



MCA INDUSTRY TOOLKIT

The minerals industry is committed to eliminating sexual harassment in its workplaces and has adopted a national Industry Code that provides clear expectations on members to establish both preventative and response measures to address sexual harassment.

This document is part of the MCA Industry Toolkit that has been developed for our members and their employees and comprises a suite of Fact Sheets, Guidance and Templates.

TEMPLATE

Travel and accommodation Checklist

This checklist can assist companies to undertake a risk assessment and identify where appropriate controls are required.

Issues to consider	Yes	No	List the controls applied to manage the risk of sexual harassment
Is travel to a remote location?			e.g. provide the employee with effective communication devices?
Is the employee travelling alone?			e.g. what measures are in place to ensure safety while undertaking work and travelling to and from the location?
Is transportation managed by the company?			e.g. undertake a safety and security assessment of the provider e.g. provide transportation provider with company expectations on respectful behaviours
If an employee's private transport is used, are colleagues permitted to ride share?			e.g. allow employees to refuse ride share
Is accommodation required?			e.g. undertake a safety and security assessment of the supplier
Are there single rooms or shared facilities e.g. twin rooms, dorms etc?			e.g. have the needs of each worker been considered?
Is accommodation at employee discretion e.g. staying with family/friends?			e.g. provide refresher training on company expectations while travelling
Add relevant company specific checks			

