



Australian Government

Comcare

TRAVEL RISK ASSESSMENT CHECKLIST

Name of traveller	
Branch	
Group	
Section	
Destination(s):	
Country(ies)	
City(ies)	
DFAT Rating Level(s)	
Type of work to be undertaken (conference, fieldwork, research)	
Overseas contact details (mobile phone, local phone, email)	
Date(s) of travel	

INSTRUCTIONS:

Please review the 'Explanatory Notes' section following then:

Traveller—Complete Part 1.

Employer representative—Review Part 1 and complete Part 2 for each phase of the overseas assignment.

This checklist is a tool that enables users to gather information on the hazards and risk associated with the intended travel and can assist in the risk assessment process. Part 1 of the tool is designed to enhance situational awareness for the traveller, while Part 2 assists employer representatives assess risk. In assessing and analysing the intended travel this tool may be used to complement your own organisation's risk management framework.

EXPLANATORY NOTES

> Risk matrix: The risk matrix below is used to determine the level of risk for each hazard.

Risk matrix				
What are the consequences of someone being injured/exposed?	How likely is it to occur?			
	Could happen at any time	Could happen sometime	Could happen but very rare	Could happen but probably never will
Death or permanent disability	H	H	H	M
Serious injury/illness	H	H	M	M
Medical attention and days off work	H	M	M	L
Pain/discomfort experienced or first aid required	M	M	L	L

- > **Consequence:** The outcome of an event—e.g. death or permanent disability; serious injury/illness; medical attention or pain/discomfort. There may be a range of possible outcomes associated with an event.
- > **Hazard:** Source or potential source of human injury, ill-health, or disease, to anyone at, or near, the workplace.
- > **Hierarchy of controls:** This is a ranked list of measures which can be implemented to eliminate or minimise exposure to a hazard. The order in which hazards should be controlled is
 - **Eliminating** the hazard from the workplace entirely.
 - **Substituting** the hazard by replacing it with something less dangerous.
 - **Isolating** the hazard by physically removing it to a safer environment or by cordoning off the area.
 - **Engineering** methods can be introduced to control the hazard at its source. E.g. tools and equipment can be redesigned or enclosures or guards can be used.
 - **Administrative controls** are the management strategies which can be introduced to ensure the health and safety of employees.
 - **Personal Protective Equipment** may be used as an interim measure to reduce exposure to a hazard.

Ranking Legend		
Rating L	Low Risk	Manage by routine procedures
Rating M	Medium Risk	Responsibility for control specified
Rating H	High Risk	Immediate Action Required

- > **Likelihood:** The estimated frequency of the harm occurring i.e. could happen at any time, could happen sometime, could happen but rarely or could happen but probably never will. Factors affecting the likelihood of harm include: numbers exposed to the hazard, frequency of exposure, i.e. how often the task featuring the hazard is performed, length of exposure, types of people exposed, environment, and existing measures provided to control the hazard.
- > **Residual risk:** A risk that remains after risk controls have been implemented.
- > **Risk:** The likelihood of hazard producing adverse effects on the health and safety of humans. Risk is measured in terms of consequence and likelihood.
- > **Risk control:** Taking actions to eliminate or reduce the likelihood that exposure to a hazard will result in injury or disease.
- > **Risk rating:** Combined result of likelihood and consequence score. See Risk Matrix.

PART 1: TRAVELLER TO COMPLETE

Place a ✓ in either Yes or No or where the consideration is Not Applicable to this journey N/A. Complete the section Risk Review whenever a Yes is recorded. See attachment for Explanatory Notes. Use the blank lines to list other considerations not already covered that are unique to this travel.

				Risk review				
Considerations	Yes	No	N/A	What could go wrong	Likelihood	Consequence	Risk rating	Possible controls
Your travel								
Is this your first visit to location?								Visit www.smartraveller.gov.au for current travel advice
Are you unfamiliar with local customs?								Visit www.smartraveller.gov.au
Are you travelling alone?								Read Travel Fact Sheets: Reducing Exposure to Opportunistic Crime, My Travel Tips
Are you arriving at your destination without being met?								For a first time visit, wherever possible, arrange to be met by a trusted colleague.
Health								
Do you have any medical conditions that may be aggravated by this travel?								
Do you require specific medications that may be difficult to obtain at your destination?								
Will you be carrying prescription drugs with you?				Drug laws at destination may be stricter than Australia				
Are you travelling against the advice of a qualified medical practitioner?								

Considerations	Yes	No	N/A	Risk review				
				What could go wrong	Likelihood	Consequence	Risk rating	Possible controls
Environment								
Will you be exposed to climatic extremes (e.g. excessive heat, cold, humidity, etc)?								
Will you be exposed to hostile environments (e.g. deserts, snowfields, jungles etc)?								
Wildlife								
Will you have contact with domestic, wild or feral animals (physical injury, infectious diseases, etc)?								
Will you have contact with biting/stinging reptiles or insects (other than mosquitoes)?								
Eating and drinking								
Will the destination have difficulty providing reliable/safe drinking water/ice?								
Will the destination have difficulty providing reliable/safe food (i.e. cooked and uncooked)?								

Considerations	Yes	No	N/A	Risk review				
				What could go wrong	Likelihood	Consequence	Risk rating	Possible controls
Accommodation								
Will there be difficulty obtaining reliable and adequate commercial accommodation (e.g. hotels)?								
Is local sanitation poor or inadequate?								
Socio-cultural environment								
Are you familiar with the local environment (e.g. laws, religion, culture, customs, etc)?								
Will you be taking photographs while overseas?				Photography restrictions may apply				
Do you have any knowledge of local languages?								

Considerations	Yes	No	N/A	Risk review				
				What could go wrong	Likelihood	Consequence	Risk rating	Possible controls
Technology and infrastructure								
Is there difficulty obtaining adequate and reliable emergency services? (eg police, ambulance etc)?.								
Is there difficulty obtaining adequate and reliable medical care (hospitals, first aid, etc)?								
Is the local power supply poor or unreliable?				Appliance plug type doesn't match				
Are safety standards for equipment and operation significantly below those of Australia?								
Work environment								
Are you undertaking confined spaces work?								
Are you working with or exposed to hazardous chemicals/radiation sources?								
Are you working with plant, industrial, agricultural or other potentially hazardous equipment?								

Considerations	Yes	No	N/A	Risk review				
				What could go wrong	Likelihood	Consequence	Risk rating	Possible controls
Transportation								
<i>If you are undertaking significant travel using railway systems—is the system unreliable or unsafe?</i>								
<i>If you are undertaking significant travel using ferries/charter vessel services—are they seen as unreliable or unsafe?</i>								
<i>If you are undertaking significant domestic air travel—is it seen as unreliable or unsafe?</i>								
<i>If you are undertaking significant road travel—are local road, traffic and vehicle conditions considered unreliable or unsafe?</i>								
Communications								
Will you be out of mobile phone network coverage?								
Will contact via landline, phone, fax, email be difficult?				Modem plug type doesn't match.				
Will your travel plans be subject to sudden and/or frequent changes effecting communications?								

Considerations	Yes	No	N/A	Risk review				
				What could go wrong	Likelihood	Consequence	Risk rating	Possible controls
Security								
Is the destination(s) regarded as risky from a petty crime perspective?								
Is the destination(s) regarded as risky from a violent crime perspective?								
Is there active terrorism and/or civil unrest in the area?								
Are you taking work-related assets with a value of greater than \$1000? (i.e. laptop). If so, describe precautions to be taken against theft.								
Are you visiting any specific sites that may be seen as attractive targets for violent civil protest or terrorist actions?								

Essential destination information (Traveller to complete)	Emergency contact information police:
	Fire:
	Ambulance:
	24 hour emergency medical:
	Australian embassy/consulate address:
Australian embassy/consulate telephone:	

I registered my travel with DFAT at www.orao.dfat.gov.au Yes No
 I have read the DFAT Travel Advisories/Warnings Yes No

Traveller name	
Traveller signature	
Date	

PART 2—EMPLOYER REPRESENTATIVE TO COMPLETE

Place a ✓ in either Yes or No or where the consideration is Not Applicable to this journey N/A. Complete the section Risk Review whenever a No is recorded. Use the blank lines to list other considerations not already covered that are unique to this travel.

Considerations	Yes	No	N/A	Risk review					
				What could go wrong	Likelihood	Consequence	Risk rating	Controls	Residual risk rating
Pre embarkation									
Has the scope of the overseas duties and skills required been communicated to the worker?									
Has the worker been provided information or training on the nature of the task?									
Have medical and dental fitness for overseas duty been assessed?									
Has psychological resilience for overseas duty been assessed?									
Have all vaccinations for the scope of the overseas duty and locations been assessed?									
Have risks associated with long haul travel been minimised?									
Have risks from the natural environment been assessed?									
Have the implications of local customs and laws been provided to the worker?									
Has the worker been briefed on any security issues relating to the destination?									
Have strategies relating to personal safety been provided to the worker?									

Considerations	Yes	No	N/A	Risk review					
				What could go wrong	Likelihood	Consequence	Risk rating	Controls	Residual risk rating
Pre embarkation									
Has accommodation at destination been pre-booked and risk assessed?									
Has transport at destination been pre-booked and risk assessed?									
Have food and water quality at destination been risk assessed?									
Does the destination support mobile phone and internet coverage?									
Has a destination communications plan/call schedule been established?									
Has a destination register of movements been established?									
Has a GPS been issued in order to track field work?									
Has the work environment been assessed for hazards (chemical, biological, ergonomic)?									
Has PPE been identified and issued to the worker?									
Have limitations relating to injury cover for recreational pursuits, leave in country/transit or other authorised breaks been discussed with worker?									
Has an emergency exit strategy been determined?									

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Considerations	Yes	No	N/A	Risk review					Residual risk rating
				What could go wrong	Likelihood	Consequence	Risk rating	Controls	
Embarkation/In country									
Are risk assessments in Destination current?									
Has crime and kidnapping risk been assessed?									
Has terrorism and conflict risk been assessed?									
Has the worker been briefed on local customs, laws and personal safety consideration?									
Has accommodation been risk assessed?									
Has transport been risk assessed?									
Has emergency medical support been arranged?									
Is the Destination communications network adequate?									
Has a communications plan been implemented?									
Have food and water suitability been risk assessed?									
Has local sanitation been assessed as adequate?									
Have hazards relating to the natural environment been assessed?									
Has the nature of the work task been risk assessed?									
Is the emergency exit strategy current?									

Considerations	Yes	No	N/A	Risk review					
				What could go wrong	Likelihood	Consequence	Risk rating	Controls	Residual risk rating
Embarkation/In country									
Is it appropriate for the worker to be alone while carrying out particular work activities?									
Are measures in place to reduce worker isolation with the returning workplace?									
Are measures in place to maintain worker psychosocial connection and engagement through career planning?									
Repatriation/Re-entry									
Has situational fitness to travel been risk assessed?									
Has travel risk associated with any existing medical condition for the worker been assessed?									
Have risks associated with long haul travel been minimised?									
Has the requirement for any other vaccinations before return to country been assessed?									
Have risks associated with return transport been assessed?									
Have risks associated with return accommodation been assessed?									

Considerations	Yes	No	N/A	Risk review					
				What could go wrong	Likelihood	Consequence	Risk rating	Controls	Residual risk rating
Repatriation/Re-entry									
Have valuables and luggage been properly secured?									
Have risks in relation to personal safety while travelling been communicated to the worker?									
Has career planning continued to maintain worker connection with the returning workplace?									
In country									
Has adequate consideration been given to physical recovery following journey?									
Has support for psychological adjustment been provided?									
Are measures in place to overcome isolation or disconnection from the returning workplace?									
Has the worker provided a post activity report for the knowledge sharing of identified hazards and risks?									

Employer representative name	
Employer representative signature	
Date	