

Purpose

The purpose of this information sheet is to provide information and guidance on how off-campus activities (including but not limited to field trips) related to the University of Adelaide should be planned and managed in accordance with the [Hazard Management Chapter](#) of the HSW Handbook.

Q1 What activities does this information sheet apply to?

Off campus activities are University related activities that occur away from a normal University of Adelaide workplace and therefore:

- are remote to the normal supervisory structure of the University
- are distant from the University's emergency management network
- may involve interaction with worksites and/or infrastructure not owned and maintained by the University
- requires due consideration of the likely hazards of the site/sites of the activity and how these will be managed.

Off campus activity includes any activity where either:

- students attend at or are taken to a location that is not at a University campus or a regular University workplace as part of their curriculum, or
- workers are attending at or are taken to a location that is not on a University campus or a regular University workplace in the course of their work activity.

This information sheet has not been designed to apply to the following:

- Overseas and interstate travel to conferences or visits to other Universities would not normally be considered off campus activity. The University has specific policy related to [travel safety](#).
- Where the University of Adelaide has staff collocated in the facilities of another organisation (e.g. major hospitals, SAHMRI, SARDI, etc). (Note: Advice on dealing with collocated workplaces can be provided by your [local HSW Contact](#).
- [Student work placements](#).

Q2 Do all Off Campus activities require hazard management?

The consideration and identification of potential hazards should occur at the planning stage of all activities (including off-campus activities), but if no hazards can be identified the process should stop there and no further action is required. For example a visit a metropolitan art gallery, museum or law court where it is highly unlikely that foreseeable hazards will exist. Activities like these should be considered inherently safe and it should occur with no further hazard management. (Note that Q5, 6, 9 & 10 of this information sheet may still be relevant.)

Conversely an off-campus activity at a metropolitan National Park or on the coastline (Belair, Morialta, Hallett Cove) where it is foreseeable that hazards may exist and you would be responsible for the first response to any medical emergency would require further hazard consideration and management of identified hazards.

Refer to [Appendix A](#) "Off-Campus Safety Management - Decision Tool" to assist you to determine if a Risk Assessment is required.

HSW Handbook	Off-campus Safety Management Information Sheet	Effective Date:	29 March 2019	Version 2.1
Authorised by	Associate Director, HSW	Review Date:	11 September 2021	Page 1 of 10
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

Q3 What do I need to consider when planning an off-campus activity?

Hazard Management is the key focus from a safety perspective where the activity involves any safety hazards or risks. A [hazard management tool](#) (Appendix B) has been provided to assist you to identify hazards, and then assess and control the foreseeable risks. The [Hazard Management](#) Handbook chapter also outlines requirements and responsibilities.

It is advisable (and may save considerable time) to discuss with your colleagues whether this or a similar activity has been conducted previously. If it has, you should be able to review previous safety documentation including debrief notes/recommendations and or previous incidents. Alternatively you may be able to talk with the person who previously coordinated the activity to ascertain if there were any issues, incidents/injuries, or specific control measures used to ensure the event was conducted safely.

Planning an off-campus activity will by its nature usually need additional focus on three key issues:

- Transportation – how will workers and students get safely to and from the activity?
- First aid and emergency contingencies – what access is there to first aid and emergency services?
- Communications – what communications tools are available and what are the key emergency contacts?

Q4 What do I need to consider prior to or on commencement of an off-campus activity?

When the off-campus activity involves an identified hazard(s):

- Check that any safety equipment (or other items identified as controls in a risk assessment or safety management plan) is available and in working order. (e.g. first aid kits, communications devices)
- Brief and induct any workers who will be working at/on the activity.

It is important all people involved in the activity (including students, volunteers and contractors) are inducted to an appropriate level to ensure they understand key pieces of information such as:

- the hazards (if any) they may need to be aware of
- how to access amenities and first aid, and
- the emergency procedures for the event.

Where the off-campus activity involves a risk of leaving a person behind at a remote location it is advisable to consider how you will ensure that all persons are accounted for before leaving a site.

Provision of information - Induction

An [induction checklist](#) has been provided at Appendix C to assist you with induction. Alternatively Schools/Branches may create a hand-out/flier or send an email to participants, which includes the relevant safety information for that off-campus activity.

It is recommended that the supervisor for the activity refers to the HSW Handbook chapter [Provision of HSW information, instruction and training](#), to determine what system for induction is to be put in place and when individual induction records are required to be kept on file. (e.g. where the activity requires the use of, or exposure to Hazardous Chemicals; or the activity has been risk assessed as “high” residual risk, or a level of proficiency/competency is required in order to complete the activity safely.)

Q5 What should I do if there is an accident or incident during an off campus activity?

Ensure the accident or incident is reported to the person supervising the activity so that they can ensure that:

- appropriate action can be taken;
- serious incidents/injuries can be advised to the School/Branch as soon as possible.

The School/Branch should notify:

- the [HSW Team](#) immediately on becoming aware of any injury or incident that may be notifiable under the WHS regulations (e.g. treatment as an inpatient in hospital for a serious head, eye, spinal injury, chemical exposure or a dangerous occurrence, such as an uncontrolled spill or leak of a substance, an uncontrolled explosion or an electric shock.)
- the Legal and Risk Insurance Officer (ext 34539 as soon as practicable) where the issue might result in an insurance claim. (e.g. vehicle accident, or cover for losses experienced while on authorised travel.)

HSW Handbook	Off-Campus activities - FAQ	Effective Date:	29 March 2019	Version 2.1
Authorised by	Associate Director, HSW	Review Date:	11 September 2021	Page 2 of 10
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

Q6 What might I need to consider doing after an off-campus activity?

It is important to report any incidents, accidents or near misses that occurred during the off-campus activity in accordance with the [HSW Handbook Chapter – Report a safety incident or issue](#).

It is often useful for larger off-campus activities to arrange a debrief after the completion of the activity to record any findings/recommendations that may assist with planning the same or similar activities into the future. Ideally recommendations are recorded and attached to other documentation related to the activity such as the risk assessment. This will make running the same or similar activities easier in future and provide information that may be required for local reporting purposes. A [Debrief template](#) has been provided at Appendix D to assist where a debrief is considered appropriate.

Q7 What safety records would be expected to be created in relation to an off-campus activity?

The following records would be created in accordance with the relevant chapters of the HSW Handbook:

Record	HSW Handbook Chapter
Incident and Hazard Reports (where one was reported)	Report a safety issue or incident
Risk assessment (where a hazard is identified)	Hazard Management
Induction records (where required)	Provision of information, instruction and training

Note: There may be other documentation related to the specific nature of the off-campus activity e.g. Boating, Diving, Firearms, Plant, Chemical, Contractors, etc.

Q8 What might I need to consider in relation to the provision of food during an off-campus activity?

Where an off-campus activity involves individual or group self-catering (e.g. camping) consideration should be given to food safety including but not limited to appropriate storage, refrigeration and hygiene. The [Food Act 2001 \(SA\)](#) may apply where food is being supplied and cooked by workers of the University and should be consulted if you intend to cater to workers or others (students) during an off-campus activity. It is recommended that where the off-campus activity involves catering to a group of people consideration be given to enabling meals to be purchased from a venue (i.e. café, pub, take-away or dine in restaurant) or by hiring a catering service.

Q9 What might I need to consider in relation to alcohol consumption at an off-campus activity?

Alcohol can exacerbate existing hazards and may introduce other issues that will need to be managed in relation to an off-campus activity. Serious consideration should be given to setting and monitoring clear rules related to alcohol consumption during off-campus activities. If alcohol consumption is permitted during an off-campus activity (including outside of normal working hours) consideration must be given to:

- The [University's Alcohol Management and Use Policy](#)
- ensuring operators of plant (inc. vehicles) will not be affected, impaired or fatigued such as to cause a hazard
- ensuring at least one individual is able to act (including provision of first aid and being able to drive) in an emergency situation
- strategies to avoid the excessive intake of alcohol that may lead to the students or workers being a risk to themselves or others.

It should be noted that the service of alcohol in South Australia is regulated by the state government under the [Liquor Licencing Act \(1997\)](#). The University of Adelaide has an [Alcohol Management and Use Policy](#) to assist the University community to understand what their responsibilities are should they plan to serve alcohol in relation to any activity. If the venue for the off-campus activity is not covered by an existing liquor licence and it is intended to serve or supply alcohol you may need to apply to the state government regulator for a limited licence for your off-campus activity. (<https://www.cbs.sa.gov.au/licensing-and-registration/liquor/>).

HSW Handbook	Off-Campus activities - FAQ	Effective Date:	29 March 2019	Version 2.1
Authorised by	Associate Director, HSW	Review Date:	11 September 2021	Page 3 of 10
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

Q10 What might I need to consider in relation to transportation to and from an off-campus activity?

Good vehicle safety practices should be adhered to at all times whether on or off-road.

See [Vehicle Safety Management Information Sheet](#).

- No person should ever be permitted to travel in the open tray of a utility or trailer.
- When loading a vehicle prior to off-campus travel it is important to secure any items that could become a projectile in a vehicle accident.
- Fatigue has been identified as a factor in a number of vehicle incidents during the return trip from an off-campus activity. Long periods of driving or substantial drives at the end of a long working day should be avoided. Serious consideration must be given to ensuring drivers are well rested and in a fit state to drive.

Allowing undergraduate students to drive themselves to and from field camps is generally discouraged as it reduces your ability to control the hazards associated with the travel.

Q11 Is training required for staff involved in off-campus activities?

In some circumstances various types of training might be useful prior to undertaking off-campus activities. In particular training related to the use of communications equipment, vehicles or first aid may be important as controls to mitigate particular risks. Where training is provided it should be recorded in accordance with the [HSW Handbook Chapter Training Plan](#). If you are unsure discuss the types of training that might be useful with your supervisor or your [Health, Safety and Wellbeing Officer](#).

Q12 Are there other University related documents/resources I should be aware of?

- [HSW Policy & HSW Handbook](#)
 - [Hazard Management](#)
 - [Provision of information, instruction and training](#)
(including Induction – FAQ)
 - [Report a safety issue or incident](#)
 - [Training Plan](#)
 - [Plant Safety Management](#)
 - [Chemical Safety Management](#) (e.g. where the activity involves use and/or transportation of chemicals including fuel and/or gas cylinders)
- [Alcohol Management and Use Policy](#)
- [Insurance Frequently Asked Questions](#)

Q13 Where can I find more information on Off-Campus Activities?

If you would like more information please contact your local [HSW contact](#)

HSW Handbook	Off-Campus activities - FAQ	Effective Date:	29 March 2019	Version 2.1
Authorised by	Associate Director, HSW	Review Date:	11 September 2021	Page 4 of 10
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

OFF-CAMPUS SAFETY MANAGEMENT – RISK ASSESSMENT DECISION TOOL APPENDIX A

START HERE
Does your off campus activity involve any of the following?

- OFF-CAMPUS ACTIVITIES THAT REQUIRE A RISK ASSESSMENT**
- Handling venomous or dangerous animals
 - Use of hazardous plant/equipment
 - Use of hazardous chemicals
 - Fall from a height (e.g. cliffs, ladders, trees, towers)
 - Boating/diving
 - Caving, archaeology digs
 - Confined space entry
 - Locations where communication would create difficulty in gaining assistance
 - Where Fatigue is a clear risk due to travel distances/travel conditions
 - Hot work (welding, etc) where there is the potential for uncontrolled fire
 - Use of drones
 - Use of firearms

YES

A formal Risk Assessment IS REQUIRED

Complete a risk assessment in accordance with HSW Hazard Management Handbook chapter or use the tailored template in the Off Campus Safety Management FAQ.

If the above does not apply go to the amber box below

FOR OTHER ACTIVITIES IS THE ANSWER TO ANY OF THESE QUESTIONS YES?

- Given the nature of the activity it is foreseeable that an injury/illness could occur that is likely to require medical treatment;

OR

- Rescue and medical assistance is not immediately available (e.g. covered by the fire service, ambulance service within normal response times);

OR

- Standard communication arrangements are not operational or reliable. (e.g. mobile phone signal);

OR

- Travel is outside the metropolitan areas (Roseworthy is considered Metropolitan) and/or using other than normal means of transport (e.g. other than motor vehicle, public transport, commercial plane)

OR

- A worker is working on their own in a remote/secluded/isolated workplace.

If you answered YES to any of these

A formal Risk Assessment IS NOT REQUIRED

Complete the activity safely and in accordance with the information/instruction provided to you by your supervisor.

Ensure your own safety and the safety of others.

If you answered NO to all of these

HSW Handbook	Off- Campus activities - FAQ	Effective Date:	29 March 2019	Version 2.1
Authorised by	Associate Director, HSW	Review Date:	11 September 2021	Page 5 of 10
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

OFF-CAMPUS ACTIVITY – HAZARD MANAGEMENT

This tool may be used to assist with hazard identification

OFF-CAMPUS ACTIVITY SAFETY MANAGEMENT CHECKLIST			
Name or description of the off-campus activity		Date	/ /

HAZARD IDENTIFICATION - Could participants be exposed to any of the following hazards during the off-campus activity?

<ul style="list-style-type: none"> <input type="checkbox"/> Amenities are inadequate, insufficient <input type="checkbox"/> Animals that bite, sting, carry disease, are poisonous or are unpredictable <input type="checkbox"/> Biological hazards (e.g. viruses, toxins, bacteria, zoonoses, rubbish, wastewater, mould, animal/human body fluids. Location has known diseases e.g. ross river) <input type="checkbox"/> Communication issues (e.g. no mobile coverage, noise) <input type="checkbox"/> Disabled access/facilities are inadequate <input type="checkbox"/> Electrical hazards (e.g. portable electrical equipment used in outdoors or wet surroundings, excavation work) <input type="checkbox"/> Emergency evacuation foreseeable (e.g. bushfire, flood, medical) <input type="checkbox"/> Engulfment (e.g. unstable landforms, excavations and trenches) <input type="checkbox"/> Environment – dirty, muddy, dusty, wet, slippery, hot, sunny <input type="checkbox"/> Environment – other (specify) _____ <input type="checkbox"/> Fall from a height (e.g. cliffs, pits, ladders, trees) <input type="checkbox"/> Fire hazard/naked flame (e.g. open fires, fire bans) <input type="checkbox"/> Hazardous chemicals (e.g. fuel, flammables, compressed gases, cryogenics, corrosives, pesticides, solvents) <input type="checkbox"/> Hazardous plant/equipment (e.g. chain saws, drill rigs, neutron probes, moving parts which could crush, fall, cut, entangle) <input type="checkbox"/> Hazardous Manual Tasks – lifting, pushing, or use of manual tools, manual rock breaking, manual excavation, handling heavy, large, bulky or awkward items) <input type="checkbox"/> Hit by a vehicle (e.g. moving vehicles in proximity to pedestrians) <input type="checkbox"/> Lighting (e.g. due to time of the day/night/location) <input type="checkbox"/> LPG cylinders, heaters <input type="checkbox"/> Medical emergency – first aid <input type="checkbox"/> Noise (e.g. > 85dBA, or 140dB Peak) <input type="checkbox"/> Powered equipment <input type="checkbox"/> Radiation (e.g. sealed/unsealed sources, ionizing radiation, radio/frequency, lasers) 	<ul style="list-style-type: none"> <input type="checkbox"/> Remote or isolated location <input type="checkbox"/> Scaffolding, elevated work platform, towers (e.g. potential for fall, collapse) <input type="checkbox"/> Scientific experiments <input type="checkbox"/> Security threat (people, property, information, personal security) <input type="checkbox"/> Slip, trip hazards or uneven surfaces <input type="checkbox"/> Temperature extremes (cold e.g. hypothermia) <input type="checkbox"/> Temperature extremes (hot e.g. heatstroke, sunburn) <input type="checkbox"/> Temporary structures to be installed <input type="checkbox"/> Transportation – vehicle appropriateness and safety <input type="checkbox"/> Transportation – driver fatigue <input type="checkbox"/> Transportation – heavy equipment (e.g. stowage and loading) <input type="checkbox"/> Transportation – contingencies (e.g. vehicle breakdown) <input type="checkbox"/> Violence/aggression/personal threat (e.g. dealing with difficult people or challenging circumstances.) <input type="checkbox"/> Workplace/surface is unstable or uneven <input type="checkbox"/> Weather conditions (e.g. windy, lightning, hot) <input type="checkbox"/> Other (specify) _____ <p>Other compliance issues for consideration:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minors (i.e. children under the age of 18) are attending <input type="checkbox"/> Permits, licenses and/or permission may be required, (including but not limited to) <ul style="list-style-type: none"> <input type="checkbox"/> Access to property or government lands <input type="checkbox"/> Trapping, catching or taking plants or animals <input type="checkbox"/> Liquor or other licence and/or registration
---	--

- Please note this list is not exhaustive, but can be used as the basis for your initial hazard identification.
- If you tick yes to any of the above, the hazard will need to be assessed and controlled either via a risk assessment (For further information, see HSW Handbook [Hazard Management](#)).

HSW Handbook	Off- Campus activities - FAQ	Effective Date:	29 March 2019	Version 2.1
Authorised by	Associate Director, HSW	Review Date:	11 September 2021	Page 6 of 10
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

OFF-CAMPUS ACTIVITY – HAZARD MANAGEMENT

Stage 2 and Stage 3 – Risk Assessment and Control

Record the potential hazards/issues identified in Hazard Identification Process on page 1 and When and where the hazard is present (i.e. when is the worker exposed?)	Inherent risk assessment rating Before controls are implemented (Refer to the risk assessment Tables – Appendix B3) L, M, H, VH	List the Hazard control measures in place <ul style="list-style-type: none"> Control measures are to be in accordance with the Hierarchy of Control. (See the Hazard Management Handbook chapter for additional information and examples.) Choose the control(s) that most effectively eliminate the hazard or minimises the risk. Record the control measures in place under the relevant control measure (e.g. list in order under the following headings - substitution, isolation, engineering, administrative, Personal Protective Equipment). Ensure that control measures do not introduce new hazards. 	Residual risk rating After controls in place The highest rating is to be transferred to the top of page 1.

Staff related activities (Note – Low and Medium Residual Risk does not require Manager/Supervisor authorisation)			Student related activities		
Author	Name and Signature		Author	Name and Signature	
High Residual Risk – Authorised by Manager/Supervisor	Name and Signature/authority		Low and Medium Residual Risk – Authorised by Manager/Supervisor	Name and Signature/authority	
High Residual Risk – Authorised by Head of School/Branch	Name and Signature/authority		High Residual Risk – Authorised by Head of School/Branch	Name and Signature/authority	
Very High Residual Risk – Authorised by VC&P	Name and Signature/authority		Very High Residual Risk – Authorised by VC&P	Name and Signature/authority	
Refer to the HSW Handbook Chapter “Hazard Management” for further information.					

HSW Handbook	Off-Campus activities - FAQ	Effective Date:	29 March 2019	Version 2.1
Authorised by	Associate Director, HSW	Review Date:	11 September 2021	Page 7 of 10
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

OFF-CAMPUS ACTIVITY – HAZARD MANAGEMENT

RISK ASSESSMENT TABLES

Three essential steps are taken:

1. The probability or likelihood of an incident occurring is evaluated;
2. The severity of the potential consequences is calculated or estimated;
3. Based on these two factors, the risks are assigned priority for risk control through the use of a risk rating.

Risk assessment involves examining and evaluating the likelihood/severity/consequence in order to prioritise and implement adequate controls. The risk matrix has been adopted based on the principles of AS/NZS ISO 31000 (2009) Risk Management – Principles and Guidelines and Code of Practice “How to Manage Work Health and Safety Risks (2012).

Likelihood Table

CATEGORY	DESCRIPTION
Almost certain	There is an expectation that an event/incident will occur.
Likely	There is an expectation that an event/incident could occur but not certain to occur.
Slight	This expectation lies somewhere in the midpoint between “could” and “improbable”.
Unlikely	There is an expectation that an event/incident is doubtful or improbable to occur.
Rare	There is no expectation that the event/incident will occur.

Consequences Table

CATEGORY	DESCRIPTION
Severe	Injury resulting in death, permanent incapacity.
Major	Injury requiring extensive medical treatment, hospitalisation, or activities could result in a Notifiable occurrence.
Moderate	Injury requires formal medical treatment (hospital outpatient/doctors visit etc), activities could result in an Improvement Notice.
Minor	Injury requires first aid.
Negligible	Injury requires minor first aid (e.g. bandaid), or result in short term discomfort (e.g. bruise, headache, muscular aches etc), no medical treatment.

Risk matrix

Likelihood	Consequences				
	Negligible	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Very High	Very High	Very High
Likely	Medium	Medium	High	Very High	Very High
Slight	Low	Medium	High	High	Very High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

If the level of risk is assessed as high or very high

- Stop the activity;
- Determine if the activity is to:
 - continue; or
 - cease

in consultation with your Manager/Supervisor.

Follow the process in the [Hazard Management HSW Handbook chapter](#) where the risk cannot be reduced to medium or low.

HSW Handbook	Off-Campus activities - FAQ	Effective Date:	29 March 2019	Version 2.1
Authorised by	Associate Director, HSW	Review Date:	11 September 2021	Page 8 of 10
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

OFF-CAMPUS SAFETY MANAGEMENT : INDUCTION CHECKLIST

Activity	Date
-----------------	-------------

This checklist provides a guide to the safety induction items that may be useful for workers on off-campus activities.

University Off-Campus Activity Supervisor or Co-ordinator has:

- provided, where appropriate, a tour (or point out the key features) of the site/area which includes :
 - location of facilities and amenities
 - restricted areas or equipment (unless authorised by the Off-Campus Activity Co-ordinator/Supervisor)
- explained (or reminded) participants of any key hazards that those attending the off-campus activity need to be mindful/aware of
- explained any control measures and requirements as per the Risk Assessment (where applicable)
- explained to participants how to report a safety issue or incident/Injury
- provided the names of First Aid personnel and information on specific first aid procedures (if applicable)
- explained emergency, evacuation and/or contingency procedures, including:
 - method of raising an alarm, evacuation procedures and location of assembly area/s
 - location of first aid and emergency equipment (including, extinguishers, communications)
 - emergency contact numbers
 - roles and responsibilities
 - arrangements for person(s) with a disability (if applicable)
- provided sufficient information, instruction and training to safely complete any activities required during off-campus activities including Safe Operating Procedures where identified by a Risk Assessment.
- explained requirements for vehicles on site (if not addressed in the Risk Assessment above)
- explained any security arrangements
- explained any local fire restrictions and requirements (if applicable)
- confirmed that phone contact details are current and key personnel can be contacted if required during the activity

Other Compliance issues that may apply:

- Explained any license/permit compliance requirements (if applicable)
- Explained requirements for the care/protection of children under 18 years (if applicable)

INDUCTOR	PERSON(S) INDUCTED	
Person conducting the induction	List the workers or attach a list of participants who have been inducted.	
	Print Names	Print Names
Name (Please print)		
Date / /		

OFF-CAMPUS SAFETY MANAGEMENT : DEBRIEF

This tool may assist with a debrief for the off-campus activity

Name of Off-Campus Activity		Date / /
Debrief Attendees		
Name of Activity Supervisor		Contact Number :

Record suggestions for improvement if this activity and attach to the Risk Assessment or Safety Management Plan or file with other key activity documents.

Issue raised	Recommendations for improvement