TOOLBOX TALK AWARENESS PACKAGES

HAZ-TRV · Work Travel Safety Awareness

Product Overview

Audience: Workers and managers who travel for work, at home or overseas, and the people who approve and arrange their travel · Duration: 20–30 minutes

Version 1.0 · 22 November 2026

For anyone who travels for work, at home or overseas: planning the trip, fatigue and driving after flying, hire cars and remote roads, accommodation and personal security, health and medicines, and what to do when something goes wrong.

Work travel takes people out of their usual workplace and routines: early flights and long days, driving tired in a hire car on unfamiliar roads, staying alone in accommodation, getting around a strange city at night, work functions with alcohol, and, overseas, different laws, health risks and emergency services. The business's health and safety duties go with the worker.

This talk covers planning a trip and the travel procedure, check-ins and contacts, fatigue and driving after flying, hire cars and remote travel, accommodation and personal security, taxis and rideshare, alcohol, health, medicines and travel advice, and what to do in an emergency at home or overseas. It is awareness, not driver training, security training or travel health advice.

Learning outcomes

By the end of the session participants will be able to:

- Explain why work travel brings its own risks, and that the business's health and safety duties go with the worker
- Plan a trip using the travel procedure: approval, a travel plan with check-ins, contacts and the documents you need
- Manage fatigue: rest before driving after early starts and flights, and do not drive tired in hire cars or on unfamiliar or remote roads
- Keep safe in accommodation, taxis, rideshare and unfamiliar places, and make careful choices about alcohol at work functions
- Prepare for health on the road: medicines, health and vaccination advice from a doctor or travel health service, and government travel advice
- Know what to do when something goes wrong: call emergency services, then the business's emergency contact, and report incidents and near misses

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What it covers

Module	Covers
Why it matters	Risks away from the usual workplace; Fatigue and driving; Overseas travel
Controls that work	Planning and the travel procedure; Check-ins and contacts; Accommodation and personal security
Your part	Rest before you drive; Health and medicines; When something goes wrong

Activities

- Spot the risk: workers look at four trips, from an early flight followed by a long drive in a hire car to a solo site visit in a remote area, and decide what could go wrong and how to plan for it
- What would you do: workers decide what to do in four situations, from feeling unsafe in a rideshare to a missed check-in from a workmate travelling alone

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Does it cover overseas travel? Yes, in general terms: travel advice from the government, health and vaccination advice from a doctor or travel health service, medicines, local laws, insurance and the business's emergency

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contacts. It is not travel health or security advice for a particular destination. Check the government's travel advice before each trip, and add your own travel procedure.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

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TOOLBOX TALK

Work Travel Safety Awareness

Planning, fatigue, personal security and health when you travel for work

20–30 minutes · Workers and managers who travel for work, at home or overseas, and the people who approve and arrange their travel

[Company name] · [Date] · [Facilitator name]

TRV

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What this talk is, and is not

This talk covers

- ✓ Planning and check-ins
- ✓ Fatigue and driving
- ✓ Accommodation and personal security
- ✓ Health and emergencies

This talk is not

- ✗ Driver or four-wheel drive training
- ✗ Security training
- ✗ Travel health advice
- ✗ Our procedure: **[Our travel procedure]**

Awareness only. Destination health advice comes from a doctor. Remote and high-risk travel need their own training.

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What can go wrong when you travel

Travel takes you out of your usual workplace, routines and support.

- Driving tired after early starts and flights
- Hire cars, unfamiliar roads, animals and remote areas
- Accommodation and getting around at night
- Alcohol at work functions
- Illness, injury and emergencies away from home

A composite example

- An auditor takes the first flight out, works a full day on site, then drives a hire car three hours home on a country road.
- She nods off and drifts onto the gravel. She stops, shaken, and calls her manager.

The plan should have the rest in it, not just the work.

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Duties under health and safety laws

The business must

- Manage the risks of work travel
- Have a travel procedure and approvals
- Plan for fatigue and emergencies
- Provide contacts, information and support

You must

- Follow the travel procedure
- Keep to the plan and check in
- Do not drive tired
- Report incidents and near misses

Most health and safety laws give these duties. Check the law where you work (in Australia, WHS or OHS laws).

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The order of controls for work travel

1. **Elimination** Meet online; no trip when it is not needed
2. **Substitution** Fly or take a train instead of a long drive
3. **Isolation** Avoid high-risk places, times and routes
4. **Engineering** Safe vehicles, safe accommodation, tracking
5. **Administrative** Travel procedure, plans, check-ins, rest, training
6. **PPE** Emergency kit, first aid kit, satellite device for remote areas

HIGHER ORDER

Higher order controls remove or control the hazard at the source, or put a barrier between people and the hazard.

LOWER ORDER

Lower order controls rely on people to do a thing or wear a thing, every time, tired, distracted or rushed.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

The safest trip is the one you did not need to take.

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Work Travel Safety Awareness

Participant handout · keep this

Work travel takes you out of your usual workplace and support. Keep this page with your travel documents.

The order of controls

1. No trip when it is not needed
2. A safer way to travel
3. Avoid high-risk places, times and roads
4. Safe vehicles and accommodation
5. Procedure, plans, check-ins, rest
6. Emergency and first aid kit, last

Never

- Drive tired after flights or long days
- Ignore a feeling that something is wrong

Overseas

- Government travel advice; travel health advice
- Local emergency number; our contact

Before you go

- ☐ Is this trip needed, or could it be done remotely?
- ☐ Is my travel plan approved, with check-in times?
- ☐ Have I planned rest before any driving?
- ☐ Do I have my medicines, contacts and documents?
- ☐ Do I know the emergency number and our contact where I am going?

When something goes wrong

- Get safe; call emergency services
- Then call our emergency contact; report it

Who and how

- **[Our travel procedure]**
- **[Who to report to here]**

Plan it, check in, rest before you drive, and call if anything goes wrong.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not driver, security or travel health training.

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