

TRAVEL AND FIELDWORK SAFETY PROCEDURES

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TRAVEL AND FIELDWORK INTRODUCTION

The University of Regina's Fieldwork Safety Policy and Procedures pertain to all work activities carried out for the purpose of research, study or teaching undertaken by employees or students of the University at a locality beyond the geographic boundary of University property.

Fieldwork activities can expose participants to significant risks to their health, safety, or well-being, and therefore the **Health and Safety Unit** developed a **Travel and Fieldwork Safety Policy and Procedures** to ensure that prior to undertaking fieldwork or travel:

- a) all concerned parties are aware of their responsibilities;
- b) a risk assessment is carried out to identify potential hazards associated with the fieldwork and travel;
- c) written fieldwork safety procedures are implemented to establish appropriate controls that eliminate or minimize hazards identified in the risk assessment; and
- d) all participants have an informed understanding of the associated hazards and provide their consent to the means of eliminating or minimizing them.

The Travel and Fieldwork Safety Policy outlines the **responsibilities** for ensuring the safety of all those participating in travel and fieldwork. **Due diligence** must be exercised by all parties in identifying and dealing with the risks associated with each location and type of fieldwork.

In general, the **Dean/AVP** is responsible for ensuring that Unit Heads and supervisors are aware of, and comply with, the procedures within the unit or faculty. The direct responsibility for compliance with the policy lies with the **Project Director** who is in charge of the fieldwork project. The Project Director is responsible for conducting risk assessments prior to all organized off-campus activities, and for developing and implementing the written Fieldwork Safety Procedures. For out-of-country travel, travel advisory reports relating to safety, security, and health must be consulted. The **Team Leader** may be the Project Director or may be another member of the team who has been designated by the Project Director. The team leader is involved in directly supervising activities on location and is responsible for ensuring proper implementation of the policy, including the use of appropriate safety equipment, safety procedures, and medical precautions by participants during fieldwork. Each **Participant** of the fieldwork team is responsible for acknowledging the risks of the fieldwork and for working safely and in a manner to prevent harm to himself/herself or to others.

Requirements

Unit-specific risk assessment documentation must be developed and maintained to demonstrate due diligence. The most important aspect shall be documentation of hazards that pose a risk and the measures required to reduce, eliminate or control the risks. The signature of the person responsible for the assessment shall be included.

Prior to the work being undertaken, the Project Director must conduct an assessment of the risks involved in order to determine whether or not the Travel and Fieldwork Safety Policy and Procedures apply.

The Project Director for each fieldwork project must complete a **Risk Assessment** to determine the level of risk. The risk assessment is located on the Financial Services Travel Authorization Request Form, or on the Risk Assessment Form located in these procedures. In addition, for high risk activities, participants need to sign an acknowledgement that they are aware of the risks involved and the safety procedures that need to be followed. This **Safety Planning Record** is found in these procedures and must be completed for all high risk activities (see definitions). A copy of the **Safety Planning Record** must be submitted to the Unit Head/Director and kept on file in the Unit Office. The Safety Planning Record contains a tool for hazard identification and risk assessment/mitigation.

Authority to Travel –The University of Regina uses a Travel Authorization form to ensure that a risk assessment is completed and that the appropriate person authorizes employee/field work travel. The Travel Authorization form provides evidence of that authorization. It is available at: <http://www.uregina.ca/presoff/vpadmin/policymanual/fs/30050502.html>

Solitary fieldwork activities are to be strongly discouraged, particularly those involving remote or hazardous locations, high-risk activities or other unusual conditions.

Refusal of Unsafe Work – Any individual member of a fieldwork team has a duty to refuse, at any time, to participate in any activity which he/she feels may endanger his/her health or safety or that of another person.

Personal Activities – Fieldwork participants may undertake incidental personal activities. While not wishing to control the nature of those activities, the University does expect them to be conducted safely, with common sense and within the law. Neither the university nor the person in charge can accept any responsibility for, or arising out of, these activities.

University owned or rented equipment (including vehicles) used in connection with a field trip is not to be used for or during personal activities at ANY time.

Insurance – Sufficient insurance coverage must be ensured and/or purchased prior to departure. Specific insurance information is provided throughout these Procedures.

DEFINITIONS

15 Passenger Van means a vehicle that has the capability of seating positions for a driver plus fourteen passengers. Removal of seats does not change classification of the vehicle.

Activities

High Risk Activities are research and work activities that pose higher risk and require the completion of a Fieldwork Safety Planning Record. Examples include research at facilities that engage in higher risk operations such as laboratory activities, other activities which include additional training requirements and the use of personal protective equipment, research at remote field locations, diving operations, collecting data in politically unstable countries and travel to areas where additional immunization and vaccines are required.

Low Risk Activities are research and work activities that do not pose a higher risk as they are conducted at other accredited institutions. Examples include other universities, hospitals, libraries, etc. in areas that are politically stable, require no additional mandatory vaccinations and are easily accessible via public transportation. Research and work activity of this type only requires completion of the Risk Assessment Form.

Due diligence means taking every precaution that is reasonable in the circumstances to avoid harm.

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.

Hazards are any activity, situation or substance that can cause harm including any agent or condition that can cause illness or injury.

Operator any person designated and approved by their respective Dean/AVP to drive a 15 passenger van. Approval will be based on operator certification and successful completion of specified defensive driving course(s).

Participants are students, employees, or volunteers working at a fieldwork location.

PPE (personal protective equipment) means any clothing, device, or other article that is intended to be worn or used by a worker to prevent injury or to facilitate rescue.

Project Director includes a University employee or a faculty member engaged in University business to whom students, graduate students, research assistants, research and post doctoral fellows, technicians and volunteers report. Project Directors are regarded as supervisors and are primarily responsible for ensuring travel and fieldwork safety.

Risk is the chance of a hazard causing harm and is assessed based on the probability and severity of an occurrence.

Remote is any person traveling to, or performing fieldwork in, a location where assistance is not readily available to the worker in the event of injury, ill health, or emergency. For example, work or study locations where medical aid would take 1/2 hour or more to reach the area and/or where normal modes of communication and transport are limited or unavailable.

Supervisor means a person who is authorized by the University of Regina to oversee or direct the work of employees or students.

Team Leaders may be the project director or may, in the absence of the project director, be another Participant of the team designated by the project director to take on those responsibilities.

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

LOCATION SAFETY CONSIDERATIONS

It is inevitable that some fieldwork locations will pose dangers. In cases of dangerous travel and fieldwork locations, there is a higher standard of care that must be taken to ensure that participants are safe. The following is an outline of some of the dangerous site locations at which participants may have to work, and some safety measures to be taken in regards to the locations.

Bush, Remote or Hazardous Areas

In the case of fieldwork in the bush, in remote or hazardous areas, the Project Director should consider:

1. Providing a communication link to a central station;
2. Providing a large scale map of the area or GPS system, plus whistles to each participant;
3. Conducting area familiarization trips before commencing the work;
4. Having a procedure for contacting local police or RCMP;
5. Having a procedure for, and knowing who will organize a search for missing people;
6. Leaving an itinerary at the base camp, plus an overall plan in the unit office at the university;
7. Obtaining from participants, before leaving campus;
 - i. Saskatchewan health insurance number (or equivalent); and
 - ii. Details of special health and special diet considerations.
8. If underwater research is to be conducted, evidence that the participant holds a valid license; and
9. Local expert advice on the locality.

Refer to the University of Regina Working Alone Policy

<http://www.uregina.ca/presoff/vpadmin/policymanual/hr/2010540.pdf>

For first aid requirements see

<http://www.labour.gov.sk.ca/ohs-publications/>

Construction Sites, Mines, Manufacturing Plants, Archeological Digs

For field trips to these places, it is vital to be familiar with, agree to and comply with the pertinent regulations and instructions. For example, in some cases, safety boots, hard hats or safety glasses will be required. Safety sessions conducted by plant personnel will be required. When necessary, the regulations of these locations must be researched by the Project Director of the field trip.

Foreign Travel

For foreign travel, there must be prior consultation with, and approval by, the Dean/AVP (or equivalent) of the Faculty/Department, especially for areas deemed to be high risk.

For work that is to be undertaken outside of Canada, the participants or the Project Director should contact at the earliest possible opportunity, the local Canadian embassy, consulate, charge d'affairs, local C.I.D.A. or C.U.S.O. offices, with details of travel and/or work plans.

Proper immunization as per the "Travel Health and Immunization Guidelines," must be followed in order for any participant to be able to travel to conduct their work in a foreign country.

GENERAL SAFETY AND USE OF EQUIPMENT

There are numerous safety precautions that must be taken when using equipment to conduct fieldwork. There are many unit-specific types of equipment that must be identified by each unit in their equipment safety guidelines. The following is a general guideline that must be followed regarding the use of equipment while conducting fieldwork.

Vehicles

Fieldwork participants should be cognizant of the different kinds of equipment they may use in their field research.

Guidelines for Vehicle Use Authorization

- Proof of a valid driver's license (a copy of the license must be obtained and filed in the unit)
 - The license must be valid for the jurisdiction in which the vehicle will be used
 - The license must be current (check the expiry date)
 - The license must be appropriate for the class of vehicle being operated (class 5 or better)
- Proof of acceptable driving history
 - At least three years as a licensed driver
 - No more than two driving convictions in the past 5 years

Outlined below are some important points of consideration:

- (a) **University owned / Rental vehicles** – The University of Regina's insurance policies, including those pertaining to vehicles, are described in policy 30.20.05 located at:
<http://www.uregina.ca/presoff/vpadmin/policymanual/fs/302005.html>

For details about vehicle, contract and/or procurements please contact Supply Management Services (585-4126).

Inquiries about insurance coverage can be directed to Financial Services (585-4047).

- (b) When transporting 16 or more people a commercial driver's license is required.
- (c) **15 Passenger Vans**
 The use of 15 passenger vans for University sponsored events is prohibited unless, under exceptional circumstances, authorization is granted by the Dean/AVP and the VP of Administration. Authorization will be provided when the faculty or staff involved can provide evidence, based on a set of requirements, that the risks associated with 15 passenger van use have been identified and minimized. (Form 3: 15 Passenger Van – Authorization for Use).
- (d) **Who may drive?** – Only persons authorized and qualified individuals may operate University owned/leased vehicles (authorization by the Faculty/Unit).

Boats

When the use of a boat is essential, it is the responsibility of the person in charge to ensure that all safety precautions are taken, that operators are experienced, and that boats are in good repair and carry legally required safety equipment, including life preservers.

In Canada, all operators of motorized boats or other watercraft must hold a pleasure craft operator card.

Go to Transport Canada's Office of Boating Safety for more information on rules and regulations regarding boat safety: <http://www.tc.gc.ca/BoatingSafety/menu.htm>

University owned, rented, or leased boats are NOT to be used for personal activities.

ATV's

For safety considerations using ATVs, go to: <http://www.nsc.org/resources/factsheets/ag/atv.aspx>

Equipment

All equipment to be taken on a field trip must be examined by a qualified person to ensure that it is in good condition, complete and safe, before removal from the campus. The assessment should be documented in a consistent manner, as developed by the specific unit.

If equipment fails during fieldwork, its use must be discontinued immediately. The failure must be reported to the person in charge immediately. This equipment must not be used until satisfactory repairs have been completed.

If it is necessary to rent equipment while off campus, all reasonable steps are to be taken to ensure that it is safe to use.

It is the responsibility of the Team Leader to ensure that equipment is safe and that the operator has been trained in the safe use.

Alcohol/Drug Use

The use of substances that can impair performance or judgment and the consumption of alcohol during the working periods of fieldwork are not approved by the University of Regina under any circumstances.

The availability and consumption of alcohol during personal activities after hours, but still on location of the fieldwork, is discouraged.

Personal Use

University owned or rented equipment (including vehicles) used in connection with fieldwork is not to be used for or during personal activities.

Contacts:	Financial Services:	585-4047
	Supply Management Services:	585-4126

TRAVEL HEALTH AND IMMUNIZATION GUIDELINES

Introduction

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 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. Population and Public Health Services, the Regina Qu'Appelle Health Region, and the Travel Immunization Clinic provide travel immunizations.

Once the Project Director determines the risks associated with the fieldwork and concludes there is the possibility of exposure to a biological agent where there is a vaccine available, it should be offered to the participant. If the participant chooses to have the vaccine, the worker must have their titers checked to determine the efficacy of the vaccine for that particular individual. It is the responsibility of the Project Director to determine the means of payment for the vaccine and titer testing.

Off-Campus Information

For the persons traveling outside Canada, Public Health Agency of Canada provides information regarding immunizations in addition to other travel health information (i.e. disease outbreaks, prevention, treatment).

SASKATCHEWAN HEALTH COVERAGE WHILE OUTSIDE OF SASKATCHEWAN AND/OR CANADA

Introduction

Fieldwork can pose some dangerous situations. While all residents of Saskatchewan have health coverage provided from the province, the coverage does not necessarily extend to all services in other provinces, and especially not internationally. In these instances additional coverage should be purchased.

Below are important notes for consideration regarding Saskatchewan Health-Care coverage. In no way is this an exhaustive checklist of what needs to be known before ensuing travel and fieldwork.

Duration

The duration of time that a travel and fieldwork participant is going to be away from Saskatchewan is a factor in the amount of coverage they may receive under Saskatchewan Health. Under certain circumstances, people may retain limited coverage while away for up to one year, provided they intend to return to Saskatchewan to live.

In all situations where you will be temporarily absent from the province for more than three months, you must advise Saskatchewan Health Registration of:

- The date you intend to leave Saskatchewan
- The reason for your absence

Following any extended absence from the province, you need to contact Saskatchewan Health to ensure that your card is still active and you are entitled to benefits.

If you obtain a work contract outside Canada for no longer than 24 months, you may be eligible for limited out-of-Canada benefits for the period of your work contract. To retain coverage, Saskatchewan Health needs your departure date, the date you expect to return to Saskatchewan and a copy of your work contract.

Coverage

Out-of-Province Services (received in other provinces of Canada)

If the fieldwork is within Canada, Saskatchewan Health may cover certain amounts and types of services rendered out of province.

Saskatchewan Health covers most hospital and medical services received in Canada by a reciprocal billing arrangement. This arrangement means you do not need prior approval and you will not be billed for most services you receive in other provinces or territories while traveling within Canada.

For services to be covered, a valid Saskatchewan health services card must be presented. If you cannot do so, the hospital or physician has the right to ask you to pay your bill. (This also applies within the province.)

Regarding hospital services, before you are admitted as an inpatient, the hospital staff will ask you to sign a form declaring that you have valid coverage from Saskatchewan.

Reciprocal billing does not apply to physician services from Quebec. In this case, participants are to submit their bill and Saskatchewan Health will pay for insured services provided in Quebec, at Saskatchewan rates.

Out-of-Canada Hospital Services

If you receive services outside Canada, you will usually find the cost much higher than in Saskatchewan. If the cost is higher, you will be responsible for paying the difference between the full amount charged and the amount Saskatchewan Health pays. For this reason, you should buy additional health insurance if you plan to travel and/or do your fieldwork outside Canada.

Emergency Hospital Services

Saskatchewan Health provides limited coverage for emergency medical care from approved general hospitals outside Canada if the same services would be provided in Saskatchewan.

Emergency Psychiatric Services

Saskatchewan Health provides coverage for a brief period of stabilization (about five to seven days), both out-of-province and out-of-Canada.

Elective Hospital Services

Saskatchewan Health does not normally cover these services. You generally need prior approval for such services.

INSURANCE COVERAGE

Introduction

When leaving the University of Regina perimeter, the province of Saskatchewan and/or Canada, insurance coverage is one of the first issues to be researched by a prospective participant. Since every travel and fieldwork participant's situation is different, in terms of where they are going to conduct their research or what their research entails, every participant should ensure that they are covered for their specific context.

Coverage

Members of the University of Regina community have insurance coverage as outlined in the following policy: <http://www.uregina.ca/presoff/vpadmin/policymanual/fs/302005.html>

Coverage includes:

- General Liability Insurance
- University Self Insurance Fund
- Vehicle Insurance
- Personal Professional Property Insurance
- University Insurance Coverage as it Applies to Students
- Educational Institutions Errors and Omissions Liability Insurance
- Property Insurance
- Travel Insurance
- Computer Equipment Insurance

Employees may have additional coverage through a spouse, and students (undergraduate and graduate) may have coverage through a spouse or parent. The participant, and/or the Project Director must ensure that the proper insurance coverage exists for the location and type of travel and fieldwork that is to take place. They are also responsible for the insurance of their own personal property.

Coverage While Outside Saskatchewan

Travel and fieldwork participants and/or their Project Director must ensure that they are appropriately insured while outside of Saskatchewan. Additional health coverage may need to be purchased prior to departure. The participant in question has the best knowledge of his/her coverage and must ensure that possible perils while in the field are insured against. Possible perils may include medical, dental, or problems specific to the participant.

Authority to Travel

The University of Regina uses a Travel Authorization form to ensure that the appropriate person authorizes employee/field trip travel. The Travel Authorization form provides evidence of that authorization, and the purpose of this policy statement is to provide guidance as to completion and utilization of the form. It is available at:

<http://www.uregina.ca/presoff/vpadmin/policymanual/fs/30050502.shtml>

Insurance Coverage

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 Project Director and travel and fieldwork participants shall make sure that they have liability insurance prior to embarking upon their work.

University Insurance Coverages are outlined in:

<http://www.uregina.ca/presoff/vpadmin/policymanual/fs/302005.html>

CONTINUANCE OF UNIVERSITY BENEFIT PLAN COVERAGE WHILE ON RESEARCH AND STUDY EXPERIENCE

Overview

University benefit plans differ for University of Regina employees who belong to different unions. Students have the option of benefits provided through the University of Regina Student's Union (URSU). Due to the variations of insurance policies it is impossible to outline all potential situations that may arise in terms of travel and fieldwork and liability. Therefore, these guidelines indicate that fieldwork participants and their Project Directors must research the benefit plan exclusive to their own situation.

Employee queries can be directed to:
Pension and Benefits Human Resources

Student (URSU undergraduate coverage) information can be obtained online at:
<http://www.studentcare.net/>

The University of Regina has also entered into a Memorandum of Understanding with WCB and The Ministry of Advanced Education, Employment and Labour (MAEEL) to provide WCB coverage to students engaged in unpaid student work placements/practica in Saskatchewan. Coverage is conditional upon the students completing and submitting a Work-Based Learning Consent and Agreement form <http://www.uregina.ca/compserv/postcard/forms/ScheduleB.pdf> to the Coordinator at MAEEL – fax 630-787-7182 – <http://www.aeel.gov.sk.ca/student-participant-placement-injury/>.

Student Workplace Health and Safety Checklist
http://www.uregina.ca/compserv/postcard/forms/Student_placement_healthsafety_checklist.pdf

Refer to Appendix 4 for Saskatchewan Health Coverage

DEPARTMENT OF FOREIGN AFFAIRS TRAVEL ADVISORY REPORTS

Overview

Participants traveling abroad must undertake an evaluation of potential risks to personal security and be familiar with the recommended practices to minimize such risks. Travel advisory reports containing up-to-date information on safety, security, and health concerns for many countries are regularly issued by the Department of Foreign Affairs and International Trade (DFAIT), and should be consulted whenever planning travel outside of Canada. The Consular Services of the DFAIT are involved in assisting Canadians to prepare for foreign travel and provide a variety of services to them abroad.

Travel advisory reports are accessible on the DFAIT web site at:
<http://www.voyage.gc.ca/dest/ctry/new-en.asp>

FIRST AID REQUIREMENTS

The following is based on the requirements set out in Part V and Tables 8, 9, 10, 11 and 12 of *The Occupational Health and Safety Regulations, 1996*.

When fieldwork is being conducted at another employer's place of employment, arrangements may be made to use the first aid resources available at that place of employment, provided the available resources meet the requirements set out below.

First Aid Kits and Supplies

When required

A First Aid Kit is required for all fieldwork.

Minimum First Aid Kit

A First Aid Kit shall be a well marked container containing:

- A first aid manual
- A first aid log to record the injury, its cause and first aid provided.
- The following supplies and equipment in an amount adequate for the number of persons and emergencies expected:
 - Antiseptic, wound solution or antiseptic swabs
 - Bandage - adhesive strips and hypoallergenic adhesive tape
 - Bandage - triangular, 100-centimetre folded, and safety pins
 - Bandage - gauze roller, various sizes
 - Dressing - sterile and wrapped gauze pads and compresses, various sizes including abdominal pad size
 - Dressing - self-adherent roller, various sizes
 - Pad with shield or tape for eye
 - Soap
 - Disposable latex or vinyl gloves
 - Pocket mask with disposable one-way re-breathe valves
 - Forceps - splinter
 - Scissors - bandage

First Aid Attendant supplies

When a First Aid Attendant is required, a first aid kit and the following additional first aid supplies are required:

- Blankets, stretcher and splints
- Bag - hot water or hot pack
- Bag - ice or cold water
- Bandage - elastic, 5-centimetre and 10-centimetre widths
- Sterile burn sheet
- Any other first aid supplies and equipment that are appropriate to the dangers and other circumstances of the fieldwork and commensurate with the training of the first aid attendant
- When outside Saskatchewan, such other supplies or equipment that the regulations of that jurisdiction may require.

All fieldwork participants should be familiar with the location of the first aid kit and its contents.

First Aid Attendant

When required

A First Aid Attendant is required at a field site located more than ½ hour from a medical facility when there are 5 or more participants present at the site.

Defined

First Aid Attendant means: the holder of a current first aid certificate issued by a first aid training agency after the holder has successfully completed a first aid course delivered by a competent trainer comprised of 14 – 16 hours in basic first aid and an additional 4 – 6 hours in cardiopulmonary resuscitation.

Fieldwork involving 40+ persons

When fieldwork involves more than 40 persons in the field, there are additional first aid requirements. Consult the University of Regina Health and Safety Unit, on these additional requirements.

Fieldwork involving high hazard work

When fieldwork involves certain high hazard work, there are additional first aid requirements. High hazard work includes: building or road construction; mining or smelting; exploration drilling, shaft sinking, quarrying and rock crushing; logging or sawmilling; metal fabrication; power line construction and maintenance. Consult the Health and Safety Unit, on these additional requirements.

RISK ASSESSMENT FORM

(Also available on the Travel Authorization Request Form)

The following form is a planning guide to assist Project Directors to identify the level of risk involved in the fieldwork, and if further steps are required for high-risk activities. The Project Directors should consider all hazards and protective measures that may be unique to the fieldwork.

Project Title/Reference: _____

Faculty and Unit: _____

Project Director: _____ Contact Phone #: _____

Location of Fieldwork: _____

Dates of Fieldwork: _____

Number of Participants Involved: _____ Means of Transportation to Site: _____

Brief Description of Fieldwork Activities: _____

Section 1 Level of Risk:

Yes No N/A

Does the work only involve low risk activities? Low Risk Activities – Research and work activities that do not pose a higher risk as they are conducted at other accredited institutions. Examples include other universities, hospitals, libraries, etc. in areas that are politically stable, require no additional mandatory vaccinations and are easily accessible via public transportation. Research and work activity of this type does not require the completion of the Fieldwork Safety planning record. [If yes, completion of Safety Planning Record (Form 2) **is not** required.]

Does the work involve high-risk activities? Higher Risk Activities – Research and work activities that pose higher risks and require the completion of a Fieldwork Safety Planning Record. Examples include research at facilities that engage in higher risk operations such as laboratory activities, other activities which include additional training requirements and the use of personal protective equipment, research at remote field locations, diving operations, collecting data in politically unstable countries and travel to areas where additional immunization and vaccines are required. **Complete Safety Planning Record (Form 2).**
* **Students complete the Assumption of Risks (Form 4).**

Section 2 Transportation: (see Appendix 4 and 5)

Yes No N/A

Do the designated operators of private vehicles hold a valid driver's licence for the class of vehicle being driven (e.g. car, boat, bus)? Describe vehicles and license requirements: _____

Are the vehicles licensed as required?

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is a 15 passenger van being used? (see Appendix 5 - 15 Passenger Van Authorization for Use Form) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the vehicle road worthy for the conditions under which it will be driven (e.g. no observable or known mechanical defects, tires in good condition at proper inflation, spare tire and jack)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the vehicle equipped with survival gear appropriate to the season, road conditions or road remoteness (e.g. flashlights, candles, matches, food, water, blankets, shovel, flares)? List required equipment: _____
_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are arrangements in place to ensure the driver is not fatigued or otherwise impaired when driving? |

Other Hazards/Protective Measures/Comments: _____

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Safety Planning Record Completed (refer to appendices) |
| <input type="checkbox"/> | <input type="checkbox"/> | | Authority to Travel Authorization Completed
(http://www.uregina.ca/presoff/vpadmin/policymanual/fs/30050502.html) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assumption of Risks, Release of Liability, Waiver of Claims and Indemnity Agreement Completed (students only) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Appropriate Insurance Coverage Purchased |

Assessment Completed by:

Print Name

Signature

SAFETY PLANNING RECORD

Pursuant to the University of Regina's Fieldwork Safety Policy, this form, is to be completed by the Project Director and submitted to the Unit Head (or equivalent) prior to the departure on high risk travel and fieldwork. Numerous excursions to the same location or group of locations can be dealt with via one form. The form is good for a single academic year and a new form must be completed annually.

Department: _____ Project Director: _____

Location of Fieldwork:

Country: _____

Geographical Site: _____

Nearest City (name, distance to): _____

Nature of Research: _____

Date of Departure: _____ Date of Return: _____

Fieldwork Team:

In order of Responsible Leadership

Name	Category (check all that apply)			
	Team Leader	Participant	Other (specify)	Trained First Aider

Hazard Identification – identification of the hazards is critical to ensuring the safety of the Fieldwork Team. The following checklist will provide a guide to identifying common hazards, however, the Project Director should review all aspects of the fieldwork to ensure comprehensive hazard identification has been completed.

Physical Demands - What physical demands will the fieldwork entail?

Climbing

Extreme Heat

Manual lifting, carrying or handling heavy loads

High Altitude

Extreme Cold

Other:

Orientation:**Yes No N/A**

			Has any participant reported a condition that may require exceptional medical, physical or emergency accommodations? If yes, describe special arrangements and attach to form.
			Have arrangements been made to provide participants with: <input type="checkbox"/> Potable water <input type="checkbox"/> Personal washing/hygiene <input type="checkbox"/> Toilet facilities or procedures
			Are participants aware of suitable clothing, footwear and personal supplies required (e.g. boots, hat, raingear, sunglasses, sunscreen, insect repellent)? List required personal supplies and attach to form.
			Have arrangements been made to provide participants with, and train them in the safe use of, appropriate personal protective equipment such as: <input type="checkbox"/> Safety Glasses <input type="checkbox"/> Respiratory Protection <input type="checkbox"/> Coveralls <input type="checkbox"/> Protective Footwear <input type="checkbox"/> Protective Headwear <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Gloves <input type="checkbox"/> Face Shield <input type="checkbox"/> Other: <input type="checkbox"/> Knee/shin Guards <input type="checkbox"/> Flame Retardant Clothing
			Are participants familiar with the University of Regina's policy on the use of alcohol and drugs during field trips?
			Are participants familiar with the University of Regina's policies such as, Health and Safety Policy / Respectful Workplace and Learning Environment Policy / Violence Prevention Policy?

Other Hazards/Protective Measures/Comments: _____

Working Alone (see University of Regina's Working Alone Policy)**Yes No N/A**

			Will any participant be working alone? (See Working Alone Policy: http://www.uregina.ca/presoff/vpadmin/policymanual/hr/2010540.pdf)
			Has an effective communications system been established (e.g. radio, walkie-talkies, phones, whistles, air horns, flares, frequent and scheduled contact)? Describe system:

What other means can be employed to reduce the risk to a participant when working alone?

Yes No N/A

			Limitations or prohibitions on certain activities while alone
			Provision of emergency supplies
			Establishment of minimum training or experience or other standards of competency before working alone
			Other:

Other Hazards/Protective Measures/Comments: _____

Remote Hazardous Areas (see Appendix 3)

What communication systems will be employed?

- | | | |
|--|---|---|
| <input type="checkbox"/> Cell Phones | <input type="checkbox"/> Leaving Planned Itinerary at Base Camp | <input type="checkbox"/> Whistles/Air Horns |
| <input type="checkbox"/> Radio or Walkie-Talkies | <input type="checkbox"/> Leaving Itinerary at Base Camp | <input type="checkbox"/> Scheduled contacts |
| <input type="checkbox"/> Other: _____ | | |

How will participants remain orientated to their location?

- | | | |
|--|---|--|
| <input type="checkbox"/> Provision of maps | <input type="checkbox"/> Compass/Map Training | <input type="checkbox"/> Identification of safest routes |
| <input type="checkbox"/> Compass Provision | <input type="checkbox"/> Local guides | <input type="checkbox"/> Area familiarization trips |
| <input type="checkbox"/> Other: _____ | | |

What procedures have been established in the case participant(s) become lost?

- Participant training on remaining at location, use of emergency alarms, use of emergency survival gear
- Provision of survival gear
- Procedure for organized search
- Precautions against fire
- Precautions in the event of extreme weather conditions
- Other Hazards/Protective Measures/Comments: _____

Wildlife

Yes No N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have participants been adequately trained in the handling, capture and restraint of study species?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will participants be administering drugs/anaesthetics or obtaining biological samples? If so, have they been trained in techniques appropriate to the species and in how to manage disposal of waste or surplus materials?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have participants been instructed on techniques to avoid unexpected encounters with potentially dangerous wildlife?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	What possible diseases may be carried by wildlife in the study area (e.g. rabies, hanta virus)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are participants familiar with the methods of contraction of disease from wildlife in the area?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the species of study potentially carry zoonosis?

Other Hazards/Protective Measures/Comments: _____

Chemicals and Hazardous Materials**Yes No N/A**

			Is each controlled product properly identified with a supplier and workplace label?
			Will Material Safety Data Sheets for each controlled product used be readily available to participants?
			Do participants have current certification in Workplace Hazardous materials Information System (WHMIS) and Transportation of Dangerous Goods (TDG)?
			Will appropriate materials be available to adequately handle hazardous materials, spills, leaks or releases? Describe materials and attach to form.
			Will radioisotopes be transported or used in the field? If so, have participants been trained to safely use, store and transport the material in accordance with legal requirements and licence conditions? (see Radiation Safety Policy http://www.uregina.ca/presoff/vpadmin/policymanual/hr/2010560.pdf)

Other Hazards/Protective Measures/Comments: _____

Safe Use of Equipment and Work Processes**Yes No N/A**

			Are participants trained to operate the equipment safely and in compliance with regulatory standards?
			Have employees been trained in safe work procedures?

List Powered or Hazardous Equipment: _____

List Hazardous Procedures: _____

Some equipment and processes to which specific regulatory standards apply include:

- | | |
|---|---|
| <input type="checkbox"/> Chain Saws | <input type="checkbox"/> Explosives |
| <input type="checkbox"/> Compressed Air | <input type="checkbox"/> Fall Protection above 1.2 metres |
| <input type="checkbox"/> Confined Space | <input type="checkbox"/> Flammable substances |
| <input type="checkbox"/> Diving | <input type="checkbox"/> Ladders |
| <input type="checkbox"/> Excavation/Trenching/Tunnelling | <input type="checkbox"/> Lifting Devices and Hoists |
| <input type="checkbox"/> Noise exposure above 85dBA _{lex} | <input type="checkbox"/> Scaffolds |
| <input type="checkbox"/> Powered saws, grinders & planers | <input type="checkbox"/> Travel on Ice over Water |
| <input type="checkbox"/> Powered Mobile Equipment (i.e. roll over protection, seatbelts, competent operators) | |
| <input type="checkbox"/> Minimum Distances from exposed energized conductors (e.g. power lines) | |

REQUIREMENTS

Travel Immunization/Prophylaxis Requirements:		
<input type="checkbox"/> Diphtheria	<input type="checkbox"/> Polio	<input type="checkbox"/> Other (specify below): _____ _____ _____
<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Rabies	
<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> Rubella	
<input type="checkbox"/> Japanese Encephalitis	<input type="checkbox"/> Tetanus	
<input type="checkbox"/> Malaria	<input type="checkbox"/> Typhoid	
<input type="checkbox"/> Measles	<input type="checkbox"/> Yellow Fever	

Equipment

All equipment to be taken on fieldwork must be checked by a qualified person to ensure that it is in good condition, complete and safe (before removal from the campus). Documentation of this pre-trip assessment of the equipment is advised. Individuals operating the equipment must be trained in the proper use of the equipment.

Clothing

Fieldwork participants should be informed of the appropriate clothing to be worn while conducting their work. The appropriate clothing may have to be provided by the University or the worker may have to provide his or her own clothing, depending on requirements.

It should be identified whether or not there is special protective gear to be used while conducting the particular fieldwork and where necessary, this protective clothing must be used and the appropriate training provided in the proper use and maintenance of the personal protective equipment.

When extreme weather conditions can be anticipated or are known, clothing appropriate to the situation should be taken on the fieldwork excursion.

Fieldwork participants must employ common sense in terms of clothing worn on the fieldwork excursion. Participants inappropriately attired or without the correct PPE will not be allowed to participate in the fieldwork.

First-Aid Kits

First-aid kits are required for all off-campus operations. It is the responsibility of the Project Director to provide and ensure that the kit is maintained. Prior to the departure for fieldwork the Project Director is responsible to document the presence of a first-aid kit for the trip and any other required first-aid supplies. Refer to <http://www.labour.gov.sk.ca/ohs-publications/> for First Aid Requirements as required by *The Occupational Health and Safety Regulations*.

Emergency Preparedness and First Aid

Yes	No	N/A	
			Has itinerary been left with responsible person at the University?
			Will itinerary be left with responsible local authority?
			Are emergency contact numbers for local emergency assistance known?
			Are emergency contact numbers for each participant known? List or describe location of list:

Yes No N/A

			Are Saskatchewan Health Insurance Numbers (or equivalent) for each participant available? List or describe location of list:
			Is first aid kit complete (see Appendix 12)?
			Are all participants familiar with the location of first aid kit and its contents?
			Has nearest medical facility been identified? Include Name, Location, & Distance from fieldwork site:
			Is a first aid attendant required (see Appendix 12)? Name(s) of attendant(s):
			Are additional first aid supplies required? List:
			Is there means to summon assistance in case of emergency? Describe:
			Are participants familiar with the University of Regina's Incident Reporting Process? (See Human Resources website under forms)

Other Hazards/Protective Measures/Comments: _____

EMERGENCY PROCEDURES

Emergency Plan for Research Location: include information on communication, equipment, local emergency contacts, emergency U of R contacts, etc. (attach copy to form)

University Contact and Phone #	Local Contact and Phone #
1.	1.
2.	2.
3.	3.
4.	4.

Equipment Requirements:

<input type="checkbox"/>	Specialized Clothing – describe: _____	
<input type="checkbox"/>	PPE (respirator, eye/face protection/head protection/footwear/high visibility wear) - describe: _____	
<input type="checkbox"/>	Training on safe use procedures for power equipment	<input type="checkbox"/> Additional First Aid or medical supplies
<input type="checkbox"/>	Other training	<input type="checkbox"/> Emergency supplies
<input type="checkbox"/>	Communication devices (e.g. whistles, 2-way radios)	<input type="checkbox"/> Vehicle travel survival kit
<input type="checkbox"/>	First Aid kit	<input type="checkbox"/> Material Safety Data Sheets
<input type="checkbox"/>	First Aid attendant (see Appendix 12)	<input type="checkbox"/> Maps
<input type="checkbox"/>	Licenses (e.g. vehicle/boat/diving equipment)	
<input type="checkbox"/>	Other: _____	

RISK ASSESSMENT:

List identified hazards related to activities or environment (i.e. extreme heat or cold, wild animals, endemic disease, firearms, explosives, violence), and chosen available measures for eliminating or reducing risks to acceptable levels:

RISK	PRECAUTIONS TO BE IMPLEMENTED
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

I, the undersigned, acknowledge that, in keeping with the University of Regina’s Travel and Fieldwork Safety Policy:

- (a) I have been fully informed of the risks of this fieldwork and that I accept them;
- (b) I am aware of and will comply with the established safety procedures and my duties as a participant as set out in the U of R’s Travel and Fieldwork Safety Policy, including my duty to take reasonable care for my health and safety and the health and safety of others who may be affected by my actions;
- (c) I am in a satisfactory state of health to undertake the travel and fieldwork;
- (d) I have received all of the prescribed immunizations;
- (e) I am aware of limitations of insurance coverage; and
- (f) I am aware that I may be subject to academic discipline should I fail to comply with the Travel and Fieldwork Safety Policy and established safety procedures.

ACKNOWLEDGMENT OF PARTICIPANTS:		
NAME (print)	SIGNATURE	DATE
1.		
2.		
3.		
4.		
5.		
6.		

Signature of Project Director

I acknowledge that this safety plan has been prepared in keeping with the requirements of the University of Regina procedures for safety in fieldwork:

Name (print)	Signature	Date
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Signature of Unit Head (or equivalent)

I acknowledge receipt of this document:

Name (print)	Signature	Date
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15 PASSENGER VAN AUTHORIZATION FOR USE

Pursuant to the University of Regina's Travel Fieldwork Policy, this form is to be completed by the Project Director and submitted to and approved by the Dean/AVP and the VP Administration prior to departure.

This application for authorization must be filled out, once for each excursion, signed off by the Project Director, and approved by the Dean/AVP and the VP of Administration prior to any 15 passenger van usage for University travel.

The University's minimum requirements for authorization to use 15 passenger vans include:

1. Proof of a valid Class 4 driver's license for all operators
2. Designated operator(s) must be at least 21 years of age
3. Proof of operator(s) attending "Defensive Driver" training and "Defensive Driving for 15 Passenger Van Operator" training (Saskatchewan Safety Council) must be supplied
4. Provision of purpose and area of travel, including weather factors and road conditions
5. Compelling reasoning as to why alternative modes of transportation will not be adequate (7 passenger vans, small bus, etc.)
6. Evidence that the van and tires have been adequately maintained
7. Methods in place to ensure tire condition and pressure will be maintained during trip
8. Methods in place to ensure that operator fatigue will not be a factor
9. Plans for load distribution, such as luggage and equipment
10. Trailers and roof racks are not permitted, as they have been known to increase the risk of rollover
11. Plans for restraining the load from shifting, and endangering the occupants, under emergency stopping conditions.
12. Methods in place to ensure all occupants wear seat belts

15 PASSENGER VAN AUTHORIZATION FOR USE

15 Passenger Van PLANNING RECORD

Pursuant to the University of Regina's Travel Fieldwork Policy, this form is to be completed by the Project Director and submitted to and approved by the Dean/AVP and the VP Administration prior to departure.

*** Approval is required each time travel or fieldwork occurs. ***

Department: _____

Project Director: _____

Contact Phone #: _____

Destination (geographical site, nearest city): _____

Date of Departure: _____ Date of Return: _____

Number of Drivers: _____

Number of persons traveling: _____

Brief Description of Activities: _____

Type of road conditions: _____

Only authorized and qualified individuals may operate University owned/leased vehicles (authorization by the Faculty/Unit and in the case of 15 passenger vans the VP Administration).

List all drivers:

Name: _____ Affiliation: _____

student/staff/faculty

Name: _____ Affiliation: _____

student/staff/faculty

Name: _____ Affiliation: _____

student/staff/faculty

Vehicle Use Authorization:

1. Proof of a valid driver's license (a copy of the license must be obtained and filed in the unit)

The license must be valid for the jurisdiction in which the vehicle will be used

The license must be current (check the expiry date)

The license must be appropriate for the 15 passenger vans (class 4 or better)

The operator must be 21 years of age

(a copy of the drivers license must be attached to this application)

2. Proof of acceptable driving history

A minimum of three years as a licensed driver with no driving convictions in the past 5 years

Completion of a Defensive Driving for 15 Passenger Vans

(a copy must be attached to this application)

3. Describe:

3.1 Why a 15 passenger van is necessary for your travel

3.2 How will the operators ensure the van and tires have and will be adequately maintained

3.3 The steps in place to ensure the vehicle is road worthy for the conditions under which it will be driven (e.g. winter tires, no observable or known mechanical defects, tires in good condition at proper inflation, spare tire and jack)

3.4 Arrangements in place to ensure the operator is not fatigued or otherwise impaired when driving

3.5 How the operator will ensure all occupants will be wearing their seat belts

3.6 How the vans will be loaded and how the load will be secured during operation (Cargo toppers and trailers are not permitted with 15 passenger vans)

ASSUMPTION OF RISKS AGREEMENT

(Student agreement for high risk Travel and Fieldwork)

Name of participant: _____

Address of participant: _____

Name/Title of Fieldwork: _____
(hereinafter referred to as "this Fieldwork" throughout this document)

Location of Fieldwork: _____
(List countries) (hereinafter referred to as "this Location" throughout this document)

Description of Activity (including dates) _____

ASSUMPTION OF RISKS

This Fieldwork is an exceptional educational/working opportunity, but it is not without risks, dangers, hazards and liabilities to all participants. All persons taking part in **this Fieldwork** are required to accept these risks as their own, and as a condition of the University of Regina allowing their participation in this program.

As the participant, I acknowledge that I am aware that there are risks, dangers and hazards to which I may be exposed while participating in **this Fieldwork at this Location**, including but not limited to the following:

- Personal injury or death due to illegal activities, physical violence, terrorism, war;
- Theft, vandalism or loss of personal property;
- Motor vehicle or traffic accidents and a poor road and transportation system;
- Infectious diseases;
- Exposure to wildlife;
- Environmental and weather conditions that pose additional risk;
- Cultural differences;
- The laws of **this Location** may be significantly different;
- The medical services in **this Location** may be of a lower standard or not be readily available;
- A significantly higher crime rate and criminal activity;
- Hazards resulting from previous or current political unrest, military and/or terrorist activity; and,
- Cancellation of **this Fieldwork** or curtailment or cancellation of individual activities due to weather, flooding, illness, political disturbances, terrorism, motor vehicle accidents, transportation problems, failure to perform on the part of the travel agents, travel guides or airline companies, problems relating to customs, immigration or visa requirements, or any other circumstances either within or beyond the control of the University of Regina.

OTHER CONDITIONS

1. I understand that it is my responsibility to learn as much as possible about the risks of **this Fieldwork** and to weigh those risks against the advantages, and to decide whether to participate.
2. I am responsible for my own wellbeing during **this Fieldwork**. I confirm that I am physically and mentally capable of participating in **this Fieldwork**. I acknowledge that I am participating in **this Fieldwork** willingly and voluntarily and I assume all risks associated with my participation in **this Fieldwork** and full responsibility for personal injury, accidents or illness (including death) and any related expenses. I also assume responsibility for damage to or loss of my personal property.
3. I am responsible for obtaining all information concerning the conditions and requirements for legally entering and residing in **this Location** and participating in **this Fieldwork**, as well as securing all required documentation, including but not limited to study permits, entrance visas, health and travel insurance and passports, and I am responsible for the cost of obtaining these documents.
4. In executing this document, I am not relying upon any oral or written representations or statements of any nature or kind made by the University of Regina or any of its employees, faculty, representatives or agents. I am executing this document with my own free will, in consideration of the University of Regina allowing my participation in this Fieldwork.
5. I am aware that there may be further risks mentioned in the most current Foreign Affairs and International Trade Canada Travel Report with respect to **this Location**. As a condition of my participation of **this Fieldwork** I acknowledge that I have read and fully understand the Travel Report, and I have attached it to this document and initialed same.

Signed this _____ day of _____, 20____

SIGNATURE OF WITNESS

SIGNATURE OF PARTICIPANT

(printed name of witness)

(printed name of participant)

(address of witness)

**SIGNATURE OF PARENT OR GUARDIAN
(for participants under the age of 18)**

(printed name of parent/guardian)

This Agreement must be completed in full, signed, dated and witnessed before the Participant may participate in this Fieldwork.

For international travel or fieldwork, a copy of the most current Foreign Affairs and International Trade Canada Travel Report for the location must be attached and initialed by the Participant.