

# EMPLOYER TRAVEL RESPONSIBILITIES



Before asking any employee to travel for work, complete this checklist of your legal responsibilities and consider additional measures that could be implemented to improve staff safety.

## LEGAL REQUIREMENTS

Legally, prior to travel organisations are required to create:

- A business travel risk assessment
- A duty of care plan
- A travel risk management procedure/process

## GUIDANCE

To further protect employees, it is recommended that organisations implement:

- A process to inform and assist the traveller should an incident occur
- Training where necessary
- Defined role of external providers involved in helping the organisation manage travel safety
- A process to report on the performance of travel, safety, health and security

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For more information about how to protect your employees, contact us today.

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