

Safety Tips For Business Travelers



If you travel for your job, you may find yourself alone in unfamiliar cities. Below are some helpful tips to make business travel a safe experience.

- Leave all expensive jewelry and other important valuables at home.
- Try not to carry large amounts of cash. Pay with credit cards. If you need to use an automated teller machine, try to go during the day when you are with a friend or business associate.
- Keep change and dollar bills for tips in an accessible pocket.
- When making credit-card phone calls, make sure no one is watching as you enter in your credit card numbers; speak quietly when giving the number of your card aloud.
- Always park in well-lit areas at hotels, airports, and train stations. Have your keys in your hand when you come back to your car. Be sure to check inside, under, and in the back seat of the car before getting in.
- Don't let your laptop computer out of your sight.
- Only take taxis that prominently display license and registration information. Compare the face of the driver with the posted license. If you're traveling in an area that you're not sure is safe, arrange ahead of time for a car service.
- When you check into your room, you can always ask a hotel staff member to go with you and stay while you make sure it is empty. Check the closets and bathroom. Lock the doors immediately after the staff member leaves. Ask for another room if you feel you may have been put in one that may be unsafe (for example, with broken

locks, at the end of a hall, with general off-the-street access, or on the ground level.)

- Always call the front desk to verify the identity of anyone, including hotel workers, who comes to the door. Hotel employees should wear uniforms and be able to provide identification.
- When you're in the car, keep your doors and windows locked, your seat belt fastened, and your valuables locked out of sight in the trunk or glove compartment. If you will be driving in an unfamiliar city, bring a map and directions with you so you don't take a wrong turn. Consider renting a cell phone if you do not own one.

- If you travel frequently and are leaving your home empty, consider purchasing an alarm system.

**Arkansas Workers'
Compensation Commission
Health & Safety Division
Safety Education & Training
324 Spring St.
P O Box 950
Little Rock, Ar 72203-0950
1-800-622-4472**

H/S Literature request:
lfranks@awcc.state.ar.us

SAFETY TIPS FOR BUSINESS TRAVELERS



**Health and Safety Division
Arkansas
Workers' Compensation
Commission**