

## UON Key Risk Area: KRA 2.5

### Travelling on University Business

#### 1. Purpose

The University has a Duty of Care to ensure, as far as is reasonably practicable, that the health and safety of persons travelling on University Business is not placed at risk as a result of the travel, or work or study in a location away from their primary location. This guidance material is designed to be read in conjunction with the information on the [Travelling for Work](#) page and related documentation.

#### 2. Scope

This document applies to all faculties, divisions, and organisational units of the University of Newcastle and its controlled entities.

#### 3. Definitions

In the context of this document, the following definitions apply:

- **University Business:** work or study undertaken on behalf of the University for purposes directly associated with the functions of the University.
- **University Traveller:** anyone who travels on behalf of the University of Newcastle on pre-approved University business, booked or arranged by the University, including staff, conjoints, and students.
- **Leader/Supervisor:** any member of the University responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
- **Delegated Officer:** in accordance with the [UON Delegation of Authority](#), the position within the faculty or division with the delegation to approve international travel. This may include the Pro Vice Chancellors, Deputy Vice Chancellors, Vice Chancellor, Chief Financial Officer or Chief Operating Officer or Vice Chancellor.
- **High or Extreme Risk Country:** any country to which the Department of Foreign Affairs and Trade (DFAT) advise travellers to “Reconsider the need to travel” or “Do not travel” and/or International SOS (ISOS) rate ‘High’ or ‘Extreme’ for medical or travel/security risk.

- **Low Risk Travel Activity:** domestic travel via commercial transport or automobile use on sealed roads in non-remote areas (within 50 km of a town or city with mobile telephone coverage available) or short duration International Travel to a low risk country (as per DFAT and ISOS ratings) such as New Zealand for a conference.

## 4. Responsibilities

### 4.1 Leaders/Supervisors

Leaders/Supervisors are responsible for ensuring that:

- University travellers under their supervision are aware of, and comply with, the UON Travel Policy and Procedure;
- That a risk assessment is undertaken for any travel that is not easily classed as a 'low risk travel activity' utilising an [International Travel – Safety Risk Assessment and Approval Form](#) or UON Campus Travel booking system and all identified supporting information is provided.

### 4.2 University Travel Arrangers

University Travel Arrangers are responsible for ensuring that:

- They are aware of, and comply with, the UON Travel Policy and Procedure, and any Health and Safety related processes, in order to effectively facilitate the travel arrangements;
- They attend information and training sessions relating to the Travel Arranger role when required;
- They communicate the requirements relating to travel to the University Travellers that they are assisting.

### 4.3 University Travellers

- Must comply with the requirements of the UON Travel Policy and Procedure, and any Health and Safety related processes;
- Must take accountability for their own health and safety while travelling and working or studying in a location away from their primary location, and exercise good judgement to ensure that their actions do not place them in a situation of increased risk.
- Prepare relevant applications and allow adequate time for travel approvals to be processed before travel is taken

### 4.3 Health and Safety Team

- Review risk assessment documentation for travel requests that cannot be reviewed and approved at the local level (School, Faculty, or Division) such as travel to high or extreme risk countries;

- Prepare documentation for delegated officer (PVC, DVC, CFO, COO) or VC review along with summary advice for high or extreme risk travel requests to facilitate the approval process.
- Provide response to the relevant people of the decision and restrictions around the travellers travel.

## 5. Procedure

### 5.1 Travel Risk Assessment

An initial assessment of the travel risk should be undertaken in order to determine whether the travel is effectively low risk in which case the travel arrangements can proceed according to local area processes (School, Faculty, Division, or other work area based approval). For International Travel, the websites for [DFAT Smartraveller](#) and [International SOS](#) should be consulted in order to determine if the travel is to a high or extreme risk country.

Note: where *activities* that are associated with the travel include high risk activities (e.g. Fieldwork, radiation work, GMO work, construction or manufacture work etc) the activity shall also be risk assessed and submitted for escalated review. Refer to Attachment 3 for guidance on the type of risk management documentation to be provided for H&S Review.

### 5.2 Low Risk Travel

For some travel that is identified as “low risk” due to the destination, there may still be some risk beyond ‘low’ identified in the travel activity (for example domestic driving on unsealed roads in remote locations with limited mobile phone coverage). If this is the case, then the following actions are required:

- Undertake a risk assessment utilising an [International Travel – Safety Risk Assessment and Approval form](#), the Campus Travel booking system and/or University [Risk Assessment Template](#).
- A local area supervisor (such as Head of School or delegate) should review the risk assessment documentation and determine whether the activity can be approved to proceed, or should be referred to the Health and Safety Team for further assessment.
- If ‘fieldwork’ is related to the travel then reference should be made to [UON KRA 1.3 – Fieldwork](#).

Please note that it is highly recommended that local area processes for International Travel to low or medium risk countries (as defined by DFAT and ISOS) should still need the approval of the Delegated Officer (i.e. Risk assessment and medical review occur prior to travel in order for approval to be granted).

### 5.3 Travel to High or Extreme Risk Countries

Delegated Officer approval is required for travel to, or work in high risk countries. Delegated Officers include the Pro Vice Chancellors for Faculties and DVCs, CFO, COO or VC for Divisions. Delegated Officer Approval is generally granted on confirmation of the following information:

- Advice that a medical review has occurred in order to ensure that the UON Staff member or student has received medical advice and appropriate vaccination/ medication where applicable
- A risk assessment and other supporting documentation where identified, detailing suitable control measures for any hazards identified in relation to the travel and work activity.

Travel to extreme risk countries requires approval via the Vice-Chancellor, which also requires medical review advice and a rigorous and detailed risk assessment. This process also applies to 'foreign nationals' such as RHD students returning to their home country of citizenship and planning to undertake research there.

#### **5.4 Travelers' Activities**

University Travelers planning travel to and work in a high or extreme risk country should take the following actions:

- Review safety, security, and medical advice (including vaccination requirements) for the International location which is available via the websites for [DFAT Smartraveller](#) and [International SOS](#).
- Complete an [application on the Campus Travel booking system or the International Travel – Safety Risk Assessment & Approval Form](#) to provide an overview of the travel activity.
- Supply any additional supporting material identified throughout the International Travel – Safety Risk Assessment and Approval Form via email or attach information as prompted in the Campus Travel booking system.
- Attend a medical review with either the UON Health Service if based at Callaghan (ph: 4921 6000 – free of charge for staff UON travel related medicals) or alternatively arrange an appointment with a General Practitioner or Travel Medicine Centre. See Attachment 1 of this procedure for a copy of a memo of advice that can be given to the examining physician. The purpose of the medical is to confirm the traveler has received the following:
  - appropriate vaccinations;
  - medical advice for the travel destination.
- Travel documents, including the medical review must be attached with the application for travel completed on Campus Travel booking system or the [International Travel –](#)

[Safety Risk Assessment & Approval Form](#)(submitted via email to local-safety-review@newcastle.edu.au).

- Register travel with International SOS prior to departure if travel is not booked through the Campus Travel booking system.
- Register Travel with DFAT prior to departure.

### 5.5 Escalated Review

The Health and Safety Team will then prepare the documents provided for Delegated Officer or VC review for travel to any country to which the Department of Foreign Affairs and Trade (DFAT) advise travellers to “Reconsider the need to travel” or “Do not travel” and/or International SOS (ISOS) rate ‘High’ or ‘Extreme’ travel/security risk and ‘Extreme’ for medical risk. This will be provided along with summary advice regarding the travel request including the following details:

- The date of medical review (as required);
- Relevant risk assessment information to support the request;
- Specific traveller details such as traveller possessing citizenship, language fluency, or extensive local contacts in the country;
- Destination details, such as availability of medical and other infrastructure, and the security and political situation within the country.

As the review process can take several days between the H&S Team receiving documentation, and Delegated Officer or VC approval advice, it is important to submit these documents as early as possible prior to travel.

DFAT		ISOS	H&S Review	Delegated Approver
Exercise normal safety precautions Exercise a high degree of caution	Or	Low, Medium Travel Risk Low, Medium, High Risk Medical	No	PVC or delegated officer for Division
Reconsider your need to travel	Or	High Travel Risk	Yes	PVC or delegated officer for Division
Do not travel	Or	Extreme Medical or Travel Risk	Yes	VC

### 5.6 Other considerations

There are a range of other considerations that should be made in relation to planning for Travel on University Business:

- Ergonomics and Manual Handling: Travellers should refer to the information in [UON KRA 2.1 Manual Handling and Ergonomics](#) to ensure that they are aware of good ergonomic and manual handling practices when travelling, considering that they may be carrying luggage and equipment, and working in environments such as hotel rooms with laptop computers which can introduce ergonomic hazards.

- Travel clothing and equipment suitable for the destination: Research and teaching related travel should be conducted to ensure that clothing selected for travel is culturally appropriate and suitable for the climate of the destination, and consideration given as to whether special or additional equipment will be required such as carrying a first aid kit or satellite phone.
- Rest: Fatigue management should be incorporated in to planning for travel, and ensuring that motor vehicle use incorporates regular rest breaks and monitoring driver alertness. Arrangements for travel and working overseas should allow for at least 1 full day off free of duties per working week and at least 10 hours of rest time should be allocated to occur in between working shifts. For International travel a journey in excess of 8 hours should have at least 10 consecutive hours off duty between the journey's end and commencement of authorised duties. It should be noted that work or travel between the hours of midnight and 6 am carries an increased risk of fatigue, and that disruptions to the 'body clock' (circadian rhythm) or 'jet-lag' due to crossing time zones can also increase the possibility of fatigue.
- Motor vehicle use for domestic travel: it is preferable to use a Fleet Vehicle from Infrastructure and Facilities Services (ph: 02 4921 6500) or a hire car from a reputable rental car company as these vehicles are known to be maintained to a certain standard and covered by University Insurance or that of the rental car company. Private motor vehicles used for University Business Travel must be registered and roadworthy, comprehensively insured, and approval to use a private motor vehicle should be obtained from your School, Faculty, or Division before use. Refer to the UON Vehicles - Private Vehicle Use Procedure for more information.
- Prior to using any motor vehicle for University Business Travel it is recommended / best practice to conduct a 'pre-departure check' of the vehicle using the Motor vehicle pre-departure checklist (Attachment 2) to ensure road worthiness.
- Motor vehicle use overseas: Vehicles must be sourced from a reputable car rental company pre-arranged with other travel arrangements prior to departure. The traveller must ensure their drivers licence is acceptable in the country of destination and that they familiarise themselves with local traffic rules and conditions.

#### **5.4 Disruption to travel plans**

If an emergency is experienced while traveling overseas such as a medical or security problem, assistance can be provided by International SOS (ISOS). UON membership of ISOS provides access to free, 24/7 assistance on call (+61 2 9372 2468 reverse charges), online and through ISOS offices on the ground to help with any medical, security and logistical questions, concerns and situations that may arise. This may include recommending an appropriate doctor or medical service.

More information on destination countries and access to downloading the ISOS Smartphone App, can be obtained through [International SOS](#) quoting the University membership number 12ACPA000086.

If an injury occurs while travelling on pre-approved University business domestically or internationally, the following contacts must be made as soon as practicable so that support can be provided and action can be taken to initiate a Workers' Compensation claim if required:

- Leader/Supervisor
- H&S Team on (02)49218847

## **6. Attachments**

1. Memo to GP for Travel Medical Review
2. Motor vehicle pre-departure checklist
3. International Travel – Guideline for activities for H&S review

## **7. References**

[UON Travel Policy](#)

[UON Travel Procedure](#)

[Delegation of Authority](#)

[UON Vehicles - Private Vehicle Use Procedure](#)

[HSP 4.1 H&S Risk management procedures](#)

[UON KRA 1.3 Fieldwork](#)

[UON KRA 2.1 Manual Handling and Ergonomics](#)



Attachment 1:



**Health & Safety Team  
Human Resource Services  
The Chancellery**

Tel: 02 4921 2053  
Email: [SafetyClearance@newcastle.edu.au](mailto:SafetyClearance@newcastle.edu.au)

**Re: Memo to University Health Service Doctor or staff member/ student's own treating Doctor/ GP**

**Subject: Request for review of medical risks for international traveller**

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Dear Doctor,

The staff member (or student) of the University has been asked to attend a medical appointment to help ensure that they do not have any medical conditions that may increase their risks during their intended overseas travel, and are aware of vaccination requirements for the intended destination.

In general, the assessment will involve providing information of specific health risks for their destination, ensuring that appropriate vaccines are current, and that they do not have increased risk factors that may lead to a recommendation for them not to travel.

The patient has been asked to bring any relevant information such as vaccine records or medical history if this information is not already in your records.

Please complete the details below for our records, and provide a copy for the staff member/student. This should be included with the International Travel – Safety Risk Assessment and Approval Form as a supporting document.

If you have any questions, please do not hesitate to contact me or one of the Health and Safety Team – contact details are available at <http://www.newcastle.edu.au/current-staff/working-here/work-health-and-safety>.

Thank you for your assistance,


Health & Safety Team, The University of Newcastle.

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Dear University Health and Safety reviewer.

I have met with \_\_\_\_\_ on \_\_\_\_\_, assessed their medical condition and discussed the risks associated with their planned travel to \_\_\_\_\_.

Regards, \_\_\_\_\_

Please place GP Stamp or details here: 



### Motor Vehicle Users Safety Checklist

As the driver of the vehicle has responsibility for the safe operation of the vehicle as described by the NSW Road Rules, the following is designed to assist you in meeting that obligation.

This form is to be completed by the driver prior to commencement of journey.

**Vehicle Details**

Registration:		Make:		Model:	
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**Driver's Details**

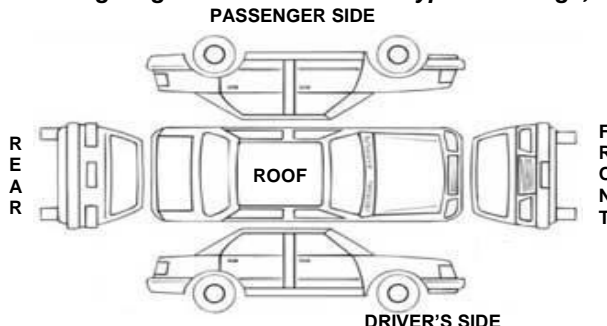
Full Name:		Department:		Date:	
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Any items the driver believes would render the vehicle unsafe or un-roadworthy shall be noted and the vehicle shall not be driven.

Exterior Items	Note	Acceptable		Comments
		YES	NO	
Licence plate	Present on front and rear			
Damage	Detail any damage on diagram below			
Tyres	Appear inflated			
	Appear to have sufficient tread			
Cleanliness	Including windows			

Interior Items	Note	Acceptable		Comments
		YES	NO	
Spare Tyre	Is present			
Mirrors	Side and rear adjustable			
Clean	All rubbish removed			
Lights	Headlights and taillights operate			
	Indicators / Hazard light operate			
Brake	Brake feels firm			
Horn	Working - May require ignition on to activate			
Fuel	The vehicle has at least ¾ tank of fuel			
	Fuel card present			
	Fuel type identified and the side for the cap			

Indicate on the following diagram the location and type of damage, eg. scratch/dent.



Return the keys and report any defects immediately.

By signing this form you are stating that you have personally inspected the vehicle and have found it to be in the condition listed above and that you assume responsibility for reporting any other damage visible damage to the vehicle that has not been identified on this form.

Signature:		Date:	
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Driving Position: Adjust seat to easily reach controls. Adjust headrest. Adjust the mirrors. Identify the position of buttons, knobs and handles for lights, washer, wipers, radio, horn, air / heater.

## Attachment 3

# International Travel Guideline for activities for H&S Review



INSTRUCTIONS	
<p>This guideline is for UON staff and students travelling to undertake university business. Where an escalated H&amp;S review is identified through the Campus Travel System (e.g. the traveller is requested to provide risk assessments or more information about the activity) this guide provides an overview of the risk management information that may be required by travellers.</p> <p>The activities listed below require approval from the relevant delegate in the School or Faculty and H&amp;S Review prior to commencing. This guideline applies to activities undertaken whilst travelling in Australia and Internationally.</p>	
PURPOSE OF TRAVEL	
Activity type	Risk Management Documentation
<ul style="list-style-type: none"> <li>• Conference,</li> <li>• Visit to another university,</li> <li>• Research meetings or collaboration meetings</li> </ul>	<p>Include the Location / Institution where the traveller is visiting in the travel application.</p> <p>If the activity is low risk (e.g. meeting) there is no risk assessment required to be provided.</p>
<p>Interviews / Offsite Visit / Focus Group</p>	<p>Interviews/surveys/assessments/focus groups which are considered to be low risk do not require H&amp;S Review and can be reviewed and approved by the School.</p> <p>Interviews/surveys/assessments/focus groups that are considered high risk require H&amp;S review. For example, this includes interviews undertaken in private premises (homes), with higher risk participants (participants who pose an identified risk to others) or other high risk activities.</p> <p>Attachments that may be required for this type of activity include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Offsite Visit / Interview Guidelines</a></li> <li><input type="checkbox"/> <a href="#">Risk Assessment</a></li> </ul>
<p>Fieldwork</p>	<p>Refer to the <a href="#">Key Risk Area 1.3 Fieldwork</a> for UON's guide to undertaking this type of activity. All fieldwork undertaken overseas requires H&amp;S review.</p> <p>Attachments that may be required for this type of activity include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Risk Assessment</a></li> <li><input type="checkbox"/> <a href="#">Fieldwork Medical Questionnaire</a></li> <li><input type="checkbox"/> <a href="#">Fieldwork Health and Safety Checklist</a></li> <li><input type="checkbox"/> <a href="#">Induction Briefing</a></li> </ul>
<p><input type="checkbox"/> <a href="#">Work alone or isolated situation</a></p>	<p>Refer to the Key Risk Areas Key Risk Area 2.4 <a href="#">Work alone or isolated situations</a>.</p> <p>Attachments that may be required for this type of activity include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Working Alone / Isolated Situations Checklist</a></li> <li><input type="checkbox"/> <a href="#">Assessment of Competency to work alone out of hours – Office and General Workspace</a></li> <li><input type="checkbox"/> <a href="#">Risk Assessment</a></li> <li><input type="checkbox"/> Standard Operating Procedure</li> </ul>
<p>Placement Activity / work integrated learning</p>	<p>Placements or integrated learning opportunities undertaken overseas require H&amp;S review.</p> <p>Attachments that may be required for the team to review this type of activity include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">UON Placement Activity: Work Health and Safety Checklist</a></li> <li><input type="checkbox"/> <a href="#">Risk Assessment</a></li> </ul>
<p>Boating, Canoeing/ Kayaking, Rafting</p> <p>Water Activities such as SCUBA Diving &amp; snorkelling</p>	<p>Water activities, including those using powered and non-powered vehicles all require H&amp;S review.</p> <p>Attachments that may be required for the H&amp;S team to review this type of activity include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Risk Assessment</a></li> <li><input type="checkbox"/> Standard Operating Procedures</li> <li><input type="checkbox"/> Licences / Qualifications / Certificates of competency</li> <li><input type="checkbox"/> Records of registration and maintenance of vehicle</li> <li><input type="checkbox"/> Water based Activities checklist</li> </ul>

PURPOSE OF TRAVEL	
Activity type	Risk Management Documentation
Abseiling, Caving, Canyoning	<p>Climbing and outdoor activities required H&amp;S review. Attachments that may be required for the team to review this type of activity include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Risk Assessment</a></li> <li><input type="checkbox"/> Water Based Activities checklist</li> </ul>
UON Student Coursework  Placement Activity / work integrated learning	<p>Placements or integrated learning opportunities undertaken overseas require H&amp;S review. Attachments that may be required for the team to review this type of activity include:</p> <ul style="list-style-type: none"> <li>- Single student experience or Australian based experience: <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">UON Placement Activity: Work Health and Safety Checklist</a></li> <li><input type="checkbox"/> <a href="#">Risk Assessment</a></li> </ul> </li> <li>- International experience for multiple students: <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Student Mobility Safety Risk Management Plan</a></li> <li><input type="checkbox"/> <a href="#">Fieldwork Medical Questionnaire</a></li> <li><input type="checkbox"/> <a href="#">Risk Assessment (as required)</a></li> </ul> </li> </ul>
Research projects including laboratory work or engineering hazards	<p>Research projects including laboratory work, engineering hazards or similar require H&amp;S review. This includes 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.</p> <p>Attachments that may be required for the team to review this type of activity include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Complete a Safety Review Form (Link)</a></li> </ul>
Other	<p>Where activity does not fit in the categories above, a risk assessment and management documentation may be provided to demonstrate how hazards and risks will be managed. These may be reviewed in accordance with School and faculty processes and may not require H&amp;S Review. However if there are any questions about the activity and if there is a requirement for H&amp;S review, contact should be made with the H&amp;S Team.</p>