
Travel Safety Policy

Approved by Board: 6 October 2020

Next review date: 30 June 2022

Managed on behalf of the CEO and Board by: Program Managers

*Revisions to this version are identified on the last page.

1. Addition to OH&S Policy regarding travel risk management

Given the nature of our work in developing countries staff, trainers and mentors are exposed to a range of risks associated with international travel. This can include vehicular travel in remote locations, and potential exposure to tropical disease vectors (such as mosquitoes), contaminated food and water and associated health risks as well as local issues associated with public safety, and crime. As in all OH&S issues, individuals travelling on behalf of the Crawford Fund are reminded that their, and their immediate colleagues', safety is predominantly their own responsibility which requires them to be aware of potential threats and risks, however unlikely. This policy applies to travellers funded by the Crawford Fund (e.g. Crawford Fund Directors, Central Office staff, Coordinators, RAID President, Crawford Fund mentors, journalist awardees and international travel awardees). However, given the fact that the Crawford Fund often enters into arrangements with universities, state departments and the private sector, a critical first step for any individual travelling is to determine if they are covered for insurance purposes by their regular employer.

To minimise risk, we insist that:

- All overseas travel on behalf of the Crawford Fund must be approved at State/Territory Committee level, or for Central Office staff by the CEO. Student/scholar travel approved by state/territory committees must be registered with the Central Office Office-Manager.
- CEO travel is to be approved by the Chair.
- All travellers provide an itinerary, personal contact information, names and contacts of overseas hosts and institutions to be visited and the name of an Australian contact in case of emergency.
- All travellers register with the Department of Foreign Affairs and Trade's Smart Traveller website <https://www.smarttraveller.gov.au/> and take heed of any DFAT travel advice and warnings.

- All travellers must be covered by appropriate international travel insurance that includes accident medical, personal affects and repatriation cover. Details of the insurer should be shared with Central Office upon request.
- Individuals are responsible to ensure that they are aware of disease risks in overseas and take necessary precautions such as malaria prophylaxis and maintain required vaccinations.
- Travellers are cautioned to ensure vehicles hired or used overseas are in good mechanical order and that where it is advisable use the services of local drivers and not to travel by night on remote area roads when overseas.
- All travellers are to ensure that a copy of their itinerary is registered with Central Office and that when they are working for longer periods overseas, they are aware of local support structures associated with local counterpart organisations and projects (e.g. ACIAR or university projects).

The Crawford Fund will generally pay the costs of vaccination, prophylaxis and travel insurance for those travelling on approved official business. All directors, employees and coordinators of the Company including their accompanying partner and dependent children are covered by the Crawford Fund Company insurance policy.

2. Response in Case of Emergency

- If possible, the affected individual or a colleague should contact Central Office **+612 6280 8611** and explain the nature of the emergency.
- Central Office will then assist by alerting relevant authorities including DFAT and the travel insurers.
- Central Office will also, if necessary, alert Australian contacts/next of kin.
- If travel arrangements need to be altered/amended this will be done via Corporate Travel (if tickets issued through them) or Central Office will assist in contacting other travel agents if tickets booked elsewhere.

***Revisions to the Travel Safety Policy**

Nature of proposed revisions	Date on which CEO endorsed	Date on which Board approved
Policy Initially approved	6 Oct 2020	6 Oct 2020

This Policy will be reviewed and adjusted, as required, by the CEO, staff and Board at least every two years.