

■ ■ ■ **Travel Document Systems, Inc**
Travel Document Systems, Inc. (TDS) is a family owned and operated leading visa and passport processing agency



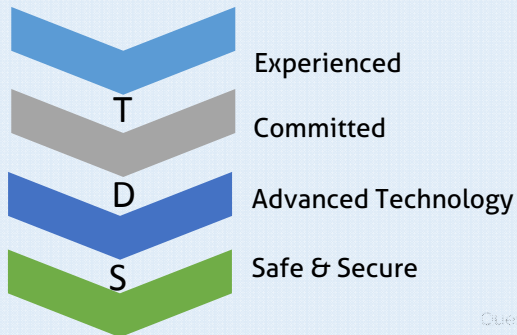
For more than 30 years TDS has served travel professionals, as well as corporate and individual international document expediting needs.

We are your "**Portal to the World**", expediting business and tourist visas and U.S. passports in as little as 24 hours.

Successful organizations take the necessary steps to protect their international travelers and assignees. This includes having a comprehensive travel risk assessment checklist on file.

TDS recommends clients work with their legal and risk assessment departments to develop a checklist specific to their business and/or industry. Ensuring employee safety in today's world is a high priority – don't be the last to understand your:

- Travel Plan
- Exposure
- Knowledge Base
- Technology



Contact Us Today to Learn How TDS Can Assist You With:
Safely Storing Employee Travel & Healthcare Documents with our **Document Profile Locker**
Developing a **Comprehensive International Travel Program**
Designing **Branded Websites** to Keep Employees Informed of Travel News
Providing Employees with Access to Accounting Portals to Create Timely & Complete **Expense Reports**
While Traveling



■ ■ ■ DUTY OF CARE/TRAVEL RISK CHECKLIST

NAME OF TRAVELER	
Branch	
Group	
Section/Department	
Destination(s)	
Country(ies)	
City(ies)	
Type of work to be undertaken (conference, fieldwork, research)	
Overseas contact details (mobile phone, local phone, email)	
Date(s) of travel	

INSTRUCTIONS:

Please review the 'Explanatory Notes' section following then:

- Traveler—Complete Part 1
- Employer Representative—Review Part 1 and complete Part 2 for each phase of the overseas assignment

This checklist is a tool that enables users to gather information on the hazards and risk associated with the intended travel and can assist in the risk assessment process.

Part 1 of the tool is designed to enhance situational awareness for the traveler, while **Part 2** assists employer representatives assess risk. In assessing and analyzing the intended travel this tool may be used to complement your own organization's risk management framework.

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EXPLANATORY NOTES

Risk Matrix: The risk matrix below is used to determine the level of risk for each hazard.

RISK MATRIX				
What are the consequences of someone being injured/exposed?	How likely is it to occur?			
	Could happen at any time	Could happen sometime	Could happen but very rare	Could happen but probably never will
Death or permanent disability	H	H	H	M
Serious injury/illness	H	H	M	M
Medical attention and days off work	H	M	M	L
Pain/discomfort experienced or first aid required	M	M	L	L

- > **Consequence:** The outcome of an event—e.g. death or permanent disability; serious injury/illness; medical attention or pain/discomfort. There may be a range of possible outcomes associated with an event.
- > **Hazard:** Source or potential source of human injury, ill-health, or disease, to anyone at, or near, the workplace.
- > **Hierarchy of Controls:** This is a ranked list of measures which can be implemented to eliminate or minimize exposure to a hazard. The preferred order in which hazards should be controlled is:
 - Eliminating the hazard from the workplace entirely.
 - Substituting the hazard by replacing it with something less dangerous.
 - Isolating the hazard by physically removing it to a safer environment or by cordoning off the area.
 - Engineering methods can be introduced to control the hazard at its source. E.g. tools and equipment can be redesigned or enclosures or guards can be used.
 - Administrative controls are the management strategies which can be introduced to ensure the health and safety of employees.
 - Personal Protective Equipment may be used as an interim measure to reduce exposure to a hazard.

RANKING LEVEL		
Rating L	Low Risk	Manage by routine procedures
Rating M	Medium Risk	Responsibility for control specified
Rating H	High Risk	Immediate Action Required

- > **Likelihood:** The estimated frequency of the harm occurring i.e. could happen at any time, could happen sometime, could happen but rarely or could happen but probably never will. Factors affecting the likelihood of harm include: numbers exposed to the hazard, frequency of exposure, i.e. how often the task featuring the hazard is performed, length of exposure, types of people exposed, environment, and existing measures provided to control the hazard.
- > **Residual Risk:** A risk that remains after risk controls have been implemented.
- > **Risk:** The likelihood of hazard producing adverse effects on the health and safety of humans. Risk is measured in terms of consequence and likelihood.
- > **Risk Control:** Taking actions to eliminate or reduce the likelihood that exposure to a hazard will result in injury or disease.
- > **Risk Rating:** Combined result of likelihood and consequence score. See Risk Matrix.



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PART 1: TRAVELER TO COMPLETE

Place a ✓ in either **Yes** or **No** or where the consideration is Not Applicable (**N/A**) to this journey. Complete the section Risk Review whenever a **Yes** is recorded. See page 3 for Explanatory Notes.

				Risk Review				
Considerations	Yes	No	N/A	What Could Go Wrong	Likelihood	Consequence	Risk Rating	Possible Controls
YOUR TRAVEL								
Is this your first visit to location?								
Are you unfamiliar with local customs?								
Are you travelling alone?								
Are you arriving at your destination without being met?								For a first time visit, wherever possible, arrange to be met by a trusted colleague.
DOCUMENTATION								
Is your passport valid for more than six months?								
Do you have the visa's necessary to travel to your destination(s)?								
Have you created your TDS Document Profile Locker ?								
Have you made copies of all your travel-related documents and uploaded them to your Locker (i.e. passport, visa, health certificates)?								



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Considerations				Risk Review				
	Yes	No	N/A	What Could Go Wrong	Likelihood	Consequence	Risk Rating	Possible Controls
CURRENCY								
Are you familiar with the local currency?								
Do you have a plan to obtain the local currency upon your arrival?								
HEALTH								
Do you have any medical conditions that may be aggravated by this travel?								
Do you require specific medications that may be difficult to obtain at your destination?								
Will you be carrying prescription drugs with you?				Recreational, prescription and over-the-counter drug laws at destination may be stricter than United States				
Are you travelling against the advice of a qualified medical practitioner?								
Are mosquito-related diseases prevalent?								
ENVIRONMENT								
Will you be exposed to climatic extremes (e.g. excessive heat, cold, humidity, etc.)?								
Will you be exposed to hostile environments (e.g. deserts, snowfields, jungles etc.)?								



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				Risk Review				
Considerations	Yes	No	N/A	What Could Go Wrong	Likelihood	Consequence	Risk Rating	Possible Controls
WILDLIFE								
Will you have contact with domestic, wild or feral animals (physical injury, infectious diseases, etc.)?								
Will you have contact with biting/stinging reptiles or insects (other than mosquitoes)?								
EATING & DRINKING								
Will the destination have difficulty providing reliable/safe drinking water/ice?								
Will the destination have difficulty providing reliable/safe food (i.e. cooked and uncooked)?								



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Risk Review

Considerations	Yes	No	N/A	What Could Go Wrong	Likelihood	Consequence	Risk Rating	Possible Controls
ACCOMMODATIONS								
Will there be difficulty obtaining reliable and adequate commercial accommodation (hotels)?								
Is local sanitation poor or inadequate?								
SOCIO-CULTURAL ENVIRONMENT								
Are you familiar with the local environment (laws, religion, culture, customs, etc.)?								
Will you be taking photographs while overseas?				Photography restrictions may apply				
Do you have any knowledge of local languages?								
TECHNOLOGY & INFRASTRUCTURE								
Is there difficulty obtaining adequate and reliable emergency services? (police, ambulance etc.)?								
Is there difficulty obtaining adequate and reliable medical care (hospitals, first aid, etc.)?								



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Risk Review

Considerations	Yes	No	N/A	What Could Go Wrong	Likelihood	Consequence	Risk Rating	Possible Controls
TECHNOLOGY & INFRASTRUCTURE (con't)								
Is the local power supply poor or unreliable?				Appliance plug type doesn't match – pack a converter kit				
Are safety standards for equipment and operation significantly below those of United States?								
Have you packed a solar charger for a back-up power supply?								
WORK ENVIRONMENT								
Are you undertaking confined spaces work?								
Are you working with or exposed to hazardous chemicals/radiation sources?								
Are you working with plant, industrial, agricultural or other potentially hazardous equipment?								



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Risk Review

Considerations	Yes	No	N/A	What Could Go Wrong	Likelihood	Consequence	Risk Rating	Possible Controls
TRANSPORTATION								
<i>If you are undertaking significant travel using railway systems—is the system unreliable or unsafe?</i>								
<i>If you are undertaking significant travel using ferries/charter vessel services—are they seen as unreliable or unsafe?</i>								
<i>If you are undertaking significant domestic air travel—is it seen as unreliable or unsafe?</i>								
<i>If you are undertaking significant road travel—are local road, traffic and vehicle conditions considered unreliable or unsafe?</i>								
COMMUNICATIONS								
Will you be out of mobile phone network coverage?								
Will contact via landline, phone, fax, email be difficult?								
Will your travel plans be subject to sudden and/or frequent changes effecting communications?								
Do you need satellite communication equipment?								



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Risk Review

Considerations	Yes	No	N/A	What Could Go Wrong	Likelihood	Consequence	Risk Rating	Possible Controls
SECURITY								
Is the destination(s) regarded as risky from a petty crime perspective?								
Is the destination(s) regarded as risky from a violent crime perspective?								
Is there active terrorism and/or civil unrest in the area?								
Are you taking work-related assets with a value of greater than \$1,000? (i.e. laptop). If so, describe precautions to be taken against theft.								
Are you visiting any specific sites that may be seen as attractive targets for violent civil protest or terrorist actions?								
Have you been trained on the security situations for your designation(s)?								

ESSENTIAL DESTINATION INFORMATION: TRAVELER TO COMPLETE

Police:	United States Embassy/Consulate Address:
Fire:	
Ambulance:	United States Embassy/Consulate Telephone:
24 Hour Emergency Medical:	

I registered my travel with the United States Embassy Yes No
 I have read the State Department Travel Advisories/Warnings Yes No

Traveler Name	
Traveler Signature	
Date	



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PART 2: EMPLOYER REPRESENTATIVE TO COMPLETE

Place a ✓ in either **Yes** or **No** or where the consideration is Not Applicable (**N/A**) to this journey. Complete the section Risk Review whenever a **NO** is recorded.

				Risk Review					
Considerations	Yes	No	N/A	What Could Go Wrong	Likelihood	Consequence	Risk Rating	Possible Controls	Residual Risk Taking
PRE-EMBARKMENT									
Has the scope of the overseas duties and skills required been communicated to the worker?									
Has the worker been provided information or training on the nature of the task?									
Have medical and dental fitness for overseas duty been assessed?									
Has psychological resilience for overseas duty been assessed?									
Have all vaccinations for the scope of the overseas duty and locations been assessed?									
Have risks associated with long distance travel been minimized?									



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Risk Review

Considerations	Yes	No	N/A	What Could Go Wrong	Likelihood	Consequence	Risk Rating	Possible Controls	Residual Risk Taking
PRE-EMBARKMENT									
Have risks from the natural environment been assessed?									
Have the implications of local customs and laws been provided to the worker?									
Has the worker been briefed on any security issues relating to the destination?									
Have strategies relating to personal safety been provided to the worker?									
Has accommodation at destination been pre-booked and risk assessed?									
Has transport at destination been pre-booked and risk assessed?									
Have food and water quality at destination been risk assessed?									
Does the destination support mobile phone and internet coverage?									



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Risk Review

Considerations	Yes	No	N/A	What Could Go Wrong	Likelihood	Consequence	Risk Rating	Possible Controls	Residual Risk Taking
PRE-EMBARKMENT									
Has a destination communications plan/call schedule been established?									
Has a destination register of movements been established?									
Has a GPS been issued in order to track field work?									
Has the work environment been assessed for hazards (chemical, biological, ergonomic)?									
Has PPE been identified and issued to the worker?									
Have limitations relating to injury cover for recreational pursuits, leave in country/transit or other authorized breaks been discussed with worker?									
Has an emergency exit strategy been determined?									
Has traveler been brief on protecting company information (i.e. using WiFi and passwords for mobile/laptop devices)?									



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				Risk Review					
Considerations	Yes	No	N/A	What Could Go Wrong	Likelihood	Consequence	Risk Rating	Possible Controls	Residual Risk Taking
IN COUNTRY									
Are risk assessments in destination current?									
Has crime and kidnapping risk been assessed?									
Has terrorism and conflict risk been assessed?									
Has the worker been briefed on local customs, laws and personal safety consideration?									
Have accommodations been risk assessed?									
Has transport been risk assessed?									
Has emergency medical support been arranged?									
Is the destination communications network adequate?									
Has a communications plan been implemented?									
Have food and water suitability been risk assessed?									



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Considerations				Risk Review					
	Yes	No	N/A	What Could Go Wrong	Likelihood	Consequence	Risk Rating	Possible Controls	Residual Risk Taking
IN COUNTRY									
Has local sanitation been assessed as adequate?									
Have hazards relating to the natural environment been assessed?									
Has the nature of the work task been risk assessed?									
Is the emergency exit strategy current?									
Is it appropriate for the worker to be alone while carrying out particular work activities?									
Are measures in place to reduce worker isolation with the returning workplace?									
Are measures in place to maintain worker psychosocial connection and engagement through career planning?									



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Considerations	Yes	No	N/A	What Could Go Wrong	Likelihood	Consequence	Risk Rating	Possible Controls	Residual Risk Taking
RE-ENTRY									
Has situational fitness to travel been risk assessed?									
Has travel risk associated with any existing medical condition for the worker been assessed?									
Have risks associated with extended travel been minimized?									
Has the requirement for any other vaccinations before return to country been assessed?									
Have risks associated with return transport been assessed?									
Have risks associated with return accommodation been assessed?									
Have valuables and luggage been properly secured?									
Have risks in relation to personal safety while travelling been communicated to the worker?									
Has career planning continued to maintain worker connection with the returning workplace?									



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Risk Review

Considerations	Yes	No	N/A	What Could Go Wrong	Likelihood	Consequence	Risk Rating	Possible Controls	Residual Risk Taking
IN COUNTRY									
Has adequate consideration been given to physical recovery following journey?									
Has support for psychological adjustment been provided?									
Are measures in place to overcome isolation or disconnection from the returning workplace?									
Has the worker provided a post activity report for the knowledge sharing of identified hazards and risks?									

Employer Representative Name	
Employer Representative Signature	
Date	

I have provided the traveler with a United States State Department Travel Advisory. Yes No

The traveler has taken an International Travel Training Class. Yes No

If the traveler is being accompanied by family members, they have been advised of the risk/liability. Yes No