

	<h2>WORKING OFF SITE</h2>	Document No:	WHS-PRO-025
		Approval Date:	1/06/2019
		Approved By:	G. Mowbray
		Review Date:	1/06/2021
	Responsible Officer: Employment Relations Advisor	Expiry Date:	N/A
		Issue No:	1/06/2019
Authorising Officer: Business Manager, General Secretariat			

1. Purpose

Australian Catholic Bishop Conference (ACBC) workers may be required to work off site which could mean working in a different location to the office or workplace than that specified in the letter of offer, working interstate or working overseas.

The purpose of this procedure is to outline the steps to be taken to assess and control the work health and safety risks that may arise from working off site.

2. Scope

This procedure applies to all ACBC Agencies. This procedure applies to all instances of working off site with the exception of working from home arrangements. Working from Home arrangements are covered in [WHS-PRO-026: Working from Home](#). This procedure does not apply to workers carrying out approved community services.

3. Related Documents

[ACBC Work Health & Safety Policy](#)
[WHS-PRO-026: Working from Home](#)
[HR-PRO-019: Flexible Work Arrangements](#)

4. Definitions

Supervisor

The Supervisor is a Bishop, an Agency Head, Director, Manager, Coordinator or Team Leader, who is responsible for the day-to-day supervision of workers.

Health and Safety Representative (HSR)

A Health and Safety Representative nominated and elected by employees at a workplace in accordance with the relevant State or Territory legislation.

Worker

A Worker is an employee, independent contractor, clergy, religious or volunteer who is carrying out duties for the ACBC.

Risk

Risk is the effect of uncertainty on objectives. In the context of workplace health and safety, risk means exposure to the chance of injury or loss. For example, the possible impact on the well being of workers from failure to provide adequate facilities.

Working Off-Site

Working off site can mean working in a location other than the one specified in a worker's letter of offer, but does not include working from home.

Remote or Isolated Work

Remote or isolated work, in relation to a worker, means work that is isolated from the assistance of other persons because of location, time or the nature of the work.

5. Responsibilities

Supervisors

Supervisors must:

- Consult their workers on identification, assessment and control of WHS risks which may arise from working off site;
- Provide workers and HSRs (if they have been elected) with information on WHS issues in a timely manner in an easy to understand form;
- Consult with HSRs and WHS Committee (if they exist); and
- Diarise or minute any discussions on WHS issues.

Health and Safety Representatives (HSRs)

Where appointed, Health and Safety Representatives must:

- Participate in consultation on WHS issues;
- Consult on WHS issues with the workers they represent; and
- Provide feedback to management on WHS issues and processes.

Workers

Workers are required to:

- Participate in identifying, assessing and determining controls for foreseeable risks associated with working off-site;
- Implementing the required controls; and
- Report hazards and incidents (accidents and near misses).

6. WHS requirements

Compliance with ACBC's WHS policy is required at all times.

The worker must notify their Supervisor of any incident, injury, near miss or hazard which occurs in the course of performing their duties. Incidents, injuries, near misses and hazards must be reported and investigated in accordance with [WHS-PR-018 Reporting and Investigating Incidents and Hazards](#).

7. Working Off-Site

ACBC workers may be required from time to time to work off site. This may involve travelling to different work locations and working in unfamiliar environments. As far as reasonably practicable, workers must identify, assess and implement suitable control measures for the risks involved in all instances of working off site.

The areas of risk that must be considered prior to working off-site are:

- Fitness for travel and participation in the activity including vaccinations;
- Safety of the method of travel to and from the site;
- Risks of the location to which the worker is travelling;
- The risks of the activity itself ; and
- Working in isolation or in remote locations.

7.1 Fitness for Travel and Participation

Workers must be fit to undertake travel. Considering the rigours of travel, workers must assess their own fitness to undertake the travel. If required, the worker should consult their own medical practitioner and Supervisor to discuss any conditions that may affect the ability to travel or participate in the activity.

Travel may require vaccinations. Discuss travel plans with the treating practitioner prior to departure to ensure adequate vaccination coverage.

7.2 Mode of Transport

- Refer to the ACBC's Travel Arrangement Guidelines ([HR-PRO-037](#)). If travelling by a motor vehicle, refer to the "[Guidelines for the Use of Motor Vehicles](#)".
- If travelling by air, check the Civil Aviation Safety Authority (CASA) [Advice for Air Travelers](#).
- Consider the flight time and countries at which the flight may have to stopover.

7.3 Assess the Location

The Worker and Supervisor must consider the following to assess the risk of injury:

- the remoteness of the location and distance to assistance;
- the terrain to be covered and how it will be travelled over;
- the climate including altitude, daylight allowance and season;
- geopolitical climate and potential civil unrest;
- natural disaster zones (including risk of recurrence);
- security and safety provisions;
- emergency and first aid needs; and
- communication requirements such as mobile telephones.

7.4 Assess and Control Risks of the Activity

The Worker and Supervisor must identify the hazards of the activity, and undertake a documented risk assessment to determine adequate control measures if the activity is potentially medium or high risk. Document the risk assessment using the Risk Assessment and Control Form ([WHS001](#)).

The recommended risk controls must be implemented by the agreed time by the people responsible (as stated in the documented risk assessment) prior to working off site.

Hazards / Risks to consider:

- Competency and level of training required
- Duration of the activity
- Supervisory provisions

Examples of LOW risk activities requiring no documented risk assessment are:

- Attendance at training, conferences or meetings for less than one week
- Lecturing or guest speaking

An example of a MEDIUM risk activity requiring completion of a risk assessment is:

- Setting up and dismantling equipment and displays

An example of a HIGH risk activity requiring completion of a risk assessment is:

- Travelling as an aid worker to a natural disaster zone

In some cases, the risks associated with some of these activities have been assessed and controls identified elsewhere, for example; in manual handling risk assessments. The Worker and Supervisor are responsible for making themselves aware of these risk assessments and for implementing controls.

The completed Risk Assessment and Control Form ([WHS001](#)) must be signed by the supervisor and the worker.

A copy is to be retained in files at the General Secretariat (for agencies that do not have a dedicated HR function). Caritas Australia, Catholic Social Services Australia and the National Catholic Education Commission will retain a copy of the completed Risk Assessment and Control Form ([WHS001](#)) for their workers.

8. Personal Safety

Because of the nature of off-site work, workers are responsible for implementing the controls required for their own personal safety. These may include:

- Informing their colleagues of their work location, their time of departure and their estimated time of return
- Informing their family or another person of their location and estimated time of return home
- Providing their family or another person with their contact details while they will be working off-site
- Using a phone “check in” system to notify colleagues that they are safe
- Informing themselves of ways to access emergency assistance if required
- Using a mobile phone app (e.g. CUSafe) to monitor personal safety

9. Records

- Risk Assessment and Control Form ([WHS001](#))