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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | Health & Safety  NON UNITRAVEL risk assessment Form |

| Please complete, print and sign this form for travel that is not requested through UniTravel. Forward the form (and associated documents where required) to the travel approver and/or supervisor. For more information refer to <https://safety.unimelb.edu.au/safety-topics/other-safety-topics/events-and-fieldwork> or contact your local [Health and Safety Business Partner](https://safety.unimelb.edu.au/safety-topics/other-safety-topics/events-and-fieldwork). |
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| STEP 1 – ENTER INFORMATION ABOUT THE TRAVEL REQUISITION | | | |
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| Traveler’s name | Dates | Destination | Reason for travel |
| Domestic Travel  Yes Complete Step 2 only  No Indicate Department of Foreign Affairs and Trade [(DFAT)](http://smartraveller.gov.au/Pages/default.aspx?gclid=CjwKEAjw5_vHBRCBtt2NqqCDjiESJABD5rCJ2nygicyvhdEieA9Qt9vZXnbFSW43GsJUZJ8Tfe3tQRoCvwrw_wcB) travel advisory level (below)  Department of Foreign Affairs and Trade [(DFAT)](http://www.smartraveller.gov.au/zw-cgi/view/Advice/) travel advisory level  Level 1: Exercise normal safety precautions  Level 2: Exercise a high degree of caution **Complete Step 2 only**  Level 2: Exercise a high degree of caution (Middle East region)  Level 3: Reconsider your need to travel  Level 4: Do not travel **Complete Step 2, Step 3 and Step 4** | | | |

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| STEP 2 – Identify hazards AND CONTROL RISKs ASSOCIATED WITH travel | | | |
| 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  Extreme  For activities assessed as medium to extreme risk attach the Field Work Risk Assessment.  Where applicable attach the [**Field work risk assessment**](https://safety.unimelb.edu.au/__data/assets/word_doc/0004/4591381/Field-work-risk-assessment-form.docx) to this form. | | | |
| 1. **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 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 traveler |  | Date |  |
| Signature of traveler |  | | |

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| STEP 3 – Identify hazards AND CONTROL RISKs ASSOCIATED WITH high-RISK DESTINATIONs – Not reqquired for Domestic Travel or Travel to DFAT level 1 or 2 international destiantions |
| Identify the hazards identified in the Department of Foreign Affairs and Trade [(DFAT)](http://smartraveller.gov.au/Pages/default.aspx?gclid=CjwKEAjw5_vHBRCBtt2NqqCDjiESJABD5rCJ2nygicyvhdEieA9Qt9vZXnbFSW43GsJUZJ8Tfe3tQRoCvwrw_wcB) travel advisory for the high risk destination.  Also review other travel advisory information. Refer to: <https://safety.unimelb.edu.au/safety-topics/other-safety-topics/events-and-fieldwork>  Describe when and where the hazard is present.  Describe the risk controls you will use to minimise the risks identified by the DFAT advisory. |

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| 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 |
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| 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 |
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| 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 |
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| 3.4 Does the DFAT travel advisory identify hazards associated with HEALTH ISSUES?  Yes  No  If yes, summarise when and where the hazard is present | Proposed risk mitigation plan |
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| STEP 4 – COMPLETE THE ACKNOWLEDGEMENT OF TRAVEL TO HIGH-RISK DESTINATION | | | |
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| 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 traveler |  | Date |  |
| Name of traveler |  | | |

For use in conjunction with the [*Health & Safety: Risk management requirements*](https://safety.unimelb.edu.au/__data/assets/pdf_file/0009/4708161/health-and-safety-risk-management-requirements.pdf) and the [*Health & Safety: Off campus requirements*](https://safety.unimelb.edu.au/__data/assets/word_doc/0006/4591383/Health-and-Safety-Travel-and-off-campus-requirements.docx).

For further information contact your local [Health and Safety Business Partner](https://safety.unimelb.edu.au/health-and-safety-contacts).