

TRAVEL APPROVAL

High Risk Medical Countries

Q: Do I need a medical review if I am travelling to my home country?

A: Yes. As the travel you are planning is for the purpose of undertaking university business/activity. UON has a duty of care to all personnel travelling on university business and want to make sure travellers have received appropriate vaccinations and medical advice relating to travel.

Q: Where Can I go to attend a medical review?

The UON Health Service (ph 4921 6000) or your GP. The GP Memo includes a section the GP completes for UON records. The completed record must be scanned and emailed back to SafetyClearance or the PVC once the medical review has occurred.

Q: How often do I have to undertake a medical review for a country?

A: Every 12 months. Information and medical risks can change quite frequently and therefore it is important to ensure that you get current information before you travel.

Q: If I have had a medical review for one country, do I need to get another one for a different country?

A: Yes. Whilst there may be some commonalities in the information provided from one country to another, there is also likely to be differences in requirements for each country which your GP or the UON Health Service will cover during the medical review.

Q: Do I have to get all the inoculations/vaccinations recommended for a country during the medical review?

A: Travellers are expected to follow the advice of the doctor they attend which include ensuring the traveller is fit for travel and vaccinations are current as per International SOS guidelines for country concerned.

Q: If I am only travelling to a major city in a high risk medical country, do I need to undertake a medical review?

A: Yes. Whilst the level of medical service provided in the country forms part of the advice provided in a medical review, it also considers diseases prevalent in the country, your health in relation to the country and preventative measures which should be taken to avoid illness.

Q: When should I attend a medical review?

A: When you start planning your travel as this will allow travellers to receive medical advice in adequate time to prepare for travel.

DFAT and International SOS Ratings

Q: If the specific location/city I am travelling to has a different rating to the overall country in DFAT or ISOS, which one do I record?

A: The rating for the specific area/city. Both DFAT and International SOS provide general ratings for the whole of each country, but both groups acknowledge that within large countries with diverse factors there will be certain areas which require a different rating and specialist advice.

Q: What else will I need to do if the specific location/city I am travelling to has a special rating note from either DFAT or ISOS?

A: It is important the risk assessment or advice you provide on your mitigation strategies for the risks, responds to any specific issues detailed by either DFAT or ISOS. Those responsible for approving your application will require the risk assessment to address those of the travel and destination

Multiple Travellers

Q: Can I include all those who are taking the same trip on the one form, even if some of them are doing extra travel/varied travel?

A: No. In order for the assessment of a group of travellers to be undertaken as a single review/approval, all travellers must have the same travel itinerary. If the itinerary is different in any way, the approval must be sought individually.

Risk Management

Q: Is it necessary for me to implement every Risk Control detailed in the form to gain approval?

A: No. The list of Risk Controls is to assist you to identify all the controls which must be in place to mitigate the significant risks associated with international travel, and those which you already have in place. An example is that if you are travelling to a location that you have a high degree of local knowledge (ie: your country of origin) or where you can speak the language, then there may be less need for other risk controls, such as the organisation of a local guide.

Q: Is registration on Travel Tracker/MYTRIPS compulsory?

A: Yes. This is a requirement of UON's Travel Policy and procedure. If you book your travel through one of the University's Travel Management Companies (TMC), then this registration will be undertaken for you as part of your booking process.

Q: Will I ever be asked for further information if I indicate I have completed a risk assessment?

A: The determination of the adequacy of the Risk Controls you have in place for the destination to which you are travelling will be at the discretion of the person reviewing your application. Your safety is paramount to the University and therefore there is a chance that the reviewer may identify additional risks to those identified by you or your supervisor and therefore may request additional information.

Q: Can I provide additional information regarding risk controls not otherwise noted in the form.

A: Yes – provide the relevant information about how you will be managing the risks associated with the travel. The information you provide will be considered by the reviewer / approver and will assist to progress the review more quickly.

Is this the only review and approval required for international travel?

A: No – Faculty processes, including the UON Travel Policies and procedures must be followed to obtain appropriate approvals.

Activities

Conferences, Collaborations and Institution Exchanges

Q: Do I need to do a safety review if I am attending a conference, or visiting another University/Institution?

A: This will depend on the location of the conference and your faculty/divisions approval processes for undertaking activity. However, these events are considered by UON to be low risk activities and therefore only broad risks associated with the activity will be required. For example the Safety review and risk assessment may be required to travel to the country (if rated at high risk by International SOS or DFAT) but no risk assessment is required to attend the conference.

Q: Will all the activities associated with conferences or visits to other universities automatically be approved?

A: No. Conferences and visits to other universities are envisaged as being in facilities which represent limited risks and where there are fairly consistent WHS controls in place. If the conference or visit

involves going away from the main location or undertaking an activity (such as a recreational activity or guided tour), then a specific *risk assessment* will need to be undertaken relating to this activity.

Fieldwork/Interviews

Q: Is visiting another University/Institution classified as fieldwork?

A: No. Whilst visiting another University/Institution, we would anticipate that all Higher Education facilities have similar WHS policies and procedures, and therefore you are not required to complete the guides for these activities.

Q: If my fieldwork is to undertake interviews or visits to collect information from participants, am I required to complete the questionnaires in the KRA 1.3 – Fieldwork and Offsite Visit/Interview Guide?

A: No – In most cases. However if interviews are in remote locations, or there are risks associated with the access to interviewees and interview locations the fieldwork requirements of the management system may need to be addressed.

Q: Do I need to do a risk assessment if I complete the Checklist in the KRA 1.3 – Fieldwork guide?

A: Yes. The KRA 1.3 - Fieldwork checklist is designed for the traveller to use as a prompt to guide the planning and risk assessment process.

Research Projects

Q: If my research requires high risk international travel, do I have to submit separate forms?

A: Yes – depending on your research activity. We have removed the International Travel approval components from the “Safety Review Form” and you will now find a link in the current version of this form to the new “International Travel – Safety Risk Assessment and Approval Form”. If your research includes laboratory work; bio hazards; fieldwork sample collection; engineering projects; animal, plant or human body fluids, tissues or cell lines; radiation; chemically hazardous materials; GMO’s; nanoparticles; lasers, you will also have to complete the “Safety Review Form” to gain approval from the relevant committees.

Q: Who should I direct my safety application to if my research project involves overseas travel?

A: You can direct both the travel and research reviews in the same email
SafetyClearance@newcastle.edu