

PAS 3001:2016

Travelling for work – Responsibilities of an organization for health, safety and security – Code of practice

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WORLDWIDE REACH. HUMAN TOUCH.



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Foreword

This PAS was sponsored by International SOS. Its development was facilitated by BSI Standards Limited and it was published under licence from The British Standards Institution. This PAS came into effect on 30 September 2016.

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As a code of practice, this PAS takes the form of guidance and recommendations. It should not be quoted as if it were a specification and particular care should be taken to ensure that claims of compliance are not misleading.

Any user claiming compliance with this PAS is expected to be able to justify any course of action that deviates from its recommendations.

It has been assumed in the preparation of this PAS that the execution of its provisions will be entrusted to appropriately qualified and experienced people, for whose use it has been produced.

Presentational conventions

The provisions of this PAS are presented in roman (i.e. upright) type. Its recommendations are expressed in sentences in which the principal auxiliary verb is "should".

Commentary, explanation and general informative material is presented in italic type, and does not constitute a normative element.

The word "may" is used in the text to express permissibility, e.g. as an alternative to the primary recommendation of the clause. The word "can" is used to express possibility, e.g. a consequence of an action or an event.

Notes are provided throughout the text of this standard. Notes give references and additional information that are important but do not form part of the recommendations.

Contractual and legal considerations

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a PAS cannot confer immunity from legal obligations.

Introduction

A great number of people travel every day as part of their work. Historically, concerns for travel safety, health and security focused on ‘white-collar’ workers such as sales executives, consultants, engineers or diplomatic officials, travelling to and from their home country. Today, there is also a focus on ensuring travel safety, health and security for a larger segment of travellers, including but not limited to construction workers, miners, technicians, teachers, missionaries, airline crew and seafarers. They may be coming from their home country or travelling from one project or site to another. Whether an enterprise or an organization is domestic or international, large or small, they most probably have people travelling for work at any given time.

In a White Paper by Price Waterhouse and Cooper, *Talent Mobility 2020 and beyond* [1], the following statement from the Executive Summary gives a perspective of global mobility:

“Assignee levels have increased by 25% over the past decade; we predict a further 50% growth in mobile employees by 2020. But the era where assignments meant a three or four-year relocation followed by a return home is coming to an end. New forms of global mobility have developed in response to business demands and employee preferences, many of which don’t involve relocation at all.”

The best travel safety, health and security strategies are agile, adaptable and constantly evolving to meet the specific requirements of the business and different groups of workers.



Although organizations such as the International Labour Organization state that:

“Governments should ensure that both multinational and national enterprises provide adequate safety and health standards for their employees.”[2]

there is limited guidance for employers and workers to address the health, safety and security risks associated with travel both domestically and internationally. Workers may be travelling to locations ranging from those that are relatively safe to those that are high-risk. However, even a relatively safe destination can rapidly degenerate into a high-risk destination due to health, safety, security, political or social reasons, or natural disasters, even if only on a short-term basis, in a specific location.

Although the main risks to travelling workers remain everyday incidents such as petty crime, road accidents and falling ill, organizations and travellers need to understand the risks and their exposure to them. Additionally, there may be a significant difference between an assessed medical risk and an assessed security risk for a given location. These differences highlight the complexities organizations face when preparing workers for travel.

The International SOS Foundation suggests that with increased mobility due to globalization, new markets, and the need for services, there is ample reason for employers to ensure their responsibility for the health, safety, security and legal protection for their travelling workers. Having travel insurance, while essential, is not enough. There are several reasons why employers need to engage further:

- strengthening business resilience by prevention, response to, and mitigation of, incidents reduces costly interruptions to business activities, improves morale and increases productivity;
- adequately managing risk during an incident may allow for the continuation of activities or the development of new opportunities, which could have otherwise been lost;
- meeting these responsibilities can mean a positive return on investment;
- diminishing the potential for criminal liability and reputational damage can enhance corporate image and strengthen the perception of corporate social responsibility;
- strengthening the worker’s perception of a safe and healthy working environment improves worker motivation.

In the introduction to a document published by the International Organisation of Employers, *Travel Risk Management, 2015: European Trends* [3], Dr Christa Sedlatschek, Director, European Agency for Safety and Health at Work, states that:

“...harm occurs to people working out of their normal work environment, working in different countries as well as to those doing their job in their normal place of employment, and these workers should not be excluded from prevention and protection.”

Globally, there are limited health and safety regulations for cross-border workers. However, there is more convergence on case law that require organizations to be responsible for health, safety and security issues.

Currently, two countries (Canada and Australia) have made it clear that their domestic Health and Safety Executive (HSE) laws will apply overseas.

In this context, there is a need for organizations to better understand how to mitigate travel risks for their workers.

This PAS provides a set of recommendations for the protection of the travel safety, health and security of workers, contractors, volunteers and students (associated with work such as apprentices or interns) and their families while travelling for work.

1 Scope

This PAS gives recommendations for the responsibility of an organization with regards to the health, safety and security of individuals travelling for work. It covers a good practice approach to the development, implementation and evaluation of:

- policy;
- threat and hazard identification;
- risk assessment;
- prevention strategies;
- incident management, including:
 - arrangements for mitigation and response;
 - communications and accountability arrangements.

The PAS can be used by any organization of any size and sector that designates travellers for work-related travel or assignment (including workers, volunteers or contractors, sub-contractors and students).

NOTE *This PAS can act as a stand-alone document or be integrated into an existing health and safety management system.*

