

Safety Implications of Undergraduate Student Practical Off-Site Activities (E2/OSA Form)

Reference No.

E _____

BACKGROUND

To comply with the NSW Occupational Health and Safety Act, 2000, the University requires all members of staff responsible for undergraduate practical teaching activities, to prepare documented procedures/student notes/manual. The documented procedures should include: a list of materials, equipment, methodology and risk assessment. An induction form also needs to be prepared to document that students have received an induction. This form is to be signed by all students participating in the practical activity. This E2/OSA form is a cut-down version of the E2 form and is to be completed for activities where the only safety implications are related to an off-site activity (fieldwork, home visits, work placement etc). It should be noted that if an off-site activity is only one component of a practical activity an E2 form must be completed. An E2 form must also be completed if any biological (blood or sample collection, animal work) or chemical (hazardous chemicals used in fieldwork) hazards are identified as part of your offsite activity

All activities with safety implications must have the appropriate safety clearance(s) before commencing.

DIRECTIONS

An E2 or E2/OSA application must be submitted for *each* different practical session or exercise to be conducted. However, where course/prac notes are available for a number of practicals within a subject/course one E2 application is sufficient.

PLEASE NOTE: Any variation to a previously approved exercise that results in new hazards being introduced requires an additional application ([Variation Form](#)) for safety clearance to be submitted.

Tools: [Risk Assessment Tools & Templates](#)

(other formats are acceptable provided they include hazard identification, risk analysis and control strategies)

CHECKLIST

APPLICATION SHOULD INCLUDE

- E2/OSA application form
- A brief summary/overview of the practical activity
- Copy of a risk assessment for the practical activity (copy of 7.1 & 7.2 of the home visit guidelines for home visits)

SUBMISSION PROCEDURE

- Email the completed application documents (listed above) to: safetyclearance@newcastle.edu.au
- Forward the signed application documents to: Health and Safety, Human Resource Services, The Chancellery

TIMEFRAME REQUIREMENTS FOR SUBMISSION OF THE E2/OSA FORM

Applications that require safety approvals for off-site activities (e.g. fieldwork, home visit), need to be reviewed by the appropriate Faculty Safety Committee and/or Head of School and authorised by the Head of School prior to being submitted to the Health and Safety Unit for approval a minimum of four weeks before the nominated project/practical start date.

CONTACT DETAILS

For advice on the safety approvals required for individual projects/practicals or copies of any of the Australian/New Zealand Standards referred to on the following pages contact Liz Pilgrim on 16542 Liz.Pilgrim@newcastle.edu.au or Melissa Musicka on 16846 Melissa.Musicka@newcastle.edu.au

**Safety Implications of Undergraduate Student
Practical Off-Site Activities
(E2/OSA Form)**

Reference No.

E. _____

Course/subject reference number and title _____	
Title/Description of Practical Activity _____	
Responsible/Supervising Academic	
Name: _____	Faculty/School: _____
Address: _____	Telephone No: _____
Email Address: _____	
Alternate Contact	
Name: _____	Telephone No: _____
Email Address: _____	

HAZARD IDENTIFICATION

Does this exercise:**Check for yes**

- Involve work with a genetically modified organism (GMO)?
- Involve work with biologically hazardous microorganisms?
- Involve work with animals?
- Involve work with human body fluids or tissue?
- If "YES" to any of the above, complete the relevant section of the Biohazard information sheets on an E2 form
- Involve the use of chemically hazardous materials?
- If "YES", complete the Chemical/Reagent Hazard information sheet on an E2 form
- Involve the use of radioisotopes/unsealed sources?
- Involve the use of ionizing radiation/sealed sources (eg. X-rays, neutrons)?
- Involve the use of non-ionising radiation (eg. Lasers, RF-heating, microwaves)?
- Involve off-site radiation work?
- If "YES" to any of the above, complete the Radiation Hazard Information Sheet on an E2 form
- Involve any other identified Hazard (eg. manual handling, equipment, noise, sharps)?
- If "YES" please complete an E2 form
- Involve any off-site activity **other than radiation work** (eg. fieldwork, home visits, placement)?
- If "YES", complete the Off-Site Activity Hazard Information Sheet on the following page of this form

As the responsible academic for this exercise:

- All personnel actively involved with this exercise are adequately trained to perform the activity safely
- All relevant hazards have been identified on this form
- I have a documented risk assessment for this practical activity
- I have attached the risk assessment for this practical activity
- I have obtained permission (below) to use any facilities listed in this application which are not designated teaching facilities and I have advised the facility supervisor of my practical activity and associated hazards

Responsible Academic: _____ Date ____/____/____

Approved by Head of School/Unit: _____ Date ____/____/____

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OFF-SITE ACTIVITY HAZARD INFORMATION SHEET

INDICATE THE NATURE OF THE ACTIVITY:

Fieldwork Work Placement Offsite Visit/Interview * Other

* Go to the [Offsite Visit/Interview Safety Guidelines](#) and complete the relevant forms (appendix 7.1 and 7.2) to attach to this application.

DETAILS:

Brief description of off-site activity: _____

Proposed Date of off-site activity: _____

Location of off-site activity: _____

If locations is [overseas](#) what is the current [DFAT travel advisory rating](#)? 1 2 3 4 5

Length of time involved: _____

If this off-site activity involves **fieldwork**:

Check for Yes

Is the fieldwork to occur in a public area?

If YES, Have you obtained formal approval from the relevant authority?

or

Is the fieldwork to occur on private property?

Have you obtained formal approval from the property owner?

Are you aware of the University's policy in regard to [Student Insurance](#) for practical fieldwork and work placement?

RISK ASSESSMENT:

Have you read the [University's Travel Policy](#)?

Have you completed and documented a risk assessment for this activity*?

(The risk assessment should cover travel, location/environmental [e.g. insect/animal hazards, weather conditions, landscape, remoteness, communication, possibly accommodation-camping and food storage etc] and the exercise/activity itself)

For international activities; [travel warnings](#), recommended immunizations and/or prophylaxis and communication/contact arrangements must be included.

Have you discussed the risks and hazards with the students?

Have outlined all the risk control strategies with the students?

Have you got a signed induction form from each student involved?

A copy of your risk assessment is attached to this application

Or

A completed copy of Appendix 7.1 & 7.2 of the Offsite Visit/Interview Safety Guideline is attached

(For Offsite Visit/Interview Offsite Activities only)

As E2/OSA applications involving off-site activities are not reviewed by a designated University Technical Committee, the Responsible Academic must have the application reviewed by the appropriate Faculty Safety Committee and/or Head of School (HOS) and be signed by the HOS prior to submitting it to the Health and Safety Unit for a formal approval.

Reviewed By: Faculty Safety Committee and/or Head of School

Authorised By Head of School: _____ Date: _____