

FAQ's on Travel and Fieldwork Policy and Procedures

1. [What is travel and fieldwork \(T&F\) and when do I need to complete forms?](#)
2. [Why is this necessary?](#)
3. [What are the requirements of the Faculties and Departments?](#)
4. [Who is the Project Director and what are they responsible for?](#)
5. [Do activities planned and completed by student groups apply to this policy?](#)
6. [How long and where do we have to keep the documents?](#)
7. [What are high and low risk travel and fieldwork and what forms need to be completed for each type?](#)
8. [Will the policy and procedures be translated?](#)
9. [Who needs to complete the Risk Assessment forms and for what type of travel and fieldwork do they need to be completed?](#)
10. [How often do we need to complete the Risk Assessment form?](#)
11. [Can I complete one Risk Assessment form for multiple trips?](#)
12. [Who needs to sign the Risk Assessment forms?](#)
13. [Can I modify the Safety Planning Record?](#)
14. [Are volunteers and visiting researchers required to review and sign the Safety Planning Record?](#)
15. [When does the Assumption of Risks, Release of Liability, Waiver of Claims and Indemnity Agreement \(Waiver\) require completion?](#)
16. [Is the Waiver only required for students?](#)
17. [Where does the Waiver go? And, how long is it kept there?](#)
18. [Does a Waiver need to be completed for 'normal' risk activities that occur outside of the U of R boundaries? \(examples – hockey, football, wrestling teams\)](#)

General

1. **What is travel and fieldwork (T&F) and when do I need to complete forms?**

Within the City of Regina, no form completion is required, with the exception of the use of 15 passenger vans or for higher risk activities as defined in the policy. The policy does require that any known hazards are identified and the risks mitigated, therefore an informal assessment of the activity should still occur.

As a general rule, whenever a Travel Authorization Request form is required, the completion of a Risk Assessment Form will be required. For convenience, the Risk Assessment Form has been included in the Travel Authorization Request form.

The T&F policy and procedures apply to any person performing any type of work that will benefit the University or one of its employees. This will include, among other things, research related work, student trips, and travel for meetings and conferences.

Travel is the movement of persons and/or equipment to locations beyond the geographic boundaries of the University of Regina.

Fieldwork collectively means any work, study, teaching or research activity occurring beyond the geographic boundaries of the University of Regina undertaken by employees or students of the University and includes travel to these locations.

2. Why is this necessary?

To identify and mitigate the hazards and associated risks encountered when working or traveling away from the University.

The main purpose of the Travel and Fieldwork Policy and Procedure is to provide a template to individuals that allow them to evaluate the hazards associated with travel and work away from the University, and to develop steps to minimize the risk of injury or illness from those hazards. Risk is the chance of a hazard causing harm and is assessed based on the probability and severity of an occurrence.

Hazards are found in all daily activities; generally people mitigate their risks without conscious thought, for example looking both ways before crossing the street. The University must ensure steps are taken to make everyone aware of unusual hazards and the methods of reducing their associated risks when travel or fieldwork is undertaken.

The University has a legal responsibility to ensure that faculty, staff and students are aware of the risks associated with travel and work off campus. The Travel and Fieldwork Safety Policy and Procedures were designed to provide a framework for assessing and mitigating travel and fieldwork related risks.

This Policy is designed to ensure that participants engaged in travel and fieldwork on behalf of the University incorporate preventative measures that reduce risk, aid in incident prevention and maintain emergency plans to respond to unexpected incidents.

3. What are the requirements of the Faculties and Departments?

Everyone has responsibilities when they travel or conduct fieldwork.

The responsibilities, as outlined in the policy, are:

The Associate Vice-President or Dean will

- ensure the Policy and Procedures are implemented.
- ensure that every unit has specific Fieldwork Safety Procedures in place (see Travel and Fieldwork Safety Procedures).
- upon receipt of a special exemption request, ensure that the appropriate steps have been taken to minimize the risks associated with 15 passenger van use through review and approval of the "Authorization for Use" Form (see Travel and Fieldwork Safety Procedures).
- require compliance with the Policy and Procedures.

Unit Heads and/or Directors will

- ensure a “Risk Assessment” is completed by the Project Director and records maintained (see Travel and Fieldwork Safety Procedures).
- when applicable implement written Fieldwork Safety Procedures within the unit that adequately address the identified risks.
- ensure a “Fieldwork Safety Planning Record” is completed for each fieldwork project where applicable, and maintain appropriate records.
- require compliance with the Policy and Procedures.

4. Who is the Project Director and what are they responsible for?

The Project Director is essentially the person employed by the University who is planning or sanctioning the activity. Project Directors are regarded as supervisors and are primarily responsible for ensuring, to the best of their ability, travel and fieldwork safety.

Project Directors responsibilities outlined in the Policy are:

Project Directors will

- ensure safe fieldwork practices by exercising good judgment, and taking all reasonable care in the circumstances to protect the health and safety of participants.
- where applicable make arrangements for appropriate transportation to and from the location of the fieldwork. Prior to using a 15 passenger van complete the “Authorization for Use” form (see Travel and Fieldwork Safety Procedures) and submit it to the Faculty Dean or AVP and the Vice-President Administration for approval.
- plan and execute all activities in a manner that complies with this policy and procedures. Ensure risk assessments are conducted prior to all organized off-campus activities. Develop and implement Fieldwork Safety Procedures.
- report substandard conditions or procedures to the appropriate authority as necessary, and correct such conditions within their authority.
- ensure that all incidents are reported and investigated, and take action to prevent a recurrence in accordance with the incident reporting procedure.
- approve the composition of the field team.
- ensure that each field participant is made aware of the specific requirements that must be met for participating in the research prior to departure (see Safety Planning Record in Travel and Fieldwork Safety Procedures). Obtain the written informed consent from the participants in the fieldwork or obtain a signed waiver from student participants in the fieldwork (see Assumption of Risks).
- maintain written documentation of the steps taken to comply with this policy. This documentation can be contained in a “Fieldwork Safety Planning Record” (see Travel and Fieldwork Safety Procedures). This record shall be kept with the Unit Head or Dean’s office prior to departure on fieldwork, and maintained for a minimum of three years.

5. Do activities planned and completed by student groups apply to this policy?

No, this policy only applies to activities that occur as part of a University of Regina sanctioned event. Examples of activities that do not fall under this policy are: URSU functions, non-official class or student activities, and activities developed and sanctioned by student groups, such as a students society/association.

6. Will the policy and procedures be translated?

No, the University does not provide translations of its policies and procedures.

7. How long and where do we have to keep the documents?

Form	Length of time kept on file	Location of form
Risk Assessment (Part of the Travel Authorization Form)	Determined by Financial Services (same as the Travel Authorization Form)	Financial Services as part of the Travel Authorization Form
Safety Planning Record	Three Years, except in the event of an incident	Within the Department/Faculty
15 Passenger Van – Authorization for Use Form	Until the travel has been completed without incident, in the event of an incident the form must be kept indefinitely.	Within the Department/Faculty. In the event of an incident a copy sent to the Health and Safety Unit, Human Resources.
Assumption of Risks	Indefinitely	Student record in the Registrars Office

8. What are high and low risk travel and fieldwork and what forms need to be completed for each type?

The assignment of the level of risk associated with a particular activity will always be somewhat subjective. The procedures have outlined some examples of low and high risk activities, however, each activity must be evaluated for hazards specific to it.

Low Risk Activities – Research and work activities that do not pose higher risks than are commonly found at or near the University of Regina. Examples include other universities, hospitals, libraries, etc. in areas that are politically stable, do not require mandatory vaccinations and are easily accessible.

A Risk Assessment Form must be completed for all low risk activities taking place outside of the City of Regina.

High Risk Activities – Research and work activities that pose higher risks than are commonly found at or near the University of Regina. Examples include research at facilities that engage in high risk laboratory activities, activities which include additional training requirements and the use of personal protective equipment, research at remote field locations, and travel to politically unstable areas or where additional immunization and vaccines are required.

The Risk Assessment Form and Safety Planning Record must be completed for all high risk activities. Students are to complete the Assumption of Risks Form.

Risk Assessment Form

9. Who needs to complete the Risk Assessment forms and for what type of travel and fieldwork do they need to be completed?

The forms should be completed by the Project Director, or the person who is employed by the University and planning or sanctioning the activity.

The Risk Assessment Form is now a part of the Travel Authorization Form and must be completed whenever a Travel Authorization Request Form is completed. In the cases where a Travel Authorization Request form is not required the Risk Assessment Form is located within the Travel and Fieldwork Procedures.

Excerpt from the Travel Authorization Form Regulations:

For faculty regularly travelling to out of town classes, one form may be submitted per semester. The instructor of any class that participates in a field trip with a destination outside of Regina is required to complete a Travel Authorization Request Form. A list of those participating in the field trip is to be attached and the approved form is to be received by Financial Services prior to the field trip.

10. How often do we need to complete the Risk Assessment form?

See the answer to #9, and whenever the conditions of travel change so that the risks associated with travel require additional safety measures.

11. Can I complete one Risk Assessment form for multiple trips?

The same restrictions for completing multiple trips for the Travel Authorization Request Form apply to the Risk Assessment section.

12. Who needs to sign the Risk Assessment forms?

The Risk Assessment Forms are signed by the person responsible for ensuring the questions are correctly completed, and are now a part of the Travel Authorization Request Form, which is signed by the Dean, Director or Administrative Head.

Safety Planning Record

13. Can I modify the Safety Planning Record?

Yes, the Safety Planning Record is a very generic form built to encompass a variety of potential hazards. If your Department/Faculty/Unit identifies portions of the Record that are not applicable or you identify hazards that are not listed on the Record, please adjust it to fit your needs.

If you do make changes to the Safety Planning Record and would like Health and Safety to review it for completeness, please feel free to contact us at health.safety@uregina.ca

14. Are volunteers and visiting researchers required to review and sign the Safety Planning Record?

Yes, anyone who is performing travel and fieldwork on behalf of or in conjunction with a University sanctioned activity must be aware of the hazards they may encounter.

Assumption of Risks

15. When does the Assumption of Risks require completion?

Students complete the form for any international or high risk travel or fieldwork. The Assumption of Risks does **not** apply to employees of the University.

If you have any questions regarding the Assumption of Risks please contact the Office of Risk Management.

16. Is the Assumption of Risks only required for students?

Yes, the Assumption of Risks is designed for students.

17. Where does the Assumption of Risks go? And, how long is it kept there?

The Assumption of Risks is sent to the Registrar's Office to be maintained on the student file.

18. Does an Assumption of Risks need to be completed for 'normal' risk activities that occur outside of the U of R boundaries? (examples – hockey, football, wrestling teams)

No, the Assumption of Risks only needs to be completed for high risk activities and international travel.

Sporting events are generally viewed as high risk activities, however, due to the knowledge and training of participants, and the risk mitigation enforced through sporting associations and game rules, these events are classified as 'low risk' under the Travel and Fieldwork Policy.