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| Safe Travel Audit |

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| **Entity:** |  |
| **Location/Site:** |  |
| **Completed by:** |  |

| **Questions** | **Yes** | **No** | **Comments/ Actions Required** |
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| **Driving** |  |  |  |
| Do you have a procedure to help ensure the risks associated with driving are controlled? |  |  |  |
| Do you have guidelines for maximum driving distances, driving times, and required breaks? |  |  |  |
| Do you have a system to:   * Assess risks from driving; * Give approval for long distance driving (greater than 3 hours), travel to remote locations, or 4WD travel? |  |  |  |
| Do you have a system to ensure workers are safe while on the road for more than one day?  Example - Use of a formal system requiring and registering daily call-ins? |  |  |  |
| Do you have controls in place to prevent workers needing to operate a vehicle after 13 or more hours of work or travel? |  |  |  |
| When workers need to drive in excess of 300km one-way, are they required to complete a risk assessment or do they require approval for their travel? |  |  |  |
| Do you have a mechanism for ensuring that workers are licensed and their cars are road-worthy? |  |  |  |
| Do you supply vehicle first aid kits? |  |  |  |
| Do you have a system for checking the contents of vehicle first aid kits? |  |  |  |
| If workers need to drive 4WD vehicles, do they receive specialised 4WD training? |  |  |  |
| If workers need to drive in remote areas (more than 100km from any city or regional centre where emergency services are limited), do you have procedures to ensure the risks are assessed and controlled? |  |  |  |
| Do you have a checklist of safety items required for remote travel and/or 4WD travel?  Example - Warm clothes, food, water, navigation/ communication equipment, car repair equipment, second spare tyre etc. |  |  |  |
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| **Overseas Travel** |  |  |  |
| Is there a procedure for assessing and managing the risks of overseas travel? |  |  |  |
| If workers need to travel or work alone overseas, including entering private homes, what controls are in place to manage the risks associated with this? |  |  |  |
| If workers travel to countries where there is increased risk of security issues such as civil unrest, political conflict, and crime, what controls are in place to ensure these risks are controlled? |  |  |  |
| If workers travel to countries where there is a high risk of natural disasters, are controls in place, such as timing visits to avoid higher risk times of the year? |  |  |  |
| Have the following general controls been established   * Travel insurance * Emergency extraction services * Alternative sources of funding |  |  |  |
| Are copies of all documentation and contacts both sent with the worker, and kept in the home office in case of emergency, this could include copies of travel documents, passports and visas, and emergency contact information? |  |  |  |
| If workers need to travel to countries where the local laws and common customs are significantly different to that of Australia, what is done to ensure workers are educated about these local laws, customs, and dress codes before travelling? |  |  |  |
| If workers travel to countries where there are extremes of temperature compared to Australia, are they given guidance to prepare for this? |  |  |  |
| If workers travel to countries where there is a high risk of water or food-borne, insect-borne, or communicable diseases, what is done to help reduce risks of these diseases?  Example - Vaccinations, Doctor visits, first aid kits, insect control |  |  |  |
| If workers travel to countries where they need to use modes of local transport deemed less safe than a normal vehicle, such as auto-rickshaw, motorbikes, helicopters, small local airlines, jeeps, or local buses, what is done to minimize the use and risk from such transport? |  |  |  |

**Summary of Findings** - Please provide a one paragraph summary of your findings regarding your current Safe Travel Management system and its use, including areas for improvement and major obstacles. This paragraph can then also be copied into the audit results section of your next board report.

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