**This form only needs to be completed by Supervisors if an employee is travelling to a country labelled by the** [**DFAT**](http://www.dfat.gov.au/) **as a Level 2/3/4. If traveling to a level 3 or 4 country, supervisor may need to consult the Risk Management Unit and obtain permission of a** [**UNSW Executive Team member**](http://www.unsw.edu.au/about-us/governance/executive-team)**. Supervisors are to go through this form with travelling staff and ensure they sign the bottom to show their understanding.**

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| **HS Form Number**: CPHCE\_HS\_ IT\_(Insert Project number and Traveller Initials) | **Short name of project:** | **Today’s Date:** |
| **Supervisors name:** | **Traveller:** | **Emergency Contact name:** |
| **Mobile Number:** | **Position title:** | **Emergency Contact number:** |
| **Email:** | **Mobile Number:** | **Emergency contact mobile number:** |
|  | **Email:** |
|  | **Best form of contact while travelling:** |
|  | **Country/s travelling to:** |
|  | **Travelling Dates:** |
| The Supervisors must run through this form with employee. Employees are to tick boxes below once completed |
|  Is the country you are travelling listed as a level 2/3/4 on the [DFAT](http://www.dfat.gov.au/) list?If yes, you need to source advice from the [Risk Management Unit](http://www.rmu.unsw.edu.au/)  and you may need a UNSW Executive Team Member to approve travel. | YesNo |
| Travel may only be booked through [SERKO](https://unsw.serko.travel/Login/UNSW) to obtain approval from a delegated authority. No travel can be approved without booking via this avenue. |  |
| Attach a copy of your flight itinerary and accommodation details. If you deviate from either you must contact your supervisor to inform them of the change. |  |
| Workers must read the [Travel Procedure Policy](http://www.gs.unsw.edu.au/policy/documents/travelprocedure.pdf) before embarking on their trip to ensure they adhere to the UNSW Australia Travel policies. You may also want to visit [Smart Traveller](http://www.smartraveller.gov.au/) for travelling advice and registering your travel via the government. |  |

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| **HS Risk Management for International Travel**  |
| **Identify the activity and the location of the activity** | **Identify who may be at risk from the activity** |
| **Description of activity** **Description of location**  | Overseas travel including preparation, travel time, arriving/ departing and eating outView Guideline for completing this assessment [HS017-1](http://www.ohs.unsw.edu.au/hs_procedures_forms/guides/HS017_-_1_Guide_to_Completing_Risk_Management_Form.pdf)**NOTE** The following listed in the table are only guides – It is the responsibility of the supervisor to ensure all tasks are listed along with the potential hazards, controls and risk rating. Differing locations will largely affect the potential hazards and risks Travel destinations  | **Persons at risk** **How they are consulted on the activity**  | General staff; Part-time/ Casual staff; Academic staff; PhD students; Visitors to the school View Guideline for determining the risk – it is only necessary to show the risk rating. [Risk Management Procedure](http://www.ohs.unsw.edu.au/hs_procedures_forms/procedures/HS329_Risk_Management_Procedure.pdf) View Guideline for determining the risk – it is only necessary to show the risk rating. [Risk Management Procedure](http://www.ohs.unsw.edu.au/hs_procedures_forms/procedures/HS329_Risk_Management_Procedure.pdf) View Guideline for determining the risk – it is only necessary to show the risk rating. [Risk Management Procedure](http://www.ohs.unsw.edu.au/hs_procedures_forms/procedures/HS329_Risk_Management_Procedure.pdf) By supervisors and by signing the bottom of this document |
| **List legislation, standards, codes of practice, manufacturer’s guidance etc used to determine control measures necessary**These may not be applicable – to be determined depending on situationView Guideline for determining the risk –. [Risk Management Procedure](http://www.ohs.unsw.edu.au/hs_procedures_forms/procedures/HS329_Risk_Management_Procedure.pdf)  |
| Work Health and Safety Act 2011Work Health and Safety Regulation 2011 | Code of Practice for Hazardous Manual tasks |
| Task/Scenario | Hazard | Associated harm | Existing controls | Any additional controls required? | Risk Rating  | Cost of controls (in terms of time, effort, money) | Is this reasonably practicable Y/N |
| Preparing for the journey | International terrorism - Travelling to some countries may pose safety and security concerns. | Risk to our personal safety | * Consult DFAT travel advice,

View Guideline for determining the risk – it is only necessary to show the risk rating. [Risk Management Procedure](http://www.ohs.unsw.edu.au/hs_procedures_forms/procedures/HS329_Risk_Management_Procedure.pdf) * Check UNSW insurance policy
* Subscribe to DFAT’s website for automatic email alert
* Follow HINTS for Australian Travellers provided by DFAT
* Have written University approval for trip
* Update personal HR records including details of next of kin
* Don’t leave baggage unattended
 | View Guideline for determining the risk – it is only necessary to show the risk rating. [Risk Management Procedure](http://www.ohs.unsw.edu.au/hs_procedures_forms/procedures/HS329_Risk_Management_Procedure.pdf) View Guideline for determining the risk – it is only necessary to show the risk rating. [Risk Management Procedure](http://www.ohs.unsw.edu.au/hs_procedures_forms/procedures/HS329_Risk_Management_Procedure.pdf)  |  |  |  |
| Preparing for the journey | (2) Travelling and Visa Issues | Stress,Possibility of being left stranded | * Register with the appropriate Australian Embassy online:
* Monitor regional developments that may affect personal safety and security,
* Check on concerns for dual citizenships
* Confirm all travel arrangements; ensure passport is valid for 6 months and hold necessary visas and inoculations
* Always pack your own bags and secure them when travelling so that nothing can be removed or added
* Have copies of Visa, Passport and Credit Cards in case of loss
 |  |  |  |  |
| Preparing for the journey | (3) Natural disasters or civil disturbance | Risk to our personal safety | * Consult DFAT website on a regular basis
* Keep in touch with world/local news
 |  |  |  |  |
| Preparing for the journey | Medical and Health concerns | Suffer ill health whilst overseas | * Identify the health risks associated with the destination consult family doctor, consult UNSW Health Services
* Ensure all necessary immunisations -
* UNSW staff are covered by Accident and Health International Assistance (AHI)
 |  |  |  |  |
| During the journey | Deep Venous Thrombosis, especially for long-distance travel | Painful swelling of legs – severe cases can be fatal | * To minimise the risk: avoid dehydration, wear loose, non-restrictive clothing, avoid using sleeping tablets or other sedation in flight, do some leg stretching and walk around periodically
 |  |  |  |  |
| When you arrive | Law and Local Customs | Attract unwelcome attention or personal threat | * Obey Local laws. When overseas, Australians are subject to local laws – a violation of local laws may result in a goal sentence, served in a local prison
 |  |  |  |  |
| When you arrive | Robbery and Violence and Petty Crimes | Injury, being left with no money | * Find out whether bag and jewellery snatching is a problem at your destinations
* Find out what are the common crimes at your destinations
* Avoid displaying jewellery, portable electronic equipment or other signs of wealth (e.g. use cheap bags, hide jewellery!)
* Have a contingency plan in case you are robbed e.g. Western Money Credit Transfer etc.
 |  |  |  |  |
| When you arrive | Modes of transport | Injury | * Use the safest possible method of local travel even if riskier options are chosen by thelocals
 |  |  |  |  |
| Accommodation | Staying in 3 star hotel | None anticipated |  |  |  |  |  |
| Eating out | Possible food poisoning | Sickness | Check to see if local water is safe to drink otherwise Boil water before drinking or drink bottled waterTake advice on what foods are safe to eatAvoid saladsBe cautious about accepting food and drink from strangers.Limit alcohol consumption |  |  |  |  |
| **Acknowledgement of Understanding** All persons performing these tasks must sign that they have read and understood the risk management (as described in [HS329 Risk Management Procedure](http://www.ohs.unsw.edu.au/ohs_policies/procedures/HS329_Risk_Management_Procedure.pdf)). |
| ***Name***  | ***Signature***  | ***Date*** |
| *(Worker)* |  |  |
| *(Supervisor)* |  |  |
| ***Please return this form to Sarah Ford. Staff may want to retain a copy for their own records.*** |

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| Risk Rating  |
| Risk Level  | Required action  |
| **Very high** **(VH)** | Act immediately: The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls |
| **High (H)** | Act today: The proposed activity can only proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls and (ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and (iii) the document has been reviewed and approved by the Supervisor and (iv) a Safe Working Procedure or Safe Work Method has been prepared and (v) the supervisor must review and document the effectiveness of the implemented risk control |
| **Medium (M)** | Act this week: The proposed task or process can proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of controls and (ii) the document has been reviewed and approved by the Supervisor and (iii) a Safe Working Procedure or Safe Work Method has been prepared.  |
| **Low (L)** | Act this month: Managed by local documented routine procedures which must include application of the hierarchy of controls |

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| Review  |  |
| Next Scheduled review date  | November 2015 |
| Are all control measures in place? | Yes |
| Are controls eliminating or minimising risk? | Yes |
| Are there any new risks? | No |
| Reviewed by and date of review | Kristina C 18/11/2013 |