

This Form relates to OHS Procedure – [Student Excursions](#)

Institute / Directorate / Centre: .....

Name of Staff Member in Charge: .....

Course: ..... Unit: .....

Aim of Excursion: .....

Destination: .....

Dates: From: ...../...../..... To: ...../...../.....

Names of Participating Staff Members: .....

.....

Number of Other Participants: ..... (also provide list – see below)

Transport Details (University, private, public, etc.): .....

Special Equipment Required (e.g. first aid, communications, other): .....

.....

Special Requirements regarding Payments, Deposits, Advances: .....

.....

## Costing Details

Transport	\$
Meals	\$
Accommodation	\$
Fees	\$
Other	\$
<b>Total</b>	<b>\$</b>

## Approval Signature(s)

By signing below, you confirm that:

- all necessary precautions and requirements have been identified,
- all necessary equipment and resources are available, and
- you approve the conduct of the excursion

Supervisor of Staff Member in Charge: ..... Date: ...../...../.....  
(All Excursions)

Dean or Director: ..... Date: ...../...../.....  
(Overnight, Interstate and Overseas Excursions)

Attach: HIRAC Report (including emergency plan), List of Excursion Participants

**Warning – Uncontrolled when printed! The current version of this document is kept on the University website.**

Authorised by: University Health and Safety Policy Committee

Document Owner: Head – Health, Safety and Wellbeing

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