

Interstate Travel / Overnight Stay Policy

1. Purpose

To ensure the safety, welfare and compliance of apprentices when travelling interstate or staying overnight for work purposes. This policy outlines the process, approval, responsibilities and reporting requirements for all interstate or overnight work arrangements.

2. Scope

This policy applies to:

1. All apprentices employed by Master Plumbers Group Training Organisation (GTO)
2. All host employers.
3. GTO staff responsible for supervision, coordination and welfare monitoring.

3. Responsibilities

Host Employers must:

- notify the GTO in writing of any intended apprentice travel or overnight stay with at least five (5) days' notice. Notification to be provided by completing the Interstate Travel – Overnight Stay Request Form
- ensure appropriate supervision and induction for the apprentice.
- cover expenses in accordance with agreed arrangements and when requested provide GTO documentation of payments, allowances and insurance coverage.
- wait for written approval prior to the apprentice travelling.

Apprentices must:

- ensure that they tick the box for future travel on their timesheet and contact their Field Officer before committing to any overnight or interstate work.
- wait for GTO written approval prior to travel.

GTO Management must:

- review and approve all travel requests.
- ensure OHS, insurance and duty of care obligations are met.

4. Approval Process

Host/Apprentice contacts GTO staff to advise of anticipated distant work requiring interstate travel and/or overnight stay.

GTO staff will provide the Host an Interstate Travel / Overnight Stay Request Form (PAV ER0XX & PAQ ER014Q) to complete and return to their GTO Field Officer at least 5 working days prior to the proposed travel. For interstate travel host must provide Certificate of Currency for Public Liability to ensure appropriate coverage for working interstate.

GTO Field Officer to ensure that all details have been received and forwards the request to GTO Management for review.

Written approval is issued only after all requirements are met and agreed to.

5. Welfare and Monitoring

- GTO staff must check in with apprentice for any stays exceeding 5 days duration. Field Officer discretion to be used in determining if more regular contact is required whilst away.
- Any incident, injury, near-miss or welfare concern must be reported immediately to the GTO Field Officer and/or MPA OHS Manager.
- Apprentices must follow all host employer safety procedures, site rules and induction requirements.
- Apprentices must have emergency contact details for both GTO staff and the host employer. GTO staff must ensure prompt support provided if needed.
- A post travel debrief, conducted by GTO Field Officer is recommended to review safety, welfare and any procedural improvements.

6. Documentation

Interstate Travel / Overnight Stay Request forms must be retained in documents section of the Apprentices WorkForce 1 personnel record.

Any incident reports, medical treatment records, or welfare checks must be documented and stored in accordance with GTO, OHS and privacy policies.

7. Non-Compliance

Any travel or overnight stay undertaken without prior written approval is a breach of MPA GTO policy.

Non-compliance may result in disciplinary action for the apprentice or corrective measures for the host employer.

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