*This document has been developed for the purposes of WHS & Wellbeing evaluation – Please note, this is one part of your travel application. All risk scores recommended by WHS & Wellbeing Unit may be escalated for review by your Senior Delegate. Please complete the below risk assessment and checklist with your Supervisor/Line Manager approval and email the completed documentation to* *whs@westernsydney.edu.au**.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Members Name:****Staff ID:****Position:** | **Duration of Travel:****Or staff member employed overseas?**[ ]  Yes [ ]  No | **List Country/s Travelling to:** | **What work is being completed?**  |
| **Contact Details for Emergency Purposes****Mobile Number:** **Personal email:**  | **Overseas Workplace details for Emergency Purposes** **Address:****Country:** **ZIP or Post Code:**  | **Supervisor/Line Manager Details****Name:** **Position:****Mobile Number:**  | **Staff Members Emergency Contact Person** **Name:** **Mobile Number:** ***This will only occur if attempts to reach you have failed.*** | ***Do you give your supervisor permission to contact this person in the event of an emergency?*** [ ]  **Yes** [ ]  **No** |
| **WSU Emergency Contact:****WHS Director** **Name: Paolo Spinetti****Work Number: (02) 9852 5177****Mobile: 0466 061 696** | **Supervisor/Line Manager approval:**[ ]  Yes [ ]  No | **HR Approval:**[ ]  Yes [ ]  No | **Date Completed:**  |

**Part A: State of Connection**

Please answer the following questions to determine the staff members State of Connection under the NSW Workers Compensation Act 1987.

1. **Is the staff member travelling for the purposes of work or are they being employed outside of the state of NSW?**
2. **Is this a temporary arrangement?** e.g. Will the staff member be returning to NSW?

[ ]  Yes [ ]  No

**Part B: Potential Health Risk**

1. **Do you currently have a Reasonable Adjustment Plan (RAP) with your current work arrangements?**

[ ]  Yes [ ]  No *If yes, please attach the RAP to this Risk Assessment, along with a signed medical certificate from your treating medical practitioner.*

1. **Do you have a current medical condition that restricts you from flight travel? (If someone on your behalf is answering this question, they must have expressed authority to do so).**

[ ]  Yes [ ]  No *If yes, please attach a signed medical certificate from your treating medical practitioner*

***Please select the relevant control measures that will be put in place and advise who is responsible for implementing them.***

| ***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*** | ***By whom*** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Illness/ Injury | * Pandemic
* Epidemic
* Foreign Diseases
* Negative impact on pre-existing injury/illness
 |  | * For overseas appointees proof of insurance must be presented to HR/Recruitment.
 |[ ]   |
|  |  |  |  | * Do you have any pre-existing medical conditions?
* WHS & Wellbeing is required to review with your manager.
 |[ ]   |
|  |  |  |  | * Have you had a double dose of a COVID-19 vaccination?
 |[ ]   |
|  |  |  |  | * Is the staff member considered at-risk/vulnerable to COVID-19 [Covid-19 Advice](https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/advice-for-people-at-risk-of-coronavirus-covid-19/coronavirus-covid-19-advice-for-people-with-chronic-health-conditions)?
* WHS & Wellbeing has been contacted and a personal risk assessment has been facilitated
 |[ ]   |
|  |  |  |  | * Consultation with supervisor and GP on vaccinations and medical advice (including advice on the destination food and water quality, COVID-19 vaccinations)
 |[ ]   |
|  |  |  |  | * Follow advice from the [Australian Department of Foreign Affairs and Trade (DFAT) Smartraveller](https://www.smartraveller.gov.au/?gclid=CN7mo4ib9tMCFYgrvQodVZ4Oxg) and the University’s procedures in the event of an epidemic or global pandemic.
 | [ ]  |  |
|  |  |  |  | * Do you have an active Workers compensation claim?
* Approval has been sought from your case manager and the Injury Management Coordinator has been notified
 |[ ]   |
|  |  |  |  | * If pregnant, seek approval from your obstetrician
 |[ ]   |
|  |  |  |  | * If an injury or incident occurs, contact your supervisor and complete the [Incident Notification Form](file:///C%3A/Users/30057440/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/JL4TJLRA/Incident%20Notification%20Form)
 |[ ]   |
|  |  |  |  | * Add other controls unique to your travel.
 |[ ]   |
| 2 | Natural or unforeseen disasters Civil unrest | * Earthquake
* Terrorism
* Hurricanes etc.
 |  | * Register with [DFAT Smartraveller](https://www.smartraveller.gov.au/?gclid=CN7mo4ib9tMCFYgrvQodVZ4Oxg) to receive warnings
 |[ ]   |
|  |  |  |  | * Contact your supervisor and complete the [Incident Notification Form](https://www.westernsydney.edu.au/__data/assets/pdf_file/0005/6899/6899_Accident_Injury_Incident_Notifcation_Report_Form.v2.pdf)
 |[ ]   |
|  |  |  |  | * Add other controls unique to your travel.
 |[ ]   |
| 3 | Ground transportation | * Travel to isolated or remote areas
 |  | * Utilise transport options such as taxis or hire cars organised at the airport or through hotels where possible. Confirm bookings prior to pick-up.
 |[ ]   |
|  |  |  |  | * Use hand sanitiser or sanitising wipes and a mask when using transport
 |[ ]   |
|  |  |  |  | * Will you be travelling off road?
* Is your mode of transportation appropriate for the terrain?
* Do you have an Emergency First Aid Kit?
* Do you have appropriate communication devices?
 |[ ]   |
|  |  |  |  | * Add other controls unique to your travel.
 |[ ]   |
| 4 | Security/Violence | * Mugging
* Pick pocketing
* Personal confrontations
 |  | * Keep copies of important documents in several places.
 |[ ]   |
|  |  |  |  | * Plan your routes carefully as a pedestrian avoiding known problem areas
 |[ ]   |
|  |  |  |  | * Do not carry large visible sums of money or other valuables (conceal from sight if it is necessary to carry)
 |[ ]   |
|  |  |  |  | * Travel in pairs or groups if possible and seek advice from local hotel staff about safe places to visit.
 |[ ]   |
|  |  |  |  | * Contact your supervisor and complete the [Incident Notification Form](https://www.westernsydney.edu.au/__data/assets/pdf_file/0005/6899/6899_Accident_Injury_Incident_Notifcation_Report_Form.v2.pdf)
 |[ ]   |
|  |  |  |  | * Add other controls unique to your travel.
 |[ ]   |
| 5 | Fatigue | * Long haul flights
* High workload/long hours
* Inadequate rest breaks
* Frequent travel
 |  | * Prepare itinerary incorporating work schedule, travel time, rest breaks and Leave ahead of departure.
 |[ ]   |
|  |  |  |  | * Break up flights where possible with stopovers.
 |[ ]   |
|  |  |  |  | * Limit the number of long-haul flights per year for frequent travellers.
 |[ ]   |
|  |  |  |  | * When returning from overseas, follow the State or Territory’s Quarantine requirements – [Department of Health information for International Travellers](https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-restrictions/coronavirus-covid-19-advice-for-international-travellers)
 |[ ]   |
|  |  |  |  | * Add other controls unique to your travel.
 |[ ]   |
| 6 | Carrying medically prescribed drugs through customs | * Customs may not recognise prescribed drugs
 |  | * Consult GP to request written advice confirming the legitimacy to carry medicine into a foreign country or returning to Australia
 |[ ]   |
|  |  |  |  | * Ensure all medication is clearly labelled.
 |[ ]   |
|  |  |  |  | * Add other controls unique to your travel.
 |[ ]   |
| 7 | Socio-cultural and work environment | * Unfamiliar with laws, culture, customs
* Hostile environment or climatic extremes
* Working alone or in isolated area
* Workplace of host/partner organisation
 |  | * Utilise [DFAT 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.
* [Tips for working from Home](https://www.westernsydney.edu.au/__data/assets/word_doc/0005/1686038/Tips_for_working_from_home_final_230320.docx)
 |[ ]   |
|  |  |  |  | * Add other controls unique to your travel.
 |[ ]   |
| 8 | 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
 |  | * Dispatch equipment or materials prior to travel.
 |[ ]   |
|  |  |  |  | * 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.
 |[ ]   |
| 9 | Psychological Injury | * No regular contact with Supervisor
* No Access to support network.
* Lone work.
 |  | * Organise regular meetings on zoom etc with supervisor.
* The staff member and Manager will complete the following as a guide:

|  |  |  |
| --- | --- | --- |
| Day  | Time  | Communication Method |
| Monday DD/MM/YYYY | Please confirm | Please Confirm |
| XXXXX |  |  |
|  |  |  |
|  |  |  |

 |[ ]   |
|  |  |  |  | * Complete Appendix 1 and 2 of the *Working from Home Agreement and Checklist*
* Does the staff member have all the tools and connectivity to allow her to complete tasks required as per her job description?
* Contact WHS & Wellbeing for more information or visit [Working from Home by SafeWork Australia](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/working-home)
 |[ ]   |
|  |  |  |  | * Does the staff member have the contact information for the [Employee Assistance Program](https://www.westernsydney.edu.au/whs/whs/health_and_wellbeing/employee_assistance_program) (Access EAP)?
* Information on Western Sydney University’s [Wellbeing programs](https://www.westernsydney.edu.au/whs/whs/health_and_wellbeing) and additional [Resources](https://www.westernsydney.edu.au/whs/whs/health_and_wellbeing/resources)
 |[ ]   |
|  |  |  |  | * Add other controls unique to your travel.
 |[ ]   |

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



|  |
| --- |
| Supervisor/Line Manager to Complete |
| I have reviewed the risk assessment(s) provided  | [ ]  Yes | [ ]  No |
| Other Comments: |

|  |  |
| --- | --- |
| **Signatures:** |  |
| Staff Member:  | Signature: | Date:  |
| Supervisor/Line Manager:  | Signature:  | Date:  |