

## Risk Rating Guide for Off-Campus Travel or Fieldwork Activity

### Instructions:

1. Prior to travel, use this matrix to assign the overall risk level to your off-campus trip/activity.
2. Begin at the left-side of the chart and proceed across the row. If all conditions apply for each risk category, you have assessed the risk level as indicated in that row. You must assess the overall risk level of the trip/activity based on the highest risk level (e.g. if the risk activity is 2 (medium) but the location level is 4 (high), the overall trip risk is 4 (high)).
3. Contact Health and Safety for advisory services or additional travel safety resources.

Risk Level	Who is travelling?	What is the primary activity?	What is the location?	What is the proximity to emergency medical services (EMS) (e.g. hospital or rescue)?	Which documents or plans should be completed?
<b>1 (Low)</b>	Employee(s) or Graduate Student(s)	An activity that involves hazards no greater than those encountered by average participants in their daily lives	A location where Global Affairs Canada travel advisories indicate 'Take Normal Precautions' Typically, travel within Canada will be low risk. However, travellers must always consider potential hazards including severe weather, wildfire, wildlife, and public health warnings that may be time-sensitive and place-specific.	Near to EMS (within 15 minutes)	Traveller Checklist recommended
<b>2 (Medium Low)</b>	Undergraduate students	An activity that involves hazards greater than those encountered by average participants in their daily lives, but those hazards can be easily minimized by engineered controls, administrative processes, training, and appropriate personal protective equipment (PPE)	A location where Global Affairs Canada travel advisories indicate 'Take Normal Precautions'.	Far to EMS (15-30 minutes)	Traveller Checklist strongly recommended
<b>3 (Moderate)</b>		An activity that involves hazards greater than those encountered by average participants in their daily lives, but those hazards can be minimized	A location where Global Affairs Canada travel advisories indicate 'Exercise a high degree of caution'.	Very far to EMS (more than 30 minutes)	Detailed Safety Plan
<b>4 (High)</b>		An activity that involves hazards significantly greater than those encountered by average participants in their daily lives, but those hazards can be reduced	A location where Global Affairs Canada travel advisories indicate 'Avoid non-essential travel'	Isolated site to EMS + difficult rescue (e.g. mountain or densely treed area; remote lake or river)	Detailed Safety Plan
<b>5 (Very High)</b>		An activity that involves substantial hazards or risk of harm to participants and those hazards cannot be reduced with reasonable probability	A location where Global Affairs Canada travel advisories indicate 'Avoid all travel'	Isolated site to EMS + extremely difficult rescue (e.g. crevasse; isolated arctic, desert, forest or ocean site)	Detailed Safety Plan