

GUIDELINE FORM FOR OFF CAMPUS TRAVEL AND WORK POLICY

EHS Manual

This guideline form is to be used in conjunction with the Environment Health and Safety Manual Section 7.1. Off Campus Travel and Work Policy.

The University is committed to ensuring the safe travel of staff and students. The person traveling shall complete this form. The form shall be submitted and signed to the Supervisor or Head of Department. Information collected on this form will be stored securely and only used or released in accordance with the University's privacy policy (refer to www.unimelb.edu.au/unisec/privacypolicy.htm)

Personal Details

Name: _____ Employee / Student Number: _____
 Course & Department: _____
 Phone: _____ Mobile: _____
 Travel Dates: Departure: _____ Return: _____

Review

All Staff and Students undertaking Off Campus Travel and Work (including overseas travel) are required to read section 7.1. Off Campus Travel and Work Policy in the Environment Health and Safety Manual, <http://www.unimelb.edu.au/ehsm/7.html#7.1>. Risks should be reviewed in the four key areas outlined below.

1. Assess your fitness for Travel and Participation - Consider your fitness for travel and participation in the activity including vaccinations

Complete the Medical Questionnaire for Off Campus Activities

http://www.unimelb.edu.au/ehsm/Medical_OffCampus.pdf

Complete the Overseas Travel Vaccination Guidelines (if applicable)

http://www.unimelb.edu.au/ehsm/Travel_form.pdf

***2. Mode of Transport** – Assess the risks associated with all travel

Risk Assessment attached (if required) ☐ Yes ☐ N/A

***3. Assess the Location** - Assess the risks of the location that you are traveling to

Risk Management Office – Travel Risk Management

<http://www.unimelb.edu.au/rmo/travel/risk.htm>

Risk Assessment attached (if required) ☐ Yes ☐ N/A

***4. Assess and Control Risks of the Activity** - Assess the risks of the activity

Risk Assessment attached (if required) ☐ Yes ☐ N/A

*A formal risk assessment is only required if risks arising from 2, 3 and 4 are hazardous or unique. If so, you are required to complete a Risk Assessment Form –

2D model http://www.unimelb.edu.au/ehsm/EHS_riskform2.pdf or

3D model http://www.unimelb.edu.au/ehsm/EHS_riskform3D.pdf.

Consent

I have read section 7.1. Off Campus Travel and Work Policy in the Environment Health and Safety Manual and attached a completed risk assessment if required.

Signature of person traveling: _____ Date: _____

Signature of Supervisor/Head of Department: _____ Date: _____