



THE UNIVERSITY OF
MELBOURNE

OFF CAMPUS TRAVEL AND WORK EHS Manual

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

Placement Safety Guide and Checklist

A. Guidelines for Students

- Ensure the medical questionnaire and other documents have been completed
- Provide information about the placement through an induction session
- Inform students of clothing or other requirements
- Monitor student attendance at the placement
- Provide an avenue for feedback about the placement and any issues
- Ensure students have adequate EHS information
- Instruct students on their roles and responsibilities at the placement

B. Guidelines for the Placement

- Visit the placement to determine adequate safety systems are in place
- Provide written documentation of the University's obligations for EHS
- Request written documentation of the Placement's obligations for EHS
- Request details of the type of supervision provided

C. Checklist

Item	Required
Medical Form Completed and student is fit to participate	Y / N / NA
Vaccination form has been checked	Y / N / NA
Placement has been advised of rights and responsibilities	Y / N / NA
Student has been inducted or advised of special requirements	Y / N / NA
Information has been documented and filed	Y / N / NA