

The International SOS Foundation

The International SOS Foundation seeks to improve the welfare of people working abroad through the study, understanding and mitigation of potential risks. The foundation was started in 2011 with a grant from International SOS. It is a fully independent, non-profit organisation.

Travel Risk Mitigation Toolbox

An essential checklist to define health and safety risk measures for your travelling population.



The Travel Risk Mitigation Toolbox

This toolbox provides an essential checklist that suggests health and security measures to take by organisations to fulfill their responsibilities and implement a travel risk and emergency management system.

Today, more and more organisations are operating globally. Overseas postings are a growing reality for a number of companies and these companies retain **a legal responsibility and a duty of care** for their employees and dependants while they are abroad.

The Travel Risk Mitigation Toolbox is a practical checklist that suggests health and travel security measures to implement along the travel cycle for travellers and international assignees:

- **pre-travel**, what to implement from a preparation, information and compliance perspective
- **during travel**, how to deal with travel-related issues and ensure compliance
- **post-travel**, what to review and improve in the travel risk and emergency management system.

Health and travel security measures have to be defined according to the level of risk at a destination. These measures must be proportional and defined according to the risk environment, exposure and the type of work performed. They must be endorsed by senior management of the organisation and communicated to workers appropriately.

With the support of the International Organisation of Employers.

The IOE was created in 1920 to advocate in the tripartite International Labour Organisation (ILO) on behalf of the global employer and business community. Today, from its headquarters in Geneva, the IOE continues to defend and promote these same interests across a wide range of UN agencies, international organisations, intergovernmental processes and the media.



Travel Cycle for travellers and international assignees

		Pre-travel	During travel	Post-travel	
Legal and Social Responsibilities of the organisation	1. Health and safety policy	Define: <ul style="list-style-type: none"> • Why? Mission statement • Who? Organisation and responsibilities • How? Arrangements 	Implement: <ul style="list-style-type: none"> • The mechanisms to deal with travel-related issues • The mechanisms to ensure compliance 	Review: <ul style="list-style-type: none"> • Periodically • Modify as necessary 	
	2. Risk assessment for identified risks and hazards	<ul style="list-style-type: none"> • Dynamic risk assessment of threats and hazards • Selection, implementation and / or adjustment of appropriate mitigation measures to reduce risk to an acceptable level 			
	3. Organisation, planning and implementation	a. Information and advice	<ul style="list-style-type: none"> • Pre-travel access to medical and security information • Destination guide information • Destination specific medical and security alerts 	<ul style="list-style-type: none"> • 24/7 access to medical and security information while travelling • Referrals to security and medical support outside of home country 	<ul style="list-style-type: none"> • Access to medical advice if illness is developed post-travel • Access to post-trauma advise after an security-related issue
		b. Competence and training	<ul style="list-style-type: none"> • Briefing on safety, health and security arrangements • Destination-specific training • First aid training 		
		c. Fitness to travel, incl. travel health consultation	<ul style="list-style-type: none"> • Pre-travel medical examination where appropriate • Travel health consultation for up-to-date vaccinations 	<ul style="list-style-type: none"> • Periodical examination, where appropriate • Health surveillance, where appropriate • Wellness / health promotion 	<ul style="list-style-type: none"> • Post-assignment examination • Return to work from affected areas process
d. Travel health and security kits and supplies		<ul style="list-style-type: none"> • Provide travel medical kit (first aid, Malaria, etc.) • Provide travel security kit • Stock of necessary prescription medication (esp. long-term) 		<ul style="list-style-type: none"> • Monitoring and refilling of travel health and security kits after utilisation 	
e. Medical or security emergency management		<ul style="list-style-type: none"> • Prepare emergency action plans to manage a medical or security emergency or crisis • Provide training on emergency plans 		<ul style="list-style-type: none"> • Post-assignment medical and psychological support 	
f. Tracking and communicating		<ul style="list-style-type: none"> • Pre-travel access to medical and security information • Destination guide information • Compliance to travel policy and to the traveller's destination 	<ul style="list-style-type: none"> • System to track the location of relevant workers and communicate with them • Tracking system and process to support crisis management 	<ul style="list-style-type: none"> • Mechanism to allow ideas and suggestions from workers (two-way communication) 	
4. Evaluation	<ul style="list-style-type: none"> • Reporting and evaluating of key performance indicators • Internal and external auditing • Alignment with enterprise risk management (reporting on claims, opportunity to finance prevention actions through captive funds) • Integration in the general compliance strategy 				
5. Action for improvement	<ul style="list-style-type: none"> • Corrective actions implemented where appropriate 				