safety equipment required for the various activities that are to be carried out.
- 7.4.2.1.3 Written safety procedures must accompany the briefing, including:
- the completed risk assessment for the activity;
 - written guidelines and/or safety procedures relevant to the activity being undertaken, e.g. use of equipment or vehicles, communication protocols;
 - emergency contact numbers and procedures.
- 7.4.2.1.4 Participants may also be provided with information detailing:
- organisational arrangements, including information about site, travel, personnel, weather, etc;
 - practical requisites for the activity, eg clothing, sun screen, insect repellent, sunglasses, footwear, weatherproof coat, water bottle;
- 7.4.2.1.5 The briefing is an educational exercise aimed at making participants aware of potentially dangerous situations. It should be conducted in such a way that participants appreciate the need to follow the correct safety procedures. It is necessary to take reasonable steps to ascertain that the briefing is understood.
- 7.4.2.1.6 It is essential that all participants in the activity attend a safety briefing and that the attendance at the briefing session is recorded. Separate sessions may have to be held for participants who are unable to attend the main briefing session.
- 7.4.2.1.7 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.

7.4.3 **Return from high risk, off-campus activities in isolated urban areas**

7.4.3.1 On their return from specified high risk, off-campus activities in urban areas, staff members and/or students must notify a contact person (e.g. their supervisor) from their academic/administrative unit. This requirement would apply to high risk activities undertaken in isolated areas such as rivers, creeks, sea or estuarine environments, quarries, etc.

7.4.3.2 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 an academic/administrative unit representative (e.g. the resources manager).

7.4.3.3 The representative of the academic/administrative unit is then responsible for notifying:

- emergency services;
- family/friends of the staff member and /or student.

7.4.3.4 For daily excursions off-campus, a personal contact of the staff member or student should notify a representative of the academic/administrative unit if they fail to return by a pre-arranged time.

8. **LOW RISK ACTIVITIES IN URBAN AREAS FOR UNDERGRADUATE AND HONOURS STUDENTS**

This section of the guidelines is designed to cover off-campus activities in urban areas that are part of an undergraduate subject or course.

8.1 **RISK MANAGEMENT**

8.1.1 A comprehensive identification of the hazards to be encountered during off-campus activities in urban areas for undergraduate students and an assessment of the risks associated with these hazards must be undertaken during the planning for the trip. Forms to assist with this process are provided by OHS.

8.1.2 The risk controls implemented for the activity should be documented, as well as the details included in the safety briefing provided to participants. These documents must be made available to new staff members supervising the activity so that they will be aware of the issues likely to be encountered during the activity and the procedures that have been found to be successful in controlling the risks.

8.1.3 Potential hazards identified by the staff member in charge of the activity must be disclosed to participating staff, students and volunteers before departure, together with the risk control measures to be adopted (see safety briefing in 8.2.2.2).

8.1.4 The effectiveness of risk control measures must be reviewed and improved following any incidents that occur during an activity, before the activity recurs or when any aspect of the activity changes.

8.2 NOTIFICATION REQUIREMENTS

8.2.1 To head of academic/administrative unit

8.2.1.1.1 Before departing on a low risk, off-campus activity in an urban area 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. Forms are provided in 15.2 and 15.4 that can be used for this purpose.

- Written itinerary
- Details of the information and safety briefing provided to participants

8.2.1.2 The head of the academic/administrative unit or their nominee will authorise the activity when all procedures have been completed.

8.2.1.3 The information must be submitted well in advance of the trip to allow time for the head of academic/administrative unit or their nominee adequate time for assessment and approval before departure.

8.2.2 To participants

8.2.2.1 Information sheet

Participants should 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.

8.2.2.2 Safety briefing

When safety issues have been identified for the activity, a safety briefing must be given to all participants (staff, students and volunteers) before the commencement of the activity.

8.2.2.2.1 The safety briefing must include as a minimum:

- the need to follow all explicit directives from staff members in charge, site controllers and transport operators (e.g. bus drivers);
- the need to follow all other instructions as given by staff or workers on site that do not conflict with the above.

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

- discussion of potential hazards that are likely to be encountered and the steps

individuals must take to minimise the risks associated with these hazards;

- minimum dress requirements.

8.2.2.2.3 The briefing is an educational exercise aimed at making staff and students aware of potentially dangerous situations. It should be conducted in such a way that participating staff and students appreciate the need to follow the correct safety procedures. It is necessary to take reasonable steps to ascertain that the briefing is understood.

8.2.2.2.4 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.

9. HIGH RISK ACTIVITIES IN URBAN AREAS FOR UNDERGRADUATE AND HONOURS STUDENTS

This section of the guidelines is designed to cover off-campus activities in urban areas that are part of an undergraduate subject or course.

9.1 RISK MANAGEMENT

9.1.1 A comprehensive identification of the hazards to be encountered during high risk, off-campus activities in urban areas for undergraduate students and an assessment of the risks associated with these hazards must be undertaken during the planning for the trip. Forms to assist with this process are provided by OHS.

9.1.2 Staff members in charge of off-campus activities in urban areas and supervisors of students are responsible for ensuring that the risk assessment procedure has been completed before the commencement of the activity.

9.1.3 Following the risk assessment control measures must be adopted to minimise the risk associated with each hazard. The hierarchy of hazard controls, as described in the OHS risk control program, must be used to determine the appropriate controls to be adopted.

9.1.4 Potential hazards identified by the staff member in charge of the activity must be disclosed to participating staff, students and volunteers before departure, together with the risk control measures to be adopted.

9.1.5 The effectiveness of risk control measures must be reviewed and improved following any incidents that occur during an off-campus activity in an urban area, before the activity recurs and when any aspect of the activity changes.

9.2 EMERGENCY PLANNING

9.2.1.1 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.

9.2.1.2 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;
- Emergency services contact numbers (A proforma is provided in 15.3) for local emergency services and within the department, school or centre.

9.3 APPOINTMENT OF A SAFETY OFFICER

9.3.1 When undergraduate students take part in a high risk, off-campus activity in an urban area, 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.

9.3.2 It is recommended that the safety officer is someone other than the staff member in charge of the activity. The safety officer should keep the staff member in charge of the activity informed of any safety issues and make recommendations to ensure the safety of participants.

9.3.3 All safety issues that arise during the activity should be directed to the safety officer.

9.3.4 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.

9.4 NOTIFICATION REQUIREMENTS

9.4.1 **To head of academic/administrative unit**

9.4.1.1 Before departing on a high risk activity undertaken off-campus in an urban area with undergraduate students, the staff member in charge of the activity must provide the head of the academic/administrative unit with the following information. Forms are provided in 15.1 – 15.4 that can be used for this purpose.

9.4.1.1.1 *Written itinerary*

9.4.1.1.2 *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 any first aiders attending the activity;
- 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.

9.4.1.1.3 *Details of the safety briefing provided to participants*

9.4.1.1.4 *Emergency procedures, e.g.*

- Details of procedures for participants who become separated during the activity;
- Action to be taken if a participant is injured.

9.4.1.2 The head of the academic/administrative unit or their nominee will authorise the activity when all procedures have been completed.

9.4.1.3 The information must be submitted well in advance of the trip to allow time for the head of the academic/administrative unit or their nominee adequate time for assessment and approval before departure.

9.4.2 **To participants**

9.4.2.1 Information sheet

Participants must be provided with an information sheet detailing:

- written guidelines and/or safety procedures relevant to the activity being undertaken, e.g. use of equipment or vehicles; communication protocols;
- emergency procedures and contact numbers;
- rules relating to alcohol, tobacco and other drugs;
- written policies regarding actions that will be taken if students do not comply with safety instructions or display disruptive behaviour while attending the activity;
- organisational arrangements, including information about the site of the activity, travel, first aid, catering, names of supervisors, and first aiders;
- practical requisites for the activity, e.g. clothing, laboratory coat, safety glasses, sun screen, insect repellent, sunglasses, footwear, weatherproof coat, water bottle;
- personal accident insurance cover.

9.4.2.2 Students should be asked to sign a form to acknowledge that they have read and understood the guidelines as a requirement to attend the activity. An example of a form that could be used for this purpose is shown in 15.4.

9.4.2.3 Safety briefing

A safety briefing must be given to all participants (staff, students and volunteers) before the commencement of an undergraduate activity undertaken off-campus in an urban area.

9.4.2.3.1 The safety briefing must include as a minimum:

- a discussion of the 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 (see 9.2) developed for the activity;

- introductions to the safety officer and first aider(s) attending the activity;
- general safety guidelines, including:
 - the need to act lawfully at all times;
 - the need to follow all regulatory and advisory signage and traffic regulations;
 - the need to follow common sense practices;
 - the need to follow all explicit directives from staff members in charge, site controllers and transport operators (e.g. bus drivers);
 - 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.

9.4.2.3.2 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;
- discussion of correct maintenance and use of safety equipment required for the various activities that are to be carried out.

9.4.2.3.3 The briefing is an educational exercise aimed at making participants aware of potentially dangerous situations. It should be conducted in such a way that participants appreciate the need to follow the correct safety procedures. It is necessary to take reasonable steps to ascertain that the briefing is understood.

9.4.2.3.4 It is essential that all staff and students participating in the activity attend a safety briefing and that the attendance at the briefing session is recorded. Separate sessions may have to be held for participants who are unable to attend the main briefing session.

9.4.2.3.5 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.

9.5 SUPERVISION OF UNDERGRADUATE STUDENT GROUPS

The staff member in charge of the activity should 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 should be male and female supervisors for activities involving male and female students.

9.6 KEEPING PARTIES INTACT

Once at the site of an off-campus activity in an urban area, 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 should 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.

10. INCIDENT REPORTING, INVESTIGATION AND RECORDING

- 10.1** Before commencement of the off-campus activity in an urban area, the staff member in charge must be familiar with the Monash University Procedure for Hazard and Incident Reporting, Investigation and Recording ²
- 10.2** An incident report form must be completed for all incidents and hazards.
- 10.3** The supervisor of the group, the staff member in charge of the activity or the safety officer for the activity must undertake an investigation of the incident and assist with the completion of the incident report form. A thorough investigation of the immediate and underlying causes of an incident is essential to prevent a recurrence.
- 10.4** The results of the investigation following an incident must be incorporated into the next review of the risk assessment of the activity.
- 10.5** Completed incident forms must be returned to your safety officer on return from the activity.
- 10.6** The presence of any disturbing or suspicious people at study sites should be reported immediately both to a specified contact person at the academic/administrative unit and to the police.

11. INSURANCE

- 11.1** 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.
- 11.2** For accidents occurring off-road or not in vehicles, staff are insured via WorkCover which applies to staff on a work-related activity.
- 11.3** All enrolled students are members of a personal accident insurance scheme (see <http://www.sport.monash.edu.au/accident-insurance.html> for details), which applies in off-campus situations that are specifically university-run activities.

- 11.4** 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 services web site (<http://www.firm.monash.edu.au/insurance>) under Schedule of Benefits for Category C workers.
- 11.5** 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;
 - 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 field assignments.

12. CONTROLLING RISKS DURING OFF-CAMPUS ACTIVITIES IN URBAN AREAS

12.1 TRANSPORT

12.1.1 Hire of buses

- 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.

12.1.2 Vehicle use

12.1.2.1 University vehicles must be used whenever possible:

- The staff member in charge of the off-campus activity in an urban area must ensure that each driver is appropriately licensed and suitably trained for the driving required for the activity.
- Anyone driving 4 wheel drive vehicles off-road must have attended an accredited 4 wheel drive training course in the last 5 years. Companies providing accredited courses that have been used by Monash University include 'Key to Adventure' and 'SafeTrek 4WD Services'.
- Evidence of attendance at appropriate training course(s) must be held with a designated person in the academic/administrative unit/controlled entity.

12.1.2.2 Private vehicles should 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. The insurance of private vehicles is the responsibility of the owner.

- Drivers are made aware that responsibility for the roadworthiness of the vehicle lies with the owner of the vehicle.

12.1.2.3 Each vehicle (private or university) must be checked before departure:

- All vehicles must be checked before use to ensure that they contain oil, water and fuel, spare tyre (inflated), the car manual and tyre changing equipment.
- All vehicles used on off-campus activities in urban areas (excluding those to other workplaces, e.g. art galleries, other universities, factories) must travel with an appropriate first aid kit (see 12.3.3; 15.5.1).
- It is recommended that a fire extinguisher be carried in all vehicles;

12.1.2.4 The seat belts in all vehicles must be worn, properly adjusted and securely fastened by all students and staff³. (Road Safety (Traffic) Regulations. 1988).

12.1.2.5 Vehicles taken on off-campus activities in urban areas must be appropriate for the conditions encountered, e.g. 4 wheel drive for off-road conditions.

12.1.2.6 Students and staff must be made aware before starting the trip that smoking, the consumption of alcohol and the misuse of drugs are not allowed in Monash University vehicles (including any transport used to move students and staff while on official trips).

12.2 MEDICAL PREPAREDNESS

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

12.2.2 Medical concerns of participants

12.2.2.1 Information regarding the types of activities, the nature of the exercise and the conditions likely to be encountered during the off-campus activity in an urban area must be provided to the participants of all activities.

12.2.2.2 If a staff member or student has any concerns regarding their medical status or fitness for an off-campus activity in an urban area, they should consult the Occupational Health Physician regarding the appropriateness of their attendance on the activity.

12.2.2.3 Following discussions with the Occupational Health Physician, 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.

12.2.2.4 Staff and students with particular medical conditions that cannot be orally explained in the case of an accident (eg allergy to penicillin) should wear 'medical alert' or similar bracelets, pendants, etc.

12.2.3 Adequate supplies of any **prescribed medication(s)** required for the duration of the urban activity should be taken. Approximately 1.5 - 2 times the normal supplies should be packed in case return from the

field activity is delayed. The first aider will assist in providing appropriate storage of the supplies, if necessary.

- 12.2.4 **Exposure to venomous animals, disease vectors and plants** likely to cause allergic reactions must be avoided as far as possible. Participants must be informed if there is a risk of exposure and should take steps to minimise risk (e.g. wear appropriate clothing, apply insect repellent, carry antihistamine drugs).

12.3 FIRST AID

- 12.3.1 Details of first aid requirements for field activities are given in the [Monash University Procedures for First Aid](#)⁴

The relevant sections of this procedure are provided below.

12.3.2 Numbers and competencies of first aiders required

- It is not essential, but it is desirable, for field trip parties in the metropolitan area to contain a trained first aider.
- Field trip parties in areas within 25 kms of medical help should include the following numbers of first aiders:-

Groups up to 9 people

1 person trained in Basic First Aid (Level 2) or higher.

Groups of 10 to 30 people

As for I plus 1 person trained in Basic First Aid (Level 2) or higher.

Groups of over 30 people

As for II plus an additional person trained in Basic First Aid (Level 2) or higher, for every additional 30 people or part thereof.

12.3.3 First aid kits

12.3.3.1 All vehicles and caravans used on field trips (excluding those to other workplaces, e.g. factories) must travel with a first aid kit.

12.3.3.2 Vehicles used for other travel should, when practicable, also be equipped with a first aid kit. The contents for vehicle first aid kits are specified in 15.5.1 of this policy.

12.3.3.3 The contents of a waist first aid kit for individuals are specified in 15.5.2 of this policy.

12.3.3.4 Prior to departure, the contents of all vehicle and waist first aid kits should be checked and restocked if necessary in accordance with section 15.5.1.

12.3.3.5 On returning from an off-campus activity in an urban area, the staff member in charge must advise the first aid coordinator if kits have been used in order to ensure that they are replenished.

12.4 COMMUNICATION

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

12.5 GENERAL SAFETY GUIDELINES

12.5.1 Access

The staff member in charge of an off-campus activity in an urban area 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.

12.5.2 Site specific safety rules

12.5.2.1 The staff member in charge of an off-campus activity in an urban area should note that local rules will apply in some areas (e.g. construction sites) and should familiarise themselves with these before the visit.

12.5.2.2 In these instances, a site specific safety briefing may be given by the occupier's site safety officer or delegate.

12.5.3 Safety equipment

12.5.3.1 The wearing of specialised safety equipment may be required in off-campus activities in urban areas:

- Safety vests - brightly coloured vests with reflective surfaces. These should be worn in all situations when visibility is a safety issue (e.g., anywhere near roads or traffic, moving machinery), regardless of ambient light conditions.
- Hard hats - should be worn as appropriate in situations where risk of head injury is present (e.g. falling objects, low headroom).
- Safety glasses or goggles - must be worn whenever there is a risk of eye injury.
- Hearing protection - must be used whenever there is a risk of noise-related injury.
- Respiratory protection - must be used where necessary (e.g. exhaust fumes in tunnels or droplet infection in sewers).

12.5.3.2 Safety equipment must be:

- of approved design (ie, 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.

12.5.3.3 Essential safety equipment:

- On some off-campus activities undertaken in urban areas, certain clothing and equipment may be considered essential for personal and group safety. The staff member in charge of the activity must ensure that all participants are aware of the possible neglect of

the duty of care principle should they allow a person to take part *without essential safety equipment* (e.g. safety glasses, hats) where the wearing of such equipment has been advised as essential.

- Before the activity commences essential safety equipment must be checked to ensure that it fits correctly.
- Training in the use of safety equipment must be given *before* the activity commences.

12.5.3.4 Protective clothing and footwear

It is the responsibility of individual students, members of staff and volunteers to ensure that adequate protection for the environment to be encountered is carried and used.

Examples of protective clothing and footwear include:

12.5.3.4.1 Hat, sunglasses, lipscreen and sun screen, for protection against ultraviolet radiation (all seasons).

12.5.3.4.2 Waders, preferably with a boot-like sole pattern, or wetsuit for aquatic activities.

12.5.3.4.3 Rain/windproof jacket where appropriate. A change of clothing should be carried if a person is likely to become wet.

12.5.3.4.4 Appropriate footwear:

- Bare feet, thongs and sandals provide no protection to dropped objects, sharp objects or collision and, in many cases, will provide less than adequate grip.
- The minimum standard appropriate for a range of situations would be:
 - immersion in water – waders, thick-soled sport shoes (e.g. runners) or wet-suit boots;
 - wet conditions - gumboots or boots;
 - work sites - solid boots (steel capped toe if possible);
 - other situations - thick-soled sports shoes as a minimum.

12.5.3.4.5 Appropriate clothing:

- Loose, baggy clothing and ties can be dangerous around machinery as they can become entangled. Well fitting and secured clothing that covers the torso would be appropriate.
- Long hair and jewellery can become entangled in machinery with dangerous results. Hair can be tucked into caps or hairnets and jewellery must be removed or safely relocated (e.g. tuck necklace under jumper).

12.6 HIGH RISK ACTIVITIES

12.6.1 Numbers attending high risk, off-campus activities in urban areas

Two or more people must attend the activity. It is preferable that at least 3 people attend so that if an accident occurs, one person is available to attend the injured party while another person notifies emergency services.

12.6.2 Communication for high risk, off-campus activities in isolated urban areas

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

12.6.2.2 Examples of types of equipment and its use include:

12.6.2.2.1 Mobile phones

The effective coverage of mobile telephones in the area of the activity must be checked before leaving for the trip.

12.6.2.2.2 Citizen Band (CB) radio (UHF, AM)

Under normal conditions the use of these radios is limited to a short range (7-10km);

12.6.2.2.3 State-wide mobile radio

- Network covers 97% of the state of Victoria, used by Country Fire Authority, Police, Department of Natural Resources & Environment;
- Can be both hand-held or vehicle mounted;
- Effective over 2-3 km distance between units;
- Can use radio or make emergency phone calls;
- Cost: \$1000 – 1500 per unit, plus monthly fee;
- Used by several departments at Monash University.

12.6.2.2.4 Marine radio

- Marine radios using 27MHz, VHF or MF/HF are available;
- All marine transmitters are required to be licensed by the Australian Communications and Media Authority (ACMA; ph. 1300 850 115);
- The operator of any MF/HF and VHF marine transceiver is required to hold a Restricted Operator's Certificate of Proficiency. Information is available from the ACMA.

12.6.2.3 Other types of communication available:

- *Radio handsets* are available for use in some National Parks. Individual rangers need to be contacted prior to

the commencement of an activity to ascertain their availability and to organise their use.

- Distress flares

- When operating on coastal waters, all craft are required to carry approved, current distress flares;
- The staff member in charge of the vessel must ensure that everyone on the craft knows the location and operation of the distress flares.

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

12.6.3 **Water safety**

12.6.3.1 General safety requirements

12.6.3.1.1 People participating in activities in marine, stream or lake environments, where the work is carried out in deep water, must be able to swim strongly or should wear an approved personal flotation device (PFD, life jacket).

12.6.3.1.2 If swimming is required for an off-campus activity in an urban area, participants must demonstrate their ability to the staff member in charge before attending the activity. A suitable demonstration of swimming ability is given in the Monash University Code of Practice for Underwater Diving⁶ (page 11), ie swim 400 metres in 10 minutes.

12.6.3.1.3 On aquatic field activities where strong currents or wave action are present, safety lines must be carried and used when appropriate.

12.6.3.1.4 Staff or students working in streams or treatment plants where there is a risk of infection or disease caused by sewage-contaminated water should be vaccinated against typhoid and hepatitis.

12.6.3.2 Boat safety

12.6.3.2.1 The staff member in charge of off-campus activities in urban areas using boats must be familiar with and must comply and the Victorian Recreational Boating Safety Handbook⁶.

12.6.3.2.2 All staff members, students or volunteers who operate a motorised boat must hold a current general boat operator licence⁶.

12.6.3.2.3 Before use, the staff member in charge of the off-campus activities in urban areas must ensure that the boat contains at least the minimum requirements of safety equipment as specified in Victorian Recreational Boating Safety Handbook⁶. The equipment taken must include a first aid kit, be in good working order and be readily accessible at all times.

- 12.6.3.2.4 One of the staff members or students participating in the off-campus activity in an urban area must have either received training or had extensive experience in the use of the craft. This person must check the 'seaworthy' condition of the craft, the engine reliability and the fuel supplies before setting out, where applicable. Advice on local rules, local conditions and weather forecasts must be obtained before each outing.
- 12.6.3.2.5 Except for large ocean-going vessels, staff members or students on board boats must wear an approved PFD.
- 12.6.3.2.6 As specified in 12.5.3 all participants must wear appropriate protective clothing and footwear.
- 12.6.3.2.7 At least two or more people must be present.
- 12.6.3.2.8 Staff members or students working from a boat must not wear waders.
- 12.6.3.2.9 The number of people carried by the craft must comply with the limits recommended by the Marine Board of Victoria⁶.
- 12.6.3.2.10 Communication and navigation systems must be carried as appropriate to the activity. Back up systems in case of failure should also be carried (12.6.2.4).
- 12.6.3.2.11 Any problems associated with the craft, eg lost equipment during use or leaks must be reported to a designated representative of the academic/administrative unit immediately on return from the trip.

12.6.3.3 Safe use of waders

- 12.6.3.3.1 Staff members or students who use waders in deep water (above knee height) during activities must be able to demonstrate their swimming ability or, alternatively, wear an approved PFD.
- 12.6.3.3.2 Where waders are worn, they must be quick-release and easy to remove if the wearer falls into the water (unless they are neoprene and specifically designed to be worn whilst swimming). Safety equipment should include a 'rescue' rope.
- 12.6.3.3.3 When alone, a staff member or student wearing waders may only enter the water if it is shallow (less than knee deep).
- 12.6.3.3.4 Two or more people must be present if the depth of the water will be greater than knee deep:
 - Before entering the water, other members of the activity must be notified.
 - Staff or students must leave the water if the depth reaches waist deep or if a strong current is flowing. In this case sampling must be conducted from a boat or when the water level falls.

12.6.3.3.5 Staff members or students working from a boat must not wear waders while being supervised in shallow water before using them off campus.

12.6.3.3.6 It is recommended that inexperienced staff or students try out the waders at a local pool before using them off-campus. The aim is to familiarise wearer with the problems associated with waders filling with water and to give them experience in staying afloat.

12.6.3.4 Diving safety

12.6.3.4.1 The staff member in charge of activities involving diving must be familiar with and must comply with the Monash University Code of Practice for Underwater Diving.

12.6.3.4.2 Scuba divers must be adequately trained and hold an Open Water Diver's certificate of competency.

12.6.4 **Preparation and handling of food**

12.6.4.1 Introduction

12.6.4.1.1 Safe handling, storage and preparation of food is essential to prevent the risk of food poisoning. Food naturally contains bacteria in small numbers. For food poisoning to occur, bacteria must have warmth, food and moisture. Food poisoning can be prevented if these conditions are avoided.

12.6.4.1.2 Common bacteria that cause food poisoning include:

- *Salmonella* – found in meat, poultry and eggs
- *Bacillus cereus* –found in cereals, rice, meat products and packet soup
- *Staphylococcus aureus* – meat, poultry, mayonnaise based salads and cream-filled desserts

12.6.4.1.3 These guidelines have been developed to assist staff prevent food poisoning during off-campus activities in urban areas.

12.6.4.2 Planning

When planning for the off-campus activities in urban areas, the factors to be considered include the number of people attending the activity, the length of activity and the facilities available.

12.6.4.3 Menus

When planning menus, the special dietary requirements of staff, students and volunteers must be considered:

- Special needs of students and staff should be discussed prior to the activity;
- Provision should be made for special dietary requirements in preparation of menus and in the purchase of supplies for the activity;

- Students should be discouraged from bringing and storing their own food.

12.6.4.4 Storage of food supplies:

- Food supplies must be stored in a food only facility, not in a laboratory area/fridge/freezer;
- Food must be stored in containers used and kept solely for that purpose.

12.6.4.5 Preparation of food

A list of these requirements must be displayed prominently in the food preparation area. All those involved in food handling and preparation must be given instruction prior to assisting.

- Look out for damaged food packaging. Do not use dented cans, leaking packages, cracked eggs, etc.
- Wash hands thoroughly before preparing any food.
- Cover any abrasions, cuts or skin rashes with a dressing and wear gloves.
- Separate preparation of different types of foods, especially meats from other foods and raw from cooked foods.
- Use separate utensils and chopping boards for raw meat and other food, eg keep one board for meat only (the board could be colour coded). If this is not possible, thoroughly wash and sanitise equipment between uses.
- Cooked or ready to eat foods must be handled with utensils such as tongs, spoons or disposable gloves.
- Never touch food with gloves that have been used for cleaning.
- Any leftover food must be refrigerated immediately or disposed of.
- Pest controls:
 - Do not leave food uncovered prior to serving;
 - Control flies, etc. in preparation area.

12.6.4.6 Waste Disposal/Cleaning

12.6.4.6.1 Benches and tabletops must be cleaned prior to use for preparation or eating.

12.6.4.6.2 Rubbish must be:

- Contained in a sealed bag;
- Removed from the preparation and eating areas as soon as possible;
- Placed into securely fastened bags or rubbish bins, which are away from preparation and eating areas whilst waiting for removal.

12.6.4.6.3 Washing of kitchenware:

- Ensure adequate water is available;
- Change the water during the washing up process;
- Wash chopping boards, utensils and plates separately.

12.6.4.6.4 Tea towels must be hung separately to dry in the fresh air after each use and washed regularly. Disposable cloths may be used.

12.6.4.6.5 Floors in preparation and eating areas must be cleaned after each use.

12.6.4.7 **Personal hygiene during food preparation and handling**

Even healthy people carry bacteria capable of causing food poisoning. Poor personal hygiene, especially lack of hand washing, increases the risk of contamination of food by passing on these bacteria.

12.6.4.7.1 Hand washing:

All staff and students ***must*** wash their hands thoroughly (including backs of hands, wrists and under fingernails) using soap and water:

- before handling or preparing food
- before eating
- after toilet
- after smoking
- after blowing nose
- after handling animals
- after handling rubbish

12.6.4.7.2 Disposable towels rather than cloth towels must be used to dry hands.

12.6.4.7.3 Gloves must be used by all staff and students for food preparation.

12.6.5 **Special high risk off-campus activities in urban areas**

Certain off-campus activities in urban areas will require special precautions to ensure the health and safety of those involved. These activities may include:

- | | |
|--------------------------|-------------------|
| ➤ Boating | ➤ SCUBA diving |
| ➤ snorkelling | ➤ bush walking |
| ➤ canoeing | ➤ caving |
| ➤ handling of explosives | ➤ use of firearms |
| ➤ cliff walking | ➤ rock climbing |
| ➤ tractor driving | ➤ farm work |

12.6.5.1 Staff members in charge of these activities should ensure that appropriate safety arrangements are organised in advance.

12.6.5.2 Such arrangements should include:

- risk assessment;
- completion of a documented risk control program;
- training of participants using accredited courses;
- provision of safety information and equipment required;
- documentation and distribution of in-house safety procedures;
- completion of an acknowledgement form by participants (see 15.4);
- provision of appropriate supervision/surveillance for the activity;

- provision of appropriate permits and licences required for the activity (e.g. explosives, firearms, entry to railway land).

13. RECORDS

<u>Record to be kept by</u>	<u>Records</u>	<u>To be kept for:</u>
Academic/administrative unit/controlled entity		
	Information & consent forms (Confidential files)	5 years
	OHS training records of training provided by unit/entity, including: <ul style="list-style-type: none"> • Attendees • Short description of training content 	Indefinitely
	Pre-departure notification forms	Until return from activity
	Risk assessments	5 years or until reviewed

14. REFERENCES LISTING OF RELEVANT GUIDELINES AND POLICY STATEMENTS

14.1 LEGISLATION

Occupational Health and Safety Act 2004 (Vic)

14.2 MONASH UNIVERSITY OHS DOCUMENTS

Monash University documents are available from the Occupational Health, Safety & Environment web site
<http://www.adm.monash.edu.au/ohse/documents/Docum.htm>.

Guidelines for the development of safe work instructions
 Guidelines for health & safety during field activities in country & remote areas
 Guidelines for health & safety during international activities
 Guidelines for health & safety during off-campus activities undertaken in urban areas
 Guidelines for health & safety during student & staff placements
 Information sheet No. 20: Ross river virus disease
 Information Sheet No. 19: Working Outdoors
 Monash University Code of Practice for Boating Safety (Available from OHS)
 Monash University Code of Practice for Underwater Diving (Available from OHS)
 Occupational health & safety policy
 OHS management at Monash University: Structure, functions, roles and responsibilities
 OHS risk management at Monash University
 Risk Control Program
 Procedures for first aid
 Procedures for hazard & incident reporting, investigation & recording

14.3 AUSTRALIAN STANDARDS

AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use.

14.4 OTHER

Department of Education, Victoria, Safety Guidelines: Camping and Bush Activities (1998) Available from OHSE
 Dunlevy, M (1981) 'Stay Alive: A Handbook on Survival' 3rd Ed AGPS Canberra

Guidelines for Personal Hygiene and Food Safety in Schools (1999)
Marine Board of Victoria, Victorian Recreational Boating Safety Handbook
(2001)
Public Health & Development Division, Department of Human Services,
Victoria Road Safety (Traffic) Regulations 1988
Vicroads 'Plan your drive and stay alive' brochure (1992)
Western Australian Police Force (1984) 'Aids to Survival'

15. RESOURCE DOCUMENTS

15.1 VOLUNTEER INFORMATION SHEET

For information regarding insurance for voluntary workers, please refer to section 11.

VOLUNTEER INFORMATION SHEET

SCHOOL/DEPARTMENT OF

Details of volunteer

Name:

Address:

Phone:

Emergency contact

Name:

Relationship: Phone:

Address:

Details of activity

Date(s):

Location(s):

Monash student/staff member present (name):

Declaration: I have volunteered to accompany the Monash University student/staff member named above on the activity as specified. I have been informed of the risks involved in doing this work and have read the risk assessment. I have been informed of the risk controls that have been implemented and I agree that I will comply with the risk control measures to the best of my ability.

Signature:

Date:

The information on this form is collected for the primary purpose of enabling you to undertake the off-campus activity. If you choose not to complete all the questions on this form, it may not be possible for Monash to permit you to undertake the activity. Your personal information may be disclosed to a third party involved in the activity and in the event of an emergency. You have a right to access personal information that Monash holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Monash University Privacy Officer on 9905 6011

MONASH UNIVERSITY

SCHOOL/DEPARTMENT OF

**PRE-DEPARTURE NOTIFICATION FOR OFF-CAMPUS ACTIVITIES
IN URBAN AREAS**

This form must be lodged with the.....prior to the trip commencing. All details must be supplied with the completed checklist

Date form completed:

OFF-CAMPUS URBAN ACTIVITY:

Destination(s) (include map and references): **Date(s):**

.....

Participants: (If preferred, attach a list) **Number:**
(Indicate participant status (staff member, postgraduate, honours or undergraduate student, volunteer)

.....
.....
.....
.....

Safety Officer:

Qualified first aiders (name and level):

.....
.....

Staff member(s) in charge:

Name: Signature: Date:

Name: Signature: Date:

LOW RISK ACTIVITIES IN URBAN AREAS**1. Itinerary attached****2. Risk assessment**

-
- Completed risk assessment of project to be undertaken, including details of risk controls, attached

3. Information provided to participants

-
- Provided all participants with information outlining safety issues (attached)
-
-
- Given safety briefing to all participants (attendance records attached)

4. Transport

-
- Arranged appropriate transport

5. Access

-
- Obtained permits and/or permission for access to the area of activity

HIGH RISK ACTIVITIES IN URBAN AREAS

In addition to the above, information must be provided regarding:

-
- Details of participants attached
-
-
- Details of personal contact(s) attached

6. Communication

-
- Provided appropriate means of communication and ensured its effectiveness in the proposed area
-
-
- Provided back up means of communication

7. Emergency procedures

-
- Details of appropriate emergency procedures attached
-
-
- Participants provided with a list of general emergency procedures and contact numbers (attached)

8. First aid

-
- Arranged for sufficient and appropriately trained first aiders to attend activity
-
-
- Arranged for sufficient, appropriate first aid kits to be prepared
-
-
- Checked that first aid kits are fully stocked

9. Safety equipment:

-
- Provided essential safety equipment (Attach list)
-
-
- Essential safety equipment has undergone checking and maintenance and is in good working order

UNDERGRADUATE ACTIVITIES IN URBAN AREAS

In addition to the above, information must be provided regarding:

10. Supervision

-
- Briefed all activity supervisors on their duties, responsibilities and obligations (Details of briefing and attendance records attached)

15.3 EMERGENCY CONTACTS PROFORMA

Emergency numbers	
Police Fire Ambulance	000
<i>If using a mobile phone</i>	112
Poisons Information (24 hr)	13 11 26
Police Search and Rescue Squad Outside Metropolitan Area (Freecall)	(03) 9399 7503 1800 135 729
Water Police Squad (24 hr) Freecall	(03) 9399 7500 1800 135 729
Monash Emergency counselling service	(03) 9621 2600
Monash community care line	(03) 990 51599
Monash EAP	1300 361 008
Victorian State Emergency Service (24 h) (Storms or floods)	13 25 00
Victorian Roads Traffic Hazards (Emergency road conditions, State wide)	13 1170
Monash Security:	990 53059
Monash University Switchboard	990 54000
Academic/administrative unit contact person: eg Resources Manager	(bh)..... (ah)..... (Mobile).....
Other emergency numbers as identified in Risk Assessment e.g. Closest medical centre to activity	
Date:	

15.4 INFORMATION AND CONSENT FORM

SCHOOL/DEPARTMENT OF

.....

OFF CAMPUS ACTIVITY:

Destination: **Date(s):**

Name: **ID no:**

Address: **Phone no:**

Name and phone number of person(s) to contact in case of illness or emergency:

.....
.....

Medical concerns (optional) / Specific requests:

.....
.....

Dietary requests (eg vegetarian etc):

.....

I have read the information provided for this activity and agree to abide by the guidelines and procedures and the directions provided by supervisors during the activity.

I acknowledge that acceptable standards of behaviour will be expected during this activity. I understand that, in the event of serious misbehaviour during the activity, I will be informed and that I may be sent home and that any costs associated with this return will be my responsibility.

Signature: **Date**

The information on this form is collected for the primary purpose of enabling you to undertake the off-campus activity. If you choose not to complete all the questions on this form, it may not be possible for Monash to permit you to undertake the activity. Your personal information may be disclosed to a third party involved in the activity and in the event of an emergency. You have a right to access personal information that Monash holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Monash University Privacy Officer on 9905 6011.

15.5 FIRST AID KITS

15.5.1 Vehicle first aid kits

(Appendix 11.4; Procedure for First Aid, V2.1 Date of last review 2007)

- Emergency Services telephone no.
- Basic first aid notes (supplied with kit containers)
- 1 First Aid Record form (OHS 2/88)
- 1 Hazard and Incident Report Form (OHS 1/97)
- Pen and note pad

1 resuscitation mask
 8 pairs disposable gloves
 1 set disposable eye protection shields
 1 pkt adhesive plastic strips
 2 sterile eye pads
 2 unmedicated sterile wound dressings (large)
 4 unmedicated sterile wound dressing (medium)
 4 unmedicated sterile wound dressings (small)
 2 triangular bandages (fabric)
 2 crepe bandages, 10cm
 2 gauze bandages, 7.5cm
 2 pkts non-adherent pads (medium)
 1 bottle distilled water, 500ml

1 space blanket
 1 pair shears (round-nose)
 1 pkt safety pins
 1 roll adhesive tape, 1.25cm (hypo-allergenic)

2 Chux
 1 large plastic bag

15.5.2 Waist first aid kit for individuals

NB The contents of this kit assumes that field workers are carrying a means of communication with base camp at all times.

1 face shield
 adhesive plastic strips
 2 large sterile wound dressings
 2 triangular bandages
 2-3 heavy duty crepe bandages, 7.5 cm
 1 roll of strapping tape
 2 normal saline ampoules (20 mls)
 1 pair small scissors
 3 safety pins
 2 pairs of gloves - medium to large
 1 space blanket
 matches/flint

Other items may be added to the kit as considered appropriate for the field conditions and as room allows.