

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 43 – Travel Health, Safety and Security

1. PURPOSE

This procedure defines the requirements to minimise risks to the health, safety and security of employees and their families arising from business travel (interstate or international) or international secondment.

2. MANDATORY REQUIREMENTS

1. Risk assessments for staff travel or secondment shall be performed for all agreed interstate and or international locations required for business travel.
2. Where required, information shall be sought from a specialist resource i.e. a medical professional where medical information is required (such as health assessments, vaccinations etc.).
3. Procedures for the management of risk to staff and their families (authorized family members) shall be established for locations where significant health, safety or security risks exist.
4. Health, Safety and security risk information relevant to interstate and or international travel or secondment shall be prepared, maintained and accessible to the relevant employees.
5. The company shall ensure that staff (and any authorized family members) has the necessary insurance cover for all agreed interstate and or international destinations or locations required for business travel. i.e. insurance for health, loss of life and property loss or damage.
6. Interstate and or international business travelers, secondees and authorized accompanying family members shall be :
 - a. informed of the company's medical and insurance requirements / arrangements prior to travel;
 - b. (where a significant health, safety or security risks exist) informed about safety, security and health risks and any location specific procedures / control measures to be followed prior to departure;
 - c. informed of their personal OHS&R responsibilities during business travel or secondment; and
 - d. fit to travel and shall participate in appropriate health preparation and health monitoring programs (where required).
7. Employees (and their authorized family members) shall comply with all specified risk control measures to minimize the risk of injury or illness during business travel or secondment.

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8. Any injuries or illnesses to employees (or their authorized family members) arising from business travel or international secondment or any security incidents shall be reported.
9. OHS&R training records shall be retained indefinitely.
10. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure compliance with the requirements of this procedure.

4. REFERENCE DOCUMENTATION

A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION