

ANU Safety and Conduct Agreement

To be completed by all undergraduate students attending the BGOS Kioloa Excursion

Introduction

The University is concerned for your safety while you are at ANU (Canberra and Kioloa). Please bring the completed final page to the field trip. This will be kept as an assurance that you have read and understood your rights and responsibilities as a student in the ANU.

Your Responsibilities as a Student

While responsibility for health and safety in the University is a prime function of the ANU, students have an overriding responsibility for ensuring that their own work environment is conducive to good health and safety by:

- Taking personal action to eliminate, avoid or minimise hazards;
- Complying with all occupational health and safety instructions;
- Making proper use of all safety devices and personal protective equipment;
- Seeking information and advice where necessary before carrying out new or unfamiliar work;
- Being familiar with emergency and evacuation procedures and the location, and use, of emergency equipment; bringing to the attention of the immediate supervisor any unsafe situation or procedure.

Your Supervisor's Responsibilities

Academic supervisors have a responsibility to the ANU for ensuring that work for which they are responsible is carried out in ways that safeguard the health and safety of staff and students. They should:

- Actively practice and foster proper attitudes towards health and safety matters in their staff and students;
- Advise staff and students on appropriate reporting procedures for hazards, incidents and injuries;
- Arrange for their staff and students to be instructed in safe and healthy working procedures, and to be warned about all known hazards, including:
 - How to eliminate, avoid and minimise them;
 - Ensuring that good housekeeping standards are maintained in their areas of control.

General Safety Guidelines

- Smoking, drinking, the consumption of alcohol and eating food in lecture rooms and laboratories is forbidden. Smoking in buildings or vehicles is banned as a matter of ANU policy.
- Please do not bring or buy any alcohol for consumption at the BGOS excursion to Kioloa. The consumption of alcohol by students attending the BGOS camp at Kioloa is forbidden.
- Any injury, exposure and/or dangerous occurrence however apparently trivial, must be reported immediately to your academic supervisor. You will be asked to make a brief written explanation of an incident if no staff were present. An OHS Incident Notification Form will then need to be completed and submitted to the OHS Unit. See <http://info.anu.edu.au/hr/OHS> then click OHS Incident Notification.

Fieldwork Sexual Harassment

Field trips are a component of the teaching and learning process, and therefore the conduct of sexual relationships is, in general inappropriate.

- All fieldwork participants should recognise the risk of engaging in sexual relations in terms of later allegations of harassment.
- Allegations of sexual harassment will be dealt with in accordance with the relevant University policies and the disciplinary provisions of the relevant academic or general staff awards or enterprise agreement.
- The University states clearly in this policy that it is a responsibility of the fieldwork supervisor organising and conducting field trips to take all reasonable steps to ensure that they are safe for students in all respects, including from sexual harassment of any kind.
- For further information see the **FIELDWORK & SEXUAL HARASSMENT WEB SITE**, <http://www.anu.edu.au/equity/> Phone: Equity & Diversity Unit 6125 3868 or 6125 3595 or email: EquityandDiversityUnit@anu.edu.au .

Fieldwork Safety

- If you have a pre-existing condition (e.g. diabetes, severe asthma, severe allergy) it is helpful to everyone if you let the supervisor and/or the First Aid Officer in attendance know.

Fieldwork and Kioloa Campus Conduct Rules

- At all times on field trips and visits to the Kioloa campus, students are representing the ANU and are therefore required to behave to a standard acceptable to the staff members in charge of the excursion. Students must accept and obey directions given by staff members relating to student conduct. This is a requirement for the whole duration of field trips, including any social evenings.
- Any breach of these conduct rules by a student may result in their being required to leave the excursion.
- For further reading, see **OHS Hazard Management Procedures and Guidelines on Fieldwork** at http://info.anu.edu.au/policies/Procedures/Human_Resources/ohs/Fieldwork_Safety.asp.

STUDENT DECLARATION

(Please bring to the field trip)

- I have read and I understand the safety, sexual harassment and field excursion conduct rules of The Australian National University. I will follow these and other safety requirements at all times.

Student Name: Student ID:.....
(Please print)

Signature: Date:

CONFIDENTIAL

Student welfare is a high priority at the ANU. To assist us in meeting this objective, please complete the section below if you have any medical condition.

Medical Condition:

.....

Emergency Contact:
Name Relation Telephone
