



# Overseas Work Guide

Developed in accordance with:  
*Work Health and Safety Act 2011, Work Health and Safety Regulations 2011*

## Amendment Record

Date	Description	Prepared by	Reviewed by	Approved by

## Document Register

Copy	Issued to	Controlled Copy		PCBU Signature	Recipient Signature	Issue Date
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**Disclaimer:** This document contains material to assist in meeting work health and safety obligations under the WHS Act 2011 and WHS Regulations 2011. Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice on meeting your obligations.

Information on the latest laws can be obtained at: <http://safeworkaustralia.gov.au/Pages/default.aspx>

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## Introduction

When work is being carried out in overseas countries and/or remote or isolated locations, workers (including contractors and volunteers conducting work for XYZ Organisation Proprietary Limited) may be exposed to various hazards that could cause serious injury and illness. It is vital to remember that, although work is being undertaken in overseas, remote and/or isolated locations, it is still a workplace and XYZ Organisation Proprietary Limited has a duty to ensure the health and safety of workers as far as is reasonable.

Overseas countries, remote and isolated areas could include third world countries, densely populated cities, jungles, forests, deserts, marine (ocean, lake, river, creek) environments, outback areas or any place that is deemed high risk/hostile such as areas of political or social unrest or war zones. This also includes areas of extreme poverty or places where medical facilities are not accessible or poorly equipped.

This Overseas (OS) Work Guide will cover some common hazards that you may be exposed to when travelling in remote and/or isolated areas. Please read this guide thoroughly prior to travelling to remote and/or isolated locations for work and refer to it when necessary.

NOTE: This OS Work Guide is to be used in conjunction with SafetyCulture Remote / Isolated Work Module.

## Review Procedures

The Managing Directors will review the policy, procedure and associated forms as required. The review schedule will be directed in response to organisational and / or legislative changes and requirements. The reviews will be undertaken in consultation with workers, health and safety representatives and other relevant parties. All relevant persons will be made aware of changes made as a result of review.

All policies, procedures and associated forms will be reviewed if:

- It is identified that there are changes in the workplace that may affect a policy, procedure or form
- It is identified that the policy, procedure or form is not effective
- There are legislative changes that affect the policy, procedure or form
- There is a serious incident or dangerous occurrence.

All policies, procedures and forms will be reviewed at least annually.

## Document Control

This Guide is a controlled document. All unauthorised copies either electronic or printed are considered uncontrolled copies. Copyholders and the version distributed to them will be recorded in the Distribution Register.

## Records

All versions of this Guide will be kept as a record and will be accessible to all relevant persons and any Government appointed officers as required.

## Management Commitment & Approval

This Guide has been approved and endorsed by Senior Management of the PCBU. The signature of the authorised person in the footer (*insert name of Owner/CEO or person in senior management position*) demonstrates a commitment to the Guide.

**Senior Management Sign-off:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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## Section 1 Preparation

### 1.1 Supervision

XYZ Organisation Proprietary Limited will ensure adequate supervision will be provided to all persons undertaking overseas, remote and/or isolated work. The supervisor will be responsible for providing information to workers about health and safety hazards/risks and controls.

Suitable supervisory arrangements will be decided with consideration of the overseas, remote and/or isolated area and the type, nature and duration of work. Supervision may take place directly or via agreed communication protocols.

Supervisor Name:

Contact Details:

### 1.2 Identifying Health & Safety Risks

It is impossible to outline every potential hazard and risk for travelling and working in overseas, remote and/or isolated locations. In such cases, hazard identification and Risk Assessment should be undertaken and suitable controls should be implemented. This process should be undertaken in consultation with all relevant persons before work commences.

Hazard identification will usually involve visual inspections of the intended work areas, equipment and tasks being undertaken in the area. Obtain relevant local information from trusted sources about potential hazards (such as recent animal attacks, outbreaks of any diseases, presence of landmines, environmental events (heat/cold/floods/landslides/earthquakes etc.), distance from emergency services and/or medical assistance etc.

Hazard identification should also include consideration of government issued travel warnings and/or restrictions due to social or political unrest or terrorism alerts or activity for the area in which travel and work will be undertaken. In Australia, refer to the Australian Government's "Smart Traveller Advice Service" (<http://www.smartraveller.gov.au/>)

A Risk Assessment (*Appendix A*) must be undertaken, in consultation with relevant persons to determine how likely the hazard(s) will be to cause injury/illness and how severe the injury/illness could be. A Risk Assessment should be documented.

Suitable controls must be put in place where there is a risk of injury/illness occurring to workers. Where possible, eliminate the risk. If the risk to workers is too high, do not continue with the work. If the risk cannot be eliminated, use a Hierarchy of Controls to assist with determining suitable risk controls to reduce risk levels. A combination of risk controls such as communication systems, relevant safety equipment, adequate training and use of personal protective equipment may be implemented. Once controls are in place, they must be monitored and reviewed to ensure they remain effective.

In some instances the risk to workers may be deemed too high to continue. In these cases, XYZ Organisation Proprietary Limited fully supports the decision to abort the work until controls can be put in place to reduce the risk to an acceptable level. A documented Risk Assessment can assist in hazard identification, Risk Assessment and implementation of controls during remote and/or isolated travel and work.

Ensure all identified hazards are reported to the nominated Supervisors.

**Remember: Find, Assess, Fix, Monitor**

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