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| **INSTRUCTIONS**  |
| Traveller | This form is to be completed by the traveller and provided to your Supervisor / Manager for review and approval. Once approved by the Supervisor / Manager the form, applications for ‘High Risk’ travel (as outlined by the [UON KRA 2.5 Travelling on University Business](http://www.newcastle.edu.au/__data/assets/pdf_file/0009/205020/KRA-2.5-Travelling-on-University-business-v3.pdf)) should be emailed to H&S Team Local-Safety-Review@newcastle.edu.au with all attachments relevant to the application.  |
| Supervisor / Manager | The supervisor of the traveller must review, provide comments and if agreed, approve the International travel and activity. Where improvements are required in the information or risk management strategies this information should be provided to the traveller.  |
| [FAQ](http://www.newcastle.edu.au/__data/assets/pdf_file/0003/342750/International-Travel-and-Activity-FAQs.pdf) | To assist you to complete this form, we have developed a set of Frequently Asked Questions. |

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| 1. **TRAVELLER DETAILS (indicate Lead where multiple travellers are listed)**
 |
| Name of traveller(s): | Click here to enter text. | Status: | [ ]  Staff [ ]  Student [ ]  Volunteer [ ]  Conjoint  |
| Supervisor: | Click here to enter text. | School: | Click here to enter text. |
| HOS, Director: | Click here to enter text. | Faculty: | INSERT FAC/DIV |
| 1. **TRAVEL DETAILS**
 |
| Dates of travel: | Start date: | Click here to enter a date. | End date: | Click here to enter a date. |
| Country & Locations: | Provided with this form is the: [ ]  Travel Diary [ ]  Schedule of locations |
| **2a.TRAVEL ADVISORY – RISK RATINGS** |
| Country | City / Location | [DFAT Rating](http://smartraveller.gov.au/Pages/default.aspx) | [ISOS Travel Rating](https://www.internationalsos.com/MasterPortal/default.aspx?membnum=12ACPA000086) | [ISOS Medical Rating](https://www.internationalsos.com/MasterPortal/default.aspx?membnum=12ACPA000086) |
| Click here to enter text. | Click here to enter text. | Choose an item. | Choose an item. | Choose an item. |
| Click here to enter text. | Click here to enter text. | Choose an item. | Choose an item. | Choose an item. |
| Click here to enter text. | Click here to enter text. | Choose an item. | Choose an item. | Choose an item. |
| Click here to enter text. | Click here to enter text. | Choose an item. | Choose an item. | Choose an item. |
| UON Travel Compliance[ ]  | All Staff Travel and University funded student travel should be entered in to the [Travel Portal](https://idp.newcastle.edu.au/idp/Authn/UserPassword) (School, Faculty, or Research Centre or Institute Professional staff can assist with this). Privately or externally funded travel for approved research projects should be reported to STA Travel for inclusion in the ISOS Travel Tracker. You should also review the [University Travel Policy](https://www.newcastle.edu.au/about-uon/governance-and-leadership/policy-library/document-record?RecordNumber=D09/1960P), [[University Travel Insurance Policy](http://www.newcastle.edu.au/current-staff/our-organisation/governance/corporate-risk/insurance),](https://www.newcastle.edu.au/current-staff/our-organisation/governance/corporate-risk/insurance/staff-insurance/travel) read the [Risk and Assurance Insurance](http://www.newcastle.edu.au/current-staff/our-organisation/governance/corporate-risk/insurance) Information page, particularly information regarding private travel and country limitations, and also download the International SOS (ISOS) emergency contact numbers. Please check the box to indicate that you have taken these actions |
| Traveller Status:  | [ ]  Citizen of country travelling to [ ]  Resident of country travelling to [ ]  Australian Citizen [ ]  Other – Details: Click here to enter text. |
| Note: Contact Risk and Assurance via email: insurance@newcastle.edu.au for advice regarding University Insurance and additional International SOS travel information. |
| **3.TRAVEL RISK MANAGEMENT** |
| Select the risk controls in place for the travel:*Note: If travelling to country rated High or Extreme risk by ISOS or DFAT 3 or 4, in addition to selecting the risk management strategies please include details of the strategies ‘Additional risk controls and information’.*  | [ ]  Medical Review attended prior to travel. This has been: [ ]  Attended - Record of review attached.[ ]  Scheduled for: Click here to enter a date.[ ]  Attended for location in last 12 months: Click here to enter a date. | [ ]  Traveller has experience  country knowledge and  experience |
| [ ]  Registered travel plans  with ISOS | [ ]  Registered travel plans  with DFAT Smarttraveller | [ ]  Traveller is citizen of country to  which travelling |
| [ ]  Traveller can speak the  language | [ ]  Travel with another  UON staff member | [ ]  Local Guide or supervision |
| [ ]  Safe transport options  identified | [ ]  Contact details provided  to School for travel period | [ ]  Security arrangements in place |
| [ ]  Safe accommodation  arranged | [ ]  Induction / briefing  prior to travel | [ ]  ‘Check-in’ / monitoring plans in  place and communicated to  relevant persons (e.g. students) |
| [ ]  Risk assessment  attached |  | [ ]  Mobile phone for travel (including international roaming on phone and coverage available in country) |
| [ ]  Additional risk controls or information: Click here to enter text. |
| 1. **ACTIVITY INFORMATION**
 |
| Travel Activity:  | [ ]  Research | [ ]  Teaching | [ ]  Event/Conference |
| Start date:  | Click here to enter a date. | End date:  | Click here to enter a date. |
| Activity/Project Summary: | Click here to enter text. |
| Purpose of travel: | Activity type | Location / Institution  | Risk Management Documentation (to be attached with this form) |
| [ ]  Conference  | Click here to enter text. | N/A |
| [ ]  Visit to University | Click here to enter text. | N/A |
| [ ]  Research meetings / collaboration | Click here to enter text. | N/A |
| [ ]  Interviews / Offsite Visit / Focus Group | Click here to enter text. | [ ]  [Offsite Visit / Interview Guidelines](http://www.newcastle.edu.au/__data/assets/file/0003/86070/offsite-visit-interview-safety-guidelines.rtf)[ ]  [Risk Assessment](http://www.newcastle.edu.au/__data/assets/word_doc/0018/82035/risk-assessment-template-17-Aug-2015_Final-V7.doc)  |
| [ ]  [Fieldwork](http://www.newcastle.edu.au/__data/assets/pdf_file/0008/205010/KRA-1.3-Fieldwork.pdf) | Click here to enter text. | [ ]  [Risk Assessment](http://www.newcastle.edu.au/__data/assets/word_doc/0018/82035/risk-assessment-template-17-Aug-2015_Final-V7.doc)[ ]  [Fieldwork Medical Questionnaire](http://www.newcastle.edu.au/__data/assets/word_doc/0009/310995/KRA-1.3-Medical-Questionnaire.docx)[ ]  [Fieldwork Health and Safety Checklist](http://www.newcastle.edu.au/__data/assets/word_doc/0005/310982/KRA-1.3-Fieldwork-Checklist.docx)[ ]  [Induction Briefing](http://www.newcastle.edu.au/__data/assets/word_doc/0011/311051/KRA-1.3-Fieldwork-Guidelines.docx)  |
| [ ]  [Work alone or isolated situation](http://www.newcastle.edu.au/__data/assets/pdf_file/0017/205019/KRA-2.4-Working-Alone-or-in-Isolated-Situations.pdf) | Click here to enter text. | [ ]  [Working Alone / Isolated Situations Checklist](http://www.newcastle.edu.au/__data/assets/pdf_file/0017/205019/KRA-2.4-Working-Alone-or-in-Isolated-Situations.pdf)[ ]  [Assessment of Competency to work alone out of hours – Office and General Workspace](http://www.newcastle.edu.au/__data/assets/word_doc/0018/311049/KRA-2.4-Isolated-Situations-Assessment.docx) [ ]  [Risk Assessment](http://www.newcastle.edu.au/__data/assets/word_doc/0018/82035/risk-assessment-template-17-Aug-2015_Final-V7.doc)[ ]  Standard Operating Procedure |
| [ ]  Placement Activity / work integrated learning |  Click here to enter text. | [ ]  [UON Placement Activity: Work Health and Safety Checklist](http://www.newcastle.edu.au/__data/assets/word_doc/0019/310960/Placement-Form.docx)[ ]  [Risk Assessment](http://www.newcastle.edu.au/__data/assets/word_doc/0018/82035/risk-assessment-template-17-Aug-2015_Final-V7.doc) |
| [ ]  Boating, Canoeing/ Kayaking, Rafting | Click here to enter text. | [ ]  [Risk Assessment](http://www.newcastle.edu.au/__data/assets/word_doc/0018/82035/risk-assessment-template-17-Aug-2015_Final-V7.doc)[ ]  Standard Operating Procedures[ ]  Licences / Qualifications / Certificates of competency[ ]  Records of registration and maintenance of vehicle |
| [ ]  Water Activities such as SCUBA Diving & snorkelling | Click here to enter text. | [ ]  [Risk Assessment](http://www.newcastle.edu.au/__data/assets/word_doc/0018/82035/risk-assessment-template-17-Aug-2015_Final-V7.doc)[ ]  Standard Operating Procedures[ ]  Licences / Qualifications / Certificates of competency[ ]  Water based Activities checklist |
| [ ]  Abseiling, Caving, Canyoning | Click here to enter text. | [ ]  [Risk Assessment](http://www.newcastle.edu.au/__data/assets/word_doc/0018/82035/risk-assessment-template-17-Aug-2015_Final-V7.doc)[ ]  Water Based Activities checklist |
| [ ]  UON Student Coursework | Click here to enter text. | [ ]  [Risk Assessment](http://www.newcastle.edu.au/__data/assets/word_doc/0018/82035/risk-assessment-template-17-Aug-2015_Final-V7.doc)[ ]  [Fieldwork Medical Questionnaire](http://www.newcastle.edu.au/__data/assets/word_doc/0011/86069/fieldwork-medical-questionnaire-9615.doc) |
| [ ]  Research projects including 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.  | [Complete a Safety Review Form (Link)](http://www.newcastle.edu.au/__data/assets/pdf_file/0007/87703/Safety-Review-Form_V2_1Aug_-2016.pdf)) |
| [ ]  Other (please specify): | Click here to enter text. |  |
| **5a. TRAVELLER DECLARATION**  |
| * I have read the DFAT and ISOS advisory information and fully understand the risks involved with travel to this area.
* I have completed a Safety Review Form and risk assessment (as part of my application for safety clearance) for my project or activity where all foreseeable hazards have been identified and appropriate controls introduced to eliminate or reduce the risk to an acceptable level.
* I am familiar with the area in question or have taken steps to ensure I will be familiar with the location prior to commencing the activity, and have reviewed ISOS and DFAT medical advice including vaccination requirements for the countries I intend to travel to, and consulted the University Health Service or my own GP regarding my vaccination and other medical requirements.
* I have attached documentation regarding the agreement in place with the overseas institution/organisation (if applicable).
 |
| **Name:** | Click here to enter text. | **Staff/Student Number:** | Click here to enter text. |
| **Date:** | Click here to enter a date. |
| **5b. SUPERVISOR/MANAGER APPROVAL** |
| [ ]  I approve the activity, travel proposed and risk management strategies outlined in this form  |
| [ ]  I approve the activity, travel and risk management strategies with the following comments: |
| **Comments:** | Click here to enter text. |
| **Name:** | Click here to enter text. | **Staff Number:** | Click here to enter text. |
| **Date:** | Click here to enter a date. |
| **5c. HEALTH & SAFETY REVIEW (by Health & Safety Team where applicable) - (For HIGH & EXTREME risks as identified by International SOS and DFAT only).** |
| Click here to enter text. |
| **Name:** | Click here to enter text. | **Date:** | Click here to enter a date. |
| **Staff Number** | Click here to enter text. |
| 1. **APPROVER (Please select role)**
 |
| Choose an item. | **Name:**  | Click here to enter text. |
| **Comments:** | Click here to enter text. |
| **Signature** |  | **Date:** | Click here to enter a date. |
| **For Administrative use only** | **Review Reference Number:**  | **Click here to enter text.** |