

## **DOMESTIC TRAVEL RISK ASSESSMENT**

Completed by: TT

Date: 6 Nov 18

Overall Rating: **LOW**

Options Incorporated recognizes a duty of care within the context of travel risk management related to the Health and Safety Workplace Violence and Harassment Policies. As a result, domestic business travel will include the collection of information, assessment of hazards and threats, education, monitoring of travel related activity, with attention to the specific demographic of business traveller.

The travel risk assessment must be completed prior to departure for an initial client visit to identify extreme/high risk categories and develop mitigation strategies and/or adjust travel/employment plans accordingly. The risk assessment is a living document and may be amended at any time before, during, after the trip to capture the travellers experience.

The following links are provided to assist in the completion of the risk assessment table:

**Global Affairs Canada (GAC)** - [https://www.international.gc.ca/cil-cai/country\\_insights-apercus\\_pays/ci-ic\\_ca.aspx?lang=eng](https://www.international.gc.ca/cil-cai/country_insights-apercus_pays/ci-ic_ca.aspx?lang=eng) provides country-specific insights;

**Canada's National Terrorism Threat Levels** - <https://www.canada.ca/en/services/defence/nationalsecurity/terrorism-threat-level.html> Canada's National Terrorism Threat Level is a tool that government officials, including law enforcement agencies, may use to identify risks and vulnerabilities from threats, and in turn determine what responses may be needed to prevent or mitigate a violent act of terrorism in Canada; &

**Global Disaster Alert and Coordination System** - <http://www.gdacs.org> is a co-operative framework between the United Nations, the European Commission and disaster managers worldwide to improve alerts, information exchange and coordination in the first phase after major sudden-onset disasters.

<b>Category</b>	<b>Associated Problems</b>	<b>Probability: Low, Medium, High, Extreme</b>	<b>Potential Measures to Mitigate Risk</b>	<b>Travel Procedure</b>
<b>Crime</b>	street crime, local scams, theft, hotel room security	<b>Low</b>	- Do not share your hotel information/room card with co-workers or strangers  - Consider traveling in pairs (safety in numbers)	See Travel Checklist

Category	Associated Problems	Probability: Low, Medium, High, Extreme	Potential Measures to Mitigate Risk	Travel Procedure
<b>Terrorism</b>	bombings, security alerts, terror attacks	<b>Medium</b>	<ul style="list-style-type: none"> <li>- Be aware of surroundings in high traffic areas (i.e. airports, subways, train stations) and report any abnormal behavior and/or suspicious activity.</li> <li>- Do not leave your baggage unattended while traveling.</li> <li>- Be aware and familiar with Canada's terrorism threat level and resulting security measures (i.e. airport security screening procedures, travel restrictions, etc)</li> </ul>	Canada's National Terrorism Threat Level  <a href="https://www.canada.ca/en/services/defence/nationalsecurity/terrorism-threat-level.html">https://www.canada.ca/en/services/defence/nationalsecurity/terrorism-threat-level.html</a>
<b>Conflict</b>	localized labour tensions or fighting that could result in outbreak of hostilities	<b>Low</b>	<ul style="list-style-type: none"> <li>- Be aware of any company (specific to the contract you are supporting in the designated travel area) policies for reporting any type of conflicts including tension and/or arguments</li> </ul>	See Travel Checklist
<b>Political</b>	civil unrest, strikes, riots, political demonstrations, upcoming elections or significant events	<b>Low</b>	<ul style="list-style-type: none"> <li>- Watch and be aware of local news events in the designated travel area</li> <li>- Avoid political "hot-spot" areas</li> <li>- Consider delaying or postponing travel if political conditions are unstable that</li> </ul>	See Travel Checklist

Category		Associated Problems	Probability: Low, Medium, High, Extreme	Potential Measures to Mitigate Risk	Travel Procedure
				may result in strikes or riots	
<b>Kidnap</b>		abduction/kidnapping	<b>Low</b>	<ul style="list-style-type: none"> <li>- Do not communicate and/or accept any form of transportation with strangers</li> <li>- Traveling in pairs (safety in numbers)</li> <li>- Always inform someone of your whereabouts/location if traveling alone</li> </ul>	See Travel Checklist
<b>Infrastructure</b>	<b>Transportation</b>	airport collection, local driving standards, rental vehicle policies, hazardous terrain, roadworthiness, safety belts	<b>Low</b>	<ul style="list-style-type: none"> <li>- When travelling ensure proper safety precautions are taken (i.e. wear seat belts in all vehicles)</li> <li>- Ensure you are familiar with safety protocol/exits for airplanes, subways, and trains</li> <li>- Ensure awareness and follow vehicle rental company policies and insurance provider procedures (i.e. what to do when the check engine light activates, who can be a passenger, and/or specific insurance coverage)</li> </ul>	See Travel Checklist
	<b>Medical Capabilities</b>	hospital proximity and standards, methods of	<b>Low</b>	- Ensure you travel with basic medical necessities (i.e. advil,	See Travel Checklist

Category		Associated Problems	Probability: Low, Medium, High, Extreme	Potential Measures to Mitigate Risk	Travel Procedure
		payment for treatment, access to local doctor		<p>common cold/flu medication, and any required prescription medication)</p> <ul style="list-style-type: none"> <li>- Be aware of the local hospital/doctors in the designated travel area if treatment is required</li> <li>- Ensure that a emergency contact is provided before departing to the designated travel area</li> </ul>	
	<b>Contaminated Food</b>	allergies, Hepatitis A, dysentery/diarrhea, severe stomach upset	<b>Low</b>	- Consideration to ensure all vaccinations are up-to-date prior to departing to the designated travel location	See Travel Checklist
	<b>Contaminated Water and Drinking Water</b>	dysentery/diarrhea, legionella, leptospirosis, polio, cholera, typhoid	<b>Low</b>	<p>- Consideration to ensure all vaccinations are up-to-date prior to departing to the designated travel location</p> <p>- Follow and adhere to all posted signs as to whether or not the water is drinkable in the travel area</p>	See Travel Checklist
	<b>Utilities</b>	compatibility of equipment, voltage, safety standards, power cuts	<b>N/A</b>	N/A	N/A

Category		Associated Problems	Probability: Low, Medium, High, Extreme	Potential Measures to Mitigate Risk	Travel Procedure
Natural Risks	Climatic Conditions	extreme heat or cold, high humidity, storms, altitude	Medium	<ul style="list-style-type: none"> <li>- Ensure that proper clothing is packed for the designated travel area to adhere to the weather conditions</li> <li>- Be aware and watch local news events in the designated travel area</li> <li>- Be aware of any company evacuation strategies (specific to the contract you are supporting in the designated travel area)</li> </ul>	<p>Monitor the <b>Global Disaster Alert and Coordination System (GDACS)</b> website.</p> <p><a href="http://www.gdacs.org">http://www.gdacs.org</a></p>
	Natural Disasters	typhoon, tornado, tsunami, avalanche, earthquake, flood	Medium	<ul style="list-style-type: none"> <li>- Be aware and watch local news events in the designated travel area</li> <li>- Be aware of any company evacuation strategies (specific to the contract you are supporting in the designated travel area)</li> <li>- Inform "Guelph" immediately if you are taking shelter from storm/tornado and again notify when the "all clear" is received</li> <li>- Wildfires caused by hot, dry conditions and strong winds from July to September in BC,</li> </ul>	See Travel Checklist

Category	Associated Problems	Probability: Low, Medium, High, Extreme	Potential Measures to Mitigate Risk	Travel Procedure
			<p>Alberta, and Saskatchewan</p> <ul style="list-style-type: none"> <li>- Increasing frequency of tornadoes occur in southern Ontario and Western Canada “Tornado Alleys” typically late spring and early fall</li> <li>- Experts suggest the West Coast is at risk for a magnitude 9.0 earthquake and subsequent tsunami</li> </ul>	
	<b>Contact w/Insects</b>	bites/stings, Lyme’s disease, malaria, yellow fever	<p><b>Low</b></p> <ul style="list-style-type: none"> <li>- Consideration to ensure all vaccinations are up-to-date prior to departing to the designated travel location</li> <li>- Travel with appropriate protection (i.e. bug repellent) for the designated travel area</li> </ul>	See Travel Checklist
	<b>Contact w/Animals</b>	allergies, asthma, bird flu, bites, dermatitis, rabies, stings	<p><b>Low</b></p> <ul style="list-style-type: none"> <li>- Consideration to ensure all vaccinations are up-to-date prior to departing to the designated travel location</li> <li>- Be aware of the local hospital/doctors in the designated travel area if treatment is required</li> </ul>	See Travel Checklist

Category		Associated Problems	Probability: Low, Medium, High, Extreme	Potential Measures to Mitigate Risk	Travel Procedure
<b>Cultural Risks</b>	<b>Local Culture</b>	customs, dress, language, religion, behaviour	<b>Low</b>	- Increased awareness of the potential cultural differences that may exist at the designated travel location	Review: <b>Global Affairs Canada</b> website.  <a href="http://www.international.gc.ca/cil-cai/country_insights-apercus_pays/countryinsights-apercus.aspx?lang=eng">http://www.international.gc.ca/cil-cai/country_insights-apercus_pays/countryinsights-apercus.aspx?lang=eng</a>
	<b>Gender</b>	sexual assault, harassment, dress, relationships, roles	<b>Medium</b>	- Women must be situationally aware at all times particularly so when alone	Review: <b>Her Own Way – A Woman’s Safe-travel Guide.</b>  <a href="https://travel.gc.ca/travelling/publications/her-own-way">https://travel.gc.ca/travelling/publications/her-own-way</a>
	<b>Legal Differences</b>	local codes/guidance, local statute	<b>Low</b>	- Must recognize Provincial statutes with respect to traffic laws, alcohol consumption, smoking, recreational drugs etc	See Travel Checklist
<b>Hazardous Activities</b>	<b>Social Activities</b>	Skiing, white water rafting, bungee jumping, diving etc.	<b>Low</b>	- Plan your extra-curricular activities according to your physical fitness level	See Travel Checklist
	<b>Hazardous substances/chemicals</b>	available antidotes, transport requirements, spillage	<b>Low</b>	- Ensure you are familiar with any company policies for dealing with hazardous chemicals/spills (specific to the contract you are providing support for)	See Travel Checklist
	<b>Field Work/Research</b>	permits to work, safe systems, tides/water	<b>Low</b>	- If traveling to remote work areas ensure that all required	See Travel Checklist

Category		Associated Problems	Probability: Low, Medium, High, Extreme	Potential Measures to Mitigate Risk	Travel Procedure
		conditions, medical back-up, remoteness of work site		safety precautions are reviewed prior to departure  - Ensure you are familiar with any company policies for field work/research (specific to the contract	
<b>Other</b>					