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	BY VEHICLE OR AIRPLANE			
	Department xxxxxxx	Document Ref. No. xxxxxxx	Issue Date xxxxxxxxxx	Revision 00

TRAVEL SAFETY REQUIREMENTS FOR TRAVELING BY VEHICLE OR AIRPLANE

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1. PURPOSE

This practice identifies the requirements for traveling by vehicle or airplane.

2. SCOPE

This practice includes the following major sections:

- Travel by Automobile
- Travel by Air Transportation
- Hotels

3. APPLICATION

This practice applies to work activities and employees under the control of [COMPANY NAME] and its contractors.

4. DEFINITIONS

None.

5. TRAVEL BY AUTOMOBILE

When traveling by automobile, the following should be considered:

- Each project support organization should have a process developed and communicated to affected employees to verify that the immediate supervisor is notified of travel being undertaken and that the travel route and departure and arrival times are known.
- Each project support organization should have a process developed and communicated to affected employees to notify management of an accident and arrange for appropriate emergency response/assistance.
- Only vehicles equipped with seat belts will be used. Seat belts must be worn at all times, whether you are a driver or a passenger in the vehicle; where possible, use vehicles equipped with air bags.
- All traffic signs, laws, rules, and regulations must be obeyed.
- No one is allowed to operate any vehicle while under the influence of drugs or alcohol.
- Drivers/operators will not pick up hitchhikers or unknown motorists whose vehicles are disabled; notify authorities or call for assistance when it is convenient to stop.

Vehicle operators must comply with established and accepted safe procedures, including this practice and the following statutory requirements:

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- State motor vehicle laws, including having a valid state driver's license in their possession.
- United States (U.S). Department of Transportation regulations or in country requirements as applicable.
- Operators of company vehicles must notify their immediate supervisor upon suspension or revocation of their driver's licenses.
- Before operating a vehicle, the driver/operator will make sure it is mechanically sound and properly equipped for safety; check for fluid leaks, lights, tires and tools, dashboard controls, brakes, and wipers to make sure they are in good working condition and adjusted for your convenient/emergency use.

Before entering a motor vehicle, the driver/operator will walk completely around the vehicle to check for the following:

- Obstructions (such as posts, fire hydrants, and holes)
- Top and side clearances
- Body and glass damage
- Tire inflation
- Obvious mechanical defects
- Driver/operators will not wear any device that restricts or impairs hearing or vision (such as radio headphones or eyeglass side shields made of opaque material).
- Driver/operators will not load any vehicle in a manner that obscures the driver's view or that interferes with operating the vehicle safely; ensure that vehicles with obstructed views to the rear are fitted with side view mirrors; do not operate vehicles with materials on the dashboard.
- Refer to Practice [GIVE REFERENCE NUMBER OF YOUR DOCUMENT], HSE General Requirements, regarding the use of a cellular phone, and the prohibition of the use of hand-held devices.
- Refer to Practice [GIVE REFERENCE NUMBER OF YOUR DOCUMENT], Training and Orientation, regarding the recommendation of a Defensive Driving course for [COMPANY NAME] employees who drive a great deal (16 hours per month or more) as part of their position description.

6. TRAVEL BY AIR TRANSPORTATION

Employees are prohibited from piloting personal or rented aircraft on company business or on any trip that could be construed as [COMPANY NAME] business unless they are employed by [COMPANY NAME] as pilots.

Employees will be responsible for the following:

- Prepare for a potential flight emergency by listening carefully to the flight attendant's safety orientation.
- Locate the nearest emergency exit.
- Use care when entering or exiting the airplane.

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- Use handrails and be cautious of low headroom conditions and overhead storage compartments at eye level.
- Open overhead storage compartments carefully because their contents may shift during flight.
- Keep your seat belt fastened at all times when you are in your seat.
- Communicate known pre-existing medical conditions and required actions to the flight attendant.
- In case of injury, insist that a crewmember fill out an accident report.
- Make reservations for approved carrier and routing through the company travel department or an approved provider.

7. HOTELS

Employees will be responsible for the following:

- Check for travel warnings at the local Embassy
- Where possible, reserve rooms on the lower floors
- Locate the nearest exit
- Always review the hotel's emergency evacuation procedures
- Do not smoke in bed
- Do not provide your room number to strangers

8. RESOURCES

Global Standards

- Australian Government
- Safety and Compensation Council;
- List of National Codes of Practice
- Safety and Compensation Council;
- List of National Standards
- European Union
- European Agency for Safety and Health at Work
- United Kingdom-Construction Regulations 2007

9. REFERENCES

- HSE General Requirements
- Training and Orientation