In your organisation, are you well prepared to send collaborators on business trips abroad or on expatriation assignments?

This checklist is aimed at helping you to ensure compliance to Duty of Care towards your collaborators on missions abroad, as well as continuing the success of your international activities.

According to the SSAA statistics dated July 2, 2015, “8% of accidents occur abroad” and their number “has progressively increased up to 50% and currently represents around 60,000 cases per year”; therefore, it is essential to be thoroughly prepared before sending a collaborator abroad.

This list is designed to span all destination countries. If sending a collaborator to a neighbouring country with health and security standards comparable to those of Switzerland, it is not strictly necessary to answer all the questions.
You will find hereafter a series of questions concerning the prevention of dangers linked to the topics on this list. Should a question not apply to your company, please simply skip it.
If you tick ✓ « no » or ✓ « partially » to a question, action is needed, so please elaborate on the last page of this list.

It is however difficult in practice to satisfy all these requirements. Therefore, when preparing for travel abroad, it is necessary to take into account all relevant information.

### Guiding principles, security objectives

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<tbody>
<tr>
<td>1</td>
<td>Does the internal security policy for the employees going abroad exist in writing and is it reviewed regularly and made accessible to all concerned people? (e.g.: « Is the level of security of collaborators at headquarters identical to those sent abroad »)?</td>
<td>□ yes</td>
<td>□ partially</td>
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<td>2</td>
<td>Does the security policy take into account all people involved? (e.g.: possible accompanying persons)</td>
<td>□ yes</td>
<td>□ partially</td>
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<td>3</td>
<td>Is a competent person (e.g.: a safety officer) in charge of the implementation of the security of the collaborators sent abroad?</td>
<td>□ yes</td>
<td>□ partially</td>
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<td>4</td>
<td>Have you defined success objectives and key indexes?</td>
<td>□ yes</td>
<td>□ partially</td>
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### Security organisation

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<td>5</td>
<td>Concerning health and security protection, is the coordination with the client abroad ensured?</td>
<td>□ yes</td>
<td>□ partially</td>
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<td>6</td>
<td>Is an efficient communication, in a language understood by the collaborator, maintained between all the parties involved, both for working practices and prevention, in addition to control and the emergency procedures?</td>
<td>□ yes</td>
<td>□ partially</td>
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<td>7</td>
<td>Are the on-site safety duties and tasks concerning the collaborators going abroad well defined in the job description?</td>
<td>□ yes</td>
<td>□ partially</td>
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<tr>
<td>8</td>
<td>Does the organisation have access to adequate information and health and security assistance on-site abroad?</td>
<td>□ yes</td>
<td>□ partially</td>
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<tr>
<td>9</td>
<td>Is a system in place that would allow collaborators to be localised should an unexpected event occur? (e.g.: an evacuation procedure/travel plan, telephones, etc.)</td>
<td>□ yes</td>
<td>□ partially</td>
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<tr>
<td>10</td>
<td>Does an adequate safety/security system cover the particular risks linked to the work environment abroad (e.g. travel between work and residence)?</td>
<td>□ yes</td>
<td>□ partially</td>
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</tbody>
</table>

The internal security policy also concerns all actions and collaborators (and accompanying persons) when travelling outside of Switzerland.

A professional mission abroad must comply to the same safety criteria as in Switzerland.
Training, instruction, information

11 Does a training and information program exist that guarantees that collaborators and contractors are competent to successfully execute their mission in safe and secure conditions, respecting their health in, among others, the following domains:

11a – local labours laws □ yes □ partially □ no
11b – health and safety risks, particularly in the workplace □ yes □ partially □ no
11c – administrative preparation (visa, insurance, assistance, etc.) □ yes □ partially □ non
11d – medical: fitness, vaccines, medical care local procedures, etc. □ yes □ partially □ no
11e – local communication procedures with headquarters, particularly in case of emergency □ yes □ partially □ no
11f – procedures in case of emergency, accident or incident □ yes □ partially □ no

12 Does the company propose regular trainings on emergency situations? □ yes □ partially □ no

Information and training of collaborators sent abroad is highly important for their safety and the success of the mission.

Information available within SUVA (in French and German)
- Temporary professional activity abroad.
  Réf. 1673/19.f – 1673/19.e
- Collaboration with third party collaborators: Is the coordination ensured?
  Réf. 66092.f
- Lone workers
  Réf. 67023.f
- Safety during external missions, part 1: outside the office.
  Réf. 67172.f
- Safety on external missions, part 2: at the client’s office
  Réf. 67173.f

Safety rules

13 Are the responsibilities for the health and safety/security of the collaborators of all the involved parties well defined, dispatched between all parties and acknowledged by everyone? □ yes □ partially □ no

14 Has it been verified that your collaborator knows the safety rules of his/her job well and his/her right to say STOP? (cf. www.suva.ch/regles) □ yes □ partially □ no

15 Support documentation:
15a – Are all the system documents drawn up clearly and in a language easy to understand by all the people involved? □ yes □ partially □ no
15b – Are they also available abroad? □ yes □ partially □ no
15c – Do the collaborators at headquarters know where they can find these documents? □ yes □ partially □ no
15d – Are they revised regularly? □ yes □ partially □ no

The SUVA charter applies in this document in the form of the 10 chapters that it composes. It must also apply to any implementation of the concerned job abroad.
### Determination of dangers and risk assessment

16 Has the risk assessment been accurately updated, completed and adapted to identify any dangers for all travel destinations, taking into account the following elements (non-exhaustive list):

<table>
<thead>
<tr>
<th>Element</th>
<th>Yes</th>
<th>Partially</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>16a – the geographic and climatic conditions</td>
<td></td>
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<tr>
<td>16b – the global country environment (political, security, etc.)</td>
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<tr>
<td>16d – the environment of the job location (labour laws, professional processes and activities, machines, equipment, workplaces where asbestos is present, etc.)</td>
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<td>16e – local trips</td>
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</table>

### Planning and implementation of the measures

17 Are the prevention, safety and protection measures concerning collaborators’ health, implemented in the respect of Swiss laws and of those of the destination country when they are more binding?

<table>
<thead>
<tr>
<th>Measure</th>
<th>Yes</th>
<th>Partially</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 – planning and implementation of the measures</td>
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</table>

18 Administration: have the points listed below been verified (non-exhaustive list, to be adapted to the situation)?

<table>
<thead>
<tr>
<th>Point</th>
<th>Yes</th>
<th>Partially</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>18a – validity of the passport and visa (sometimes expiry must be for 6 months after the return)</td>
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<td>18b – validity of the vaccination certificate against yellow fever if required</td>
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<td>18c – recognition of the driving licence by the visited country</td>
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<td>18d – your insurance, medical insurance and assistance cards carried with you permanently</td>
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<tr>
<td>18e – availability of Customs forms</td>
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<tr>
<td>18f – permanently holding medical insurance and assistance cards on the person</td>
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<tr>
<td>18g – knowledge of the local laws (e.g., driving rules, regulations regarding alcohol and drugs, etc.)</td>
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</tbody>
</table>

19 Social cover: have you…

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<thead>
<tr>
<th>Point</th>
<th>Yes</th>
<th>Partially</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 – social cover</td>
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</table>

### A FEW WEB SITES TO INFORM YOURSELF

**General information**
- With your assistance company if providing security services.

**Medical Information**
- With your assistance company

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Out of 733 assistance cases between 2011 and 2014, the mean cost by case (medical costs locally and/or evacuation and repatriation costs) tend to increase exponentially with the degree of sanitary risk in the country of destination, from CHRR-1 (minimal risk) to CHRR-5 (extreme risk).

*Source: Intl.SOS-Genève.*
### Medical and security assistance

- **19a** – subscribed to a complementary medical insurance, if necessary?
  - □ yes
  - □ partially
  - □ no

- **19b** – subscribed to a medical assistance (and a security one if necessary)?
  - □ yes
  - □ partially
  - □ no

- **19c** – obtained the certificate of detachment of the employee from the Swiss Compensation Office (SCO)?
  - □ yes
  - □ partially
  - □ no

### Organisation in case of emergency

- **20** The company emergency plan is in place.
  - □ yes
  - □ partially
  - □ no

- **20a** – Is it well adapted to collaborators travelling and working abroad?
  - □ yes
  - □ partially
  - □ no

- **20b** – Can it be activated 24 hours/24 (with the necessity of an on-duty assistance, of specifically allocated phone lines, etc.)?
  - □ yes
  - □ partially
  - □ no

- **20c** – Does it cover all the involved people, including the accompanying persons?
  - □ yes
  - □ partially
  - □ no

- **20d** – Is it easily and concretely available to all (e.g.: via emergency cards)?
  - □ oui
  - □ en partie
  - □ non

- **21** Is the list of the people to be informed in case of emergency up-to-date and immediately available at all times?
  - □ yes
  - □ partially
  - □ no

- **22** Is the emergency plan regularly tested (e.g. by test calls on the emergency line, with your assistance company, etc.)?
  - □ yes
  - □ partially
  - □ no

- **23** Is essential emergency equipment always with the collaborators when they are abroad (e.g. first aid kits, emergency cards, communication means, etc.)?
  - □ yes
  - □ partially
  - □ no

### Participation

- **24** Do the collaborators cooperate actively in order to guarantee that the health, safety and security policies are respected for travel and missions abroad?
  - □ yes
  - □ partially
  - □ no

- **25** Do your collaborators inquire at their place of work abroad before beginning their activity linked to specific risks, on how to prevent these and the use of safety equipment?
  - □ yes
  - □ partially
  - □ no

- **25a** – location of the first aid equipment
  - □ yes
  - □ partially
  - □ no

- **25b** – fire detection and suppression systems
  - □ yes
  - □ partially
  - □ no

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To implement a crisis cell, even reduced to an on-duty assistance around a dedicated phone line, is an essential element of security at all levels.

The Swiss and local safety rules are to be followed. If these differ abroad, the most protective one for the collaborator must be followed.
### 25c – telephone sets for emergency calls and emergency numbers
- [ ] yes
- [ ] partially
- [ ] no

### 25d – emergency exits
- [ ] yes
- [ ] partially
- [ ] no

### 25e – alarm, evacuation and rescue plans
- [ ] yes
- [ ] partially
- [ ] no

### 25f – meeting points
- [ ] yes
- [ ] partially
- [ ] no

### 26 Do the collaborators report to their employer any change of situation they feel could potentially affect their health, safety or security?
- [ ] yes
- [ ] partially
- [ ] no

### 27 Are the concerns and good practice suggestions raised by collaborators and other concerned people reported?
- [ ] yes
- [ ] partially
- [ ] no

### Health Protection

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>Partially</th>
<th>No</th>
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<tbody>
<tr>
<td>28 Does a process allow a medical fitness check before a departure?</td>
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<td>29 Are the necessary medications (e.g. anti-malarial drugs) recommended?</td>
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<td>30 Are all vaccinations valid, particularly for yellow fever, if required?</td>
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### Control / Audit

<table>
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<tr>
<th>Question</th>
<th>Yes</th>
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<tr>
<td>31 Has the company implemented a system which allows them to control and audit the efficiency of the health and safety measures concerning the collaborators abroad?</td>
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<tr>
<td>32 Does a system exist which attests that the collaborators and contractors have been sensitised to the risks linked to a travel and stay abroad and know the necessary measures to take for avoiding or mastering them?</td>
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<td>33 Are the health and safety incidents and accidents linked to travel and missions reported and investigated?</td>
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<td>34 Are corrective actions implemented when necessary and are the concerned collaborators informed of them?</td>
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### Sources: Collaboration between SUVA and the Intl.SOS Foundation.

It is possible that more dangers related to the topics of this control list may occur in your organisation. If so, note the necessary actions (cf. page 7).
## Plan of measures: preparing to send a collaborator abroad

<table>
<thead>
<tr>
<th>N°</th>
<th>Measure to be implemented</th>
<th>Deadline</th>
<th>Person in charge</th>
<th>Measure taken</th>
<th>Remarks</th>
<th>Control</th>
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<td>Date</td>
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If you wish to contact us, for inquiries: telephone +41 (0)21 310 80 40-42, fax +41 (0)21 310 80 49

The English version is a translation of the original French checklist supported by the SUVA

Suva, Health protection, Safety at work department, P.O. Box 287, 1001 Lausanne