This safety planning document is for university travel and off-campus activities where the risks are considered low and emergency medical assistance is readily available (e.g. day-trips within Greater Victoria, visits to a local beach or park, or other low-risk travel and field activities). Appropriate pre-trip planning is still required, including completion of this safety plan by the supervisor/instructor and communicating the risks and safety procedures with all participants. Trip approvals should follow internal department procedures, with document filing and retention at the unit level.

Please also email a copy of this completed and signed safety plan to offcampus@uvic.ca and contact Amanda Muench (OHSE) or Ben McAllister (Risk Management) if you have any questions.

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| **Trip Name:** | Click or tap here to enter text. |
| **Trip Type (Research / Instruction / Academic Program / Student Club / Athletics / Other):** | Click or tap here to enter text. |
| **Department:** | Click or tap here to enter text. |
| **Field Dates / Time:** | Click or tap here to enter text. |
| **Field Location(s):** | Click or tap here to enter text. |
| **Supervisor/Instructor:**  | *Identify the UVic supervisor or instructor who is responsible for the trip, even if they will not be in attendance.*Click or tap here to enter text. |
| **Trip Leader** | *Identify the UVic trip leader who will be in attendance for the trip (it may be the same person as above, or a different person).* Click or tap here to enter text. |

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| **Activity:**  | *Provide a description of the off-campus activity that will be conducted.* Click or tap here to enter text. |

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| **Transportation:** | *Describe the transportation arrangements, and if outsourced (i.e. bus charter, car rental, other contracted transport, etc.)*Click or tap here to enter text.[ ]  For outsourced/contracted transportation, contact [Purchasing Services](https://www.uvic.ca/purchasing/about/contact/index.php) to use pre-approved vendors and to coordinate approvals.[ ]  For vehicle transportation, confirm driver(s) have a valid driver’s license for the type of vehicle driven; and if using a personal vehicle that appropriate insurance in place for the intended use. |

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| **Risk Assessment & Controls:** | List potential health and safety hazards/risks and the control measures for each risk:1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
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| **Participants:**  | Supervisor/Instructor to complete the following for all attendees:[ ]  Advised them on the activity, risks and safety measures[ ]  Advised them on transportation arrangements[ ]  Confirmed any relevant medical conditions to be aware of [ ]  Confirmed each person has the relevant knowledge, skill and ability to safely participate[ ]  Reminded all UVic participants to update their emergency contact information in [UVic Online Tools](https://www.uvic.ca/tools/index.php#ipn-personal-account-profile), or [ ]  If the trip extends beyond a single day (i.e. overnight) ensure participants provide emergency contacts via the [Participant and Emergency Contacts form](https://www.uvic.ca/ohse/assets/docs/field-activities/uvic-field-participant-and-emergency-contact-form.docx). [ ]  If Voluntary activity, waivers may be required. Email waivers@uvic.ca for appropriate voluntary activity waivers to sign.  |

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| **Emergency Response & First Aid** | [ ]  First Aid Kit present (for day-trips, “basic level” kit is a minimum).[ ]  Access to cellphones (for 911)[ ]  Establish a check-in/check-out with a campus contact[ ]  Serious Incident: Notify UVic Campus Security (250-721-7599) to activate UVic Emergency Response Protocols. |

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| **Supervisor/Instructor Sign-off**  | Date:Click or tap to enter a date. |
| Signature: |