

## **OUT-OF-COUNTRY TRAVEL RISK ASSESSMENT – JAPAN**

Completed by: TT

Revision Date: 21 Jul 15

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, Out-Of-Country 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 complete prior to departure for an initial visit to an out-of-country location 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:

**Foreign Affairs Canada (FAC)** - <http://www.voyage.gc.ca/index-eng.asp> provides country-specific travel and advisory reports, and information about the services available to Canadian citizens abroad;

**Public Health Agency of Canada – Travel Health** - <http://www.phac-aspc.gc.ca/tmp-pmv/index-eng.php> health advice for travellers including health hazard advisories and recommendations;

**Centre for Intercultural Learning** - <http://www.intercultures.ca/cil-cai/countryinsights-apercuspays-eng.asp> provides insights and cultural facts from a Canadian perspective;

**CIA World Factbook** - <https://www.cia.gov/library/publications/the-world-factbook/> provides detailed information on geography, people, government, economy, communications, transportation, military and transnational issues;

**Center for Disease Control (CDC)** - <http://www.cdc.gov/travel/> provides geographic health recommendations and a graphical travel map;

**World Health Organization (WHO)** - <http://www.who.int/> ;

**The International Air Transport Association (IATA)** - <http://www.iata.org/Pages/default.aspx> provides information regarding air travel standards and regulations, including publications, customer focus guides, and other surveys; &

**Humanitarian Early Warning Service (HEWS)** - <http://www.hewsweb.org/hp/> a global multi-hazard watch service to support Humanitarian Preparedness.

Category	Associated Problems	Probability: Low, Medium, High, Extreme	Potential Measures to Mitigate Risk	Travel Procedure
<b>Crime</b>	street crime, local scams, theft, hotel room security, organized crime	<b>Medium</b>	<ul style="list-style-type: none"> <li>- Tattoos are synonymous with the <i>yakuza</i> - the Japanese mafia, or criminal underworld.</li> <li>- Do not share your hotel information/room card with co-workers or strangers.</li> <li>- Consider traveling in pairs (safety in numbers).</li> </ul>	Review Department of Foreign Affairs and International Trade Travel Report: JAPAN  <a href="http://www.voyage.gc.ca/countries_pays/report_rapport-eng.asp?id=140000#8">http://www.voyage.gc.ca/countries_pays/report_rapport-eng.asp?id=140000#8</a>
<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> </ul>	See Travel Checklist.
<b>Conflict</b>	localized 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>	Subscribe to Department of Foreign Affairs and International Trade daily e-mail Travel Updates.  <a href="http://www.voyage.gc.ca/countries_pays/subscribe-reports_rapports-abonnement-eng.asp">http://www.voyage.gc.ca/countries_pays/subscribe-reports_rapports-abonnement-eng.asp</a>

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<b>Political</b>		civil unrest , strikes, riots, political demonstrations, upcoming elections or significant events	<b>Medium</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 may result in strikes or riots.</li> </ul>	See Travel Checklist.
<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>Banking</b>	accessibility, exchange rate, and availability	<b>Low</b>	<ul style="list-style-type: none"> <li>- Notify your credit card company and bank that you are going to Japan and understand the associated conversion fees on credit card transactions.</li> <li>- Japan is a cash oriented society and the currency is the yen (JPY). Cash will be required and recommended</li> </ul>	See Travel Checklist.

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				<p>you obtain your yen prior to departure.</p> <ul style="list-style-type: none"> <li>- Traveller's cheques can be exchanged at major banks and hotels.</li> <li>- Many automatic teller machines (ATMs) in Japan DO NOT accept credit, debit and ATM cards, which are issued outside of Japan. The exceptions are ATMs found at post offices and 7-Eleven convenience stores across the country. These ATMs allow you to withdraw cash by credit and debit cards issued outside of Japan, including Visa, Plus, Mastercard, Maestro, Cirrus, American Express and JCB cards and provide an English user menu.</li> </ul>	
	<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 ie. 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</li> </ul>	See Travel Checklist.

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			<p>and insurance provider procedures ie. what to do when the check engine light activates, who can be a passenger, and/or specific insurance coverage.</p> <ul style="list-style-type: none"> <li>- Taxi drivers activate the rear door locks.</li> <li>- Japan drives on the left side of the road.</li> </ul>	
<b>Medical Capabilities</b>	hospital proximity and standards, methods of payment for treatment, access to local doctor	<b>Medium</b>	<ul style="list-style-type: none"> <li>- You can bring a one-month supply of prescription medication or a two-month supply of non-prescription medication into Japan providing the medication does not contain narcotics (including codeine). The importation of certain over-the-counter and prescription medications used to relieve sinus and allergy symptoms is banned.</li> <li>- Prescribed medication must be accompanied by the doctor's prescription stating the patient's full name, address, reason for use and dosage. The bearer of the medication may be requested to present a detailed listing of the contents of the</li> </ul>	<p>Review the Japanese Ministry of Health, Labour and Welfare on importing or bringing medication into Japan for personal use.</p> <p><a href="http://www.mhlw.go.jp/english/topics/import/index.html">http://www.mhlw.go.jp/english/topics/import/index.html</a></p> <p>Review the Department of Foreign Affairs and International Trade related travel health notices.</p> <p><a href="http://travel.gc.ca/destinations/japan">http://travel.gc.ca/destinations/japan</a></p>

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			<p>medication. If you wish to bring in larger supplies of medication or bring in prescription medication that contains narcotics, you must apply in advance for import certification. Application should be made several months prior to arrival.</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 and you're carrying your immunization record.</li> <li>- Advise travel partner(s) of any medical considerations ie. severe allergies requiring an EpiPen.</li> <li>- Be aware of the local hospital/doctors in the designated travel area if treatment is required.</li> <li>- Ensure proper travel insurance is in place prior to traveling and travel with all required contacts/numbers.</li> <li>- Ensure that a Next of Kin (NOK) is identified with associated contact info to be notified in case of an</li> </ul>	

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				emergency before departing to the designated travel area.	
	<b>Contaminated Food</b>	allergies, Hepatitis A, dysentery/diarrhoea, severe stomach upset	<b>Low</b>	- 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/diarrhoea, legionella, leptospirosis, polio, cholera, typhoid	<b>Low</b>	- Ensure all vaccinations are up-to-date prior to departing to the designated travel location.  - Follow and adhere to all posted signs as to whether or not the water is drinkable in the travel area.	See Travel Checklist.
	<b>Utilities</b>	compatibility of equipment, voltage, safety standards, power cuts	<b>Low</b>	- Ensure that proper voltage converters are utilized for the designated travel area (ie. for laptops, cell phones etc.)	See Travel Checklist.
<b>Natural Risks</b>	<b>Climatic Conditions</b>	extreme heat or cold, high humidity, monsoon/storms, altitude	<b>Medium - High</b>	- Ensure that proper clothing is packed for the designated travel area to adhere to the weather conditions.  - Be aware and watch local news events in the designated travel area.  - Be aware of any company evacuation strategies (specific	Monitor the Humanitarian Early Warning Service (HEWS) website.  <a href="http://www.hewsweb.org/hp/">http://www.hewsweb.org/hp/</a>

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				to the contract you are supporting in the designated travel area).
	<b>Natural Disasters</b>	typhoon, tornado, tsunami, avalanche, earthquake, flood	<b>Medium - High</b>	<p>- Japan is located in an active seismic zone and is prone to earthquakes, tsunamis and volcanic eruptions. Exercise caution, follow the advice of local authorities, including evacuation orders, and monitor local media reports.</p> <p>- Typhoons usually occur between June and October. Southern areas, including Okinawa and surrounding islands, are more vulnerable. These storms can result in significant loss of life and extensive damage to infrastructure, and can hamper the provision of essential services.</p> <p>- Snowstorms occur in western Honshu and Hokkaido from December to March.</p> <p>- Be aware of any company evacuation strategies (specific to the contract you are supporting in the designated</p>

Keep informed and monitor the Japan Meteorological Agency, which provides information on weather conditions.

<http://www.jma.go.jp/jma/indexe.html>

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				travel area).	
	<b>Contact w/Insects</b>	bites/stings, Lyme's disease, malaria, yellow fever	<b>Low</b>	<ul style="list-style-type: none"> <li>- 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	<b>Low</b>	<ul style="list-style-type: none"> <li>- 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.
<b>Cultural Risks</b>	<b>Local Culture</b>	customs, dress, religion, behaviour, tattoos	<b>Low</b>	<ul style="list-style-type: none"> <li>- Respect the potential cultural differences that may exist in your designated travel area.</li> <li>- Become aware of behavioral restrictions, hierarchy, social class, business customs, and regulations that may apply.</li> <li>- There are prominent, clearly labeled signs at establishments like fitness gyms, public swimming pools, that state anyone with <i>irezumi</i>, the</li> </ul>	Review the Centre for Intercultural Learning website.  <a href="http://www.intercultures.ca/cil-cai/overview-apercu-eng.asp?iso=jp">http://www.intercultures.ca/cil-cai/overview-apercu-eng.asp?iso=jp</a>

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			Japanese word for 'tattoo,' are banned from entry. Large and/or clearly visible tattoos while clothed may prompt a request to leave establishments like restaurants or stores.	
<b>Gender</b>	sexual assault, harassment, dress, relationships, roles	<b>Medium - High</b>	<ul style="list-style-type: none"> <li>- Women must be situationally aware at all times particularly so when alone.</li> <li>- Strong codes of conservative dress and behavior may exist including public displays of affection may cause offence or unmarried couple may not be permitted to share accommodations.</li> <li>- Very carefully consider social invitations and environments to assess both personal and professional risks. Especially so when considering "after hours" invitations from the opposite gender. Be mindful of "what happens in Japan, stays in Japan" attitudes.</li> <li>- Any uncomfortable situation that does not provide "warm fuzzies" must be report to your Manager immediately.</li> </ul>	<p>Review: Her Own Way – A Woman’s Safe-travel Guide.</p> <p><a href="http://www.voyage.gc.ca/publications/woman-guide_voyager-feminin-eng">http://www.voyage.gc.ca/publications/woman-guide_voyager-feminin-eng</a></p> <p>Review: OI Workplace Harassment &amp; Violence policies and procedures.</p>

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	<b>Legal Differences</b>	local codes/guidance, local statute	<p><b>Low</b></p> <ul style="list-style-type: none"> <li>- Japanese regulations require that visiting foreign nationals provide detailed information when checking in at hotels, inns or other lodging facilities. The purpose of registration is to assist authorities to prevent infectious diseases and terrorism. The required information includes your name, address, occupation, nationality and passport number. Foreigners must also allow their passports to be photocopied.</li> <li>- Be prepared to have your belongings searched by Japanese police who are authorized to conduct random searches on the street at anytime.</li> <li>- Carry your passport at all time as Japanese police are authorized to request ID at anytime and visitors in country less than 90 days are required to carry their passport at all times.</li> <li>- You must possess an International Driving Permit and obtain Japanese insurance</li> </ul>	See Travel Checklist.

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				<p>to drive in Japan.</p> <ul style="list-style-type: none"> <li>- Do NOT drink and drive as penalties are severe and extend to both driver and passengers (for allowing someone to drive while under the influence of alcohol).</li> <li>- Carrying a knife with a blade longer than 5.5 cm is prohibited.</li> </ul>	
<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 conditions, medical back-up, remoteness of work site	<b>Low</b>	<ul style="list-style-type: none"> <li>- If traveling to remote work areas ensure that all required safety precautions are reviewed prior to departure</li> <li>- Ensure you are familiar with any company policies for field work/research (specific to the</li> </ul>	See Travel Checklist.

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				contract
<b>Assistance</b>	<p>Registration of Canadians Abroad is a free service offered by Foreign Affairs, Trade and Development Canada that keeps you connected to Canada in case of an emergency abroad, such as an earthquake or civil unrest, or an emergency at home.</p> <p><a href="http://travel.gc.ca/travelling/registration">http://travel.gc.ca/travelling/registration</a></p> <p>For emergency assistance after hours, call the Embassy of Canada in Tokyo and follow the instructions:</p> <p>3-38 Akasaka 7-chome Minato-ku, Tokyo, Japan, 107-8503 Phone: 81 (3) 5412-6200 Fax: 81 (3) 5412-6289 Email: <a href="mailto:tokyo-consul@international.gc.ca">tokyo-consul@international.gc.ca</a></p> <p>You may also make a collect call to the Emergency Watch and Response Centre in Ottawa at 613-996-8885. When calling from within Japan, the area code is preceded by a 0. There is no 0 when calling from outside Japan. An area code is not dialed if the call is being placed to a cellular phone. Canadian Consultants located in:</p> <ul style="list-style-type: none"> <li>• Fukuoka;</li> <li>• Hiroshima;</li> <li>• Nagoya;</li> <li>• Osaka; &amp;</li> <li>• Sapporo.</li> </ul>			
	<p>The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate.</p> <p><a href="https://step.state.gov/STEP/Pages/Common/Citizenship.aspx">https://step.state.gov/STEP/Pages/Common/Citizenship.aspx</a></p>			

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	<p>The US Embassy in Tokyo:</p> <p>1-10-5 Akasaka Minato-ku, Tokyo 107-8420 JAPAN Phone: 03-3224-5000 Fax: 03-3505-1862</p> <p>US Consultants located in:</p> <ul style="list-style-type: none"> <li>• Fukuoka;</li> <li>• Naha;</li> <li>• Nagoya;</li> <li>• Osaka; &amp;</li> <li>• Sapporo.</li> </ul>			