

	# Pages:	Policy Number:
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Policies & Procedures Manual	Approved by:	
	Learning Council	
Section:	Effective Date:	
Academic - Program	June 11, 2019	
Title:	Replaces:	
Field Activity and Associated Travel Policy	New	

POLICY STATEMENT

UCN will ensure teaching and research activities taking place in the field or off campus, are conducted in a manner that reasonably safeguards participants (students, staff, faculty, contractors and volunteers) from any undue risk.

PURPOSE OF POLICY

The aim of this policy is to provide a safe environment for teaching and research activities conducted in the field off campus. The policy is to ensure, as reasonably practical, that hazards and risks associated with the field activity are identified and, thus, UCN is able to prevent harm to any field activity participant. It is recognized that the best prevention strategy is thorough planning, preparation, knowledge and management of the hazards.

Field activity for this policy is defined as a University College led, off-campus, activity that is designed for educational purposes. Field activity for this policy does not include student clinical placements and/or work practicums.

PROCEDURES

Deans, department heads and division heads are responsible for ensuring that appropriate field activity and associated travel safety procedures and processes are implemented prior to the commencement of any field activity. All field activity must take into consideration the nature of hazards arising from activities, agents, equipment or areas where the field activity is to be conducted. Deans, department heads and division heads are responsible for ensuring these procedures and processes are communicated and enforced; it is the responsibility of the fieldworkers to comply. A "Risk Assessment" must be done before commencing the field activity. Special attention is required for activities or workplaces deemed "high risk"; in particular a Field Activity Safety Plan is required.

RESPONSIBILITIES

Deans/Department Heads/Division Heads are responsible for:

- Ensuring that every program in which field activities take place has suitable safety procedures in place.
- Ensuring that every program complies with the policy and follows the safety procedures.

Chairs/Coordinators are responsible for:

- Implementing field activity safety procedures within his/her department, division or unit.
- Communicating the policy and associated safety procedures to the academic supervisors and/or instructors/professors.
- Ensuring that a “Risk Assessment” is completed by the instructor/professors.
- Filing a Field Activity Safety Plan for each applicable field activity project, with the office of the department head, division head or dean.

Instructors/Professors are responsible for:

- Approving the composition of the field activity team.
- Ensuring that a Risk Assessment is completed prior to departure.
- Making arrangements for appropriate transportation to and from the location of the field activity, where applicable.
- Considering the need to accommodate team members with disabilities.
- Determining what safety equipment is appropriate, and ensuring that each team member is instructed in the proper use of the equipment.
- Ensuring that each team member is made aware of the specific requirements that must be met for participating in the field activity prior to departure (such as visas, immunizations, health insurance requirements, etc.).
- Ensuring that there are first aid supplies and a trained team member to use them if an emergency should arise.
- Identifying appropriate safety procedures in case of emergency or distress.
- Ensuring that team members are informed of the availability of procedures for contacting the University College to obtain assistance in a crisis situation.
- Respecting a student’s comfort zone in situations of perceived danger.
- Requiring every team member to attend any relevant training courses on field safety.
- Ensuring that each team member receives appropriate site-specific training, including information about the known risks and physical hazards of the area in which the field activity is to be carried out.
- Establishing a chain of leadership that is understood by all participants and documenting this chain of responsibility.
- Maintaining written documentation of all the above steps and any other required safety procedures. The documentation shall be filed with the office of the department head, division head or dean prior to departure for field activity, and maintained for a minimum of three years.

Team Leaders of the field activity team may be the instructor/professor or may be another team member designated by the instructor/professor or dean. They are responsible for:

- Ensuring implementation of the controls and safety procedures established by the instructor/professor.
- Ensuring that the team members use appropriate safety equipment and follow the Field Activity Safety Plan, appropriate safety procedures and medical precautions.
- Conducting on-going risk assessments during the field activity and reporting significant new hazards to the instructor and/or chair/coordinator.
- Addressing or resolving any safety concerns that arise in the field.
- Maintaining regular contact with the instructor and/or chair/coordinator as planned.
- Informing the instructor and chair/coordinator/ dean and the UCN Workplace Safety and Health Committee of all substantive safety incidents that occur in the field in a timely fashion.

Team Members are responsible for:

- Understanding the requirements of the field activity safety procedures for the activity.
- Familiarizing himself/herself with the risks of their particular field activity. This may include signing a document which acknowledges the risks, responsibilities

- and/or playing an integral part in documenting preventive measures in the Field Activity Safety Plan.
- Using the required protective equipment as indicated by the instructor/team leader.
 - Working safely and in a manner to prevent harm to his/herself or to others.
 - Providing evidence of a satisfactory state of health and immunization status as required.
 - Completing any required waivers or paperwork.
 - Reporting any identified hazards to the instructor/professor/team leader in a timely fashion.

ASSOCIATED UCN POLICIES AND DOCUMENTS:

- AC-01-28 Student Code of Rights and Responsibilities
- FI-01-14 Vehicle Usage
- WS-01-01 Workplace Safety and Health
- WS-01-03 Medical Emergency Protocol
- WS-01-04 Accident and Incident Investigation and Reporting
- WS-01-07 Chemical and Biological Hazard Control
- WS-01-13 Responsibility and Accountability for Safety
- University College of the North Safety Management System
- MB Workplace Safety and Health Act and Regulations

FIELD ACTIVITY SAFETY PLAN

Activity/Project Name:

Date Field Activity Safety Plan Completed:

Plan Prepared By:

Supervisor:

Department:

UCN CONTACT in event of an emergency (*person not at field activity*)

Name:

Designation:

Contact Information:

Alternate Emergency Contact:

Designation:

Contact Information:

Field Activity/Project Description: *brief description of activity*

Instructor(s)/Principal Investigator:

Date of Departure:

Return Date:

Location of Activity (*include specific coordinates/directions to site as required*):

Nearest City/Town for Emergency Medical Services:

Field Activity Participants

Name	Position	Medical or Emergency Information Form Completed	Waiver/Informed Consent/Parental Completed	Informed of participate guidelines/safety rules
<i>e.g. Jane Doe</i>	<i>Instructor</i>	<i>Yes</i>	<i>Yes</i>	
<i>e.g. Joe Student</i>	<i>Student</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>

Hazard Assessment and Control

Refer to Safe Operating Procedures if applicable

Task	Hazards	Control (mitigation)
<i>e.g. Boat Operation- moving students to camp and during field student study activities</i>	<i>Water/drowning hazards</i>	<i>Boat Operation safety briefing prior to boat use, Emergency kit in boat (e.g. throw row), situational awareness, personal floatation device worn at all times, preventative maintenance, tailgate safety briefings</i>

Emergency Contact Information

Name of Field Person/people in charge:	
Field Satellite Phone Number:	
Field Cell Phone Number:	
Local Emergency Response Number (Ambulance):	
Local Medical Facility:	
Local RCMP Detachment:	
Local Helicopter/Aviation Service:	
Local Sustainable Development Office	
TIP line to Report Wildfires:	911 or 1-800-782-0076
Other:	

Emergency Action Plan

Procedures for dealing with emergencies	
Identification of, location of and operational procedures for emergency equipment	
Emergency response training requirements	
Location and use of emergency facilities	
Fire protection requirements	
Alarm and emergency communication requirements	
Procedures for rescue and evacuation	
Designated first aid responders	

Communications for Check-in Procedures

With Outside

Device Type	Number	Time of Day Monitored (check-in procedure)
Satellite Phone		
Cell Phone		
Radio Frequency		
Alternate Device		

Within Group Activity

Device Type	Number	Time of Day Monitored (check-in procedure)
Satellite Phone		
Cell Phone		
Radio Frequency		
Alternate Device		

Field Worksite Safety Inspection

Do safety inspection prior to and field worksite inspections at regular intervals

Inspector Name	Frequency of Inspection

Field Safety Briefings

Briefer Name	Frequency of Briefings

Personal safety risks during free time have been considered and will be discussed with participants.

Training and Immunizations

Participants Name	Training Received	Immunizations/Vaccinations Required
<i>e.g. Joe Student</i>	<i>WHMIS, Pleasure Craft Operator Card, Standard First Aid Training</i>	<i>N/A</i>

Transportation (to and from site and at site)

Type of Transportation	Details	Time of Use/Travel	Location of Use
<i>e.g. bus</i>	<i>Kelsey Bus Lines</i>	<i>February 14-18, 2019</i>	<i>The Pas – Winnipeg</i>

Drivers

Driver's Names	License type/class

UCN Policies and Guidelines Reviewed

- AC-01-28 Student Code of Rights and Responsibilities
- FI-01-14 Vehicle Usage
- WS-01-01 Workplace Safety and Health
- WS-01-03 Medical Emergency Protocol
- WS-01-04 Accident and Incident Investigation and Reporting
- WS-01-07 Chemical and Biological Hazard Control
- WS-01-13 Responsibility and Accountability for Safety
- University College of the North Safety Management System
- MB Workplace Safety and Health Act and Regulations

Approval:

Dean, Department Head/Division Head:

Date: