



Elements for consideration when working away from campus

This guide is to assist supervisors in addressing key elements when working away from campus. This form must be used in conjunction with the requirements in the procedure.

Requirements for consideration for travel within:

<p>Key</p> <p>R a requirement that must/will be completed</p> <p>O an optional requirement that must be considered and completed as/if necessary.</p> <p>- Not applicable/Not relevant</p> <p>Note: The University Area may convert an optional requirement to an absolute requirement.</p>	Australia Urban	Australia Remote	International Urban	International Remote	Comments
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Documentation ¹ -					
<ul style="list-style-type: none"> Travel plans, arrangements and itinerary² 	R	R	R	R	Include destinations, dates and times of travel, contact names and phone numbers at destination (where possible).
<ul style="list-style-type: none"> Emergency plan to deal with potential and plausible situations 	R	R	R	R	Lodge details with a responsible person that is aware of your travel and is in regular/agreed contact with the group/trip leader. This person must be in a position to act (as agreed) if scheduled calls/deadlines are missed. Consider afterhours contact.
<ul style="list-style-type: none"> Contact details for ALL team members 	R	R	R	R	Local limits may exist for group size and composition. Identify useful skills (e.g. first aid training, 4WD). Vehicle registration number(s) and details (make, type, colour)
<ul style="list-style-type: none"> Work party structure 	O	O	O	O	Provide information to work party members about various roles and responsibilities. E.g. second in charge, first aid officers, designated drivers etc.

¹ Copies (or access) should exist for the team supervisor and local ANU contact.

² The itinerary must be of sufficient detail to locate someone.



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Documentation ¹ -					
<ul style="list-style-type: none"> Emergency contact details for each team member³ include any significant medical conditions 	R	R	R	R	For students with no local/Australian contact, indicate the Hall of Residence. Include the Authorised officer contact details.
<ul style="list-style-type: none"> Permits/licences – <ul style="list-style-type: none"> Vehicles Equipment Access to areas Access to countries (Visas and immunisations) Collecting permits Permissions to enter land (e.g. tribal land) 	R	R	R	R	E.g. Biosecurity import permits.
<ul style="list-style-type: none"> Field work activities to be undertaken and their risks managed 	O	R	O	R	Bushwalking, Abseiling, Tree climbing, Sample collection, Underground work, Caving, Trench work, Boating, Diving procedures.
<ul style="list-style-type: none"> Travel insurance (covers ANU staff on authorised business travel and anyone whose cost of travel is paid for by the ANU) Travel information 	O	O	R	R	Consider DFAT travel advisories. Certain travel requires delegate approval. Workers >75 years should ensure they are fit for the proposed activities and fit to travel, and must provide a medical clearance certificate and a personal medical management plan. Carry traveller emergency assistance information Corporate Travel Insurance Policy information Travel Policy
Communication -					
<ul style="list-style-type: none"> <i>Pre-trip briefing</i> for – <ul style="list-style-type: none"> Team members Local staff Students Volunteers 	R	R	R	R	Briefing notes to be kept or lodged (including who attended and what was discussed). As a minimum, discuss relevant items in this table.
<ul style="list-style-type: none"> <i>Communication plan</i> – call out/contact procedure 	R	R	R	R	A copy of the Plan must be lodged with a responsible person.

³ This person should be capable of providing personal or medical information and deal with a stressful emergency situation.
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Communication -					
<ul style="list-style-type: none"> ○ Communication methods (consider more than 1) – mobile phone, satellite phone, two-way radio, EPIRB etc ○ Between group members 					
<ul style="list-style-type: none"> • Reporting problems and <i>incidents</i> to the work supervisor and the authorised officer. • 	R	R	R	R	Discuss this in the pre-trip briefing.
Transport -					
<ul style="list-style-type: none"> • Document the type and consider the risks associated with the transport options 	O	R	O	R	Vehicles, motor bikes, boats, aircraft, driver training and licences
<ul style="list-style-type: none"> • Navigation methods and tools 	O	R	O	R	Route selection, location determination, direction determination, GPS, compass and map reading skills.
<ul style="list-style-type: none"> • 4WD training 	O	R	O	R	
<ul style="list-style-type: none"> • Vehicle equipment available and inspected 	O	R	O	R	
<ul style="list-style-type: none"> • Fatigue management 	R	R	R	R	
<ul style="list-style-type: none"> • Night driving 	O	R	O	R	Avoid driving out of sync with your biological rhythm. Dusk and dawn driving will also increase the risk of interacting with wildlife.
Emergency -					
<ul style="list-style-type: none"> • Likely accidents considered and an action plan available 	R	R	R	R	Emergency and communication equipment must be carried with you when in remote areas, not left in a vehicle.
<ul style="list-style-type: none"> • Emergency kit 	O	R	O	R	Ensure all trip participants are aware of its location.
<ul style="list-style-type: none"> • Lost/isolation/separation from the group process 	R	R	R	R	Consider survival skills training
<ul style="list-style-type: none"> • Specific tasks to be undertaken 	R	R	R	R	
<ul style="list-style-type: none"> • Search and rescue 	O	R	O	O	Contact names and phone numbers of nearest emergency services should be sourced and recorded.
<ul style="list-style-type: none"> • Extraction/evacuation plan 	O	O	O	O	Consider details for medical and/or political reasons. Consider alternate travel arrangements if it becomes necessary.
<ul style="list-style-type: none"> • Kidnap and Ransom 	O	O	O	O	Contact ANU Security and the authorised officer.



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Environment -					
<ul style="list-style-type: none"> Environmental conditions investigated and addressed 	O	R	O	R	Ensure appropriate equipment and clothing are available. Thermal conditions are assessed and appropriate measures are available to mitigate the risks. (Eg extra water in hot climates)
<ul style="list-style-type: none"> Camp site details <ul style="list-style-type: none"> Bush etiquette Camp fire containment 	-	R	-	R	Falling tree limbs, flash floods, safe from vehicles, secure from theft, harassment etc. Potable water, food, cooking facilities, power or electrical facilities, lighting, noise, accommodation, hygiene and ablution arrangements
<ul style="list-style-type: none"> Fauna and Flora 	-	R	-	R	Snake bite, spiders, ticks (rickettsia), insects, leeches, wild pigs, cattle, crocodiles, sharks, blue bottles, stone fish, blue-ringed octopus, box jellyfish etc Botanical poisons and allergens
<ul style="list-style-type: none"> (Bush) Fire warnings and action plan 	-	R	-	O	Reschedule for catastrophic and extreme fire warnings
<ul style="list-style-type: none"> Tides and weather 	O	R	O	R	Review local conditions regularly
<ul style="list-style-type: none"> Personal security 	O	O	R	O	Review smart traveller and DFAT warnings
Equipment -					
<ul style="list-style-type: none"> Remote area first aid kits as per the Provision of first aid services procedure. 	O	R	O	R	Personal medications should be carried by individuals eg epi-pens or Ventolin
<ul style="list-style-type: none"> Equipment training and licences are current (e.g. Driver's licence) 	R	R	R	R	
<ul style="list-style-type: none"> Vehicle is suitable and well maintained 	R	R	R	R	Private vehicles are discouraged, but if used, the ANU should be provided with details that indicate the insurance coverage is acceptable for work purposes.
<ul style="list-style-type: none"> Vehicle equipment is suitable and well maintained 	O	R	O	R	Check road worthy and maintenance records
<ul style="list-style-type: none"> EPIRB locator/beacon 	-	R	-	O	Record EPIRB or PLB number in trip documents
<ul style="list-style-type: none"> Personal clothing 	O	O	O	O	Weather appropriate for hot or cold weather extremes
<ul style="list-style-type: none"> Personal Protective Equipment requirements detailed, considered and available 	O	R	O	R	E.g. Sun protection, gloves, glasses
<ul style="list-style-type: none"> Use of firearms or prohibited weapons – Training, licences, permits available 	-	O	-	-	
<ul style="list-style-type: none"> Footwear considerations 	O	O	O	O	



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Medical -					
<ul style="list-style-type: none"> Discuss any relevant medical conditions (including allergies) and required treatments with the Supervisor⁴ 	R	R	R	R	People with potentially serious medical conditions (anaphylaxis, insulin dependent diabetes, epilepsy etc) must obtain a medical management plan signed by their doctor. Please discuss/alert any medical issues with the work party First Aid Officer and trip leader.
<ul style="list-style-type: none"> Fitness for task 	R	R	R	R	
<ul style="list-style-type: none"> Infections diseases and Immunisations 	-	O	R	R	Typhoid fever, Japanese encephalitis, hepatitis A and B, Dengue fever, Vaccination requirements for entry into some countries. Immunisation – Type, Date commenced, Date completed Universal precautions
<ul style="list-style-type: none"> Preventative measures 	O	O	O	R	Altitude sickness, protection against Malaria, Rabies, diarrhoea, water purification
<ul style="list-style-type: none"> Deep vein thrombosis 	-	-	O	O	Undertake preventative measures. If at a high risk of DVT then obtain medical advice.
<ul style="list-style-type: none"> First aid requirements– <ul style="list-style-type: none"> 	R	R	R	R	First aid requirements (if any) will be determined based on risk via a hazard assessment conducted prior to the work away from campus. Considerations will be given to risks associated with the nature of the work, its location and the proximity to medical facilities (i.e in an urban area). Remote area first aid kits will be provided as per the Provision of first aid services procedure .
<ul style="list-style-type: none"> Zoonoses or diseases associated with the location or tasks 	O	R	O	R	E.g. malaria , ticks
<ul style="list-style-type: none"> Plant and insect allergens 	R	R	R	R	Alert the First Aid Officer of allergies and carry treatment, e.g. epi-pens.
<ul style="list-style-type: none"> Incident reporting information 	R	R	R	R	Consider and document how incidents and illnesses will be reported both within the work party and to the University.
<ul style="list-style-type: none"> Infectious Diseases 	O	O	O	O	At least six months prior to departure, staff working overseas should consult a doctor with experience in travel medicine, and

⁴ Medications or treatments for any unusual medical conditions are the responsibility of the person affected.



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Medical -					
					<p>undertake an evaluation of the infectious diseases prevalent in the proposed work locations and the recommended protective measures against such infections, including:</p> <p>Preventative vaccinations; Safety of local water and food; and Availability of local medical and hospital services. Special consideration needs to be given for: Those at increased personal risk.</p> <p>The following web sites provide additional information for prospective travellers: The Travel Doctor; Smarttraveller. Travel Health Information – The Department of Health</p>

Other considerations -					
• Cultural issues considered	-	○	R	R	Obtain quality understanding and judgement of local issues and contextualised risks. This information must feed into the overseas travel approval process. Access relevant and current information on conditions (political, diseases, food/water, hygiene) and medical risks.
• Religious issues considered	○	○	○	○	
• Ethnic issues considered	○	○	○	○	
• Skills training (other than 4WD)	○	○	○	○	Survival skills, navigation skills, communication equipment etc

Upon return					
• Trip debrief	○	○	○	○	Update fieldwork notes and procedures. Consider disseminating lessons learnt that can be of assistance to future trips and other groups.
• Post travel medical assessment and reporting	○	○	○	○	Consider illnesses that have a latent period.



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Responsibilities					
Director or nominated representative	R	R	R	R	<p>The Director (or nominated representative) is responsible for:</p> <ul style="list-style-type: none"> • Approving all work away from campus; • Approving the participation of all volunteers in the fieldwork or off-campus work in conjunction with the insurance office); • Developing management and administrative processes for working safely away from campus that comply with University policies and procedures; • Considering the research and teaching objectives of the work away from campus against the associated risks before granting approval; • Ensuring they provide training for supervisors in how to minimise the hazards relating to performing work away from campus; • Ensuring they provide induction for all potential participants working away from campus, and they identify and action any skills and training needs early; and • Providing the resources to undertake the work. <p>Warning: No work away from campus is to be undertaken without the approval of the Director or nominated representative of the local area.</p> <p>A Director may appoint:</p> <ul style="list-style-type: none"> • A Safety Officer (with suitable qualifications, skills and experience) to help them hazards relating to performing work away from campus; and • Authorised Officers who may launch search and rescue if the participants working away from campus: <ul style="list-style-type: none"> • fails to make the agreed contact, or • fails to return by the agreed time, or • requests assistance, or • is working in an area where a significant event or emergency situation arises such as natural disaster, security threat or terrorist attack prompts early action.
Work supervisor	R	R	R	R	The supervisor is responsible for:



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Responsibilities				
				<p>a. Planning and documenting information about the work away from campus, including considering relevant aspects and risks. This includes;</p> <ul style="list-style-type: none"> .• Conducting a risk assessment of the proposed work away from campus, including travel, location, fieldwork and anything else relevant; .• Considering the skills (including physical and mental fitness) of participants in undertaking the proposed work away from campus; and .• Setting up an agreed timetable (including contact schedules), method of communication, contact details and an evacuation plan. <p>Note: These items must be in enough detail to ensure emergency services can locate a field party.</p> <p>Organising and conducting field trips, taking all reasonably practicable steps to ensure they are safe for staff, students and volunteers, including being free from any harassment. This includes;</p> <ul style="list-style-type: none"> • Providing a briefing (induction) on the work away from campus to participants and local university contacts, e.g. the Safety Officer and Authorised Officer that includes ensuring that work away from campus participants; • Are conversant with all relevant policies and procedures; • Are familiar with the plans and arrangements of the work away from campus before proceeding into the field; and • Clearly understand their responsibilities in relation to cultural issues, permits, intellectual property and confidentiality relating to study sites. This should include reinforcing the University's expectations on behaviour, alcohol and other drugs abuse, bullying and harassment; and <p>Mentoring and providing guidance to other fieldwork leaders.</p> <ul style="list-style-type: none"> . The supervisor may cancel, postpone or modify the planned schedule at any time during the trip. Any significant changes must be communicated back to the University



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Responsibilities					
					(Authorised Officer or Safety Officer) according to the pre-arranged process. <ul style="list-style-type: none"> The level of detail for each element may vary relative to its significance and associated risk.
Work party members	R	R	R	R	<p>Each member of a work party must:</p> <ul style="list-style-type: none"> Comply with all reasonable directions of the supervisor; Familiarise themselves with the hazards pertaining to the work away from campus and the practices that minimise the associated risks; Participate in the development working safely away from campus plans and arrangements; Participate in any induction, information or training program as instructed by the fieldwork supervisor; Exhibit a duty of care for themselves and others; Wear personal protective equipment and use safety equipment as required; Express the values of the Australian National University; Minimise impact on the environment; Bring to the attention of the work supervisor any incident, or a situation contrary to University procedures. Report any accident, injury, illness or dangerous occurrence in the agreed manner; and Discuss any pre-existing injury/illness of relevance with the work supervisor, and, if deemed necessary, obtain a medical management plan from a doctor. The medical management plan will assist with; appropriate treatment in the field, and maintaining the work party member's safety. <p>Note: Preventative medications and treatments are the responsibility of the individual (e.g. epi-pens for the treatment of anaphylaxis or prescribed medication).</p>
Volunteers	R	R	R	R	<p>All volunteers participating in fieldwork or off-campus work must complete the Volunteer Declaration Form and gain the approval of the Director or nominated representative.</p> <p>See: Volunteer Declaration Form</p>



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Responsibilities					
Fieldwork not involving undergraduates	○	○	○	○	Ideally, a field work party should have a minimum of 2 persons. Where the type of fieldwork prevents this, and a fieldworker works alone, the fieldwork supervisor must have in place all key and suggested elements of the fieldwork plan, particularly those involving communication, that will reduce the risk of working alone to as low as reasonably practicable. Fieldworkers working alone should consider as a minimum an Emergency Position Indicating Radio Beacon (EPIRB) with GPS.
Undergraduate fieldwork	○	○	○	○	Fieldwork involving undergraduate teaching needs to have acceptable student-to-staff ratios so that appropriate transport and supervision arrangements can be implemented to ensure effective risk control. An acceptable ratio of students to staff will depend on the: <ul style="list-style-type: none"> • Prior training, experience and maturity of the students; and • Nature of the fieldwork. A ratio of ten-to-one is the recommended maximum student-to-staff ratio for fieldwork involving undergraduate teaching. A higher ratio may be acceptable for routine operations with an established safe history. Note: The Director is the only person authorised to approve a higher student-to-staff ratio and then only after careful consideration of all the appropriate criteria.
Off-campus work	○	○	○	○	As a minimum it is desirable to have at least two persons per party.
Students and staff with disabilities	○	○	○	○	The University has an obligation to staff and students under the Disability Discrimination Act 1992 (Cth) and the Discrimination Act 1991 (ACT) not to discriminate on the basis of disability and a positive obligation to make reasonable adjustments to ensure persons with a disability are not disadvantaged or treated less favourably than those without a disability. Further information see the Disability policy When students and staff are undertaking work away from campus activities as a part of their course requirements or work duties, reasonable accommodations must be made to ensure that they are able to participate. Some students may not,



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Responsibilities					
					however, be able to be undertake some activities. Alternative arrangements must be made to ensure that these students can meet the inherent requirements of the course. Reasonable adjustments for staff should provide the opportunity to perform to the best of their ability and be as effective as possible in their role. See: Reasonable adjustments in the workplace
Insurance	○	○	○	○	The University maintains relevant insurance including workers' compensation insurance, travel insurance and compulsory third party motor insurance (CTP). Further information can be found via Travel policy documents .
Behaviour in the field					
Smoking	○	○	○	○	In accordance with University policy to provide a smoke-free workplace, smoking is prohibited in all vehicles and in shared places during work away from campus Fieldworkers should be aware of the University's policy on smoking .
Alcohol and other drugs in the workplace	○	○	○	○	Appropriate standards of workplace behaviour must be maintained. The rules and expectations associated with alcohol and other drugs whilst working away from campus must be clearly communicated, managed and supervised. Any Field Party member suffering from effects excessive alcohol or drug consumption or displaying inappropriate behaviour may be removed from the trip by the Field Supervisor. Any unresolved disputes which arise concerning this issue shall be referred to the Director.
Bullying and harassment	○	○	○	○	The University's code of conduct must be complied with at all times.



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Transport					
Air travel	○	○	○	○	There are a range of factors that can affect the safety of airports, aircraft and airlines. These include the weather, terrain, aviation infrastructure and the ways in which a country regulates its aviation industry. For further information on air travel safety see Air travel – Department of Foreign Affairs and Trade
Deep vein thrombosis	○	○	○	○	Travel of any form may result in periods of immobility, a cause of deep vein thrombosis (DVT). If you are concerned that you are at a high risk of DVT, you should seek medical advice on measures to control the risks during periods of extended inactivity and during travel. You should consider informing your supervisor if you are at a high risk of DVT for travel purposes See: DVT and long-distance air travel for further information.
Vehicles	○	○	○	○	Vehicles used are: <ul style="list-style-type: none"> • Of an appropriate type; • Well-maintained; and • Suitably equipped.
Drivers	○	○	○	○	People operating vehicles during work away from campus shall: <ul style="list-style-type: none"> • Hold a relevant and current government licence for each type of vehicle operated (e.g. car, bus, truck, boat, helicopter, airplane) and comply with all relevant regulations; • Be trained in the use of such vehicles (including four-wheel drive) under relevant operating conditions, and have obtained a satisfactory level of competence: and • Be trained in basic vehicle maintenance and the use of recovery equipment, if supplied.
Limits on Driving and Work Time	○	○	○	○	As a guideline it is recommended that: <ul style="list-style-type: none"> • Drivers should not exceed two hours continuous driving without a break away from the vehicle; • When the driving is shared, drivers should change over every two hours; • Cumulative driving time for any one driver should not exceed 8 hours in any 24-hour period;



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				<ul style="list-style-type: none"> The total time spent by any one person in fieldwork or in fieldwork plus driving should not exceed 12 hours in any 24-hour period. However, the local area or the fieldwork supervisor may set more stringent limits after giving consideration to work and driving conditions and the experience of participants and drivers; Field Party members drive according to their natural wake-sleep patterns. They should avoid driving when they would normally be asleep. <p>Note: Driver fatigue is increased by excessive vibrations, e.g. through poor suspension. In these circumstances consider additional rest stops.</p> <p>Warning: The risk of encountering native wildlife on the roads increases in early mornings and dusk. Additional care is required at these times.</p>	
Navigation	○	○	○	○	<p>Appropriate navigation aids should be provided for field operations. These may include:</p> <ul style="list-style-type: none"> Appropriate large-scale maps; Aerial photographs; A compass of proven standard; GPS (global positioning system) latitude and longitude indicator, and spare batteries; PLB, and spare batteries; EPIRB, preferably with GPS, and spare batteries. <p>Participants must have the skills to read maps, use a compass and understand GPS coordinates.</p> <p>See: Emergency Position Indicating Radio Beacons (EPIRB)</p>
Environment	○	○	○	○	<p>All expected or possible conditions within the environment must be considered in preparing for work away from campus</p>
Weather Evaluation	○	○	○	○	<p>Fieldworkers should make themselves aware of the climatic conditions, tidal data and weather events that can be encountered in the location and obtain current weather forecasts regularly during the time in the field. Consider postponing trips or returning early if weather conditions pose an unacceptable risk.</p> <p>See: Australian Government Bureau of Meteorology</p>



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Fire	○	○	○	○	<p>Fieldworkers should be aware of, or find out from the relevant land manager (e.g. Bushfire Council, Shire Council, Park Ranger), the fire regulations that will apply throughout the duration of their work operation.</p> <p>Warning: During extreme or catastrophic fire rating periods consider postponing work taking into account local conditions and activity type. Exercise extreme caution with all field activities if a high fire rating is suspected.</p> <p>Special consideration should be given in periods of high and extreme fire danger as restrictions on access, processes, equipment and vehicles can apply. Carefully consider the risk of the fieldwork starting a fire. Ensure the field party:</p> <ul style="list-style-type: none"> • Has appropriate protective clothing; • Can identify fire warning signs; • Has a reasonable evacuation route, and • Is aware of what to do if it becomes trapped. <p>Warning: Vehicles should not be parked in long grass because of the risk that hot metal will start a bushfire.</p>