



# Health and Safety Off-Campus Experiences Procedure

## Purpose

- Unitec may require students and/or employees to undertake course-related off-campus experiences, work, (whether in New Zealand or overseas, and including secondments), clinical, outdoor or other experiences external to any Unitec campus, as well as study or practicums through a training provider other than Unitec. For the purposes of this procedure, all of these activities will be termed “**off-campus experiences.**” Other examples of off-campus experiences are team-building exercises, social activities, staff scoping for field trips, site visits and research trips, whether paid or not.
- All relevant policies and procedures of Unitec will apply during off-campus experiences, including those relating to health and safety. Off-campus experiences are also subject to the requirements of the Health and Safety at Work Act 2015 (“The Act”). However, it is recognised that off-campus experiences involve varying degrees of risk.
- Unitec recognises that it does not have legal responsibility for staff and students in relation to some off-campus experiences, for example, in relation to persons receiving on the job training or gaining work experience off campus, and loaned employees. Nevertheless, Unitec seeks to ensure that all Unitec employees and students are fully prepared for any off-campus experience. This procedure applies to all employees and students undertaking off-campus experiences, whatever their nature.

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## Scope

This is a Unitec-wide procedure and applies to all staff and students.

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## Procedure

### 1. Before the Off-Campus Experience Starts

#### 1.1 General Requirements

- Off-campus supervisors must, as far as practicable, notify all relevant students and Head of School of all anticipated off-campus experiences prior to course commencement. Heads of School must approve and ensure that all off-campus supervisors under their authority are suitably qualified and competent.
- Prior to any off-campus experience taking place, the off-campus supervisor must collect all relevant and significant hazard information, (including from a prospective host, if any), using the Events and Off Campus Experiences Safety Plan. Using this information, the off-campus supervisor will take steps to minimise risk, including adjustments to the number of participants, emergency planning and the training of participants in an NZQA-approved first aid course, if necessary.
- Off-campus supervisors must provide all participants with relevant health and safety information.
- Participants will be required to sign the Events and Off Campus Experiences Safety Plan, acknowledging that certain basic information has been received and understood.

- Off-campus supervisors will obtain special permits as necessary, e.g. for open fires in forest areas, fishing, and access to restricted areas or accommodation in Department of Conservation huts.
- The following flow chart will assist off-campus supervisors in preparing for off-campus experiences.



### 1.2 Remote Areas

- Prior to any off-campus experience in a remote area, the off-campus supervisor must nominate one or more emergency contact person(s) at Unitec, who will be responsible for checking that all participants have returned safely to Unitec following the off-campus experience, and who will act as the first point of contact in case of any emergency. The off-campus supervisor must leave a copy of the Final Participant Register with the nominated emergency contact person(s).

### 1.3 Specialist Equipment

- If you are undertaking a high risk/specialist activity this should be clearly documented in the Events and Off Campus Experiences Safety Plan.

## 2. During a Field Trip

### 2.1 Travel and Vehicle Requirements

- Field trips involving travel may include the use of Unitec fleet cars, hired, or personal motor vehicles. Accidents involving vehicles do not generally need to be reported to WorkSafe unless an employee suffers serious harm as a result of the accident.
- Off-campus supervisors will ensure that a first aid kit meeting the minimum standard recommended by WorkSafe for a vehicle or lone worker's first aid kit is available in any Unitec vehicle being used, (normally in the glove box or boot). If no Unitec vehicle will be used, the off-campus experience supervisor must acquire and keep a first aid kit in a vehicle throughout the off-campus experience.
- Off-campus supervisors will ensure that drivers of vehicles transporting participants have a current and appropriate driver licence.



### 2.2 Accidents, Incidents and Harassment

- Off-campus supervisors will report all minor or serious accidents and incidents using the Accident Investigation Report as well as, where appropriate, the Vehicle Accident Investigation Report, located in the glove box of all Unitec vehicles. The relevant Network, business unit, or Pathway must retain one copy of each form and forward the originals to the Transport Manager and ensure that Inwards Goods receives a copy of the documentation as necessary.

- Any incident that an employee or student perceives to be personal harassment should be reported to a harassment contact person, who will advise on the appropriate action. Unitec's harassment policy applies during all off-campus experiences.

### 2.3 Alcohol and Illegal Substances

- All participants must ensure that they are not in a state that may endanger themselves or any other persons during off-campus experiences due to the consumption of alcohol or illegal substances. Any breach of this provision may constitute misconduct or serious misconduct under the Disciplinary Policy and Procedure (HR 17) or the General Disciplinary Statute, as applicable.

### 2.4 Emergencies

- In the event of injury or other emergency, off-campus experience supervisors will ensure that correct and immediate action is taken, ensure the well-being of the rest of the group, call for necessary assistance, and make contact with relevant Unitec personnel and emergency services.

## 3. Participants' Rights and Responsibilities

**3.1** Participants are not required to carry out any task, or to use any equipment or materials, unless they are adequately prepared, adequately equipped and have relevant health and safety information. Any participant has the right to advise a host or off-campus experience coordinator if he or she does not feel competent or safe undertaking any task. If necessary, the participant should not commence or should discontinue the task, process or activity, preferably on the advice of the off-campus experience supervisor.

**3.2** Participants must take personal responsibility for ensuring that they follow safety procedures and that, where applicable, they utilise personal protective equipment.

## Responsibilities

Implementation of this procedure is the responsibility of all staff that are leading an off-campus experience.

The person leading the off-campus experience will also ensure that the plan is approved by the Head of School within an appropriate time frame.

## Definitions

Term	Means
"Injury"	is an incident where first aid or medical intervention was required.
"Off-Campus Supervisor"	is the Unitec employee, contractor or other designated person who is responsible for coordinating, organising and/or accompanying other participants on an off-campus experience
"Host"	is the authorised person(s) or organisation responsible for hosting participants
"Near Miss"	is an incident which did not result in injury, illness or damage, but could have potentially done so.

Term	Means
"Participants"	are the Unitec employees, contractors, students and/or other individuals who have been approved to undertake an off-campus experience, including the off-campus supervisor.
"Risk"	is the likelihood that loss or damage may occur when a risk or risks are not controlled and
"a Critical Risk"	is a risk that could cause death or a serious injury.

## Reference Documents

- [Health and Safety at Work Act 2015](#)
- [Unitec Health and Safety Policy](#)
- [Unitec Disciplinary and Performance Management Policy](#)
- [Events and Off Campus Experiences Safety Plan](#)

## Approval Details

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<b>Procedure Sponsor</b> (Has authority to approve minor amendments)	Executive Director People and Infrastructure	<b>Procedure Owner</b>	Director Infrastructure Operations
<b>Contact Person</b>	Director Infrastructure Operations	<b>Date of Next Review</b>	2022