

Please complete, print and sign this form for travel that is not requested through the travel portal. Forward the form (and associated documents where required) to the travel approver and/or supervisor. For more information refer to <http://safety.unimelb.edu.au/topics/travel/> or contact your [Local Health & Safety contact](#).

STEP 1 – ENTER INFORMATION ABOUT THE TRAVEL REQUISITION

Traveller's name	Dates	Destination	Reason for travel
------------------	-------	-------------	-------------------

Domestic Travel

- Yes **Complete Step 2 only**
 No Indicate **Department of Foreign Affairs and Trade (DFAT) travel advisory level (below)**

Department of Foreign Affairs and Trade (DFAT) travel advisory level

- Level 1: Exercise normal safety precautions Level 2: Exercise a high degree of caution **Complete Step 2 only** if you have selected Level 1 or Level 2
 Level 3: Reconsider your need to travel Level 4: Do not travel **Complete Step 2, Step 3 and Step 4** if you have selected Level 3 or level 4

STEP 2 – IDENTIFY HAZARDS AND CONTROL RISKS ASSOCIATED WITH TRAVEL

2.1. Identify hazards and control risks associated with the activity, including mode of transport required to undertake the activity.

Please indicate the level of risk associated with the activity.

Low (includes Academic Collaboration, University Administration, Meetings and Conferences only)

Medium High Very high

For activities assessed as medium to very high risk activities attach the Field Work Risk Assessment.

Where applicable attach the [Field Work Risk Assessment](#) to this form:

2.2. Assess your fitness for travel and participation.

Do you have any medical or other conditions, which could affect your safe participation in the activity you are planning to undertake?

- No Yes, If yes provide a medical report confirming capacity and any physical or other restrictions that are relevant to your your safe participation.

Please provide any relevant details, which would be required in the event of an accident or emergency.

I consent to the information being passed to the Coordinator of the activity for the purposes of assessing the safety of my participation in this event.

Name of traveller

Date

Signature of traveller

STEP 3 – IDENTIFY HAZARDS AND CONTROL RISKS ASSOCIATED WITH HIGH RISK DESTINATIONS – NOT REQUIRED FOR DOMESTIC TRAVEL OR TRAVEL TO DFAT LEVEL 1 OR 2 INTERNATIONAL DESTIANCTIONS

Identify the hazards identified in the Department of Foreign Affairs and Trade ([DFAT](#)) travel advisory for the high risk destination.

Describe when and where the hazard is present.

Describe the risk controls you will use to minimise the risks identified by the [DFAT](#) advisory.

3.1 Does the [DFAT](#) travel advisory identify hazards associated with SAFETY AND SECURITY? Yes No

If yes, summarise when and where the hazard is present

Proposed risk mitigation plan

3.2 Does the [DFAT](#) travel advisory identify hazards associated with LOCAL LAWS AND CUSTOMS? Yes No

If yes, summarise when and where the hazard is present

Proposed risk mitigation plan

3.3 Does the [DFAT](#) travel advisory identify hazards associated with ENTRY AND EXIT REQUIREMENTS? Yes No

If yes, summarise when and where the hazard is present

Proposed risk mitigation plan

3.4 Does the DFAT travel advisory identify hazards associated with HEALTH ISSUES? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, summarise when and where the hazard is present	Proposed risk mitigation plan

STEP 4 – COMPLETE THE ACKNOWLEDGEMENT OF TRAVEL TO HIGH RISK DESTINATION

I understand that I am voluntarily travelling to a destination identified as High Risk by the Department of Foreign Affairs and Trade. I acknowledge that I am not required to travel to this destination by the University.

Signature of traveller		Date	
Name of traveller			

For use in conjunction with the [OHS risk management procedure](#) and the [Off-campus risk management procedure](#).
 For further information, refer to <http://safety.unimelb.edu.au/tools/risk/> or contact your [Local Health & Safety contact](#)