

**Summary Sheet: Responsibilities of Participants
in Queen's University Off-Campus Activities**
(as prescribed in the Queen's University Off-Campus Activity Safety Policy)

The full text of the Policy and its Supporting Information is available at:
https://www.queensu.ca/safety/ocasp/Guide/OCASP_The_Policy.pdf

PARTICIPANTS are defined as all individuals, including FACULTY, STAFF, STUDENTS, and AUTHORIZED VOLUNTEERS, taking part in an Off-Campus Activity.

Regardless of the overall assessed risk level of the Off-Campus Activity, each Participant is responsible for:

- a. understanding and complying with all relevant components of the Off-Campus Activity Safety Policy;
- b. familiarizing himself/herself with, and acknowledging the risks of, the particular field project or activity;
- c. in the case of a person with a disability or medical need, bringing to the attention of the Principal Investigator or Activity Coordinator any special needs requiring accommodation (see Policy Section 6.1);
- d. attending preparatory briefings and completing all designated training sessions;
- e. in the case of international activities, registering in the International Centre's Emergency Support Program (required for undergraduate students, recommended for all others; see Policy Section 6.4);
- f. in the case of international activities, obtaining appropriate vaccination and medical advice;
- g. providing, if required, evidence of a satisfactory state of health and immunization status prior to undertaking the activity (see Supporting Information Section 6);
- h. obtaining adequate supplementary health insurance as appropriate in view of the nature and location of the activity (see Supporting Information Sections 3 and 4), and providing evidence of such coverage if required;
- i. in the case of international activities, obtaining travel insurance appropriate to their needs, including property and cancellation insurance;
- j. in the case of international activities, obtaining appropriate travel documents (visas, passport, proof of immunization, etc.);
- k. in the case of "higher-risk" activities, providing written acknowledgement and consent to the Principal Investigator, Activity Coordinator or Person in Authority (see Policy Section 6.3);
- l. using the appropriate protective equipment and following the safety procedures established by the Principal Investigator, Activity Coordinator or Off-Campus Activity Leader, and taking medical precautions as necessary;
- m. acting safely and in a responsible manner and exercising good judgment at all times to prevent harm to himself/herself and to others;
- n. bringing to the attention of the Off-Campus Activity Leader, the PI/AC, the Department/Unit Head, or any other University official, any concern that appropriate safety preparations have not been made, or that an off-campus activity is not being conducted with due regard to safety, as soon as possible after the concern arises;
- o. reporting any newly identified hazards to the Off-Campus Activity Leader in a timely fashion;
- p. reporting all incidents to the Off-Campus Activity Leader in a timely fashion; and
- q. providing post-activity feedback informally or, if requested, by completing a Feedback/Evaluation Form (Form 2) on return from the off-campus activity.