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| Unifulllogo-wht2011_03r[1] | **OFfshore travel RISK MANAGEMENT** | **UNIVERSITY** **RISK MANAGEMENT CHECKLIST WHS14** |

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| **INSTRUCTIONS FOR USE:**This checklist is designed to enable the traveller, in consultation with their supervisor, identify hazards associated with and prior to, their intended travel. When designing and planning offshore travel and itineraries, the recommended risk controls listed below should be considered and incorporated where relevant to reduce the level of risk. Other controls not already covered that are unique to the travel should also be considered and recorded. **Refer to** [***Appendix 1 Risk Assessment Matrix***](#_Risk_Assessment_Matrix) **for explanation on risk ratings. Completed copies of this form are to be retained locally on SharePoint or shared drive and made accessible for audit purposes.**  |
| **Name of Traveller:** Click here to enter text. | **Workplace:** Click here to enter text. | **Travel Destination(s):** Click here to enter text. | **Travel Departure Date:** Click here to enter a date. | **Name of Supervisor consulted:** Click here to enter text. | **Date checklist completed:** Click here to enter a date. |

 |
| ***Item*** | ***Hazard description*** | ***How exposed to hazard*** | ***Risk Rating – before controls******(High/Medium/ Low)*** | ***Recommended risk control measures – (when implemented these controls are designed to reduce risk to as low as reasonably achievable)*** | ***Select controls to be incorporated into travel plans***  | ***By whom*** |
| 1 | Illness | * Foreign diseases
* Epidemic
* Pandemic
 | H | * Consult the [Travel Risk Management Company](https://i.unisa.edu.au/staff/finance/services-we-provide/travel/health-and-safety/) / [UniSA Health Medical Clinic](http://www.unisamedical.com.au/) for vaccinations and medical advice (including advice on the destination food and water quality).
 |[ ]  Traveller,Supervisor |
|  |  |  |  | * Follow advice from the Australian [DFAT Smartraveller](https://www.smartraveller.gov.au/?gclid=CN7mo4ib9tMCFYgrvQodVZ4Oxg) and the [Travel Risk Management Company](https://i.unisa.edu.au/staff/finance/services-we-provide/travel/health-and-safety/) and follow UniSA’s procedures for international travel in the event of an epidemic or global pandemic.
 |[ ]   |
|  |  |  |  | * Seek medical advice for risk of [deep vein thrombosis](http://www.health.gov.au/internet/main/publishing.nsf/Content/health-pubhlth-strateg-communic-factsheets-thrombosis.htm).
 |[ ]   |
|  |  |  |  | Add other controls unique to your travel. |[ ]   |
| 2 | Natural or unforeseen disasters Civil unrest | * Earthquake
* Terrorism
* Hurricanes etc.
 | H | * Contact the [Travel Risk Management Company](https://i.unisa.edu.au/staff/finance/services-we-provide/travel/health-and-safety/) for any health and safety advice for UniSA travel
* Register with Smartraveller to receive [DFAT warnings](http://smartraveller.gov.au/Pages/default.aspx?gclid=CN7mo4ib9tMCFYgrvQodVZ4Oxg).
 |[ ]  Traveller, Supervisor |
| 3 | Ground transportation | * Travel to non-western countries
 | H | * Utilise the [Travel Risk Management Company](https://i.unisa.edu.au/staff/finance/services-we-provide/travel/health-and-safety/) advice on safe modes of transport
* Utilise transport options such as taxis or hire cars organised at the airport or through hotels where possible. Confirm bookings prior to pick-up.
 |[ ]  Traveller, Supervisor |
|  |  |  |  |  |[ ]   |
|  |  |  |  | Add other controls unique to your travel. |[ ]   |
| 4 | Security/Violence | * Mugging
* Pick pocketing
* Personal confrontations
 | H | * Keep copies of important documents in several places.
 |[ ]  Traveller |
|  |  |  |  | * Don’t carry large visible sums of money or other valuables (conceal from sight if it is necessary to carry).
 |[ ]   |
|  |  |  |  | * Plan your routes carefully as a pedestrian avoiding known problem areas – Book travel via the UniSA Travel Team to ensure your intended trip is automatically registered with ISOS.
 |[ ]   |
|  |  |  |  | * Travel in pairs or groups if possible and seek advice from local hotel staff about safe places to visit.
 |[ ]   |
|  |  |  |  | Add other controls unique to your travel. |[ ]   |
| 5 | Fatigue | * Long haul flights
* High workload/long hours
* Inadequate rest breaks
* Frequent travel
 | M | * Prepare itinerary incorporating work schedule, travel time, rest breaks and time off in lieu (TOIL) ahead of departure.
 |[ ]  Traveller, Supervisor |
|  |  |  |  | * Break up flights where possible with stopovers.
 |[ ]   |
|  |  |  |  | * Utilise TOIL immediately on return to Australia.
 |[ ]   |
|  |  |  |  | * Limit the number of long-haul flights per year for frequent travellers.
 |[ ]   |
|  |  |  |  | Add other controls unique to your travel. |[ ]   |
| 6 | Carrying medically prescribed drugs through customs | * Customs may not recognise prescribed drugs
 | M | * Consult [UniSA Health Medical Clinic](http://www.unisamedical.com.au/) or GP to request written advice confirming legitimacy to carry medication into a foreign country.
 |[ ]  Traveller |
|  |  |  |  | * Ensure all medication is clearly labelled.
 |[ ]   |
| 7 | Injury or illness including worker’s compensationPregnancy | * Negative impact on injury/ illness or pregnancy
 | M | * Completed a [Business Travel Request (BTR) form](https://bpi.unisa.edu.au/suite/tempo/reports/view/QzqdHg) to ensure [University Insurance](https://i.unisa.edu.au/staff/finance/services-we-provide/insurance-landing-page/travel-insurance/) is notified of any pre-existing medical conditions.
 |[ ]  Traveller |
|  |  |  |  | * When in receipt of Worker’s compensation, seek approval from your case manager.
 |[ ]   |
|  |  |  |  | * Seek approval from your obstetrician if you are expecting.
 |[ ]   |
|  |  |  |  | Add other controls unique to your travel. |[ ]   |

| **Item** | **Hazard description** | **How exposed to hazard** | **Level of risk – before controls****(High/Medium/ Low)** | **Recommended risk control measure(s) – designed to reduce risk to as low as reasonably achievable** | **Controls Incorporated**  | **By whom** |
| --- | --- | --- | --- | --- | --- | --- |
| 8 | Socio-cultural and work environment | * Unfamiliar with laws, religion, culture, customs as first time traveller
* Hostile environment or climatic extremes
* Working alone or in isolated area
* Workplace of host/partner organisation
 | M | * Utilise the [Travel Risk Management Company](https://i.unisa.edu.au/staff/finance/services-we-provide/travel/health-and-safety/)/[Smartraveller](https://www.smartraveller.gov.au/?gclid=CN7mo4ib9tMCFYgrvQodVZ4Oxg) to educate yourself on the local environment and culture.
 |[ ]   |
|  |  |  |  | * Plan and implement sound communication strategies relevant to the level of risk of the location, work environment and skill level (mobile, email, satellite, landline access).
 |[ ]   |
|  |  |  |  | * Request induction to host or partner organisation workplace (including locations of emergency egress) and comply with local safe work practices.
 |[ ]   |
|  |  |  |  | * Use suitable workstation where provided.
 |[ ]   |
|  |  |  |  | Add other controls unique to your travel. |[ ]   |
| 9 | Manual Handling, Slips/Trips | * Heavy or awkward luggage
* Carrying equipment or work materials
* Poor work posture/setup
* Unsafe ground surface
* Inadequate footwear
* Carrying items that obscure view or distract concentration
 | M | * Dispatch equipment or materials prior to travel.
 |[ ]  Traveller |
|  |  |  |  | * Divide loads into smaller sizes.
 |[ ]   |
|  |  |  |  | * Utilise airport, hotel or personal trolleys.
 |[ ]   |
|  |  |  |  | * Purchase ultra-light overhead luggage.
 |[ ]   |
|  |  |  |  | * Apply ergonomic principles when using laptops in hotel rooms.
 |[ ]   |
|  |  |  |  | * Choose appropriate footwear, safe paths of travel and maintain concentration while moving from point to point.
 |[ ]   |
|  |  |  |  | Add other controls unique to your travel. |[ ]   |
| 10 | Unregulated accommodation or Rideshare | Travellers may use established rideshare services (e.g. Uber) at their own discretion. * Occasionally the traveller arranges accommodation.
 | M | * Use authorised ground transport and accommodation such as registered taxi services and recognisable hotel chains.
* Seek authorisation of any service outside of the above by line manager.
* Travellers are solely responsible for any decision to travel in a privately-owned vehicle and should in each instance consider the circumstances of each journey, for example:
* the number of people travelling;
* the time of day;
* the area and route (e.g. metropolitan vs regional or rural travel);
* the length of journey; their level of vulnerability (e.g. not tired or intoxicated); and
* their ability to contact others via mobile phone during the journey.
* The Travel Team will not provide quotations or facilitate bookings for the use of private properties (e.g. those available through services such as Airbnb).
* The traveller is required to ensure that the accommodation is safe and of a reasonable standard, and the provider is reliable and reputable.
 |[ ]  Traveller |

**NOTE: Implementation of risk controls should be reviewed regularly to ensure they remain effective in minimising injury/illness.**

**APPENDIX 1**

# Risk Assessment Matrix – The risk matrix below is used to determine the level of risk for each hazard.

|  |  |
| --- | --- |
|  | **RISK SEVERITY/CONSEQUENCE** |
| **LIKELIHOOD** | **CRITICAL***(may cause severe injury or fatality - more than two weeks lost time)* | **MAJOR***(injury resulting in at least one day lost time)* | **MINOR***(medical treatment injury - back to work)* | **NEGLIGIBLE***(first aid treatment - no lost time)* |
| **VERY LIKELY***(exposure happens frequently)* | **High** | **High** | **Medium** | **Medium** |
| **LIKELY***(exposure but not frequently)* | **High** | **Medium** | **Medium** | **Low** |
| **UNLIKELY***(exposure could happen but only rarely)* | **Medium** | **Medium** | **Low** | **Very low** |
| **VERY UNLIKELY***(Exposure can happen but probably never will)* | **Medium** | **Low** | **Very low** | **Very low** |
|  |

Based on SafeWork SA risk assessment matrix April 2015

# Risk Priority Table

|  |  |  |
| --- | --- | --- |
| **Risk priority** | **Definitions of priority** | **Time frame** |
| **High** | Situation critical, stop work immediately or consider cessation of work process.Must be fixed today, consider short term and/or long-term actions. | **Now** |
| **Medium** | Is very important, must be fixed urgently, consider short term and/or long-term actions. | **1 – 3 weeks** |
| **Low** | Is still important but can be dealt with through scheduled maintenance or similar type programming. However, if solution is quick and easy then fix it today. | **1 - 3 Months** |
| **Very low** | Review and/or manage by routine processes | **Not applicable** |