



Queen's UNIVERSITY

Off-Campus Activity Safety Policy

PREAMBLE

The safety of all participants in off-campus activities is of paramount importance to the University and to the participants themselves. Consistent with its educational mission, the University strives to impart awareness of safety issues to the members of its community. Furthermore, the University has a responsibility to manage risks associated with its operations. The Off-Campus Activity Safety Policy addresses these issues by establishing a framework for planning, risk-assessment, preparation and support of all University-sanctioned off-campus activities, and it defines the responsibilities of various individuals. In addition, it puts in place mechanisms for gathering and storing safety information gleaned from participants' experiences, and for disseminating this information both at the Department/Unit level and across the University to assist with the planning of future activities.

The Off-Campus Activity Safety Policy replaces the Field Research Safety Policy that was approved by the Board of Trustees in May 2000; it is based on the same philosophy and retains many of the same elements. The scope of this Policy has been broadened to encompass academic/extracurricular activities as well as field research. It is intended to be a comprehensive document that provides guidance to all participants at every stage of an activity. Together with the appended Supporting Information (which is subject to administrative revision as circumstances warrant) it is also designed to be an educational resource that assists with planning and preparation for off-campus activities.

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The Policy

1.0 INTRODUCTION

The fundamental premise of this Off-Campus Activity Safety Policy is that from the initial stages of planning, off-campus activities must be evaluated from a safety perspective. The Policy recognizes that most off-campus activities entail risks that are no greater than the participants would face in every day life and can be safely carried out with minimal planning and preparation. However, in the case of an activity that entails risks higher than this, appropriate advance planning, preparation, and training must be carried out so that the foreseeable risks are appropriately managed, and an activity safety plan must be approved before the activity takes place. In circumstances where it is concluded that the risks are unmanageable, the activity should not be carried out.

The Policy recognizes that planning and preparation, including risk assessment, for an off-campus activity should be carried out by the organizer(s) – normally at the Unit/Department level – who, it is understood, will have specific relevant knowledge. When hazards falling outside local expertise are identified, the Policy requires that planners/organizers consult appropriate experts for advice. As part of the preparations for an activity, participants must be provided with appropriate training and briefing delivered by persons with the requisite expertise.

The Policy clearly defines the responsibilities of participants and those in the chain of responsibility with respect to safety in off-campus activities. Additional information about resources that will assist planners in meeting the requirements of the Policy is provided in the Supporting Information.

Certain terms that have specific meanings in the context of this Policy are defined in Section 7.0.

A flow chart illustrating the basic planning stages and decision points defined in the Policy is illustrated in Figure 1 (page 2).

2.0 GOALS AND PRINCIPLES

2.1 Goals

The Queen's University Off-Campus Activity Safety Policy has been created to achieve the goals of:

- a) meeting the University's obligations, both legal and moral, with respect to the health and safety of all members of its community when participating in University-sanctioned off-campus activities;
- b) increasing the level of awareness of safety issues of individuals who are participating in off-campus activities; and
- c) exercising due diligence in identifying and managing the risks inherent in off-campus activities.

2.2 Underlying Principles

- a) The University has a responsibility to promote the preparedness and well-being of all members of the University community during their participation in University-sanctioned off-campus activities.

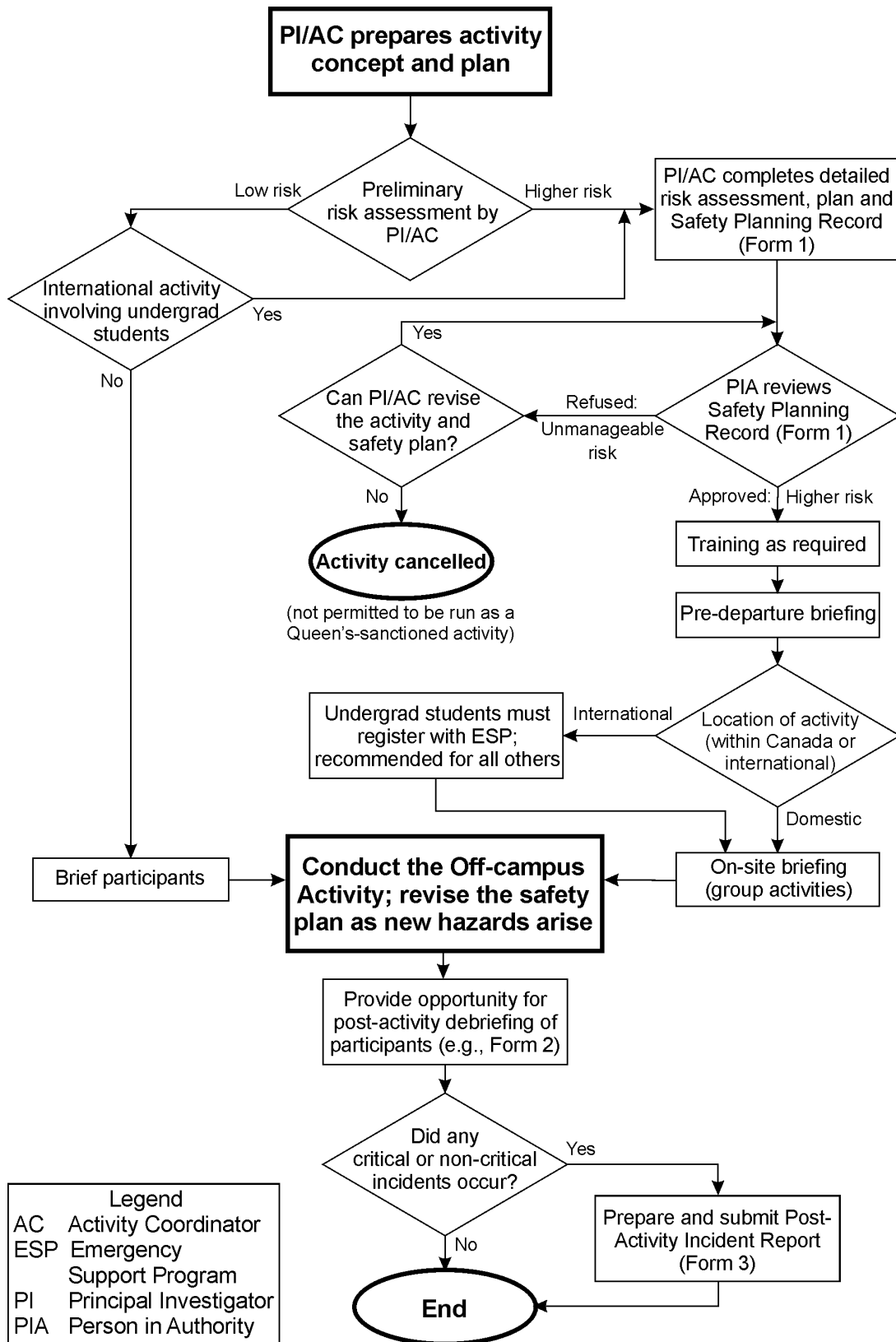


Figure 1. Flow chart showing principal planning stages and decision points defined in the Policy.

- b) The University and its members have a shared responsibility to manage the risks inherent in off-campus activities.

This responsibility includes understanding and acknowledging that off-campus activities are to be carried out in accord with approved safety policies and standards and applicable legislation; that potential deficiencies in planning and preparation are to be identified and addressed; and that appropriate intervention is to occur during the conduct of an activity when circumstances warrant.

All participants (including students) have a responsibility to prepare themselves in advance of off-campus activities, and to conduct themselves in a safe manner while engaging in off-campus activities.

- c) The primary responsibility and accountability for safety in off-campus activities are delegated to those in positions of authority closest to the activity.

Potential discipline-specific risks are normally best understood at the Department/Unit level, and the ability to make initial assessments of these risks is likely to be better at that level.

Off-campus activity planners, leaders and participants also have a duty to consult and seek the expertise of others to address risks associated with the activity that fall outside their own areas of understanding.

- d) The University and its members have a responsibility to monitor and maintain a record of the planning and conduct of off-campus activities undertaken by members.

Through a partnership among the University, its constituent Departments/Units and its members, the interests of the parties can be protected, and experience gained can be made available for use by others in planning and carrying out subsequent off-campus activities.

- e) Different levels of oversight are appropriate for various activities and communities of participants within the University.

Participants in different categories (*e.g.*, faculty researchers in contrast to undergraduate students; conference travel in contrast to guided field trips and individual study abroad) have a range of experience, knowledge and judgment that bear on safety in off-campus activities. The University has a greater duty of care for those members of its community who have less experience and knowledge of risks associated with different activities.

3.0 SCOPE

This Off-Campus Activity Safety Policy expressly covers off-campus activities that are organized or sanctioned (including by the commitment of resources) by the University, such as:

- field research conducted by faculty, post-doctoral fellows, graduate and undergraduate students, staff and authorized volunteers (including travel to and from the site(s) of the field research), provided that the research falls within the Queen's employment responsibilities or academic program of the participant;
- all off-campus activities that are part of Queen's University academic (for-credit) courses and programs (including travel to and from the site(s) of the activity);
- travel by faculty, post-doctoral fellows and graduate and undergraduate students to attend conferences and other academic meetings;

- travel by faculty and staff on Queen's University business;
- road trips by Queen's Varsity athletic teams and University-supported athletic clubs, and all off-campus athletic activities involving such groups except athletic events sanctioned by Ontario University Athletics (OUA), Canadian Interuniversity Sport (CIS), and/or similar such state, conference and/or national post-secondary institutions in the United States with comparable standards to the OUA (e.g. NCAA, NAIA, NJCAA); and
- other extra-curricular off-campus activities that are organized, sanctioned or funded in whole or in part by the University (including, for example, Orientation Week activities under the auspices of the Senate Orientation Activities Review Board (SOARB); and activities that, while organized by students in residence under the auspices of a Residence Council, are expressly approved by the University).

It should be noted that if a student-organized extra-curricular activity receives University sanction or funding (which brings it under the Policy), the University official who provides the sanction or authorizes the financial contribution assumes the responsibilities of Person in Authority as defined in the Policy.

This Policy does **not** cover activities over which the University exercises no control and for which it can therefore take no responsibility. Specifically, among others, it does not cover:

- external activities (including consulting) undertaken by faculty, staff or students that are not part of the individual's employment responsibilities or academic program at Queen's;
- activities organized exclusively by students or student groups (including but not limited to the AMS, SGPS, Faculty societies and student clubs) without expressed approval, sanction or funding from the University; or
- travel or activities of any person who is not a member of the University community as defined below (*e.g.*, a person accompanying a member of the University community traveling to attend a conference would not be considered an authorized volunteer because the accompanying individual is not traveling for the purpose of participating in the off-campus activity – the conference).

4.0 RISK LEVELS AND PLANNING REQUIREMENTS

4.1 Risk Assessment

Off-campus activities can pose varying levels of risk to the participants; such levels are categorized as either **manageable** (including **low-risk** and **higher-risk** activities) or **unmanageable**. For each new field research activity or academic/extra-curricular off-campus activity, the Principal Investigator/Activity Coordinator (PI/AC) and the Department/Unit Head (Person in Authority) must undertake a risk assessment. In the case of solitary field research/academic or extra-curricular activity such as a student engaged in study/work/travel abroad, or study on exchange or on a Letter of Permission, it is the solitary participant who carries out the initial risk assessment, subject to approval; see Sections 5.8 and 5.9).

Risk assessment requires the exercise of good judgment, based on expertise and experience, and, where necessary, consultation with suitably qualified individuals. Risk assessment is a process that involves (i) identifying hazards associated with the activity; (ii) analyzing the risk related to each of the hazards; and (iii) determining how to manage the risks effectively. Examples of hazards and the associated risk-assessment steps are given in the Safety Planning Record (Form 1).

The extent of advance planning, preparation and approvals required prior to embarking on an off-campus activity is commensurate with the level of risk associated with the activity and the category and

experience of the participants. Repetition of an activity in the same or a similar locality may require a lower level of detail in the advance planning, but the level of detail needed in the briefing and training should take into account the experience of the participants (*e.g.*, by the *n*th running of a specific course field trip, the hazards are likely to be well known and the safety plan well developed; nevertheless, the trip and its hazards are new to each successive group of student participants).

4.2 Manageable Risk

a) Low Risk

An activity is deemed to be of low risk if it entails hazards no greater than those encountered by the participants in their everyday lives. Minimal planning and preparation are required for such activities.

The Principal Investigator or Activity Coordinator is responsible and accountable for making the judgment that an activity falls into the low-risk category as defined here. When in doubt, the PI/AC should consult with the Department/Unit Head (Person in Authority) and/or seek advice from appropriate experts.

Under normal circumstances, travel within Canada for conferences, seminars, meetings, visits to academic or related institutions (*e.g.*, accredited universities or hospitals, museums, galleries and theatres), local field trips of short duration in an urban setting, clinical placements at accredited institutions in Canada, and domestic travel by varsity athletic teams and athletic clubs are considered activities of low risk that require no formal departmental notification or approval from a safety perspective under this policy; nevertheless, appropriate planning and preparation by the leader(s) and participants are expected. Department/Unit Heads may establish policies requiring that Activity Coordinators or Principal Investigators provide advance notification of low-risk off-campus activities involving students.

Travel by faculty, staff and graduate students to the United States for activities of the types listed above normally entails low risk. Travel by members of these groups to other countries should be evaluated to determine whether it entails low or higher risk. In particular, travel through or to a country or region where unusual conditions such as political instability, medical conditions or a natural disaster are known to exist prior to departure or for which a travel advisory is in effect (see Section 6.6) is deemed to entail higher risk and requires the associated level of advance planning and approval (see Section 4.2(b)).

For low-risk activities the following should be noted:

- Departments/Units may establish criteria that will assist members in determining which of the unit's routine off-campus activities are normally considered to entail low risk.
- Advance briefing of participants is required for group activities. The scope and timing of such briefings are expected to reflect the nature of the activity and the experience of the participants. For example, a Unit may determine that it is adequate to have an overview briefing at the beginning of an academic program or course that involves a number of similar field trips, provided that an additional briefing relating to specific activities is given prior to departure on each trip.
- Even though an international activity may be deemed to entail low risk, issues such as supplementary international health insurance, visas, special preparations for participants with disabilities or medical conditions, immunizations prior to departure, and emergency evacuation and communication plans for the activity location should be considered by the PI/AC and all participants.

- Participants in low-risk international activities are encouraged to register in the International Centre's Emergency Support Program (see Section 6.4). For international activities involving undergraduate students, see Section 4.2 (b).
- Participants should be given the opportunity for informal debriefing at the conclusion of the activity (see Section 6.9). At the option of the PI/AC, participants may be asked to complete Feedback/Evaluation Forms (Form 2). Any participant has the option of completing the form even if all members of the group are not being asked to do so.
- Post-activity reporting is required only if a critical or non-critical incident has occurred; see Post-Activity Incident Report Form (see Section 6.10 and Form 3).

b) Higher Risk

An activity is deemed to be of higher risk if it has the potential to expose participants to hazards that are significantly greater than those likely to be encountered in their everyday lives. Planning, preparation, documentation and approvals are required in advance of such activities. Approval may be contingent on additional planning and/or training. NOTE: In light of review of the activity plan and risk-assessment, it may transpire that an activity is deemed to entail risks that are unmanageable (see Section 4.3).

Higher-risk activities cover a wide range. Potential risks may be associated with the activity itself or with ancillary activities such as travel to the site, as well as environmental and health risks that are characteristic of the site. Examples include research or study at industrial or medical facilities which pose health or safety risks; working/traveling in remote regions or regions with natural hazards such as rugged terrain or the potential for avalanches; working/traveling in politically unstable countries or war zones; and travel to countries where additional immunizations and vaccines are required. Any activity that involves travel through or to a country or region for which a travel or health advisory is in effect (see Section 6.6) is deemed to be a higher-risk activity; in some circumstances the risk may be evaluated as unmanageable (see Section 4.3). Not all off-campus events at which alcohol is served should be classified as higher risk. However, for events at which alcohol plays a significant role, the *Campus Alcohol Policy* should be consulted.

The nationality and/or citizenship of a participant may make travel to or through certain countries of higher risk for that individual. Activity planners (PI/AC) and participants must take this factor into account.

All international activities involving undergraduate student participants are deemed to fall into the higher-risk category. A full risk assessment and safety planning process must be undertaken for such activities, and undergraduate participants are required to register in the Emergency Support Program (see Section 6.4).

For higher-risk activities, the following should be noted:

- Planning and risk-assessment documentation (*i.e.*, a Safety Planning Record, Form 1) must be completed and plans approved prior to departure.
- The PI/AC must consult other sources of expertise concerning hazards beyond his/her own knowledge. (See Supporting Information Section 8).
- All participants are expected to receive appropriate training and orientation prior to commencing the off-campus activity. Site-specific and activity-specific briefing and training may be delivered at the Department/Unit level. (See Sections 6.2 and 6.3)

- Undergraduate students participating in international activities are required to register in the University's Emergency Support Program. Other participants in such activities are encouraged to do so. (See Section 6.4)
- Participants should be given the opportunity for informal debriefing at the conclusion of the activity (see Section 6.9). At the option of the PI/AC, participants may be asked to complete Feedback/Evaluation Forms (Form 2). Any participant has the option of completing the form even if all members of the group are not being asked to do so.
- Off-Campus Activity Leaders are required to complete a Post-Activity Incident Report upon return from the activity if a critical or non-critical incident occurred (see Section 6.10 and Form 3).

4.3 Unmanageable Risk

Following review of the Safety Planning Record (Form 1), and taking into account the category of the participants, the circumstances and the resources available, an activity may ultimately be deemed to entail unmanageable risk and is not to be approved by the Person in Authority.

Activities that might involve unmanageable risk include, for example, travel to war zones, travel to areas with high medical risks, and activities in areas with high risk of natural disasters such as avalanches. Travel and health advisories posted by external agencies such as Foreign Affairs Canada (FAC) and Health Canada (see Section 6.6) should be considered very carefully when assessing whether an activity falls in the higher-risk or unmanageable-risk category.

An activity that involves risks which are manageable for an experienced individual or small group may nevertheless entail unmanageable risk for a large group or inexperienced participants. For example, whereas an experienced individual may be able to avoid being injured by highway traffic at a roadside rock outcrop, it ma

In the event a critical incident occurs during a low- or higher-risk activity, the Person in Authority has the responsibility to assess whether continuing the activity entails unmanageable risk and it should therefore be terminated.

5.0 RESPONSIBILITIES

5.1 Internal Chain of Responsibility

At Queen's University the key players in the internal chain of responsibility are:

- a) The Board of Trustees;
- b) The Principal;
- c) The Deans of the various Faculties and Schools;
- d) Directors, Department/Unit Heads;
- e) Employees (faculty and staff); and
- f) Students.

The roles of each of these individuals in that chain are outlined and discussed in further detail in the University's Health and Safety Management System document, which is available through the University Secretariat web-site.

The following sections define the responsibilities of key members of the University chain of responsibility and of certain Offices within the University with respect to implementation of this Off-Campus Activity Safety Policy.

5.2 Department of Environmental Health and Safety

The Department of Environmental Health and Safety is responsible for:

- a) coordinating the education of members of the University community about planning, risk assessment and the implementation of this Policy by offering workshops and through other appropriate training mechanisms;
- b) providing advice and expertise to Principal Investigators and Activity Coordinators engaged in planning off-campus activities;
- c) receiving and archiving the Safety Planning Record (Form 1) prepared and approved by the Department/Unit Head (Person in Authority) at the outset of a higher-risk off-campus activity;
- d) serving as the institutional repository for Post-Activity Incident Report Forms (Form 3; see also Section 6.10);
- e) investigating health and safety incidents and fulfilling external reporting requirements;
- f) disseminating, by appropriate mechanisms, information that may be relevant to the broader University community about hazards identified or incidents that have occurred during a specific off-campus activity;
- g) forwarding to the International Centre a copy of any Post-Activity Incident Report Form relating to an international activity; and
- h) maintaining an up-to-date database of pertinent information which can be readily accessed by members of the University community so that they may take all relevant information into account as they plan and prepare for off-campus activities.

5.3 International Centre

The International Centre is responsible for:

- a) providing advice and expertise to individuals engaged in planning and risk assessment for international travel;
- b) receiving a copy of the approved Safety Planning Record (Form 1) from the Department/Unit Head (Person in Authority) in the case of international activities that involve undergraduate students [NOTE: this does not apply to field-study activities run by the International Study Centre as the ISC operates its own emergency support system];
- c) providing Pre-Departure Orientation programs on travel-related personal health and safety issues for members of the University community who will be embarking on international off-campus activities and activities in remote regions of Canada;
- d) operating an Emergency Support Program (ESP – see Section 6.4) for participants in international off-campus activities and activities in remote regions of Canada;
- e) administering the forms, documentation and record-keeping as required by the ESP; and
- f) assisting the Department of Environmental Health and Safety in fulfilling its responsibility to investigate health and safety incidents and comply with external reporting requirements.

5.4 Department/Unit Head (Person in Authority)

The Department/Unit Head (Person in Authority) is the person to whom the individual responsible for the off-campus activity (Principal Investigator or Activity Coordinator) reports directly. In the situation where a Department Head, Dean or Vice-Principal is the PI/AC responsible for an off-campus activity, the duties listed above fall to the individual's supervisor (Dean, Vice-Principal or Principal).

In particular, the Department/Unit Head (Person in Authority) is responsible for:

- a) ensuring that all members of the Department/Unit are aware of and comply with the provisions of this policy;
- b) for a higher-risk activity, approving the Safety Planning Record (Form 1), including the risk management strategy (after seeking advice and guidance from senior administration and/or other experts as appropriate);
- c) in the event that an activity is deemed to entail unmanageable risk, advising the PI/AC to cancel the activity or revise the plan;
- d) in the event that a participant decides to engage in an off-campus activity that is deemed to entail unmanageable risk, despite advice to the contrary (see Section 4.3), asking the participant to sign an acknowledgement that they have been advised not to proceed with the activity; and noting a refusal to do so;
- e) forwarding a copy of the approved Safety Planning Record (Form 1) to the Department of Environmental Health and Safety, and to the International Centre in the case of international activities that involve undergraduate students [NOTE: the latter does not apply to field-study activities run by the International Study Centre as the ISC operates its own emergency support system];
- f) ensuring that time-sensitive occurrences are reported to the appropriate University office (*e.g.*, Department of Environmental Health and Safety; University Legal Counsel; Office of Pensions, Investments and Insurance; International Centre) in a timely fashion so that the University can take appropriate action (see Section 6.8 and Supporting Information Section 7);
- g) in the event that a critical incident occurs, assessing whether continuing the activity entails unmanageable risk and it should therefore be terminated as a University-sanctioned off-campus activity;
- h) receiving and reviewing the Post-Activity Incident Report Form (Form 3; see also Section 6.10) prepared by the PI/AC or Off-Campus Activity Leader at the conclusion of the activity, and forwarding it to the Department of Environmental Health and Safety; and
- i) ensuring that information about hazards that are encountered and incidents that occur during an off-campus activity is communicated within the Department/Unit so that these are taken into account in the planning of future activities.

5.5 Principal Investigator / Activity Coordinator (PI/AC)

The primary responsibility for implementation of this policy lies with the Principal Investigator (for research activities) or Activity Coordinator (for academic and extra-curricular activities). The Principal Investigator is the individual with direct responsibility for the specific research project, including supervision of a graduate student thesis project, a post-doctoral research project, or a project carried out under a research or service agreement. The Activity Coordinator is the person with direct responsibility for the specific academic/extracurricular activity. Course instructors, team coaches, exchange coordinators and Orientation leaders are examples of Activity Coordinators.

In circumstances where a higher-risk academic/extra-curricular off-campus activity involves an individual (for example, a student conducting solitary field research, on exchange, study abroad or professional placement/practicum), the Solitary Field Researcher (section 5.8) and the Solitary Participant in an Off-Campus Activity (Section 5.9) assume the responsibilities of Off-Campus Activity Leader (Section 5.6) as well as Participant (Section 5.7). In addition, a Solitary Field Researcher or Solitary Participant is responsible for preparing the travel itinerary, and for completing the Safety Planning Record (Form 1) and undertaking a full risk assessment as listed in Section 5.4 for the PI/AC. In situations involving a Solitary Field Researcher or Solitary Participant, the PI/AC remains responsible for the initial approval of Form 1; the Person in Authority (Section 5.4) is responsible for either giving final approval to the Safety Planning Record (Form 1) or rejecting activities that are deemed to entail unmanageable risk.

It should be noted that if a student-organized extra-curricular activity receives University sanction or funding, the University official who provides the sanction or authorizes the financial contribution assumes the responsibilities of Person in Authority as defined in the Policy.

In particular, the PI/AC is responsible for the following:

For all (*i.e.*, both low- and higher-risk) activities covered by this Policy:

- a) designing the off-campus activity and planning the travel itinerary (see Sections 6.5 and 6.6) (except in the case of a solitary academic/extra-curricular activity such as a student engaged in study/work/travel abroad – see Section 5.9);
- b) making a preliminary determination of the overall risk level of the activity (Section 4.0, above), in light of the safety issues raised in this Policy and in consultation with the Person in Authority or other experts if appropriate;
- c) approving the participants, including any dependents of participants (unless a dependent of the PI/AC is to be included in the group, in which case the participants shall be approved by the Department/Unit Head or other academic administrator to whom the PI/AC reports);
- d) making best efforts to ensure that each participant is aware of his/her responsibilities under this Policy (*e.g.*, by distributing to all participants the Summary Sheet: Responsibilities of Participants (Form 4);
- e) establishing a clear chain of responsible leadership that is communicated to and understood by all participants;
- f) providing advance briefing to participants in group activities (see Section 6.2);
- g) encouraging all participants in a low-risk international activity to attend a pre-departure orientation session at the International Centre to register in the Emergency Support Program;
- h) ensuring that the needs of participants with disabilities and medical conditions are considered in the activity plan (see Section 6.1);
- i) ensuring that time-sensitive incidents are reported to the Person in Authority in a timely fashion so that the University can take appropriate action (see Section 6.8 and Supporting Information Section 7);

- j) ensuring that participants are given an opportunity for post-activity debriefing, and determining whether participants are to be asked to complete Feedback/Evaluation Forms (Form 2; see Section 6.9) at the conclusion of the activity; and
- k) ensuring that the Post-Activity Incident Report (Form 3; see Section 6.10) is completed by the Off-Campus Activity Leader and submitted to the Person in Authority if a critical or non-critical incident has occurred.

Higher-risk activities entail the following additional responsibilities:

- l) undertaking a full risk assessment, comprising identification of hazards, analysis of the associated risks and development of a plan for effective management of these risks (see Safety Planning Record, Form 1), including
 - i) ensuring that the needs of participants with disabilities and medical conditions participating in an activity deemed to be higher risk are assessed and accommodated as appropriate in the risk-management plan (see Section 6.1);
 - ii) identifying methods to deal with any emotional or psychological distress issues created in the environment of the off-campus activity (*e.g.*, sensitivity training that may be required prior to entering poverty-stricken areas);
 - iii) ensuring that appropriate protective equipment, procedures, and training are in place to deal with the risks as far as is reasonably practicable;
 - iv) ensuring that all participants have appropriate immunizations prior to departure (see Supporting Information Section 6); and
 - v) developing an emergency evacuation and communication plan for the activity location;
- m) arranging appropriate training and pre-departure briefings (see Section 6.2) to ensure that each participant is made aware of the foreseeable risks associated with the off-campus activity, the appropriate risk-management procedures in place, and the specific requirements which need to be met for participating in the activity (*e.g.*, safety training, visas, health insurance requirements);
- n) informing all undergraduate student participants in an international activity that they are required to attend a pre-departure orientation session at the International Centre and register in the Emergency Support Program;
- o) obtaining written acknowledgement and consent from all the participants in the activity (see Section 6.3 and Form 1); and
- p) maintaining written documentation of the steps taken above, including completion of the Safety Planning Record (Form 1), which is to be approved by the Department/Unit Head (Person in Authority), prior to departure.

5.6 Off-Campus Activity Leader

The Off-Campus Activity Leader is the individual who is leading the off-campus activity “on the ground”. This individual may be the PI/AC, or, in the absence of the PI/AC, may be another participant (*e.g.*, a post-doctoral fellow, graduate student, teaching assistant, undergraduate student leader or sole participant), as designated by the PI/AC.

The Off-Campus Activity Leader is responsible for:

- a) understanding and complying with all relevant components of the Off-Campus Activity Safety Policy;
- b) conducting an on-site orientation session;
- c) ensuring implementation of the risk-management procedures established by the PI/AC;
- d) ensuring that the participants use the appropriate safety equipment, follow appropriate safety procedures, and take medical precautions as necessary;
- e) conducting ongoing risk assessment during the off-campus activity and reporting any new hazards to the PI/AC;

- f) dealing with and resolving any safety concerns which arise in the field, including concerns about unsafe activities raised by participants, through the exercise of good judgment;
- g) conducting on-site briefings for participants as needed when new safety issues or changes of plan arise;
- h) maintaining regular contact with the PI/AC and/or the Department Head (or delegate) when possible;
- i) immediately informing the Queen's Emergency Report Centre (613-533-6111; collect calls accepted) of all critical incidents (NOTE: non-critical incidents are to be reported in the Post-Activity Incident Report – see (l) below);
- j) reporting all time-sensitive incidents in a timely fashion so that the University can take appropriate action (see Section 6.8 and Supporting Information Section 7);
- k) providing an opportunity for participants to give post-activity feedback and conveying the results (including completed Feedback/Evaluation Forms (Form 2; see Section 6.9), if used) to the PI/AC or Person in Authority; and
- l) in the event that a critical or non-critical incident occurred, completing a Post-Activity Incident Report (Form 3; see Section 6.10) at the conclusion of the off-campus activity and submitting it to the PI/AC or Person in Authority.

5.7 Participants

Participants are defined as all individuals, including 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 off-campus activity;
- c) in the case of a person with a disability or medical need, bringing to the attention of the PI/AC 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 immunization 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 his/her 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 PI/AC or Person in Authority (see Policy Section 6.3);
- l) using the appropriate protective equipment and following the safety procedures established by the PI/AC 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.

5.8 Solitary Field Research

It is recommended (see Section 4.3 Unmanageable Risk, above) that higher-risk field research activities should **not** be carried out by a solitary researcher. In circumstances where the research necessitates solitary work in the field, the Solitary Field Researcher assumes the responsibilities of Off-Campus Activity Leader (Section 5.6) as well as Participant (Section 5.7). A Solitary Field Researcher is also responsible for preparing the travel itinerary, and for completing the Safety Planning Record (Form 1) and undertaking a full risk assessment as listed in Section 5.4 for the PI/AC. In situations involving a Solitary Researcher, the PI/AC remains responsible for the initial approval of Form 1; the Person in Authority (Section 5.4) is responsible for final approval of the Safety Planning Record (Form 1) or for rejecting activities that are deemed to entail unmanageable risk.

In the case of higher-risk off-campus activities, a method of regular communication with the home Department/Unit must be implemented, including steps to follow if a scheduled contact is not made. A Solitary Field Researcher engaged in an international activity is encouraged to register with the Queen's Emergency Support Program (Section 6.4), to be familiar with the associated protocol and to carry the Emergency Support Program response card at all times; an undergraduate student so engaged must do so. The Emergency Support Program is also available to participants engaged in activities in a remote region of Canada

A researcher who decides, contrary to the University's advice, to engage in a field research activity that is deemed to entail unmanageable risk, will be asked to sign an acknowledgement that they have been so advised. Refusal to sign such an acknowledgement will be recorded. (See also Section 6.7, Changes of Academic Plans due to Travel Restrictions.)

5.9 Solitary Academic/Extra-curricular Off-Campus Activity

In circumstances where an academic/extra-curricular off-campus activity involves an individual (for example, a student on exchange, study abroad or professional placement/practicum), the Solitary Participant in an Off-Campus Activity assumes the responsibilities of Off-Campus Activity Leader (Section 5.6) as well as Participant (Section 5.7). A Solitary Participant is also responsible for preparing the travel itinerary, and for completing the Safety Planning Record (Form 1) and undertaking a full risk assessment as listed in Section 5.4 for the PI/AC. In situations involving a Solitary Participant, the PI/AC remains responsible for the initial approval of Form 1; the Person in Authority (Section 5.4) is responsible for final approval of the Safety Planning Record (Form 1) or for rejecting activities that are deemed to entail unmanageable risk.

A method of communication with the home Department/Unit should be established. An undergraduate student who is a solitary participant in an international activity must register with the Queen's Emergency Support Program (Section 6.4), be familiar with the associated protocol, and carry the Emergency Support Program response card at all times; this is also recommended for graduate students.

A participant who decides, contrary to the University's advice, to engage in an academic/extra-curricular off-campus activity that is deemed to entail unmanageable risk, will be expected to sign an acknowledgement that they have been so advised. Refusal to sign such an acknowledgement will be recorded. (See also Section 6.7, Changes of Academic Plans due to Travel Restrictions.)

5.10 Refusal to Participate in Unsafe Activities

All participants have a responsibility to exercise judgment and common sense in respect of their own safety, taking into account their own capabilities and the circumstances at the time. Coupled with this responsibility is the right to refuse to participate in an activity under certain circumstances.

a) Employees

Every employee of Queen's University has the right to refuse, at any time, to participate in any work activity that he/she feels may endanger his/her health or safety or that of another person. Should this situation arise, the work refusal process, as set out in the Occupational Health & Safety Act, would be triggered.

b) Students

Every Queen's student has the right to refuse, at any time and without fear of academic penalty, to participate in any portion of an off-campus activity that he/she feels may endanger his/her health or safety or that of another person. Should a student be concerned, after completing all prescribed pre-departure briefing and training, that he/she is not adequately prepared from a health and safety perspective for a planned activity, he/she should bring this concern to the attention of the PI/AC as soon as possible. The PI/AC has an obligation to take the concern seriously and to work with the student to address it through additional preparation or by modifying the plan for the proposed activity. Should this situation arise in the field, the student should immediately bring his/her concerns to the attention of the Off-Campus Activity Leader who will take the concern seriously and either allow the student to complete the activity in an alternative way or excuse the student from the specific activity without academic penalty. In either case, if not satisfied with the accommodation that was made, the student may appeal the decision through the normal academic appeals process.

c) General Concerns about Safety

Any participant who is concerned that appropriate safety preparations have not been made, or that an off-campus activity is not being conducted with due regard to safety, has an obligation to bring the concern to the attention of the Off-Campus Activity Leader, the PI/AC, the Department/Unit Head, or any other University official (*e.g.*, Dean, Director of Environmental Health and Safety) as soon as possible after the concern arises.

6.0 ANCILLARY POLICY COMPONENTS

6.1 Participants with Disabilities

The Queen's Policy Concerning Students with Disabilities commits the University to facilitating the integration of students with disabilities into the University community and encourages members of the community to exercise creativity and flexibility in responding to the needs of students with disabilities while maintaining academic standards.

People with disabilities can and do assume some risk for their participation in activities and this risk is sometimes directly connected to their disability. The assumption of a certain degree of risk by people with disabilities should not result in an **automatic** risk classification higher than would be normally expected if they were not participating in the activity.

Principal Investigators/Activity Coordinators have a responsibility to strike a fair balance in assessing the risks associated with participation by people with disabilities. Accommodation of an individual's special needs does not necessarily increase the risk associated with the activity, nor does it necessarily hamper

the individual's participation in the activity. However, the circumstances may vary. The PI/AC should identify the special needs of participants with disabilities and ensure that they are accounted for in the activity planning.

The safety planning for an off-campus activity must recognize the special needs of participants with disabilities. The PI/AC should identify the special needs of participants with disabilities and ensure that they are accounted for in the activity planning. The PI/AC should also ensure that the activity is accessible to all participants, including those with disabilities. The PI/AC should also ensure that the activity is safe for all participants, including those with disabilities.

circumstances during the activity. The PI/AC should identify the special needs of participants with disabilities and ensure that they are accounted for in the activity planning.

Planners and participants should consult the appropriate offices on campus for advice (see Supporting Inform

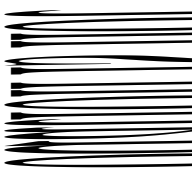
6.2 Orientation

embarking on the activity. The PI/AC should identify the special needs of participants with disabilities and ensure that they are accounted for in the activity planning.

a) Activity-Specific Briefing and Training

activity, the travel plan, the chain of leadership and the emergency procedures. The PI/AC should identify the special needs of participants with disabilities and ensure that they are accounted for in the activity planning.

face briefing about the risks. The PI/AC should identify the special needs of participants with disabilities and ensure that they are accounted for in the activity planning.



given the opportunity to attend a face-to-face pre-departure briefing outlining foreseeable health and safety risks associated with international travel. An undergraduate student who does not attend or is unable to attend a face-to-face briefing must complete the web-based version of the program. Departments may establish policies requiring graduate-student participants to do either of the above as a condition of participating in the activity. An exception may be made for a visa student who is a native of the country or region in which the activity will take place; nevertheless, the Pre-Departure Orientation program is highly recommended for such individuals.

The University recommends that non-student participants (*i.e.*, faculty, post-doctoral fellows, staff) in international off-campus activities also participate in the International Centre's Pre-Departure Orientation program (either the face-to-face or on-line version).

c) Travel to Remote Areas of Canada

Participants traveling to remote areas of Canada have the option of contacting the International Centre to register for a pre-departure briefing. Departments may establish policies requiring student participants to do so.

6.3 Acknowledgement and Consent Forms and Indemnification Agreements

a) Acknowledgement and Consent Forms

Queen's University deems that participants involved in a **higher-risk** off-campus activity must be advised of the known and reasonably foreseeable risks inherent in the activity, and they must acknowledge that they consent to the assumption of these risks. All participants in a higher-risk off-campus activity must therefore complete in full, sign and date an appropriately worded *Acknowledgement and Consent* before being allowed to participate in the activity. The Safety Planning Record (Form 1) contains an acknowledgement and consent section. Other forms may be developed specifically to meet the needs of individual off-campus activities, following consultation with the University Legal Counsel.

b) Hold Harmless and Indemnification Agreements

Indemnification Agreements are used by the University to transfer liability to another (third-party) organization through an agreement that identifies the services and responsibilities for which the third party will assume sole responsibility.

Departments organizing field-study activities that involve third-party contractors, including private groups and/or companies, for delivering services must have these contractors sign a *Hold Harmless and Indemnification Agreement*. The University Legal Counsel should be consulted before an Indemnification Agreement is drawn up.

6.4 Emergency Support Program

Queen's University has put in place an Emergency Support Program (ESP), operated by the Queen's International Centre, to provide support services for both individuals and groups of participants engaged in international off-campus activities and activities in remote regions of Canada. See Supporting Information Section 1.

Undergraduate students participating in an international off-campus activity are required to register with the ESP before commencing the activity. Departments may establish policies that require graduate students to register in the ESP. Registration is also recommended for non-student participants (*i.e.*, faculty, post-doctoral fellows, staff).

Registration in the International Centre's ESP is required of all undergraduate students who will be attending the Queen's International Study Centre. However, participants in field-study activities organized by the ISC receive emergency support provided locally by the ISC in the first instance; the Queen's ESP serves in a back-up role.

6.5 Transportation

The University policy on transportation to and from off-campus sites for research, academic and extracurricular activities aims to ensure the safety of all participants and meet minimum insurance requirements.

a) General

- For group travel, it is University policy that reputable and suitably insured public carriers (bus company, limousine service, commercial or charter airline or boat) be used whenever practicable. Different constraints may apply to individual versus group travel but where possible it is recommended that individuals also use public carriers.
- All operators of motorized vehicles (including land vehicles and water- and aircraft) must have the appropriate qualifications. Principal Investigators, Activity Coordinators, Off-Campus Activity Leaders, or anyone else driving a vehicle for a university-sanctioned activity must have the appropriate class of operator's licence.
- Recommended vehicle limits must never be exceeded, whether a private or university-owned vehicle, or a public carrier.
- All mandatory and appropriate safety precautions must be followed (*e.g.*, wearing life jackets or floater coats (depending on conditions) in boats, wearing seat belts in automobiles and aircraft, never driving when overtired or under the influence of alcohol).
- Appropriate insurance coverage must be in place for leased or rental vehicles (see Supporting Information Section 3).
- The University does not provide insurance for the use of private vehicles on any University business.

b) Travel Planning for Higher-Risk Off-Campus Activities

- Travel plans, including the itinerary and modes of transportation, must be documented on the Off-Campus Activity Planning Record form (Form 1) and duly approved.
- Any substantive change in travel arrangements (*e.g.*, destination, routes, carrier) should be recorded and communicated to the Person in Authority in a timely fashion.

6.6 Travel and Health Advisories

Unforeseen events and circumstances such as natural disasters, medical epidemics and political unrest can lead to the posting of travel advisories by agencies such as Foreign Affairs Canada and Health Canada or other recognized agency such as the World Health Organization (WHO). Queen's University places considerable weight on the advice of such recognized authorities. See Supporting Information Section 2.

When a Health Canada or Foreign Affairs Canada (FAC) Advisory recommends that Canadians not travel to an affected area until such time as the Advisory has been lifted, it is University policy to endorse that recommendation to members of the University community. Travel Advisories must be taken into account as part of the risk assessment procedure. In some circumstances, a Travel Advisory may result in a proposed activity being deemed to entail unmanageable risk.

If an advisory is posted after the initial Safety Planning Record has been approved, the individual(s) involved in the travel must inform the Person in Authority so that the Safety Planning Record can be reassessed. If the travel is classified as entailing unmanageable risk, the off-campus activity must be modified appropriately.

Every decision to travel is the sole responsibility of the traveler. If the Advisory and University advice are communicated prior to departure and the participant decides to travel despite the University's advice to the contrary, the participant will be asked to sign a statement attesting to the fact that he/she was advised not to go to the affected area/country. If an individual decides to continue with an off-campus activity despite an Advisory and a University recommendation against the travel, this fact is recorded in the respective office (International Centre for international travel or home Department/Unit for domestic travel).

6.7 Changes of Academic Plans due to Travel Advisories

In the event that a student has planned to embark on, or has already begun, a program of off-campus study (*e.g.*, exchange or study-abroad program, placement or practicum) or field research in a region identified in a Travel Advisory, and provided that he/she is registered in the Emergency Support Program, the University attempts to contact the student (a) to bring the Travel Advisory to his/her attention, and (b) to recommend that the student alter his/her plans so as to avoid the identified region.

Upon receipt of a recommendation to change his/her plans in accord with a Travel Advisory, a student could decide that it would be preferable to seek an alternative site in which to complete the academic activity, or to return to Queen's to continue his/her studies, rather than to continue with the original plan.

A student engaged in a program of off-campus study (*e.g.*, exchange or study-abroad program, placement or practicum) who considers the option of returning to Queen's to resume his/her studies could feel constrained from making that decision if he/she perceives that there are barriers such as restricted admission to required courses in the student's program. To mitigate this perception, the University and its Faculties and Departments should undertake to make reasonable efforts to accommodate the student's enrolment in required courses.

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of the incident occurring. Failure to make such a report can result in the University being subjected to a fine.

It is the responsibility of the Off-Campus Activity Leader to be aware of these requirements and to inform the University (the Principal Investigator/Activity Coordinator, departmental contact person or other University official) in as timely a fashion as possible so that these requirements can be met. If the Off-Campus Activity Leader is uncertain about whether a specific incident must be reported, he/she is advised to err on the side of caution and make a report as soon as is practicable.

6.9 Post-Activity Feedback/Evaluation

Participants should be given the opportunity for providing feedback and/or evaluation of off-campus activities, whether informally or formally. This serves the important function of alerting activity organizers and leaders to any concerns, safety or otherwise, which arose during the course of the activity. Informal feedback may be gathered verbally either in one-on-one meetings or in a group debriefing session. The PI/AC may elect to solicit formal written feedback by inviting all participants to complete a Feedback/Evaluation form (Form 2) or a similar form designed to meet the needs of a specific activity. The Feedback/Evaluation Form (Form 2) contains a number of specific questions that are intended to jog the memory of a participant. Experience has shown that a participant may return from an off-campus activity with a very positive overall appreciation of the experience, but on more detailed questioning may recall specific incidents in which his/her health or safety was threatened. The University needs to be informed of such incidents so that it can meet its obligation to take steps to avoid recurrences during a subsequent running of the same or a similar off-campus activity.

Issues of health and safety that come to light through informal debriefing or the formal feedback/evaluation process may constitute “critical” or “non-critical” incidents (see definitions in Section 7) that in turn require the completion of a Post-Activity Incident Report (see Section 6.10 and Form 3).

All participants have a responsibility to bring any safety concerns to the attention of the Off-Campus Activity Leader, PI/AC or other appropriate University official as soon as the concern arises. In certain circumstances a participant may be uncomfortable with giving feedback directly to the Off-Campus Activity Leader or the PI/AC. Participants should be made aware that they are free to provide their feedback to the Department/Unit Head or other university official (*e.g.*, the Dean of the Faculty or the Director of Environmental Health and Safety).

6.10 Post-Activity Incident Reporting

If any critical or non-critical incidents occur during the course of the off-campus activity, the PI/AC and the Off-Campus Activity Leader must complete a Post-Activity Incident Report (Form 3) within two weeks of the completion of the activity. The Post-Activity Incident Report is to be filed with the Department/Unit Head and also with the Department of Environmental Health and Safety. It will be assumed that in not filing a Post-Activity Incident Report, the Off-Campus Activity Leader is certifying that he/she is not aware that any critical or non-critical incidents occurred. The purpose of this reporting process is to ensure that the circumstances that gave rise to the incident can be taken into account by anyone (whether in the same or a different Department/Unit) who is planning subsequent activities of a similar nature or in the same area.

The University has an obligation to take steps to avoid recurrences of health and safety incidents during subsequent operations of the same or similar off-campus activities. To this end, Department/Unit Heads have the obligation to circulate information about health and safety issues that arise during off-campus activities within the Department/Unit. Further, as part of its responsibilities under this Policy, the

Department of Environmental Health and Safety maintains a database of such incidents that may be consulted by anyone planning an off-campus activity, and circulates information bulletins when issues of general concern come to its attention. Post-Activity Incident Reports are to be retained for a period in accord with the requirements of the University's Records Management System.

The Department of Environmental Health and Safety will forward to the International Centre a copy of any Post-Activity Incident Report that relates to an international activity so that the report can be used as a resource in planning future pre-departure orientation sessions and in recording all critical and non-critical incidents for the Emergency Support Program.

7.0 DEFINITION OF TERMS

This section gives definitions of some terms as they are used within the context of the Off-Campus Activity Safety Policy.

- a) **Academic/Extra-curricular Off-Campus Activity:** a University-organized or University-sanctioned activity, other than field research, involving one or more members of the University community, that takes place beyond the boundaries of Queen's campuses.
- b) **Activity Coordinator (AC):** the individual with direct responsibility for an academic/extra-curricular activity. Examples of Activity Coordinators are course instructors, exchange coordinators and team coaches.
- c) **Authorized Volunteer:** an individual who is neither an employee nor a student of Queen's University but who participates voluntarily in an Off-Campus Activity with the approval of the Principal Investigator/Activity Coordinator and the Person in Authority.
- d) **Critical Incident:** an incident that could be classed as an emergency, including but not limited to serious illness or injury, fatal accidents, sudden deaths, suicide, hate crimes, assaults (including sexual assault) or other violent occurrences, political or civil unrest, and natural or environmental disasters, or any other event on the basis of which an individual's or group's participation in an off-campus activity could terminate or be terminated. Critical incidents must be reported immediately to the Queen's Emergency Report Centre (613-533-6111; collect calls will be accepted), which will in turn contact appropriate offices on campus. In the event of a critical incident the Person in Authority has the responsibility to assess whether continuing the activity entails unmanageable risk and it should therefore be terminated as a University-sanctioned off-campus activity.
- e) **Emergency Support Program for Study/Work/Travel Abroad (ESP):** a program through which the International Centre prepares and supports members of the Queen's community who are studying/working/ traveling abroad and assists senior administrators, Faculties and Departments/Units to develop and manage their study/work/travel abroad programs.
- f) **Field Research:** activities conducted primarily for the purpose of research, undertaken by employees or students of the University beyond the boundaries of Queen's campuses. Field Research includes service and research activities undertaken under the terms of an agreement between Queen's and an external agency (e.g., Canadian International Development Agency (CIDA), International Development Research Centre (IDRC)). Travel to a research-related academic or technical conference is classified as field research.

- g) **Hazard:** a situation or a circumstance that is judged to be potentially dangerous or damaging to life, limb or property.
- h) **Higher-Risk Activity:** an activity that has the potential to expose participants to hazards that are significantly greater than those likely to be encountered in their everyday lives. See extended definition in Section 4.2(b).
- i) **Low-Risk Activity:** an activity that entails hazards no greater than those encountered by the participants in their everyday lives. See Section 4.2(a).
- j) **Non-Critical Incident:** an event occurring or a circumstance arising during an off-campus activity that damages or has the potential to damage the health, safety or property of one or more of the activity participants, but that is judged not sufficiently serious that it jeopardizes continued participation in the off-campus activity or requires immediate reporting to the Person in Authority or the Departmental contact.
- k) **Off-Campus Activity:** field research or an academic/extra-curricular activity that takes place beyond the boundaries of Queen's campuses.
- l) **Off-Campus Activity Leader:** the individual who is leading the off-campus activity "on the ground". This individual may be the Principal Investigator or Activity Coordinator, or may, in the absence of the Principal Investigator or Activity Coordinator, be another participant (*e.g.*, a post-doctoral fellow, graduate student, teaching assistant or student leader), as designated by the PI/AC.
- m) **Participant:** any member of the University Community who is taking part in an off-campus activity.
- n) **Person in Authority:** the person to whom the individual who proposes, plans and in some cases leads the off-campus activity reports directly. Persons in Authority include, but are not limited to, Department/Unit Heads, Directors, Deans and their designates. In the case of off-campus field-study trips that are organized by Queen's International Study Centre, the Person in Authority is the Executive Director of the ISC. In the case of students engaging in undergraduate academic exchanges or studying abroad on a Letter of Permission, the Person in Authority for the purposes of this Policy is the Director of the International Centre. For all other solitary student activities (including students embarking on practica, placements, etc.) the Person in Authority is the relevant administrator within their department or Faculty.
- o) **Pre-departure Orientation Program:** a program operated by the International Centre to provide study/work/travel abroad participants with information on travel logistics, cross-cultural communication, academic systems abroad, health and safety abroad, as well as a variety of other related topics. Participation in a Pre-Departure Orientation session is normally required in order to register in the Emergency Support Program.
- p) **Principal Investigator (PI):** the person with direct responsibility for a field research project or activity (including supervision or co-supervision of a graduate student thesis project, a post-doctoral research project, or a project carried out under a research or service agreement).
- q) **Risk:** the likelihood of encountering an identified hazard times the gravity of the consequences of such an encounter.

- r) **Solitary Participant:** an unaccompanied individual engaged in an off-campus activity (for example, an academic/extra-curricular activity such as a student engaged in study/work/travel abroad, academic exchange, or studying on a Letter of Permission).
- s) **Solitary Researcher:** an unaccompanied individual engaged in an off-campus field research activity.
- t) **Time-Sensitive Incident:** an incident (critical or non-critical) that is required to be reported to the University or an external agency within a specified timeframe (*e.g.*, an injury, a vehicle accident). (See Section 6.8)
- u) **Queen's Campuses:** Queen's Main and West Campuses in Kingston, Ontario, and the International Study Centre at Herstmonceux Castle, East Sussex, UK.
- v) **University Community:** Queen's University faculty, staff and students, and authorized volunteers.
- w) **University-Organized/University-Sanctioned Off-Campus Activity:** an off-campus activity involving one or more members of the University community that is supported or expressly approved by an employee of the University (or an individual acting under the authorization of, or as a delegate of, a University employee or committee) during the course of his/her duties. A commitment of University resources (physical or financial) signifies University support of an off-campus activity and brings the activity under the scope of this Policy.
- x) **Unmanageable Risk:** risk deemed to exceed that which can be managed by planning, preparation and training, taking into account the category of the participants, the circumstances and the resources available. See extended definition in Section 4.3.

Supporting Information for the Queen's University Off-Campus Activity Safety Policy

The following information is intended to assist planners of Off-Campus Activities in the assessment of risks and the development of safety plans. It is subject to revision as necessary, under the auspices of the Vice-Principal (Academic) in consultation with relevant administrative units.

1. Emergency Support Program

The Queen's University Emergency Support Program (ESP) is designed to ensure that any emergency involving a participant or group of participants on a Queen's international off-campus activity is dealt with in an efficient and effective manner. This response mechanism can be used in the case of an emergency during an international off-campus activity. It can also be used in the case of a participant's family contacting Queen's for assistance due to a family emergency at home, or due to a health or safety emergency involving the participant in the field.

The International Centre attempts to bring relevant Foreign Affairs Canada (FAC) travel advisories relating to international hazards, and the appropriate University recommendations, to the attention of members of the University community who are registered with the ESP. If information regarding events comes from other sources (CBC, CNN, *etc.*), participants in the affected country who are registered in the Emergency Support Program are notified of the events and asked to check with and follow FAC Travel Advisories. Because the International Centre is not necessarily aware of tourist-travel plans of individuals registered in the Emergency Support Program, it is not able to forward warnings that are relevant to such travel. Please note that domestic risks are not monitored by the International Centre as part of the ESP.

To register in the ESP, participants must contact the International Centre and arrange to attend a pre-departure briefing. The process of registration in the ESP involves training and the completion of an Emergency Support Program enrolment form. The data collected are kept on file in the International Centre's Emergency Support Program Database and used to assist the participant in the event of an emergency.

The protocol of the Queen's Emergency Support Program comprises the following elements:

- 24-hour Emergency Report Centre at Campus Security (613-533-6111; collect calls accepted);
- Emergency Management Committee chaired by the VP (Academic) or designate;
- Department/Unit Head (or delegate) responsible for compliance with the Off-Campus Activity Safety Policy at the department/unit level; and
- Use of the Emergency Support Program Database.

2. Travel and Health Advisories

a) International Travel

A risk assessment that is done prior to departure should include checking various sources including Foreign Affairs Canada, Health Canada, CBC and other news agencies regarding the destination (see resource links in Supporting Information Section 8). If any warnings or other advisories exist, these must be included in the Safety Planning Record (Form 1).

Country Travel Reports are available for every country of the world on the website of Foreign Affairs Canada (see links in Supporting Information Section 8). They include information on security and safety, health, and entry requirements, as well as contact numbers for Canadian government offices abroad. If an

unstable condition exists in a country, the Travel Report will contain information about this and will advise Canadians to avoid travel to the country or to a particular region of the country, and/or to leave the country or region.

The list below indicates the current relevant categories of Foreign Affairs Canada (FAC) warning and advisories, and the corresponding Queen's University recommendations.

1) *FAC Advisory: Canadians should not travel to specified countries and, if there, should depart.*

Queen's recommends: If a student/faculty/staff member is in such a country, he/she should leave; and if scheduled to go, should not go.

2) *FAC Advisory: Canadians should not travel to specified countries and, if there, should depart the specific region(s).*

Queen's recommends: If a student/faculty/staff member is in such a region, he/she should leave the region; and if scheduled to go to the country, should not go.

3) *FAC Advisory: Canadians should not travel to specified countries.*

Queen's recommends: Students/faculty/staff members should not go to such a country.

4) *FAC Advisory: Canadians should not travel to the specific regions(s) of specified countries and, if there, should depart the specified region(s).*

Queen's recommends: A student/faculty/staff member should not travel to the specified region; and if in the specified region(s), he/she should depart.

5) *FAC Advisory: Canadians should not travel to the specified regions(s) of specific countries.*

Queen's recommends: A student/faculty/staff member who is planning to visit one of the specified regions listed in the travel advisory should not go.

The International Centre attempts to bring relevant *FAC* travel advisories and the appropriate University recommendations to the attention of any member of the University community who is registered with the Emergency Support Program. If information regarding events comes from other sources (CBC, CNN, *etc.*), participants in the affected country who are registered in the Emergency Support Program are notified of the events and asked to check with and follow *FAC* Travel Advisories.

Foreign Affairs Canada also issues similarly worded travel advisories and warnings for tourists. Members of the Queen's community who are studying or working abroad should check the *FAC* web-site routinely before embarking on travel as tourists within or away from their host country. Because the International Centre is not necessarily aware of the tourist-travel plans of individuals registered in the Emergency Support Program, it is not able to forward such warnings.

b) Domestic Travel

A risk assessment that is done prior to departure should include checking various sources including Health Canada, CBC and other Canadian news agencies, and local media regarding the destination (see links in Supporting Information Section 8). If any warnings or other advisories exist, these must be included in the Safety Planning Record (Form 1).

Domestic risks are not monitored by the International Centre as part of the Emergency Support Program. It is the responsibility of participants and their home Department/Unit to monitor risk advisories. If a

situation evolves that is deemed to be of unmanageable risk, a recommendation to leave should be made by the Off-Campus Activity Leader, the PI/AC or the Department/Unit Head (Person in Authority).

3. Insurance Information Relevant to Off-Campus Activities

The following is a brief outline of the types of insurance that should be considered when undertaking off-campus activities. Included is a description of the various policies the University maintains, as well as additional coverage that is available through separate purchase as necessary. For practical reasons, these descriptions are necessarily general and any specific questions should be directed to the Department of Pensions and Insurance at 613-533-6414.

a) Property Insurance

Direct physical loss or damage to Queen's-owned equipment and materials is insured under the University's self-insurance program, which covers most situations of fortuitous loss. Coverage applies world wide (except for certain restrictions) and is subject to a \$1,000 deductible per-claim. Personal property of faculty, staff or students is not covered by the program, and independent insurance should be obtained if required.

b) Liability Insurance

The purpose of liability insurance is to protect against lawsuits arising from some accidental or unintended occurrence affecting someone else's person or property. The University's comprehensive general liability policy includes as insured all faculty, staff and students while performing any activity that is part of their educational or employment duties, including field research. This policy applies on a world-wide basis and insures specifically against bodily injury, personal injury, death, or damage to property of others. It includes the personal liability of an individual insofar as the conduct that caused the loss was part of the individual's employment or academic duties.

c) Accident Insurance

Participants in off-campus activities should evaluate the required level of insurance needed to cover potential medical emergencies. Coverage against sickness or accidental injury, hospitalization, doctor's expenses, medicine and drugs, *etc.* is provided to University employees by a combination of Ontario Health Insurance Plan (OHIP), Worker's Compensation, and group health benefits maintained through the Department of Human Resources; employees are also covered by an accident policy while traveling on university business. Students and other non-employees are not similarly covered, and appropriate insurance must be arranged independently. Travel accident and health insurance outside Canada, trip cancellation, and other specialized policies are available from various sources.

d) Automobile Insurance

When renting vehicles for University business on a short-term basis (less than 30 days) within Canada and the United States, both vehicle (collision and comprehensive) and liability insurance coverage is provided by the University's non-owned auto policy. Certificates of insurance for out-of-town rental agencies can be obtained from the Department of Pensions and Insurance.

University insurance coverage on rental vehicles to be used for University off-campus activities applies only for rentals of less than 30 days. Vehicles rented or leased locally for more than 30 days can be added to (and hence covered by) the University's fleet policy prior to leaving Kingston. Such arrangements should be made in advance with the University's Department of Pensions, Investment and Insurance. All other leases should be insured through the leasing agency in order to comply with jurisdictional requirements.

When renting vehicles for University business on a short-term basis (less than 30 days) outside of Canada or the USA, only liability insurance is covered by the University's policy. Because there is no coverage for collision/comprehensive perils to such vehicles, additional insurance must be obtained, either from the rental agency directly or through options available on some credit cards.

For rental vehicles, if the vehicle is to be used for non-University business (even if only in part) or will be driven by individuals who are not affiliated with the University, collision and comprehensive perils coverage must be purchased from the rental agency. All drivers, whether employees or not, should be listed on the rental contract.

All drivers should obtain and carry with them the appropriate university insurance contact information when using a fleet or rental vehicle.

The University does not provide insurance for the use of private vehicles on any University business, including private vehicles used by individuals for class field trips or internships. Users of private vehicles on university business must ensure that they have third-party liability coverage of at least \$1,000,000.

It is recommended that vehicle operators review the information relating to automobile insurance which is available at http://www.queensu.ca/fins/policies/auto_insurance.html.

e) Out-of-Country Health Insurance

Supplemental health insurance which covers international travel is necessary for all persons participating in international activities to protect them from significant financial problems while abroad, and to guarantee optimal emergency health care.

Supplementary health insurance plans normally require that participants also be covered by a basic health insurance plan, (e.g., a provincial government health plan (OHIP for Ontario residents) or the University Health Insurance Plan (UHIP)). It is the responsibility of the participants to ensure that they are covered by a basic health insurance plan and have adequate supplementary health insurance that covers international travel.

Participants must ensure that that they remain fully covered by their provincial, or basic, and supplementary health insurance programs for the entire time they will be out of the country.

f) Miscellaneous Insurance Issues

Certain off-campus situations require special insurance arrangements. The following is a list of some special cases:

- *Use of aircraft*: when leasing or chartering aircraft special liability policies need to be arranged (this does not apply to passage on commercial aircraft).
- *War zones*: insurance policies generally have exclusions in some form regarding war risks, political insurrection, terrorism, etc., which requires special policies to be put in place. Insurance may not always be available, however, or may be prohibitively expensive.
- *Marine research*: trips involving ocean-going activities also necessitate special handling.
- *Extreme activities*: health/accident/life insurance policies commonly have exclusions in some form regarding certain high-risk activities (e.g., SCUBA diving, mountaineering, full-contact sports), and special coverage may need to be arranged.
- *Search and Rescue/Med-Evac*: In certain circumstances the cost of Search and Rescue/Med-Evac can be significant. For more information, contact the University's Search and Rescue/Med-Evac Coordinator.

It is impossible to surround all off-campus situations and risks with an insurance envelope. Common sense and practical considerations for eliminating or reducing risks should always take precedence. While the above attempts to provide some general guidelines please be aware that there are restrictions and exclusions in all insurance policies that may affect coverage. Please refer all questions and concerns to the Department of Pensions and Insurance (Tel 613 533-6414, Fax 613 533-6377).

4. Continuance of Employee Health Insurance Coverage while Traveling

An employee who is traveling is covered by the provincial health-care plan to a certain extent. However, it is highly recommended that out-of-country medical insurance be purchased for a period of out-of-country travel to ensure full protection.

The Queen's University health-care plan (Supplementary Medical) supplements the provincial plan by covering the reasonable and customary costs of medically necessary services or supplies. To be eligible for coverage, the employee **must** be covered under the provincial health-care plan of the province in which he/she is employed.

As certain Queen's University employee benefit plans are **optional**, it is imperative that the Department of Human Resources be contacted **prior** to the employee's departure from the country to ensure appropriate coverage.

a) Ontario Health Insurance Plan (O.H.I.P.) Coverage While Outside of Ontario and/or Canada

Outside of Ontario but inside Canada: Under a federal-provincial agreement, the staff member will be insured for benefits offered by the province in which he/she is treated. The agreement covers every province (except Quebec) and all three territories. The attending physicians will fill out a special out-of-province charge card and send it to their provincial health ministry for payment.

In Quebec: When eligible expenses are incurred in Quebec, the employee should request detailed receipts (in duplicate if possible). The employee should retain one set for his/her records and send the other set of the receipts to OHIP for their review and payment. Extra billing or benefits not insured under OHIP are not recoverable under the Liberty Health Extended Health Care Plan.

Outside of Canada:

- **FOR A PERIOD OF LESS THAN 212* DAYS IN A 12-MONTH PERIOD**

For employees who will be out of Ontario for less than 212 days in a twelve-month period, it is not necessary to notify the Ministry of Health.

- **FOR A PERIOD OF MORE THAN 212* DAYS IN A 12-MONTH PERIOD**

* The information in this document is accurate as of October 31, 2003. The number of days in which one may be out of the country/province while retaining OHIP coverage may change. Please refer to the ministry web site quoted above to confirm the limitations.

b) University Health Insurance Plan (U.H.I.P.) Coverage While Outside of Ontario and/or Canada

An employee who does not qualify for OHIP coverage should contact the Compensation Unit in the Department of Human Resources, as it may be possible to apply for coverage through UHIP.

For further information, the employee should contact the Benefits Administrator in the Department of Human Resources at (613) 533-2070.

5. Workplace Safety And Insurance Board Benefits

a) Coverage

Employees of the University are covered by the Workplace Safety and Insurance Board (WSIB) for injuries arising in the course of their employment. All injuries resulting in the need for medical treatment or which result in the person being unable to work for more than the day on which the injury occurred, must be reported to the WSIB within three working days of the incident occurring.

Individuals who, at the time of the off-campus activity, are not receiving any remuneration from the University **are not covered** by WSIB. These include:

- undergraduate students;
- graduate students;
- graduate-student research assistants or postdoctoral fellows who receive payment for their work directly from an external source; and
- volunteers.

Please note: the WSIB makes a claim entitlement ruling on a case-by-case basis. It is therefore impossible to make a blanket statement of entitlement. In most cases, if a graduate student is injured during the course of their research while obtaining information for their thesis, the WSIB would not consider this to be "employment" related. Each claim is however reviewed on its own merits and may be allowed depending on the circumstances.

Graduate students who are working as research or teaching assistants are covered only while carrying out their employment duties.

If there is any doubt about an individual's status with respect to WSIB coverage, contact the Department of Environmental Health and Safety for information (533-2999).

b) Coverage While out of Ontario

If an employee's work takes him/her out of Ontario for less than six months, coverage is automatic as long as work is being done for the University. If this work is likely to last six months or longer, the University must apply to the Workplace Safety and Insurance Board to extend the coverage.

The procedure for obtaining this extended coverage is as follows:

1. As soon as the dates during which the employee will be out of Ontario are known, the Department/Unit Head or designate must contact Environmental Health and Safety, giving the destination departure date, return date, list of all personnel involved in the trip, their occupations, and

department. This information is to be forwarded to: Environmental Health & Safety Rideau Bldg., Queen's University, Tel: 533-2999
(Requests for this extended coverage must be made at least four weeks prior to departure.)

2. Environmental Health and Safety will contact the Workplace Safety and Insurance Board to request the extension of coverage and will notify the Department Head when the application is accepted.

c) Accident Coverage for Students on Unpaid Placements

If a student is participating in an unpaid work placement with an external employer for course credit while off-campus (whether in Canada or abroad), he/she may be eligible for coverage should he/she suffer a work-related accident or illness.

This coverage is funded by the Ontario Ministry of Training, Colleges and Universities (MTCU) and not by the placement employer or Queen's University.

In order for a student to receive coverage, a Work/Education Agreement form must be completed. For more information, refer to the Department of Environmental Health & Safety's Unpaid Placement Procedure (SOP-Incidents/WSIB-01) or contact the Department of Environmental Health & Safety at 533-2999.

6. Travel Health And Immunization Guidelines

Immunization may be required for travel outside Canada depending on the travel destination, length of stay and whether or not routine immunizations are up-to-date. Since it can take several weeks or months for an immunization to protect against a disease, the family physician or travel clinic should be consulted at least two to three months before the trip.

Employees of the University may contact the Kingston Frontenac Lennox and Addington Health Unit at 549-1234. Students may contact the Health Counselling and Disability Services at 533-2506.

When groups of students are travelling to areas where additional immunization is required, it is recommended that the Principal Investigator/Activity Coordinator contact the Nurse Coordinator at the Department of Health, Counselling and Disability Services to facilitate meeting the health needs of the group.

Through its Travel Medicine Program, the Health Protection Branch - Laboratory Centre for Disease Control of Health Canada provides information regarding immunizations in addition to other travel health information (e.g. disease outbreaks, prevention, treatment) for persons travelling outside Canada on their web site at: http://www.hc-sc.gc.ca/hpb/lcdc/osh/tmp_e.html

7. Incident Reporting Requirements and Timeline

In addition to the post-activity reporting requirements for critical and non-critical incidents (see Section 6.10), certain types of incidents must be reported in a timely fashion as follows:

a) Critical Injury

For employees of the university, a critical injury has been specifically defined in Regulation 834 of the Ontario Occupational Health & Safety Act (www.e-laws.gov.on.ca/DBLaws/Regs/English/900834_e.htm). Critical injuries must be reported as follows:

- Due to the nature of the critical injury, it will be necessary to seek medical attention through the emergency response agencies (ambulance, police, fire, *etc.*) in the location where the activity was occurring.
- Critical injuries occurring in Canada must also be reported to the labour ministry in the province or territory having jurisdiction in the area where the activity is occurring. In order to facilitate this reporting and the requirement for the cause of the injury to be investigated, the Department of Environmental Health and Safety must be contacted directly (613-533-2999) or through the Queen's Emergency Report Centre, 613-533-6111.
- Critical Injuries must also be immediately reported to the Person of Authority or the Departmental Contact, as per the requirements of Section 5 in this Policy.

b) Medical Aid and Lost Time Injuries

Injuries to employees that require medical treatment (Medical Aid Injuries) or result in the employee having to take time off from the activity to recover (Lost Time Injuries) must be reported as follows:

- Injuries must be reported to the Department of Environmental Health & Safety (613-533-2999) within 24 hours.
- The Department of Environmental Health & Safety will coordinate the completion of a "Form 7", which must be submitted to the Workplace Safety & Insurance Board (WSIB) within 3 days of the injury. Failure to report injuries to the WSIB within this timeframe could result in a fine of \$250.00.

c) Incidents Involving Students

Incidents involving students must be reported based on the requirements outlined under the definitions of critical and non-critical incidents in Section 7.0 of the Policy. Incidents during a domestic activity should be reported to the home Department/Unit, either directly or through the Queen's Emergency Report Centre (613-533-6111). Reporting of incidents during an international activity should employ the Emergency Support Program via the Queen's Emergency Report Centre (613-533-6111), as outlined in Section 6.4 of the Policy and Section 1 of the Supporting Information.

Copies of the incident reports concerning injuries to students and individuals not employed by the university should be forwarded to the Department of Environmental Health & Safety and the Department of Pensions, Investments & Insurance (613-533-6414) in order to determine whether CURIE (the University's primary insurance carrier) should be notified.

d) Vehicle Accidents

Accidents involving university fleet vehicles should be reported promptly to the Department of Pension, Investments & Insurance (613-533-6414).

Accidents involving vehicles rented for University business should immediately be reported to the rental agency using the contact information provided by the company. The accident must also be reported promptly to the Department of Pension, Investments & Insurance (613-533-6414).

e) Other Losses or Damages

All reports of losses or, damage to, University-owned property should be directed to the Department of Pension Investments & Insurance (613-533-6414) within a reasonable time frame to determine if a claim can be made against an existing insurance policy or the University's self insured program.

8. Additional Resources

The following list outlines some of the resources and programs presently in place on the Queen's campus and available more broadly to assist organizers in identifying and managing risks associated with off-campus activities, and in educating participants in advance of the activity.

a) On-Campus Resources

International Centre Resources

- Queen's University Emergency Protocol for Study/Work/Travel Abroad Students
[\[http://www.queensu.ca/quic/intledu/files/protocol.PDF\]](http://www.queensu.ca/quic/intledu/files/protocol.PDF)
- Queen's Emergency Support Program for Study/Work/Travel Abroad Students
[\[http://www.queensu.ca/quic/intledu/esp/index.htm\]](http://www.queensu.ca/quic/intledu/esp/index.htm)
- Reference Web Page for Health and Safety for Study/Work/Travel Abroad Students
[\[http://www.queensu.ca/quic/wsa/esp.htm\]](http://www.queensu.ca/quic/wsa/esp.htm)
- Tips for Setting Up an Academic Course or Field Trip That Will Take Students Out-of-Country
[\[http://www.queensu.ca/quic/intledu/files/academicprograminfosheet.PDF\]](http://www.queensu.ca/quic/intledu/files/academicprograminfosheet.PDF)
- Health and Safety Reference Points for International Student Services and Activities (PDF)
[\[http://www.queensu.ca/quic/intledu/files/intlstuguidelines.PDF\]](http://www.queensu.ca/quic/intledu/files/intlstuguidelines.PDF)
- Reference Web Page for Health and Safety for International Students
[\[http://www.queensu.ca/quic/intlstu/h&s.htm\]](http://www.queensu.ca/quic/intlstu/h&s.htm)
- Safety Guidelines and Procedures for various field trips and activities for international students
[\[http://www.queensu.ca/quic/intledu/files/intlstuguidelines.pdf\]](http://www.queensu.ca/quic/intledu/files/intlstuguidelines.pdf)

Health, Counselling and Disability Services

The Department of Health, Counselling and Disability Services is available to provide comprehensive, up-to-date information regarding immunization requirements and other health information regarding travel to students on an individual basis. Students who wish to use this service should contact a nurse at the Health Service.

Departmental Resources

Departments that are in the process of planning international off-campus study activities may wish to consult the field-safety policies and guidelines that have already been prepared by the Development Studies Program to promote the health and safety of their participants in off-campus study activities.

- Development Studies Program. Contact: Paritosh Kumar, Field Placement Coordinator, ext 36250. See Placement Handbook [\[http://www.qsilver.queensu.ca/~qds/handbook.pdf\]](http://www.qsilver.queensu.ca/~qds/handbook.pdf)

Other Sources of Information and Advice

- | | |
|---|---|
| • Department of Environmental Health and Safety
Dan Langham, Director
Telephone: (613) 533-2999
<langhamd@post.queensu.ca> | • University Legal Counsel
Diane Kelly
Telephone: (613) 533-2211
<kellydg@post.queensu.ca> |
| • International Centre
Wayne Myles, Director
Telephone: (613) 533-2604
<mylesw@post.queensu.ca> | • Pensions, Investments and Insurance
Bob Weisnagel, Manager
Telephone (613) 533-6000, ex. 74181
<weisnagel@post.queensu.ca> |
| • Health, Counselling and Disability Services | • Human Rights Office |

Barbara Roberts, Disability Services Advisor
Telephone: (613) 533-6467
TTY: (613) 533-6566
<robertb@post.queensu.ca>

Irène Bujara, Director
Telephone: (613) 533-6886
<bujarai@post.queensu.ca>

- University Advisor on Equity
Jeanette Parsons,
Program Coordinator, Accessibility
(613) 533-6000, ext 78984
TTY - (613)-533-2988
<parsonsj@post.queensu.ca>

b) Off-Campus Resources

Travel and Health Advisories and Information

- Foreign Affairs Canada (FAC) - country warnings
<http://www.voyage.gc.ca/dest/sos/warnings-en.asp>
- Foreign Affairs Canada (FAC) - Country Travel Reports
<http://www.voyage.gc.ca/dest/ctry/reportpage-en.asp>
- Health Canada - News
http://www.hc-sc.gc.ca/pphb-dgspssp/new_e.html
- Health Canada - Travel advisories
http://www.hc-sc.gc.ca/pphb-dgspssp/tmp-pmv/pub_e.html
- World Health Organization- News updates
<http://www.who.int/csr/don/en/>
- National Center for Infectious Diseases - Traveller's Health Center
(includes vaccination information by country)
<http://www.cdc.gov/travel/vaccinat.htm>
- Travel Medicine Program
<http://www.hc-sc.gc.ca/pphb-dgspssp/tmp-pmv/>
- The Weather Network
<http://www.theweathernetwork.com>

News Outlets

- CNN - World news
<http://www.cnn.com/WORLD/>
- CBC
<http://www.cbc.ca/>
- Listing of CBC short-wave frequencies for travellers abroad
<http://www.rcinet.ca/Scripts/default.asp?s1=Horaires>
- BBC
<http://www.bbc.co.uk/worldservice/index.shtml>
- BBC short-wave frequencies for travellers
<http://www.bbc.co.uk/worldservice/schedules/frequencies/index.shtml>

Diplomatic Missions

- Embassy locator (any country of citizenship - not just Canadian)
<http://www.embassyworld.com/embassy/directory.htm>