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
Working Overseas Safety and Health

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
Names of travelling party:

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<th>Name, address and telephone number of next of kin and/or emergency contacts:</th>
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