Purpose

1. The purpose of the policy is to promote safety and to reduce risks by providing informational resources to Members of the University Community involved in Fieldwork and International Travel, while recognizing that individuals have the primary responsibility to manage these risks.

Definitions

2. **Members of the University Community**: includes all University of Victoria administrators, faculty, staff, and students while such individuals are acting in a capacity related to their role at the University whether or not it is on University property.

3. **Fieldwork and International Travel**: A University organized or endorsed activity involving one or more Members of the University Community, which takes place beyond the boundaries of the campus of the University of Victoria.

   The following are some examples: fieldwork (off-campus research) conducted by faculty, staff, or students; student or faculty exchanges; co-operative work term placements; study schools; practica; internships; travel to attend conferences and University business; activities that are part of a University course or program; and University organized extra-curricular or athletic activities.

Policy

4. All Members of the University Community are responsible to prepare themselves in advance of the Fieldwork and International Travel in which they intend to participate, and to conduct themselves in a safe manner while engaging in the Fieldwork and International Travel.

5. The extent of advance planning and preparation should be commensurate with the level of risk associated with the Fieldwork and International Travel.

6. The University will develop informational resources to enhance the safety of the Members of the University Community while engaged in Fieldwork and International Travel.
7. Members of the University Community who are organizing, leading or supervising Fieldwork and International Travel will take reasonable steps to familiarize themselves with the risks of the Fieldwork or International Travel and will consult and seek the expertise of others to address risks that fall outside their own areas of knowledge.

Authorities and Officers

8. The Approving Authority for this policy is the President.

9. The Vice President Finance and Operations is the Designated Executive Officer responsible for implementation, review, and monitoring of this policy.

10. The Vice President Finance and Operations is the Procedural Authority responsible for approving Procedures for Fieldwork and International Travel under this policy.

11. The Vice President Finance and Operations is the Procedural Officer responsible for the development of Procedures for Fieldwork and International Travel under this policy. The Vice President Finance and Operations shall seek the assistance of the Risk Management Steering Committee in the development of these Procedures.

Relevant Legislation

Workers Compensation Act
Occupational Health and Safety Regulation
Bill C-45: Amendments to the Criminal Code Affecting the Criminal Liability of Organizations

Related Policies and Resources

#3250 Occupational Health and Safety Policy
#5770 Liability Insurance
#1140 Risk Management Policy
#1165 Guidelines for Participation in International Activities
#5800 Travel and Hospitality

Web resources available at http://ohs.uvic.ca click on Travel/Fieldwork