

Guidelines for Travel Away From Workplace

These guidelines are written for travel away from an NC State University employee's customary workplace for trips taken for University teaching, research, extension or student organization activities. These guidelines provide a framework and they may need to be modified to accommodate the activity conducted, the specific workplace, or both.

PREPLAN

- A. Vehicular Component
 1. Safety Items
 - a. First Aid Kit
 - b. Fire extinguisher
 - c. Emergency triangles
 - d. Functional flashlight with backup batteries
 - e. Blanket(s) depending on length of trip
 2. Rescue/Motorist Assistance/ Vehicle Emergency
 - a. Functional jack
 - b. Spare tire
 - c. Motor Vehicle Accident Reporting Kit (call Insurance and Risk assessment at 515.1540 for more information)
- B. Emergency Contact
 1. Communication Equipment
 - a. Cellular phones (ask carrier to specify areas of coverage)
 - b. Radio with sufficient transmission distance
 2. Emergency Medical Contact numbers
 - a. Numbers for clinics and hospitals en route and at the destination (call Key Risk at 1.800.605.7320 or NC State Human Resources at (1.919.515.2135)
 - b. Specific numbers for physicians treating faculty, staff and students who have specific medical issues
 3. Other Emergency Contacts
 - a. Carolinas Poison control Center 1.800.848.6946
 4. Contact Information
 - a. Point of origin
 - i. Appropriate emergency response number
 - ii. Trip departure contact (personal or occupational)
 - iii. Departmental secretary
 - b. Destination
 - i. Owner or neighbor, if working on private land
- C. Pre-trip planning for emergencies
 1. Assess the degree of risk
 - a. Prepare for typical adverse seasonal conditions
 - i. Check weather along entire route <http://iwin.nws.noaa.gov/iwin/graphicsversion/main.html>
 - ii. Check North Carolina road conditions along entire route <http://apps.dot.state.nc.us/tims/>
 - iii. National road conditions may be reviewed by following the link located in the left-hand column entitled US road status <http://apps.dot.state.nc.us/tims/>
 - b. Tasks to be conducted (examples)
 - i. Purchase berries
 - ii. Load, tow and use self-propelled equipment
 - iii. Tend university owned livestock
 - iv. Tend privately owned livestock
 - v. Conduct seminars, training courses or field day exhibits
 - c. Training requirements
 - i. Pre-trip
 - Hazardous materials
 - Group or unit specific Hazard Communication if transporting hazardous chemicals
 - DOT training for packaging and transporting hazardous materials
 - Any other training determined necessary for the trip
 - ii. On-the-job (any training necessary to complete tasks at the work site)
 2. Driver Safety Issues
 - a. Authorized to drive State vehicles and has the correct license to perform the task
 - b. Ensure medication needs do not preclude driving

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- c. Presence of night driving restrictions
 - d. Ensure those who drive at night can safely do so
 - e. Consider additional insurance beyond what is provided by the State (call Insurance and Risk assessment at 515.1540 for more information)
 3. Emergency Medical Supplies (beyond first aid)
 - a. General; splints, cloth bandages, etc.
 - b. Specific; personal medical supplies should be accessible to travel companions in the event of a medical emergency
 4. Hazardous Materials Safety Handbook
- D. Personal Protective Equipment
- E. Potable water and food
1. Food supplies sufficient to temporarily carry over in the event of a trip delay
 2. Water suitable for drinking or cleansing wounds
- F. Trip Plan Portfolio
1. Maps
 2. Defined route
 3. Itinerary
 4. Location of emergency assistance throughout the route
 5. Several copies of the NC State University Workers' Compensation Medical Authorization and Attending Physician's Report <http://www2.ncsu.edu/ncsu/ehs/www99/left/forms/accident.htm>
 - a. Hospitals (call Key Risk at 1.800.605.7320 to request assistance for locations outside Wake County or call NC State Human Resources 1.919.515.2135)
 - b. Clinics (call Key Risk at 1.800.605.7320 to request assistance for locations outside Wake County or call NC State Human Resources 1.919.515.2135)
 6. Departure and arrival contact information
 7. Anticipated stops

ON THE ROAD

- A. Vehicle checklist
1. Check and secure load (cargo)
 2. Load and secure passengers
 3. Re-secure cargo if it shifts
- B. Driving
1. Be familiar with the vehicle
 2. Coordinate multi-vehicle trips
 3. Postpone or cancel trip if weather is likely to endanger occupants
 4. Designate a companion for the driver when traveling at night

ON SITE

- A. Park safely and legally
- B. Secure vehicle
- C. Assess surroundings for risks
1. Weather
 2. Other vehicles or persons
 3. Lighting
- D. Unload passengers cargo and equipment
- E. Confirm arrival with local and departure contacts if appropriate

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F. Conduct ongoing risk assessment during execution of activity

Risk level	Sample Activities
Low risk	office work or meeting
Moderate risk	field days or workshops
High risk	Field tests and demonstrations that involve heavy equipment, livestock or agrochemical use
Severe risk	Extended trips of one or more individuals
	Extremely remote, off-road locations
	Aquatic trips
	International trips
	Trips taken by an individual

POST EVENT

Return trips often receive little attention and this inattention can have devastating results. Drivers and passengers are tired and their emotional condition is usually related to the success of the trip. Vehicles seldom receive any attention beyond refueling. It is critical to conduct this part of the trip with as much attention to factors that can affect the trip including

- A. Ability of designated driver to perform in a safe and responsible manner
- B. Designation of navigator or copilot to assist driver with decision making
- C. Emotional status of all occupants
- D. Condition of the vehicle
- E. Local weather conditions
- F. Road conditions of the return route

Once these factors have been addressed in a reasonable manner

- A. Check out of site as appropriate
- B. Account for all individuals
- C. Conduct pre-trip inspection of vehicle
- D. Secure cargo
- E. Notify local and departure contact when the return trip begins
- F. Upon arrival at return destination
 1. Assess security before leaving vehicle
 2. Unload passengers, cargo and equipment
 3. Secure the vehicle
 4. Arrange for all participants to reach their vehicles safely
 5. Notify contact of arrival

Developed by the CALS Safety committee