

Procedure: Working safely away from campus

Purpose

To define the safety requirements and responsibilities of approved delegates, supervisors and staff relating to working safely away from campus to minimise the risk of injury at the Australian National University (ANU) and to ensure compliance with the [Work Health and Safety Act 2011](#) (Cth), the [Work Health and Safety Regulations 2011](#) (Cth) and the University's [Work Health & Safety \(WHS\) Management System](#).

This procedure is linked to the University's [Work health and safety policy](#) and is one of the Safe Work Procedures within the WHS Management System.

Scope

1. This procedure applies to all University managers, staff and other approved participants, including HDR candidates, organising or taking part in any ANU controlled work away from campus.
2. This procedure excludes:
 - * home based work as part of an individual flexibility agreement or workplace adjustment. Refer to the [Home based work procedure](#) for information relating to home based work and [workplace adjustments process](#) for information and support on development workplace adjustments for staff with illness, injury or disability; and
 - * attending meetings away from a University campus or facility in another organisation's building, structure or facilities.

Definitions

Authorised officer is a University staff member who is contactable by a work party 24 hours per day seven days per week and is authorised by the local area Director to initiate search and rescue requests. They are the local liaison between the work party and the University. This role is split between people to cover required access times.

Delegated officer is a person invested with authority to carry out the functions, powers and duties of, or to act on behalf of or represent others. A person who occupies an official position at the University, that position having been assigned authorities or powers by the Vice-Chancellor by way of the University's delegations system.

An **Emergency** is any situation where the potential for injury, threat of life or severe damage to property is imminent, and not currently controlled.

Home based work is regular performance of University work for agreed hours from the home-based site as part of flexible work arrangements for staff with the agreement of the University. Refer to the [Home based work procedure](#).

Home-based Work Site means an agreed area in the staff member's private dwelling. This may include temporary arrangements in an alternative private dwelling such as the home of a family member. Refer to the [Home based work procedure](#).

Local area refers to a College, Research School or Service Division of the University.

On-campus work is work undertaken at the person's normal workplace on-campus, i.e. in a building or structure which is owned or managed by the ANU or recognised as an ANU department where staff and students work or study.

Working away from campus is any work which is not on-campus other than home based work agreed to as part of an Individual Flexibility Agreement or Workplace Adjustment, and includes:

- * **Off-campus work:** any work authorised by the University to be undertaken away from a person's normal workplace which is not on-campus, i.e. within a building, location or structure which is not owned or managed by the ANU or recognised as an ANU department. Off-campus work includes attending a conference or conducting research or teaching activities at another University or institution; or any University supervised or coordinated route, travel or excursion to an off-campus location for the purposes of extracurricular activities. It does not include working from home.

- * **Fieldwork:** any work authorised by the University to be undertaken at an off-campus location and is external to a building or structure. Fieldwork includes practical teaching and research activities carried out in the natural environment or community, away from the normal support networks of the University, and may involve work in a remote area.

- * **Remote area:** a location separated from an appropriately resourced urban centre by distance, terrain, access, time and/or available communication links. A remote area is on land or water. A remote area is not necessarily related to the distance from an urban centre. In the event of an emergency, assistance would be delayed, with the possibility of adverse outcomes. Remote areas can apply to off-campus work or fieldwork.

Work party is an individual or group of staff or students undertaking or assisting in work away from campus.

Procedure

The University has developed this procedure to assist local areas with identifying, evaluating and managing WHS risks associated with working away from campus.

Hazard assessment and incident reporting

3. Before any work away from a University campus rated as [high risk](#) is approved or undertaken, [a risk assessment](#) is carried out with members of the work/travelling party (where applicable) to identify hazards and controls required to eliminate or minimise the risk of injury or harm to persons. The hazard assessment is facilitated by persons with relevant competencies and outlines emergency procedures, first aid arrangements (if any) and ensure appropriate permits and licenses are acquired for the planned work/activity as required. Refer to [Elements for Consideration in Fieldwork and Off-Campus Work](#) for suggested considerations when undertaking a hazard assessment.
4. The hazard assessment and the identified controls are available and communicated to all participants and other relevant personnel (such as the approver of work).
5. All related hazards and incidents are reported immediately as per the [WHS incident management procedure](#). It is advised that any work away from a University campus or facility is undertaken in groups of two or more persons where practicable, unless a risk assessment deems otherwise.
6. If a staff member becomes unwell, has an accident or sustains an injury while undertaking work away from campus, the staff member is required to report to their Supervisor and report hazards or incidents via the Workplace safety incident and hazard reporting tool ([Figtree](#)), within 48 hours of this occurring.
7. Staff members undertaking work away from campus are required to follow the same processes for notifying of absences (e.g. sick leave, carer's leave) through HORUS that apply to all staff.

Off Campus Office based work

8. For staff completing short term work away from campus utilising a laptop or an off campus computer workstation they are provided with or directed to the Injury Prevention Information sheets [Laptops and Mobile Devices](#), and [Setting up your Computer Workstation](#) as well as the [Workstation – Self Assessment Checklist](#).
9. Where a staff member will be completing University work or business in an office based setting using a laptop or an off campus computer workstation:

- a. The staff member submits an Off Campus Workstation Assessment (OCWA) through HORUS including a photo of the workstation prior to work commencing. The staff member will be contacted, and further advice provided by the Safety and Wellbeing Team if a photo cannot be provided.
- b. The OCWA workflows to their supervisor for formal endorsement and then to the Safety and Wellbeing Team who will review the work health and safety standards of the off campus workstation from the information provided.
- c. The Safety and Wellbeing Team will either approve or decline the off campus workstation prior to work commencing, giving advice on any required changes which should be implemented prior to the OCWA being resubmitted.
- d. Once the workstation is approved by the Safety and Wellbeing Team, the OCWA will then workflow back to the delegate for final approval.

Off Campus Studio based work

10. For staff completing work away from campus in a leased or owned studio or workshop, they must liaise with their supervisor to complete a location specific risk assessment to assure work is completed safely in a reasonably practicable manner.

Travel

11. The University recognises that travel is often an integral part of the work of staff of the University. The travel policy and associated procedures apply to all domestic and international travel arrangements of travelers on approved University business (ANU and non-ANU personnel) regardless of the source of funds, the duration of travel, or the purpose of travel. Travelers are asked to consider sustainable choices in their travel arrangements.
12. All travel is pre-approved by a delegated officer prior to ticketing in accordance with the relevant Finance and Human Resource procedures. Travelers can not under any circumstances authorise their own travel. Further information on the travel policy and associated procedures and travel approval is accessed via these links: [Travel](#), [travel approval](#), [the ANU Travel Handbook](#) and [Travel insurance](#).

Insurance

13. The University maintains relevant insurance including workers' compensation insurance, travel insurance and compulsory third party motor insurance (CTP).

Further information is found via [Travel policy documents](#). Further advice for specific arrangements should be addressed on a case by case basis in consultation with the ANU Insurance Office.

International travel

14. Before proceeding on any international work, the work party evaluates their personal security and implements recommended practices to minimise any risks. Information is available from: Current recommendations from the Commonwealth Department of Foreign Affairs and Trade published under "Consular Travel Advice" at their "[smartraveller](#)" website.

Note: Special procedures exist for travel into higher risk countries [DFAT travel advisory level 3 and 4 countries](#).

Communication

15. All staff comply with the University [Code of conduct](#) while representing the University.
16. Effective communication and emergency strategies, facilities and schedules are in place as identified in the hazard assessment, to allow communication within the work party and in between the work party, the local area's Authorised Officers, and local emergency services. Travelers should email an itinerary to International SOS in order to receive medical and security advice, referrals, welfare support and routine and emergency assistance.
17. While working away from campus, the work party communicates with the local area authorised person according to a pre-arranged communication schedule identified in the hazard assessment.
18. The communication schedule contains an escalation plan with specific responsibilities in the unlikely event that the pre-arranged communications are not being delivered or received.
19. It is preferable to have multiple forms of communication available but at least one form of reliable electronic communication device is taken when working away from campus. All party members are to be given information and training in the use of the communication devices, including, where appropriate, an [Emergency Position Indicating Radio Beacon](#) (EPIRB) and/or a [Personal Locating Beacon](#) (PLB) and/or a GPS Tracker and/or an iPhone 14+ satellite tracker.

Emergency procedures

20. Emergency procedures are established as part of the hazard assessment and communicated before departure, to allow the local area to respond quickly to any emergency situation. These include:

- * contact procedures/details for relevant local emergency agencies (e.g. police, ambulance, Flying Doctor, Park Ranger and embassy or consulate, International SOS);
- * emergency contact procedures with the Authorised Officer, including a call-out system where the Authorised Officer is informed when a work party is overdue; and
- * work party personal emergency contacts such as a nominated next of kin.

21. Where emergency beacons are used, appropriate registration details link to the local area contact (Safety Officer or Authorised Officer).

22. Staff undertaking work away from campus are fit for the proposed activities and fit for travel. Persons over 75 years of age and those with pre-existing medical conditions provide their supervisor with documentation (such as a medical management plan or medical clearance certificate from a doctor) to be approved to participate in related activities, including travel. This is to ensure that tasking is appropriate, and triggers first aid/treatment measures that are known prior to travel.

First aid requirements

23. First aid requirements (if any) are determined based on the hazards identified via a risk assessment conducted prior to the work away from campus. Considerations are given to risks associated with the nature of the work, its location and the proximity to medical facilities (i.e. in an urban area).

24. All staff have an obligation to take care of themselves while at work. If staff require a personal emergency plan for remote work they must discuss this arrangement with their supervisor while maintaining an appropriate degree of confidentiality and privacy. For overseas and remote area work, consider whether a specialist travel doctor or suitably qualified GP should be consulted at least one month prior to travel to ensure necessary immunisations or other medical precautions are taken. The individual shall be responsible for the supply and care of their personal medications and ensure sufficient amounts are available for the duration of the work away from campus and have contingency arrangements in place. The individual shall check that the personal medication they plan to take is legal in the countries they are

visiting and keep a prescription or letter from their doctor detailing their medication. Personal medications such as Epi-pens and Ventolin should be carried by individuals if they require these to manage a medical condition. In certain circumstance, medication/immunisation expenses may be reimbursed if necessary specifically for travel.

25. The University's minimum first aid requirements for fieldwork in remote areas are as follows:

- * Fieldwork in remote areas requires training in remote area first aid. At least one work party member (staff) has Remote Area First Aid training/certification. Additional First Aid attendants are required for undergraduate fieldwork classes (Staff to student ratio 1:10). Refer to [WHS training/general courses webpage](#) for further information on how to complete this training.
- * Remote area first aid kits are provided as per the [Provision of first aid services procedure](#).

Sources

- * Refer to the Department of Foreign Affairs and Trade official [travel advice](#).
- * Refer to the [Australian Maritime Safety Authority](#).

Document information

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