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# purpose

This requirement describes the identification and management of health and safety risks associated with work related travel and off campus work/activities.

# scope

This requirement applies to all staff and students undertaking travel and/or off campus work/activities under the management or control of the University of Melbourne.

# DEFINITIONS

**Advice level (advisories)**

A Department of Foreign Affairs and Trade ([Travel advice explained](https://smartraveller.gov.au/resources/Pages/travel-advice-explained.aspx)) assessment of the threats that a traveller will confront at an overseas location. There are four levels including:

* Level 1 - Exercise normal safety precautions
* Level 2 - Exercise a high degree of caution.
* Level 3 - Reconsider your need to travel.
* Level 4 - Do not travel.

**Field work (metropolitan)**

Work, study, or research authorised by the University and conducted by staff or students at an off-campus site which is in a metropolitan or suburban location external to a building or structure, such as parks, gardens, or roads.

**High risk destination**

The University defines a *high risk destination* based on [Department of Foreign Affairs and Trade](http://smartraveller.gov.au/countries) advice level. Currently the University determines this with the following advisories:

* Level 3 - Reconsider your need to travel; (all regions)
* Level 4 - Do not travel (all Regions)
* Other [specific advice from DFAT](https://staff.unimelb.edu.au/health-safety-wellbeing/health-wellbeing/occupational-health/travel/DFAT-letter-to-institutions-re-Iran-travel-advice-Dec-2019.pdf) about *study or academic activity* provided to the University. Refer to [Travel and off campus work](https://safety.unimelb.edu.au/safety-topics/travel-and-off-campus-work) University web site for most up-to-date definition and advice.

**Off campus activities**

Any University supervised or coordinated route, travel or excursion to an off-campus location for the purposes of extracurricular activities.

**Placement**

Work, learning, or study undertaken by staff or students at a facility for the purposes of research or teaching for a set period of time.

**Remote fieldwork**

Work or study undertaken at a site which is more than 5 km from a facility with phone or radio communication.

**Site visit**

Any closely supervised tour or day trip to a facility for the purposes of study or research.

**Workplace (on campus)**

Any place whether or not in a building or structure where staff and students work which is owned or managed by the University of Melbourne or is a recognised University of Melbourne department within a facility.

**Workplace (off campus)**

Any place whether or not in a building or structure where staff and students work which is not owned or managed by the University of Melbourne.

# requirements

## Risk considerations

The four areas of risk which must be considered prior to undertaking an off-campus activity are:

* ensure fitness for travel and participation in the activity including vaccinations.
* determine the safety of the method of travel to the site.
* assess the risks of the associated with the travel destination; and
* assess the risks of the activity.

The Director, Health & Safety shall ensure the availability and provision of advice for off campus travel and work.

## Fitness for travel and participation

Supervisors shall ensure that staff and students are competent and fit to undertake off campus trips, and that the students are appropriately supervised during these excursions.

Consult a doctor or University Health Service to discuss any conditions that may affect the ability to travel or participate in the activity. Complete the [Health & Safety: Medical questionnaire for off campus activities](https://safety.unimelb.edu.au/__data/assets/word_doc/0005/4591382/health-and-safety-medical-questionnaire-for-off-campus-activities.docx).

Travel overseas may require vaccinations. Discuss travel plans with your treating practitioner or University Health Service six weeks prior to departure to ensure adequate vaccination coverage, also refer to [Travel Doctor-TMVC](http://www.traveldoctor.com.au/) for destination vaccination travel requirements.

For further information refer to [Vaccine preventable diseases and information and program](https://safety.unimelb.edu.au/safety-topics/occupational-health/vaccine-preventable-diseases-information-and-program).

## Mode of travel

Staff shall use [UniTravel](https://uom-search.squiz.cloud/s/redirect?collection=staff&url=https%3A%2F%2Fuom.locomotetmp.com%2F&auth=%2FQge1QOZWAS6I5lezi0icw&profile=_default&type=FP) for information on both domestic and overseas travel information, including booking travel.

If you are travelling by vehicle refer to the [Health & Safety: Vehicle use requirements](https://safety.unimelb.edu.au/__data/assets/word_doc/0006/4712118/health-and-safety-vehicle-use-requirements.docx).

Consider the different risks and requirements associated with:

* travelling by 4WD vehicles or trucks.
* travelling by air - review and the Civil Aviation Safety Authority’s [Advice for air travellers](https://www.casa.gov.au/operations-safety-and-travel/travel-and-passengers); and
* flight times and stopovers in other countries.

## Assess the location

A system must be in place to prevent or reduce the risk or injury to staff or students.

Consider the following:

* the remoteness of the location and distance to assistance
* the terrain to be covered and how it will be travelled over.
* the climate including altitude, daylight allowance and season.
* geopolitical climate and potential civil unrest
* security and safety provisions
* emergency and first aid needs
* communication requirements such as mobile phones

### Considerations for travel to overseas locations

Staff and students shall refer to:

* the [Department of Foreign Affairs and Trade](http://smartraveller.gov.au/Pages/default.aspx?gclid=CjwKEAjw5_vHBRCBtt2NqqCDjiESJABD5rCJ2nygicyvhdEieA9Qt9vZXnbFSW43GsJUZJ8Tfe3tQRoCvwrw_wcB) for the advice level(s); and
* other travel advisory information at [Safety Topics – Travel and off campus work](https://safety.unimelb.edu.au/safety-topics/other-safety-topics/events-and-fieldwork).

Staff shall meet the requirements of the [Staff Travel Policy (MPF1300)](https://policy.unimelb.edu.au/MPF1300).

Students shall meet the requirements of the [Student Travel and Transport Policy (MPF1209)](https://policy.unimelb.edu.au/MPF1209).

In addition to meeting the requirements of the above policies, when travelling to high risk destinations:

* staff shall complete a [Health & Safety: Travel to high risk destinations risk assessment](https://safety.unimelb.edu.au/__data/assets/word_doc/0011/4591397/travel-to-high-risk-destinations-risk-assessment.docx); and
* students shall complete a [Health & Safety: Non UniTravel risk assessment form](https://safety.unimelb.edu.au/__data/assets/word_doc/0011/4591388/non-unitravel-risk-assessment-form.docx).

## Assess and control risks of the activity

Head of School/Division shall ensure processes are in place to authorise all off campus work carried out within the School/Division and ensure appropriate risk identification assessment and control measures have been undertaken.

Supervisor shall obtain current and relevant student details, including medical information, emergency contacts and any special requirements to be assessed prior to the activity taking place.

Supervisors shall ensure that adequate systems are in place for appropriate training and qualifications of staff undertaking supervision of students on off campus activities.

Supervisors shall identify the hazards of the activity and undertake a risk assessment to determine adequate control measures if the activity is potentially moderate to severe risk.

Risk assessments are entered and stored into the Enterprise Risk Management System (ERMS). A University username and password is required to access ERMS via the Staff Hub or directly from web site: [Enterprise Risk Management System](https://prod.riskcloud.net/?ccode=uom).

Hard copy travel risk assessment forms are available where access to ERMS is not available. These can later be transposed to ERMS.

* [Health & Safety: Field work plan](https://safety.unimelb.edu.au/__data/assets/word_doc/0003/4591380/field-work-plan.docx)
* [Health & Safety: Field work risk assessment](https://safety.unimelb.edu.au/__data/assets/word_doc/0004/4591381/Field-work-risk-assessment-form.docx)
* [Health & Safety: Non UniTravel risk assessment form](https://safety.unimelb.edu.au/__data/assets/word_doc/0011/4591388/non-unitravel-risk-assessment-form.docx) (suitable for students that do not have access to UniTravel)
* [Health & Safety: Travel to high risk destinations risk assessment](https://safety.unimelb.edu.au/__data/assets/word_doc/0011/4591397/travel-to-high-risk-destinations-risk-assessment.docx)

Hazards/risks to consider:

* competency and level of training required
* duration of the activity
* potential negative impact on the environment due to the activity
* supervisory provisions and number of staff and students

Examples of low-risk Activities not requiring a documented risk assessment are:

* attendance at a conference for less than 1 week
* lecturing or teaching at other educational facilities

Examples of moderate/severe risk activities requiring completion of a risk assessment are:

* working at a medical research facility during a placement
* working/field work in mines, caves, rivers
* diving, boating, skiing

## Placement and fieldwork guides

For both staff and student refer to the [Health & Safety: Field work guidelines](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4699093/field-work-guidelines.pdf).

## Insurance and privacy guidelines

Find details and assistance on the University [Insurance web page](https://staff.unimelb.edu.au/finance-purchasing-travel).

## Staff and student preparation

Staff and students must complete the following prior to travel and off-campus activities:

* For domestic (within Australia) travel comply with the local area travel and fieldwork requirements.
* For overseas travel obtain DFAT Travel Risk advice on the location of intended travel and, where applicable, seek approval in accordance with the [Staff Travel Policy (MPF1300)](https://policy.unimelb.edu.au/MPF1300).
* Complete Medial declaration and where applicable, obtain further medical advice to ensure fitness for participation in the travel and off-campus activity.
* Where applicable, ensure appropriate vaccinations have been undertaken.
* Complete a risk assessment (where required).
* Provide a current itinerary to the School/Division.
* Immediately notify the School/Division of an incident, and report via the [Enterprise Risk Management System](https://prod.riskcloud.net/?ccode=uom) (or an [Health & Safety: Incident report](https://safety.unimelb.edu.au/__data/assets/word_doc/0004/4638910/Incident-report.docx) form where access to the Enterprise Risk Management System is unavailable.

## Emergency

Supervisors shall ensure that information regarding the whereabouts and contact details of staff/students is available for use by University staff on a need-to-know basis.

Supervisors shall ensure that adequate information outlining safety and emergency procedures and other environmental, health and safety issues is provided prior to off campus travel.

Following a deemed emergency/incident Managers/Supervisors shall ensure that emergency procedures are activated as soon as practicable.

# References

*Occupational Health and Safety Act 2004* (Vic)

[Advice for air travellers](https://www.casa.gov.au/operations-safety-and-travel/travel-and-passengers)

[Department of Foreign Affairs Trade](http://smartraveller.gov.au/Pages/default.aspx?gclid=CjwKEAjw5_vHBRCBtt2NqqCDjiESJABD5rCJ2nygicyvhdEieA9Qt9vZXnbFSW43GsJUZJ8Tfe3tQRoCvwrw_wcB)

[Enterprise Risk Management System](https://prod.riskcloud.net/?ccode=uom)

[Health & Safety: Vehicle use requirements](https://safety.unimelb.edu.au/__data/assets/word_doc/0006/4712118/health-and-safety-vehicle-use-requirements.docx)

[Insurance web page](https://staff.unimelb.edu.au/finance-purchasing-travel)

[Staff Travel Policy (MPF1300)](https://policy.unimelb.edu.au/MPF1300)

[Student Travel and Transport Policy (MPF1209)](https://policy.unimelb.edu.au/MPF1209)

[Travel advice explained](https://smartraveller.gov.au/resources/Pages/travel-advice-explained.aspx)

[Travel Doctor-TMVC](http://www.traveldoctor.com.au/)

[UniTravel](https://staff.unimelb.edu.au/systems)

[Travel and off campus work](https://safety.unimelb.edu.au/safety-topics/travel-and-off-campus-work)

# Responsibilities

Director, Health & Safety

Head of School/Division

Supervisors

Staff

Students

# Associated Documentation

### Processes

Nil

### Forms

[Health & Safety: Field work plan](https://safety.unimelb.edu.au/__data/assets/word_doc/0003/4591380/field-work-plan.docx)

[Health & Safety: Field work risk assessment](https://safety.unimelb.edu.au/__data/assets/word_doc/0004/4591381/Field-work-risk-assessment-form.docx)

[Health & Safety: Incident report form](https://safety.unimelb.edu.au/__data/assets/word_doc/0004/4638910/Incident-report.docx)

[Health & Safety: Medical questionnaire for off campus activities](https://safety.unimelb.edu.au/__data/assets/word_doc/0005/4591382/health-and-safety-medical-questionnaire-for-off-campus-activities.docx)

[Health & Safety: Non UniTravel risk assessment form](https://safety.unimelb.edu.au/__data/assets/word_doc/0011/4591388/non-unitravel-risk-assessment-form.docx)

[Health & Safety: Travel to high risk destinations risk assessment](https://safety.unimelb.edu.au/__data/assets/word_doc/0011/4591397/travel-to-high-risk-destinations-risk-assessment.docx)

### Guidance

[Health & Safety: Field work guidelines](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4699093/field-work-guidelines.pdf)

[Safety Topics – Travel and off campus work](https://safety.unimelb.edu.au/safety-topics/other-safety-topics/events-and-fieldwork)

[Vaccine preventable diseases and information and program](https://safety.unimelb.edu.au/safety-topics/occupational-health/vaccine-preventable-diseases-information-and-program)