

Appendix 2 - OVERSEAS TRAVEL RISK ASSESSMENT

Form to be completed in all cases involving travel to a country outside of Australia by staff or students on University business. A copy of form must be retained in the Schools/Centres/Units administration office.

School/Centre/Unit

Number of persons travelling (named on page 3)

Place(s) to be visited

Date(s) of visit

Brief description of work to be carried out

Who is Travel Organiser (responsible for travel aspects of visit)?

Who is Work Organiser (responsible for work aspects of visit)?

Form OTC

Are there significant hazards that need to be controlled?

Yes No (refer to separate risk assessments for field trips, etc.)

Details:-

Have those travelling obtained necessary health advice and where appropriate vaccinations and immunisations?

Yes

Details:

Have those travelling received the necessary training and information necessary to undertake the work activity?

Yes

Details:

| | |
|---------------|----------------|
| Signed | Signed |
| | |
| Risk Assessor | Work Organiser |

| | |
|----------------------------|------|
| Signed | |
| | |
| Head of School/Centre/Unit | Date |

