



## STAFF TRAVELLING AND WORKING OVERSEAS POLICY

<b>Authorised By:</b>	President (CEO)	Revision: 2.4
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<b>Related Documents</b>	Nil	
<b>Responsible Officer:</b>	Registrar	
<b>Review:</b>	HR Manager	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer

### 1. Overview

The purpose of this policy is to outline the steps to be taken for the safe management of activities whilst working or studying overseas.

### 2. Scope and Applications

This Policy applies to work or study activity carried out by staff of Tabor in places that are not under the direct control of the College and which are outside Australia

### 3. Policy Principles

3.1. Tabor acknowledges its responsibilities to its staff in relation to health and safety. This includes the health and safety of staff travelling and working overseas.

3.2. Comprehensive planning will be undertaken to identify and minimise potential risks.

3.3. Potential risks will be evaluated and mitigated wherever possible.

### 4. Procedures

Other employers in the country to be visited for cooperative ventures may well control the planned activities. These will be subject to the health and safety regulations of the respective country. Employers may have produced their own health and safety policies, procedures or guidelines to which Tabor staff will be required to adhere. Where possible, any such requirements should be obtained in advance so that proper assessments and all necessary preparations can be made.

The following must be addressed in planning an overseas visit:

#### 4.1 The Dean of Faculty / Head of Department

The Dean of Faculty / Head of Department must ensure that:

- An adequate risk assessment has been made and that a safe system of operation is devised.
- Proper arrangements and responsibilities have been established and both the conduct and role of all concerned is clearly understood.
- Members of staff and leaders of groups that are working overseas are authorised, competent and, where necessary, qualified.
- Local conditions have been explored sufficiently, commensurate with the likely risk.

#### 4.2 The Work and Travel Organiser

The staff member undertaking the travel is responsible for the pre-planning, organisation, review, monitoring of the work and all the associated arrangements, and for ensuring the travel arrangements are suitable and sufficient, and is accountable to the Dean of Faculty / Head of Department for ensuring that adequate safety arrangements exist and are observed. An [Overseas Travel Checklist and Risk Assessment](#) is required to be completed in order to:

- Ensure that known hazards have been identified and relevant risk assessments undertaken. On arrival at the site, other hazards may be identified so the risk assessment should be reviewed and modified accordingly.
- Confirm legal and authorised access to any site not owned by the College.
- Inform all persons involved of the nature of the work, the anticipated hazards and the precautions that will be adopted.
- Ensure all queries by press and public are addressed through the President.
- Ensure the Faculty/Department is kept aware of the activities of staff working overseas, including their itineraries.
- Find out from the [Department of Foreign Affairs and Trade](#) any relevant travel advice.
- Obtain medical advice to determine necessary vaccinations, immunisations, first aid requirements, etc.
- Obtain information on climate, local culture and other local information, as appropriate.
- Obtain tickets, using authorised suppliers only, visas and any other necessary documentation for travel.
- Check all participants have a valid passport.
- Ensure adequate insurance cover is in place for groups and/or individuals.

#### 4.3 Training and Information

The training requirements of those participating in the work activities should be clearly identified and the necessary instruction and information provided. Appropriate records should be maintained.

The information and instruction given to participants is to cover areas other than those concerned directly with the work activity itself. There is, for example, a need to:

- Maintain security of personnel, materials and equipment.
- Minimise intestinal upsets due to dietary changes or different food hygiene standards.
- Exercise some control over leisure time pursuits.

Individuals embarking on an overseas trip have a responsibility to cooperate with the College in the execution of its responsibilities. Every person proposing to work overseas must take heed of any advice, training, instruction and guidance given to them.

#### 4.4 Local Transport and Expeditions

When travelling on foot, suitable clothing should be worn and adequate rest periods allowed. When using private transport (as opposed to public transport) it should be suitable for the purpose, properly maintained and the driver(s), licensed, insured and adequately trained. On public transport, staff should conduct themselves in a safe manner so as not to endanger themselves or other people. Appropriate regulations and legitimate instructions of the operator must be complied with. Dangerous items should not be carried on public transport.

#### 4.5 Health Matters and Emergency Action

Those travelling overseas on College business should:

- Obtain relevant information from the Department of Foreign Affairs and Trade Smart Traveller website ([www.smarttraveller.gov.au](http://www.smarttraveller.gov.au)).
- Obtain necessary vaccinations and immunisations in accordance with immunisation and other travel requirements.
- Obtain advice on appropriate travel first aid kits.
- Accept appropriate medical advice where relevant
- Conduct him or herself in a reasonable manner and to cooperate with the College in the execution of its responsibilities.

### 5. Definitions

See [Global Definitions](#)

### 6. Communication / Training

- 6.1. The HR Manager will ensure this policy, and any amendments to this policy are brought to the attention of Deans of Faculties / Heads of Departments.
- 6.2. Deans of Faculties / Heads of Departments will provide copies of this policy to any staff wishing, or being required, to travel and work overseas as part of their work at Tabor.