**Instructions:**

The [Off-Campus Travel Risk Management Policy](https://www.uvic.ca/offcampus-safety/pre-departure/off-campus-activity-risk-policy/index.php) requires that trip organizers plan commensurate with the risk of an activity and ensure that participants are knowledgeable about the risks of participation. To support this planning, a Field Safety Plan document has been developed to identify key planning considerations and to identify and manage risks associated with the program.

Trips that require an OHSE/Risk Management review and departmental/faculty approval of the standard Field Safety Plan include:

* Fieldwork/field schools: any approved practical teaching and research activities carried out by faculty, staff, or students in the natural environment or community, away from the normal support networks of the university.
* Remote off-campus activities: any off-campus activity, carried out in a location where it is difficult to summon help, and is separated by significant time or distance from emergency or medical assistance.
  + Examples include working (or travelling) more than 10 km from a facility with telephone or radio communications; emergency or medical assistance is more than 1 hour away; or areas with limited traffic (i.e., resource roads), open waters, dense vegetation, and/or other topographic features, which makes it difficult to obtain assistance.

Note: for trips that may be considered “low risk”, supervisors should contact [offcampus@uvic.ca](mailto:offcampus@uvic.ca) to determine if the [Off-Campus Activity & Travel Safety Plan (Low Risk)](https://www.uvic.ca/ohse/field-activities/field-safety-plans/index.php) is appropriate. Criteria for the Low Risk form would include day-trips within Greater Victoria, visits to a local beach or park, or other low-risk travel and field activities based on a risk assessment.

**Process:**

* If applicable:
  + Complete the [Special Authorization form](https://www.uvic.ca/offcampus-safety/_assets/docs/uvic-special-authorization-to-travel-form.pdf)for any research involving students travelling internationally where the [Government of Canada](https://travel.gc.ca/travelling/advisories) recommends either to “avoid non-essential travel” or “avoid all travel”.
  + Contact the [Office of Research Services (ORS)](https://www.uvic.ca/research-services/index.php) and review Ethics and Compliance for Human or Animal research ethics procedures.
* Fill-in the Field Safety Standard Form and submit your draft plan to [offcampus@uvic.ca](mailto:offcampus@uvic.ca) for joint review by OHSE and Risk Management
  + Once the FSP has been reviewed by OHSE/Risk Management, then acquire all signatures / approvals (see section below)

**Approvals:**

* Academic Supervisor / Group Leader Signatures.
* Chair/Director recommendation to Dean for approval of standard Field Safety Plan.
* Dean approval of the standard Field Safety Plan.
* Submit signed and approved Field Safety Plan & any traveller information, including Emergency contacts to [offcampus@uvic.ca](mailto:offcampus@uvic.ca) for central record-keeping.

1. General Information:

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| --- | --- |
| **Course (Project) Name:** |  |
| **Field Dates:** |  |
| **Trip Type (Field School / Field Trip / Graduate Research / Student Club / Other):** |  |
| **Name of UVic Academic Supervisor**  **(Principle Investigator or Instructor)**  *The Academic Supervisor is the UVic principal investigator or instructor responsible for the project or field activity, even if they will not be in attendance for the trip.* | *Name:*  *Department:*  *Email:*  *Cell:*  *Office:*  *Home:* |
| **Lead Organization:**  *When UVic is co-leading a project with other organizations involved it may be necessary to share information in this Field Safety Plan with them. There may also be a need for them to contribute to the FSP, so they are involved in the overall planning and safety for work conducted.*  *For projects led by other organizations it may be appropriate to request their field safety planning documents to append to this field safety plan.* | *Identify the lead organization for this project:*  *If there are other organizations involved, list below and describe here how the project will be coordinated to ensure the safety of participants (i.e. pre-departure briefing, high level emergency notifications, etc.):* |
| **Partners:**  *If applicable, Partners & Collaborators Supporting the Trip including their contribution.* |  |

Trip Leadership, Contact Details & Experience:

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| --- | --- | --- |
| **Group Leader Information:**  *Describe the experience of the individual in leading this type of activity. (Note: Where a traveler is a single individual, they are the group leader for the purposes of this trip).*  *Include a description of the group leadership’s local knowledge. Do they have familiarity with the location, hazards, and trip content?*  *The group leader should:*   * *have experience leading trips of this size* * *have experience/knowledge about the activity with a combination of experience and training* * *be responsible for ensuring that students/participants are informed on the use of safety protocols and equipment; and for compliant use of these.* * *have an understanding of emergency procedures developed by the university and also trip specific emergency protocols* * *be responsible for following the planning document, but have the authority to deviate when conditions require it* | *Name*  *🞎 Staff*  *🞎 Faculty*  *🞎 Other*  *Email*  *Cell phone*  *Other (i.e., SAT phone)* |  |
| **Supporting Group Leader Information:**  *Describe the experience of the individual in supporting this type of activity.* | *Name*  *Email*  *Cell phone*  *Other (i.e., SAT phone)* |  |
| **Supporting Group Leader Information:**  *Describe the experience of the individual in supporting this type of activity.* | *Name*  *Email*  *Cell phone*  *Other (i.e., SAT phone)* |  |
| **On-Site Emergency Contact:** | *Name*  *Email*  *Cell phone*  *Other (i.e., SAT phone)* |  |

Activity Location and Contact Information:

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| --- |
| *Base location(s) #1, address,*  *Emergency Contact Name, Email and Phone Number:*  *Name*  *Email*  *Cell/SAT phone*  *Base location(s) #2, address,*  *Emergency Contact Name, Email and Phone Number:*  *Name*  *Email*  *Cell/SAT phone*  *Base location(s) #3, address,*  *Emergency Contact Name, Email and Phone Number:*  *Name*  *Email*  *Cell/SAT phone* |

1. Purpose & Program Description:

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| --- |
| **Academic/Research/Extra-Curricular Purpose and Program Description** |
| *Briefly describe the program* |

1. Program Itinerary:

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| --- |
| *Identify the dates, times and location (latitude & longitude, if outside of a community) and the type of work/activity that will be conducted during each phase including time in transit to the location.*  *Note: indicate which parts of the day are under UVic supervision and those times where participants are not being supervised.* |

1. Logistics

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| --- | --- |
| **Participants:**  *Include a description of the number of Participants, how they are selected, who can participate, their relevant skills and knowledge levels, and any equipment they may need.*  *Note: Students who are under the age of 16 and participating in a university activity are required to have parental permission to participate.*  *Ensure a list of all participants and their emergency contacts are provided. This can be embedded within this Field Safety Plan for a small group or single traveler or attached with your supporting documentation for larger groups. A sample form is available here:* [*Participant and Emergency Contacts*](https://www.uvic.ca/ohse/assets/docs/field-activities/uvic-field-participant-and-emergency-contact-form.docx) |  |
| **Participant Engagement & Communication in the FSP:**  *Include a description of how participants will have an understanding of the information in this FSP. For instance, for field research with Graduate Students this could include working through or eliciting feedback on the FSP from them or for Field Schools it could include key elements (including risks) of the FSP being discussed in pre-departure orientations.* |  |
| **Communications**  *List communication devices carried by field participants and describe check-in procedures, as applicable. Include a description of how 24/7 communications access will be maintained and process to follow if a check-in is missed.* |  |
| **Contingency Plan**  *Include a description of what the contingency plan is (if any) should the program itinerary needs to be changed or the trip cancelled. Describe circumstances (i.e., winter storm impacting vessel on work) that may result in implementing the contingency for a particular itinerary item.* |  |
| **Documentation**  *Include a description of what documentation exists to support this research or field school trip. For example:*   * *UVic Participant & Emergency Contacts info (required for all trips)* * *Participant application forms (Field Schools)* * *Waivers/informed consents forms (Field Schools)* * *Proof of travel medical insurance (out-of-province)* * *Personal medical and allergy information* * *Pre-departure presentations, Safety/Tailgate Meeting Agenda* * *If applicable, Partner (i.e., DFO) organizational safety protocols.* * *Other*   *Attach/include these supporting documents within this plan.*  *Note: if you do not have these documents, risk management has approved templates that can be used.* |  |
| **International Trips:**  *For international travel additional steps include:*   * *Ensuring leaders and participants have reviewed International SOS information pertaining to the country, region and city they are visiting.* * *Encouraging travelers to telephone International SOS about their own unique circumstances (i.e., medical, security or other concerns).* * *Enroll with the* [*International SOS Travel Registry*](https://www.uvic.ca/offcampus-safety/emergencies/international-sos/index.php) *to receive emails about emerging circumstances at your travel destination.* * *Complete a travel waiver (students only) by contacting* [*waivers@uvic.ca*](mailto:waivers@uvic.ca) * *Ensure Emergency Travel Medical Insurance is in place for each participant.*   *More comprehensive information can be found on the* [*Off-Campus Travel Website*](https://www.uvic.ca/offcampus-safety/index.php)*.* |  |
| **Transportation/Journey Management:**  *Describe transportation arrangements and if outsourced (i.e., bus, helicopter, etc.) provide details, including: company name and contact information.*  *Are there key equipment service providers are expected to have (i.e., satellite phones, safety equipment, etc.)? How will trip leaders ensure this is in place for service/transportation providers?*  *Note:* [*Purchasing Services*](https://www.uvic.ca/purchasing/about/contact/index.php) *has standard contracts for most transportation services and applicants should work with them on these arrangements.*  *For other travel arrangements provide details on the vehicle being used and how it is fit for purpose for your trip/destination.*  *For long haul trips, please provide an overview of how you will ensure proper Journey Management is in place. This includes but is not limited to, adequate rest breaks and evening stops, knowledge of road/weather conditions and appropriate check-in/out protocols with Supervisor).*  *If a boat will be used in the activity, complete and attach the* [*UVic Boating Review Form*](https://www.uvic.ca/ohse/research/boating/boating%20review/index.php) |  |
| **Service Providers:**  *Organization(s) Name, Service Provided:*  *Are there key equipment service providers are expected to have (i.e., safety equipment, etc.)? How will trip leaders ensure this is in place for service providers?* |  |
| **First Aid**  *Describe your first aid plans including the names of first-aid attendants, their level of training/certification, and lists of supplies/kits available while in the field or in transit.*  *Field Schools should ensure that at least one staff member is present with First Aid Level 1 certification.*  *For very remote/higher risk field schools, a Field School Leader may be required to have Wilderness & Remote First Aid (40-hr) equivalent training. This would be for geographic locations that may require stabilization of injured person(s) for a longer duration while awaiting emergency response/evacuation. Contact* [*offcampus@uvic.ca*](mailto:offcampus@uvic.ca) *to determine.*  *Note: Campus Security has Occupational Level 1 and Level 2 Kits available to borrow.* |  |
| **Emergency Planning Activities**  *UVic Department Contact (person to be contacted with knowledge of the trip and that may be requested to work with UVic Emergency Operations in an emergency):*  *RCMP/Local Police: Name, Location/address, phone number*  *Nearest hospital (with 24-hour emergency department): Name, Location/address, Phone number*  *Nearest medical centre (if different than nearest hospital): Name, Location/address, HOURS, Phone number*  *Others (Park Officer/Manager, Coast Guard, Commercial operations nearby, etc.):*  *Note: For* ***domestic trips:*** *Campus Security* ***(250-721-7599)*** *should be notified when it is safe to do so where there has been a serious incident. Campus Security will activate the UVic Emergency Response Team.*  *For* ***international*** *trips:* [*International SOS*](https://www.uvic.ca/offcampus-safety/emergencies/international-sos/index.php#ipn-problems-abroad-) *should be contacted for support for both routine and emergency situations. UVic trip leaders should* ***also*** *contact UVic Campus Security* ***(250 721-7599)*** *when it is safe to do so.* | *UVic Dept Contact Name:*    *Position:*  *Department:*  *Work phone:*  *Home Phone:*  *Cell:* |
| **Emergency Response Funding**  *Provide a description of any emergency funding considerations that may be necessary on site to respond to an incident. Note: if UVic’s emergency or traveler support protocols are activated central funding may be available.* |  |
| **Incident/Accident Reporting:**   * *All accidents, injuries and near-misses involving faculty, staff or students must be reported as soon as possible to the Group Leader or Supervisor while in the field.* * *The incident must be documented on the*[*UVic Departmental Incident & Investigation Report*](https://www.uvic.ca/ohse/home/incident/reporting/index.php) *and submitted to OHSE (*[*ohs@uvic.ca*](mailto:ohs@uvic.ca)*) as soon as possible after the incident.* |  |

1. Hazard Assessment and Control Program

**Note:**

Apply the strategies of:

1) Eliminating Actions

2) Engineering Solutions

3) Administrative Decision-Making

4) Personal Protective Equipment

To address the hazards by:

a) Not Engaging

b) Reducing the Likelihood of Incidents (reducing frequency)

c) Reducing the Consequence of Incidents (reducing severity)

**Definitions:**

* **Eliminating Actions:** removing the hazard from the trip or substituting the activity with less hazardous ones.
* **Engineering solutions**: implementing modifications that alter the way the trip is done, including equipment, communications, and processes that reduce the exposure and allow appropriate incident response.
* **Administrative decision-making:** controls that alter the way the trip is run, including timing, staffing, standard operating practices, and operational procedures.
* **Using Personal Protective Equipment (PPE):** equipment worn or used by individuals to reduce exposure or consequence.

**Risk Assessment:**

* **HIGH LIKELIHOOD – HIGH CONSEQUENCE HAZARDS:** These are predictable and non-justifiable high consequence events, and we will not participate in any activity that has this high level of risk. Consequences could include death and serious injury.
* **HIGH LIKELIHOOD – LOW CONSEQUENCE HAZARDS:** These are predictable and frequently occurring events that are found in normal program activities but that can be mitigated through warnings, rules, supervision, leadership, attention on the part of the student, and appropriate equipment. Consequences are generally limited to stress, cold, strains, sprains, and breaks.
* **LOW LIKELIHOOD – HIGH CONSEQUENCE HAZARDS:** These are infrequently occurring events that are found in program activities but if they occur will have very severe consequences. Consequences could include death and serious injury.
* **LOW LIKELIHOOD – LOW CONSEQUENCE HAZARDS:** These are infrequently occurring events that are found in normal program activities but that can be mitigated through warnings, rules, supervision, leadership, attention on the part of the student, and appropriate equipment. Consequences are generally limited to stress, cold, strains, sprains, and breaks.

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| **Hazard or Activity** | **Description** | **Likelihood (High / Medium / Low)** | **Impact (High / Medium / Low)** | **Control Strategies** |
| *Exposure to Elements (wind/rain/sun)* | *Weather events such as high wind or rain; sun exposure causing sunburn* | *Medium* | *Low* | *• Sun protection: If the UV index is predicted to be high, long, loose, light clothing is strongly recommended for students; sunscreen, hat and eye protection will be worn*  *• Packing list provided to students ahead of departure. Students encouraged to bring clothing to deal with any weather conditions.* |
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1. Consultation & Approvals

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| --- |
| **I consulted with the following stakeholders in the development of the Field Safety Plan:**   * *Name & Title* |
| **I am the UVic Academic Supervisor, and I am accountable for this Field Safety Plan.**  **Name:**  **Position:**  **Signature:**  **Date:** |
| **(if different than the applicant) I am the group leader and have assisted in the development of the Field Planning & Risk Assessment and understand I am responsible for leading this trip.**  **Name:**  **Position:**  **Signature:**  **Date:** |
| **As the Chair/Director, I have reviewed and recommend to the Dean approval of this trip.**  **Name:**  **Position:**  **Signature:**  **Date:** |
| **As the Dean, I have reviewed and approve this trip.**  **Name:**  **Position:**  **Signature:**  **Date:** |