

# Travel Risk Checklist

## Instructions:

1. Go to the [International SOS Website](#) and login with **12AYCA630700**
2. Check your destinations travel/medical risk ratings
3. Perform the tasks indicated by the blue ticks. For example, a low risk travel destination requires you to read the current ISOS advice on the website and download the ISOS assistance app.

NOTE: If the country travel or medical risk rating is **HIGH** or above, or develops to **HIGH** at any time, please forward this form to [traveladvice@mq.edu.au](mailto:traveladvice@mq.edu.au) for further advice. This is a MQ Travel Policy requirement. For multi-country trips this rule applies if at least one country has a rating of **HIGH** or above.

<b>Destination(s):</b>		
<b>Travel Dates:</b>		
<b>International SOS Country risk ratings:</b>	<b>Travel:</b>	<b>Medical:</b>

## Declaration

Traveller		Manager/Supervisor	
I have organised the steps on the following page and discussed the mitigation measures and steps with my supervisor.		With my understanding of the intended activity and destination I believe that the traveller understands the risks involved with their travel and has put in adequate plans to mitigate any identified risk.	
<b>Traveller:</b>		<b>Manager/Supervisor:</b>	
<b>Signature:</b>		<b>Signature:</b>	
<b>Date:</b>		<b>Date</b>	

## Insurance Considerations

<b>Email MQ Insurance <a href="mailto:insurance.mq@mq.edu.au">insurance.mq@mq.edu.au</a> to confirm cover for any of the following</b>	You are travelling with assets of a total value >\$50K	Any one of your destinations is a <a href="#">sanctioned country</a>	You are travelling longer than 6 months.	If any traveller is under 18 or over 80 years old.
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## NEED HELP?

[traveladvice@mq.edu.au](mailto:traveladvice@mq.edu.au) or visit the **Travel Risk Hub**

Last Reviewed: Sep 19



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## International SOS Travel Risk Rating

Controls	Low	Medium	High	Date completed
Read the current ISOS advice on <a href="#">website</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Download the ' <a href="#">ISOS Assistance App</a> '	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Contact ISOS for a pre-departure briefing (+612 9372 2468) – record your call reference number		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Case number:
Communications plan in place with scheduled call backs		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Travel Risk Checklist sent to <a href="mailto:traveladvice@mq.edu.au">traveladvice@mq.edu.au</a>			<input checked="" type="checkbox"/>	

## International SOS Medical Risk Rating

Controls	Low	Medium	High	Date completed
Consider discussing existing medical conditions with <a href="#">Student Wellbeing</a> (for students) or the Health Management Advisor (for staff) 9850 9746 for reasonable adjustments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Read the current ISOS advice on <a href="#">website</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Consider all <a href="#">recommended vaccinations</a> in consultation with a medical practitioner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Travel Risk Checklist sent to <a href="mailto:traveladvice@mq.edu.au">traveladvice@mq.edu.au</a>			<input checked="" type="checkbox"/>	

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# Frequently Asked Questions

## Who is required to complete this form?

All staff and students undertaking overseas travel **except**:

- Those who are processing travel using FieldFriendly
- PACE Students

## What about Domestic Travel?

For any trip less than 50km from campus, you require permission from your manager/supervisor to travel, as well as following any local administrative procedures.

For any trip more than 50km from campus: **Use FieldFriendly**, if currently available in your area. (Check with Risk and Assurance if not sure)

If FieldFriendly is not available:

- Complete a standard risk assessment form
- Seek permission from your supervisor
- Follow any local administrative travel booking/approval processes
- Download the International SOS assistance app for local alerts - [app.internationalsos.com](http://app.internationalsos.com) (open in mobile browser)

## What about Activity Risks?

This form helps travel approvers prepare travellers for the risks associated with their destination.

The travel approver is also responsible for assessing any risks associated the activity being undertaken in that location.

Examples of activity risks that may require formal risk assessment are:

- Remote locations
- Hazardous substances or laboratory work
- Confronting environments or behaviours
- Exposure to violent or aggressive behaviour
- Any activities requiring specialised training (such as Diving or Boating)
- Physically demanding tasks
- Extreme heat/cold environments
- Use of equipment/machinery
- Working at height
- Social research or interviews
- Vulnerable communities
- Working with hazardous substances
- Archaeological digs
- Diving
- Boating
- Environmental surveys and/or sample collection

Contact Risk and Assurance if any assistance or clarification is required.

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