

Safety FOCUSED

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Safety Tips for Business Travellers

Travelling for work? Follow these simple tips to ensure your trip is successful and safe.

Protect Yourself from Workplace Concussions

Concussions can occur anywhere—use this guidance to protect yourself.

A monthly safety newsletter from

Safety Tips for Business Travellers

If you travel for work, you know that the experience can be exciting, hectic and sometimes dangerous. With schedules jam-packed with meetings and barely enough time to eat, business travellers tend to prioritise fulfilling their work obligations over ensuring their safety. But neglecting your basic safety—especially while travelling for work in an unfamiliar city—can be perilous. Next time you are travelling for work, follow these simple tips to ensure your trip is both successful **and** safe:

- **Only use licensed taxis.** Using an unlicensed taxi driver can force you to pay an exorbitant rate and threatens your safety. Only hail taxis from legitimate taxi ranks.
- **Guard your mobile and keep it charged.** In an unfamiliar city, your smartphone is your lifeblood. Keep it charged and operational to ensure you can access the Internet and contact emergency services.
- **Follow basic safety precautions at your hotel.** This includes requesting an upper-floor room with an interior entryway to deter anyone from breaking into your room. Also try to keep your room number and surname a secret to prevent someone from making fraudulent charges or gaining unauthorised access to your room.
- **Be cautious when speaking with strangers.** Refrain from being especially demonstrative and chatty with strangers—you may unknowingly disclose personal or sensitive information or become so comfortable that you do not realise your new 'friend' just stole your wallet.
- **Be cautious when drinking alcohol.** After a long day of travelling for work, your impulse may be to have a few drinks at the pub to relax—but do not let a few drinks turn into many. Limiting your alcohol intake can help you avoid any legal or personal mishaps and can ensure you are rested and ready for the next day's meetings.
- **Only access legitimate Internet connections.** Hackers can disguise phony connections as legitimate ones in public places and steal your sensitive data. Ask the facility's employees to identify the official Wi-Fi connection for you.
- **Create a business travel plan.** Plan ahead to avoid any potential emergencies or unexpected setbacks. Include information such as your hotel booking number, your flight data and your co-workers' contact details in your travel plan.

When travelling for work, never prioritise fulfilling your work obligations over ensuring your personal safety. Even though your trip may be hectic, stay focused, alert and safe at all times.



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Protect Yourself from Workplace Concussions

The topic of concussions in sport has received significant attention recently. However, concussions can occur just about anywhere, including the workplace. According to the latest figures, an estimated 1.4 million people suffer from head injuries each year, most of which are classified as concussions.

A concussion is a type of traumatic brain injury caused by a bump, blow or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. Symptoms of a concussion include the onset of one or more of the following: loss of consciousness, headache, nausea or vomiting, dizziness, seeing stars or lights, blurred or double vision, slurred speech, trouble balancing, sensitivity to light or noise, and difficulty concentrating.

If you experience any of the above symptoms, you should immediately inform your supervisor or nearest co-worker and seek medical assistance. If you suspect that you have a concussion, under no circumstances should you operate a motor vehicle or machinery.

The following tips can help you avoid a workplace concussion:

- Be mindful of tripping hazards and wet surfaces. Alert your manager if you come across unsafe surfaces.
- Ensure that shelves, storage areas and workspaces are clean and organised to prevent objects from falling.
- Place heavy objects on the floor or the lowest possible shelving.
- Wear proper footwear to prevent falls.
- Learn how to properly use fall protection equipment.
- If a job requires wearing a hard hat, make sure your hard hat is appropriate for the job, properly fitted and in good condition.
- Report all unsafe conditions to supervisors.

Please contact **Crendon Insurance Brokers Ltd** for more workplace safety tips.



Safety in
NUMBERS 1²3

Experts estimate that
75 to 80 per cent
of all head injuries—even minor injuries—
are concussions.



Source: Headway

Real-life Case Study

Last year a young account executive, Adam, at a Manchester-based software company learned the importance of only using licensed taxis and always keeping his mobile charged while travelling for work.

After a hectic day of meetings in Berlin, Adam was hailing a taxi to take him back to his hotel. Unbeknownst to Adam, the taxi he hailed was unlicensed and operated by a con artist hoping to secretly bilk him out of his Euros.

After driving for more than 30 minutes down congested side streets, Adam began to suspect his driver was 'taking him for a ride'. Adam pulled out his smartphone to verify that they were headed in the right direction, but it was dead. Starting to panic, Adam asked the driver to let him out at the next junction. The driver refused. Only after Adam threatened to call emergency services did the driver pull over, but not before threatening physical harm should Adam refuse to pay his €100 fare. Adam paid and exited the taxi. When he hailed a licensed taxi, Adam realised he was more than an hour from his hotel. Unfortunately, Adam neglected to write down the fraudulent taxi's number plate in order to alert the police.