



THE UNIVERSITY OF  
MELBOURNE

# Off-Campus Activity Safety

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Melbourne School of Design  
Faculty of Architecture, Building & Planning



# Off-campus activities can include...



Construction sites or sites for planned development



Factories and manufacturers



Evaluations of existing buildings



Inspections of completed commercial developments



Attending planning meetings (e.g., VCAT, council planning committees)



Parks, gardens, forests, and nurseries

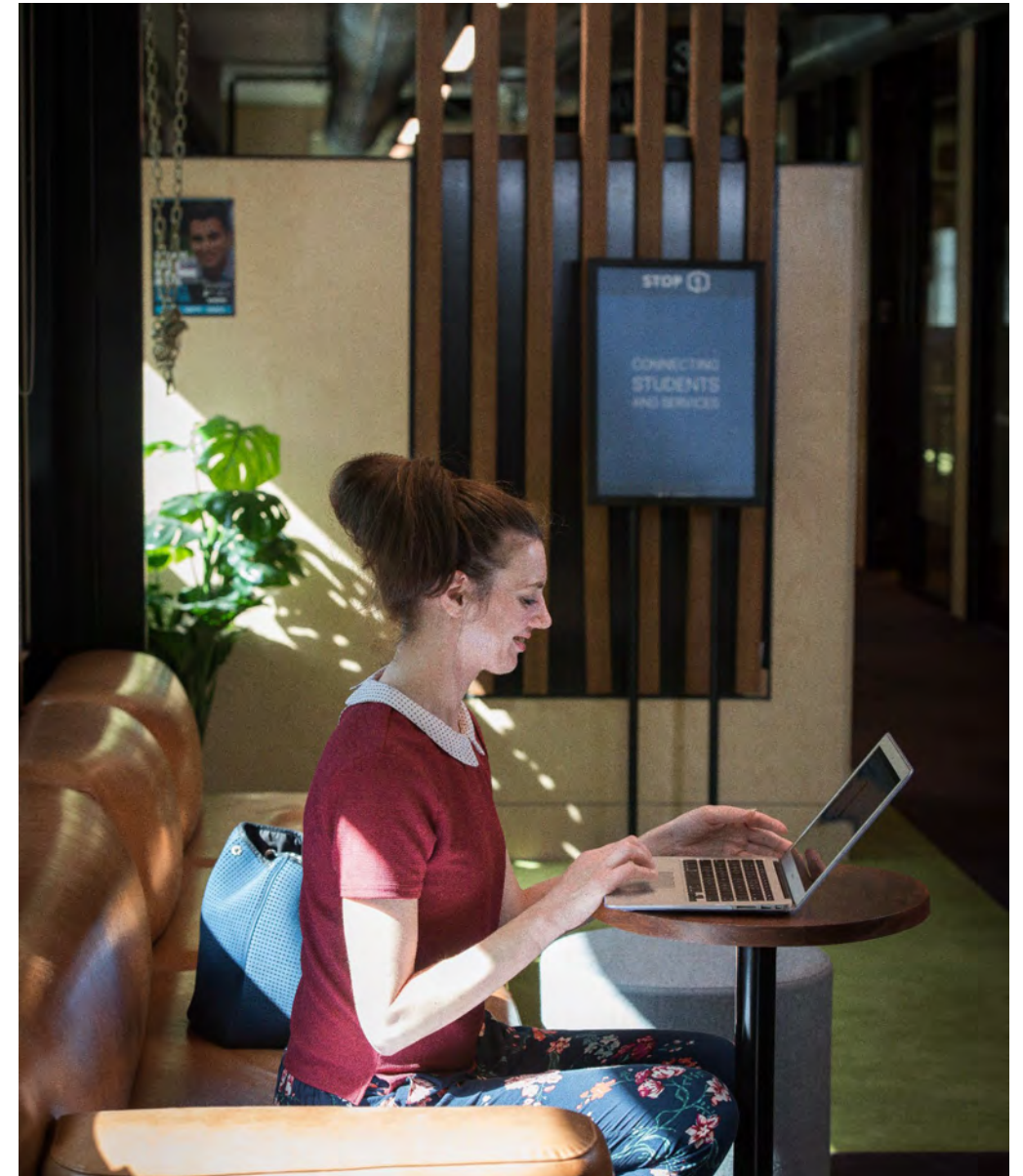


# Before you go!

Before participating in an off-campus activity, students must complete the online Medical Questionnaire form:

<https://go.unimelb.edu.au/9cne>

Students should also ensure that their emergency contact details are up to date in my.unimelb.





# Your safety when off-campus

## Observing, Photographing, Sketching, etc.

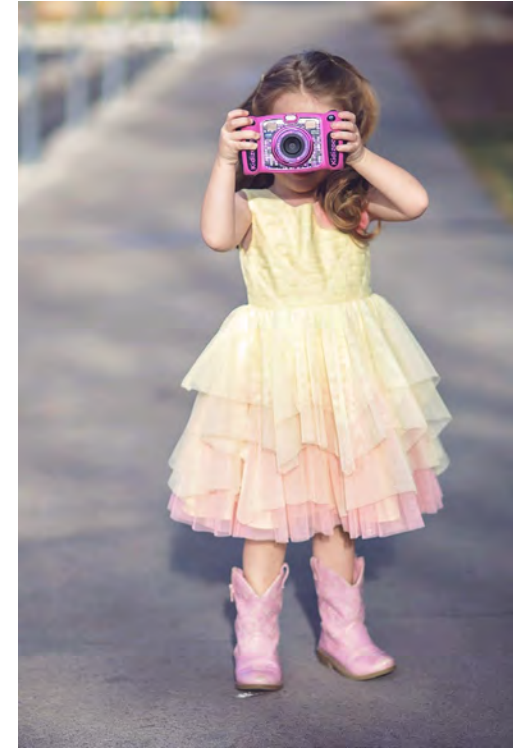
- Be aware of your surroundings
- Watch where you are walking
- Don't walk backwards

## Working outdoors

- Check weather and wear clothing according to the site and weather conditions
- Wear sunscreen and sunhat
- Carry water and keep hydrated

## Health

- Ensure you have any required personal or prescription medications needed
- Follow government COVID guidelines





# COVID-19 Safety

## Before attending:

- Upload your vaccination certificate; or
- Upload your exemption documents

## If you are unwell:

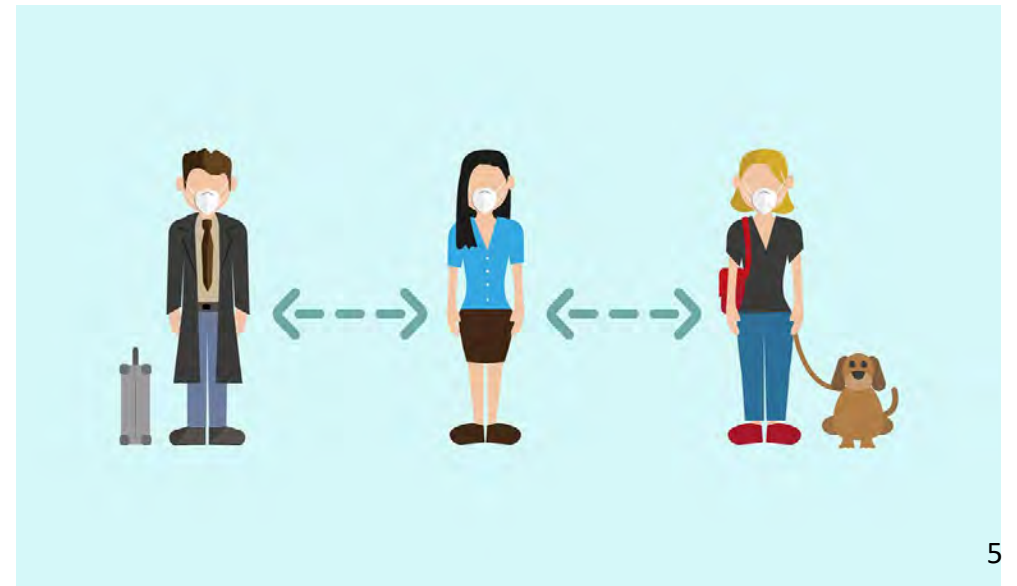
- Do not attend the field trip
- Contact your tutor/coordinator
- Get tested

## On the field trip:

- Wash hands/use hand sanitiser
- Practise social distancing
- Wear a mask if unable to social distance

## Follow the advice:

- [unimelb.edu.au/coronavirus](https://unimelb.edu.au/coronavirus)
- [coronavirus.vic.gov.au](https://coronavirus.vic.gov.au)





# Parks, gardens, forests, nurseries, etc.

Wear footwear and clothing according to the site and weather conditions.

Look out for uneven ground, potholes, slippery surfaces, broken glass, syringes, etc.

Do not stand under trees during electrical storms.

Large tree branches can fall without warning, especially during strong winds.

Eucalyptus trees can drop branches/limbs in very hot weather (>35 degrees) even without wind.

Do not climb trees.







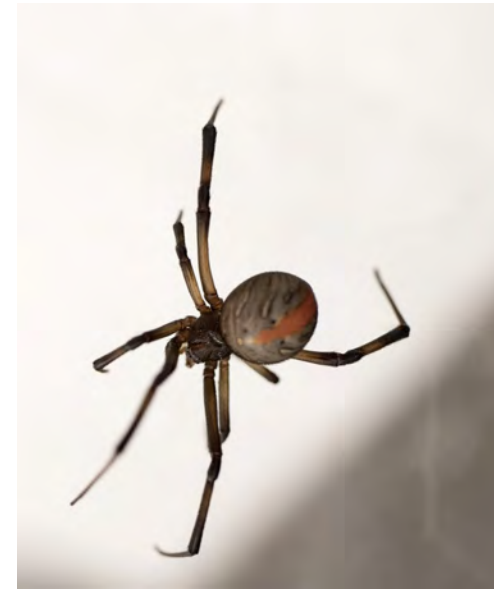
# Parks, gardens, forests, nurseries, etc.

Keep an eye out for snakes during Summer

Watch out for venomous spiders in the undergrowth

Take care at the edges of water, such as lakes, creeks & reservoirs, as the ground can be unstable

Be aware of local conditions, particularly when taking photographs





# Construction Site Hazards

## Work at height

- Fall of person/falling object

## Plant and machinery

- Collisions, crushing, overturning

## Excavations

- Collapse/falling

## Electricity

- Electric shock/electrocution

## Manual handling

- Musculoskeletal injuries, strains/sprains

## Noise

- Hearing loss

## Hazardous substances

- Chemical burns, respiratory illness

## Sharp Objects, e.g., nails

- Cuts, lacerations

## Hot work, e.g., welding

- Burns, eye damage
- Fire

## Flying Particles

- Eye injuries
- Respiratory illness

## Cables, debris, uneven ground

- Slipping, tripping, falling





# Construction Site Safety

## When you arrive



- Report to the site manager
- Get permission to enter the site
- Do not enter the site on your own

## Instructions and signage



- Follow instructions from the builder's representative or tradesmen
- Obey all safety rules, signs and instructions

## Designated routes



- Stay on designated routes
- Do not lean over or go beyond any handrails or barriers
- Keep out of restricted areas

## Clothing



- Do not wear loose clothing
- Do not wear headphones
- Leave bags in site office
- Wear PPE – hard hats, safety boots, high vis vests
- No thongs, sandals or gym shoes

# Construction sites: highs and lows

## Cranes and lifts

- Do not stand or walk under any loads being lifted
- Loading bays are designated with signs and flashing lights

## Climbing

- Do not climb on scaffolding, use designated stairs or ladders only
- Don't climb on residential timber wall or roof framing
- Avoid walking on exposed floor joists

## Ladders

- Only one person should be on a ladder at a time
- Use both hands when climbing or descending a ladder and always face the ladder when climbing up or down

## Floor openings

- Pay attention to where you are walking, never walk backwards on a construction site
- Watch for openings, protective covers, and changes in the floor
- Do not jump from equipment, scaffold or platforms





# Construction Sites: Equipment

## Noise

- Protect your hearing
- Wear ear protection if required
- If you need to shout to be understood from 1 meter, the background noise is around 85 dB(A) and ear protection should be worn.

## Eye Protection

- Your eyes are very vulnerable
- Wear safety goggles to avoid dust, paint, metal shavings, etc from getting in your eyes
- Intense light can damage your eyes
- Do not look at welding flames

## Vehicles

- Be aware of moving vehicles
- Pay attention to warning signs and lights
- Obey all traffic rules and stay in designated pedestrian zones
- Vehicle operators may not be able to see you
- High vis clothing must be worn where powered mobile equipment is being used.



# Construction Sites: Other hazards



## Electricity

- Do not touch any electrical distribution boards or temporary power leads
- Do not use equipment if power lead is damaged or power outlet is overloaded

## Hazardous Substances

- Do not touch chemicals on site
- Never smoke or vape on site
- Only eat or drink in designated areas



## Manual Handling

- Use the bended knee technique
- Maintain a neutral spine
- Use a two-person lift
- Do not lift heavy objects while standing on a ladder or chair.



# Get home safely

- Never mess around on site
- Obey all safety rules, signs and instructions
- Wear and use PPE according to site rules
- Do not touch any materials, machinery or equipment
- If there is an incident, or you feel something is unsafe, report it to the field trip supervisor.
- Safety is everyone's responsibility!

