

# INTEGRATED TRAVEL RISK MANAGEMENT

## A DUTY OF CARE PLAN-DO-CHECK APPROACH

### PLAN

**ORGANISATIONAL  
PREPAREDNESS**



**ACCESS COMPANY-SPECIFIC  
RISK**

Assess health and security risks in the locations where your employees are assigned to travel to and work.



**PLAN STRATEGICALLY**

Develop an integrated travel risk management strategy to demonstrate that you can effectively fulfil your Duty of Care obligations.



**DEVELOP POLICIES AND  
PROCEDURES**

Put clear plans in place to achieve your policy objectives of keeping employees safe.

### DO

**PREPARING FOR TRAVEL  
DURING TRAVEL  
POST TRAVEL**



**MANAGE GLOBAL  
MOBILITY**

Review the measures you have in place to support the international mobility of employees who cross borders and how they assess foreseeable risks.



**COMMUNICATE, EDUCATE  
AND TRAIN**

Ensure your plans are communicated throughout the organisation and that employees at all levels are informed and prepared for the potential risks prior to being sent abroad.



**TRACK, MONITOR,  
INFORM**

Know where your employees are at any given time and have plans to communicate proactively with them if a situation changes or in the event of an emergency.



**ADVISE, ASSIST AND  
EVACUATE**

Provide on-going guidance, support and assistance when employees are abroad and find themselves in unfamiliar situations, and be prepared to evacuate them when necessary.

### CHECK

**REVIEW & CHECK**



**CONTROL AND ANALYSE**

Review and Audit - Define how you regularly test effectiveness and maintain your policies, procedures and plans for travel health and security risk mitigation.



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