

# Checklist: Preparing to send a collaborator abroad



**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.

*International SOS*  
**Foundation**

soutenu par  
**suva**pro

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

1	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»)?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
2	Does the security policy take into account all people involved? (e.g.: possible accompanying persons)	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
3	Is a competent person (e.g.: a safety officer) in charge of the implementation of the security of the collaborators sent abroad?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
4	Have you defined success objectives and key indexes?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no



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

### Security organisation

5	Concerning health and security protection, is the coordination with the client abroad ensured?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> yes
6	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?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
7	Are the on-site safety duties and tasks concerning the collaborators going abroad well defined in the job description?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
8	Does the organisation have access to adequate information and health and security assistance on-site abroad?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
9	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.)	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
10	Does an adequate safety/security system cover the particular risks linked to the work environment abroad (e.g. travel between work and residence)?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no



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 labour laws	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
11b	– health and safety risks, particularly in the workplace	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
11c	– administrative preparation (visa, insurance, assistance, etc.)	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> non
11d	– medical: fitness, vaccines, medical care local procedures, etc.	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
11e	– local communication procedures with headquarters, particularly in case of emergency	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
11f	– procedures in case of emergency, accident or incident	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
12	Does the company propose regular trainings on emergency situations?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no

## 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?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> 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. <a href="http://www.suva.ch/regles">www.suva.ch/regles</a> )	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> 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?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
15b	– Are they also available abroad?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
15c	– Do the collaborators at headquarters know where they can find these documents?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
15d	– Are they revised regularly?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> 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



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):	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
16a – the geographic and climatic conditions	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
16b – the global country environment (political, security, etc.)	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
16d – the environment of the job location (labour laws, professional processes and activities, machines, equipment, workplaces where asbestos is present, etc.)	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
16e – local trips	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no

## 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?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
18 Administration: have the points listed below been verified (non-exhaustive list, to be adapted to the situation)?	
18a – validity of the passport and visa (sometimes expiry must be for 6 months after the return)	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
18b – validity of the vaccination certificate against yellow fever if required	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
18c – recognition of the driving licence by the visited country	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
18d – your insurance, medical insurance and assistance cards carried with you permanently	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
18e – availability of Customs forms	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
18f – permanently holding medical insurance and assistance cards on the person	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
18g – knowledge of the local laws (e.g., driving rules, regulations regarding alcohol and drugs, etc.)	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
19 Social cover: have you...	
19a – subscribed to a complementary medical insurance, if necessary?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no



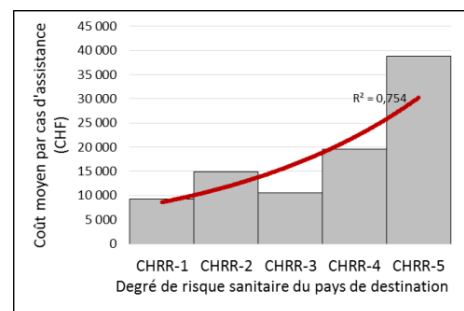
## A FEW WEB SITES TO INFORM YOURSELF

### General information

- Federal Department of Foreign Affairs (FDFA):  
<https://www.eda.admin.ch/eda/fr/dfae/representations-et-conseils-aux-voyageurs.html>
- With your assistance company if providing security services.

### Medical Information

- "Santé-Voyages" by the Federal Office of Public Health (FOPH):  
<http://www.bag.admin.ch/themen/medizin/00682/00685/03062/index.html?lang=fr>
- Medical advice (SAFE TRAVEL, recommended by the OFSP) :  
<http://www.safetravel.ch/safetravel2/servlet/ch.ofac.wv.wv201j.pages.Wv201AccueilCtrl?action=init>
- With your assistance company



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.



19a – subscribed to a complementary medical insurance, if necessary?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
19b – subscribed to a medical assistance (and a security one if necessary)?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
19c – obtained the certificate of detachment of the employee from the Swiss Compensation Office (SCO)?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no



Medical and security assistance

## Organisation in case of emergency

20 The company emergency plan is in place.	
20a – Is it well adapted to collaborators travelling and working abroad?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
20b – Can it be activated 24 hours/24 (with the necessity of an on-duty assistance, of specifically allocated phone lines, etc.)?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
20c – Does it cover all the involved people, including the accompanying persons?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
20d – Is it easily and concretely available to all (e.g.: via emergency cards)?	<input type="checkbox"/> oui <input type="checkbox"/> en partie <input type="checkbox"/> non
21 Is the list of the people to be informed in case of emergency up-to-date and immediately available at all times?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
22 Is the emergency plan regularly tested (e.g. by test calls on the emergency line, with your assistance company, etc.)?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
23 Is essential emergency equipment always with the collaborators when they are abroad (e.g. first aid kits, emergency cards, communication means, etc.)?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no



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.

## 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?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> 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?	
25a – location of the first aid equipment	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
25b – fire detection and suppression systems	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no



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	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
25d – emergency exits	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
25e – alarm, evacuation and rescue plans	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
25f – meeting points	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
26 Do the collaborators report to their employer any change of situation they feel could potentially affect their health, safety or security?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
27 Are the concerns and good practice suggestions raised by collaborators and other concerned people reported?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no

### Health protection

28 Does a process allow a medical fitness check before a departure?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
29 Are the necessary medications (e.g. anti-malarial drugs) recommended?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
30 Are all vaccinations valid, particularly for yellow fever, if required?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no

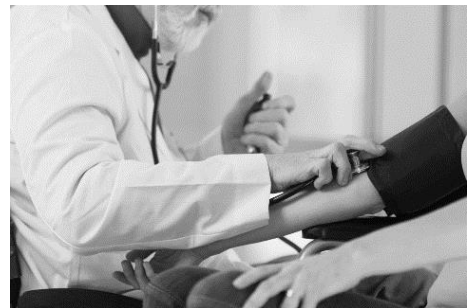
### Control / audit

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?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
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?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
33 Are the health and safety incidents and accidents linked to travel and missions reported and investigated?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
34 Are corrective actions implemented when necessary and are the concerned collaborators informed of them?	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no

**SOURCES: Collaboration between SUVA and the Intl.SOS Foundation.**



To ensure that any collaborator sent abroad has the means to communicate with his base at any time and from any place participates to his security and to the success of



Take care! A person fit for a job in Switzerland can be unfit abroad because of different geographic and climatic conditions and the distance to adapted care in the case of decompensation of a chronic disease.



The control and the audit of health and security measures are all the more important as the impact of the incidents is increased by the distance from the traveller's home country.

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).

