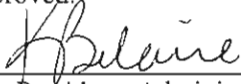
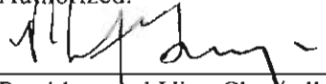
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	Submitted: Risk Management Support Group	Approved:  Vice President, Administration	Authorized:  President and Vice-Chancellor

1 PURPOSE


- 1.1 To ensure compliance with the current Occupational Health and Safety, adherence to codes and standards and best practices for the safety of all people participating in field trips and elective placements.
- 1.2 To ensure compliance with current Environmental Protection legislation and best practices related to environmental protection during field trips and electives.
- 1.3 To define the responsibilities and risk management practices required to demonstrate due diligence for the safety of faculty, staff, students and volunteers participating in field trips and electives.
- 1.4 To provide a framework for the development of Field Trip/Elective Standard Operating Procedures (SOP's).

2 SCOPE

- 2.1 All persons participating in field trips and elective placements.

3 RELATED DOCUMENTS

- 3.1 Current Ontario Health and Safety Act, R.S.O 1990
 - 3.2 Canadian Environment Protection Act 1999, R.S.O., amended to 461/05
 - 3.3 Working Alone Program, RMM 304
 - 3.4 Federal Fire Arms Act
 - 3.5 Provincial Scuba Diving Regulations e.g. Ontario Regulation 6629/94
 - 3.6 Ministry of Natural Resources regulations for Restricted Fire Zones
 - 3.7 Safety Orientation and Training Program, RMM 300
 - 3.8 Environmental Protection Act, RMM 103
 - 3.9 Reporting and Investigating Injury/Incident/Occupational Disease, RMM 1000
 - 3.10 University Owned, Leased, Rented Vehicle Program, RMM 904
 - 3.11 Standard Operating Procedures, RMM 301.
 - 3.12 McMaster University Environmental Health and Safety Policy, RMM 100
 - 3.13 Workplace Safety and Insurance Act of Ontario, 1997
 - 3.14 First Aid Program, RMM 1204
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4 DEFINITIONS


- 4.1 **Elective Placement** - or elective - a clinical, research or other academic placement outside the health-care environment of Hamilton. A term used specifically to indicate a self-directed learning experience during the M.D. program for the purpose of exploring an area of specialization.
- 4.2 **Field Trips** – Research and teaching field excursions which take place outside of the defined boundaries of McMaster University property and facilities, for the purpose of study, observation or the collecting of data. While the level of potential risk to be considered will vary, depending on the type and location of the field trip or elective, the policy requires that a SOP be provided for all undergraduate, graduate and faculty research and teaching field trips or electives. The policy is not intended to address attendance at workshops, conferences, off campus meetings or daily business of the university such as errands, trips to other university campuses, academic work/study placements (co-op), study abroad or local data gathering in schools and homes for research purposes. (Contact EOHSS for clarification of any excluded areas).
- 4.3 **Field Trip Safety Officer** – is the person appointed by the supervisor with on-site responsibility for the implementation and supervision of the field trip or elective SOP. If the trip is comprised of one person only, that person will fulfil all of the responsibilities of the Field Trip Safety Officer. If the supervisor accompanies the field trip, the supervisor may act as the Field Trip Safety Officer
- 4.4 **Supervisor** – a faculty member or sessional instructor who has control over the field trip or elective and authority over the participants. The supervisor is the person who has primary decision making authority over the field trip or elective and responsibility for the development of a SOP.
- 4.5 **Acronyms:**
- EOHSS – Environmental & Occupational Health Support Services
 - SOP – Standard Operating Procedures
 - WSIB – Workplace Safety and Insurance Board
 - DFAIT – Department of Foreign Affairs and International Trade Canada
 - PBAC – Presidential Biosafety Advisory Committee
 - HPAC – Health Physics Advisory Committee

5 RESPONSIBILITIES

5.1 Role of Chair/Director:

Chair/Director shall:

- ensure that detailed and project specific safety procedures are in place for each field trip or elective (See Field Trip/Elective Planning and Approval Form).
- ensure such review will include assessment of the qualifications of the person assigned as Field Trip Safety Officer and the status of each participant with regard to Workers Safety and Insurance Board (WSIB) coverage, third party liability and/or personal accident insurance coverage. The review will also consider whether the equipment and procedures

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that are necessary for the trip but not financed from existing grants, are adequately addressed through alternate means.

For elective placements, the web site of the Department of Foreign Affairs and International Trade (DFAIT) should be checked for travel advisories and personal safety information. Travel advisories of a negative nature must generate greater caution and require more assurances from the participant that the personal safety issues are addressed.

5.2 **Role of Supervisor:**

The Supervisor shall:

- be responsible to ensure that all required safety and risk management concerns have been addressed, appropriate procedures documented and approved and required training provided to participants, prior to the commencement of the field trip or elective (See Field Trip/Elective Planning and Approval Form).
- designate a person to assume the role of Field Trip Safety Officer.
- consider the foreseeable risks associated with the activities that accomplish the academic goals of the field trip and will determine when consideration of the guidelines herein are warranted.
- identify directly to the Chair or Director any specific equipment or procedure that is necessary to the trip but not financed through existing grants. The supervisor must consider **all** aspects of this program but may decide, on the basis of evidence that some sections do not apply.


5.3 **Field Trip Safety Officer:** The faculty supervisor may appoint a designate as Field Trip Safety Officer. In the absence of the faculty supervisor the Safety Officer will ensure that all relevant conditions outlined in the Field Trip Planning and Approval Form are followed

5.4 **Field Trip/Elective Participant:** Participants will participate in the evaluation of the risks, participate in required training and observe the practices and procedures outlined in the approved Field Trip/Elective Planning document. Participants are responsible for their own safety and security during personal time on the field trip. Where DFAIT advises against travel in the target region, the participant must demonstrate and document planning for personal safety before approval will be considered.

5.5 **EOHSS:**

EOHSS shall:

- review all approved Field Trip/Electives Assessment forms and provide advice as required; and
 - advise against any travel to areas not recommended due to political unrest, war torn areas as per DFAIT advisories.
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6 PROCEDURAL GUIDELINES

6.1 Field Trip/Elective Analysis and Approval Procedures

- Standard Operating Procedures (SOP's) to deal with identified risks must be documented and submitted with the Field Trip/Elective Planning and Approval Form
- Review from the PBAC and HPAC may be required, if the nature of the trip warrants such approvals.
- Communications and emergency response protocols must be documented and submitted with the Field Trip/Elective Planning and Approval Form. (When warranted. See Communications Guidelines)
- Environmental impact protocols to deal with specific environmental issues must be documented and submitted with the Field Trip/Elective Planning and Approval Form. (When warranted. See Environment Guidelines).
- Health care protocols must be documented and submitted with the Field Trip/Elective Planning and Approval Form. (When warranted. See Health Protection Guidelines.)
- Insurance and waiver provisions must be considered and documented on the Field Trip/Elective Planning and Approval Form.
- Approval may be granted for an entire course of study involving multiple field excursions if the risks and conditions of study are essentially the same and one SOP will sufficiently facilitate planning.
- Standing approval may be given for field trips that are repetitive in nature, i.e. every year or every term, if the excursions are identical and the SOP has proven sufficient. A note should be sent to EOHSS for file whenever a field trip is arranged under the authority of a standing approval.
- A single field trip involving diverse individual activities may be approved providing that risks for the individual activities that may occur are adequately considered and prepared for.
- Report all injuries / incidents by completing McMaster University Injury/Incident Report Form and faxing to EOHSS at 905-540-9085 or FHSc at 905-528-8539.

6.2 Field Site & Equipment Hazard Assessment:


- Identify possible hazards unique to the locale of the field work e.g. altitude, climate extremes, wildlife, insects, disease, etc.
 - Consult with local officials responsible for wildlife management and site access control, etc.
 - Obtain and document as much information as possible about a new area or region. If possible talk to someone who has worked in or visited the area before.
 - Ensure that all equipment, including vehicles that will be used during the field trip is certified as being safe by a competent person, and that all breakdowns of equipment during the trip are reported immediately to the Field Trip Supervisor and / or Safety Officer.
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- When considering field trips to Manufacturing Plants, Mines, and Construction Sites etc. it is essential to check and include the organization's safety, health and risk management procedures in the protocols for the planned field trip.
- Consider the safety requirements for boating, scuba diving (See O. Reg. 629/ 94) and firearms. NB. The purchase, storage and handling of firearms is regulated by the Federal Government through the Firearms Act. All persons handling firearms shall have a valid Firearms Acquisition Certificate, shall comply with the Act and shall report ownership to and store the weapons with the University's Security Services Department.
- The regulations concerning **Restricted Fire Zones** designated by the Ministry of Natural Resources must be considered when planning field trips. The local office of the Ministry of Natural Resources can provide information regarding the location of such zones.

6.3 Communications and Emergency Preparedness:

- When warranted by the nature by the location and nature of the risks involved leave an itinerary and communications plans with the Department Chair or Director's office.
 - Where practical and when warranted by the potential risks inform others (locally) of daily travel plans including estimated time of arrival at a destination or return to base.
 - Work should always be in pairs. Exceptions to be noted on Field Trip/Elective Planning Form. (See Risk Management Program "Working Alone"). For electives, the working conditions under the academic host must be noted.
 - Where practical and when warranted by the risks a local guide should be hired.
 - In remote areas dependable radio communications and backup are essential in the event of a medical or other emergency. Establish radio or other contact with local emergency responders, i.e. Law Enforcement Agencies, Department of Natural Resources or other agencies. A personal locator beacon may be required.
 - When warranted by the location and / or the nature of the risks involved, ensure that at least two field trip participants are trained in first aid and CPR and that appropriate first aid supplies are provided.
 - When warranted by the location, ensure a supply of emergency food and water.
 - **Consider the need to facilitate a medical evacuation. You may need to know:**
 - who to telephone for a medical evacuation;
 - location of nearest medical facility to which evacuation would proceed; and
 - who to contact for medical advice and to advise of your arrival;
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- An emergency call list shall be carried by every member of the field part of the field party

6.4 Environment:

Care of the environment requires knowledge of possible effects of intrusion. Issues that should be considered, in planning a field excursion include:

- Water:** Careful practices must be used to protect surface and groundwater.
- Vegetation:** Careful practices must be used to avoid disturbing or cutting vegetation, which, could result in erosion and or affect the feeding and nesting habits of animal wildlife.
- Wildlife:** Care must be taken to avoid affecting the nesting, feeding and migration of animal wildlife. If in doubt contact the Ministry of Natural Resources about Ontario's Wildlife Management Units, hunting regulations and endangered species in the area.
- Aquatic Life:** Consider noise and boat speed effects on aquatic life. Federal and Provincial laws regulate fishing. Contact the Ministry of Natural Resources for details.
- Erosion:** Avoid the creation of surface conditions that can change the rate and pattern of the erosion process.
- Air:** Avoid generating contaminants or noise levels that may adversely impact wildlife and/or humans.
- Waste:** Waste materials include petroleum products and solvents, general camp wastes such as food, trash and sewage, and equipment wastes. Wastes must be transported to an authorized recycling or disposal facility.
- Cultural and Local customs, traditions and religious beliefs must be considered**
- Subsistence:** when planning and conducting a field excursion. Communication with area residents can often minimize concerns.

6.5 Health Protection:

Declaration of a satisfactory state of health and proof of immunization of all participants must be obtained when warranted by the nature of the risks or by the country in which the field trip or elective will be conducted.

Sources of information regarding health issues in specific locations are:

- City of Hamilton Public Health Unit
 - International Association for Medical Assistance to Travelers (IAMAT)
 - U S Center for Disease Control
-



Plan prevention of diarrhea and water and food-borne diseases: (examples)

- hepatitis A* - a viral disease that is vaccine preventable.
- typhoid fever* - a salmonella bacterial infection that is vaccine preventable
- cholera* - a bacterial disease causing severe diarrhea, vaccine preventable.
- schistosomiasis* - a bacterial disease causing diarrhea, not vaccine preventable.

Plan prevention of insect-borne diseases: (examples)


- malaria* - a mosquito-transmitted parasite infection that is usually preventable with anti-malarial medication
- yellow fever* - a mosquito-transmitted viral infection that is vaccine preventable
- Japanese encephalitis* - a mosquito transmitted viral infection that is vaccine preventable
- tick-borne encephalitis* - a European viral infection transmitted by tick bites, vaccine preventable
- dengue fever* - a mosquito-transmitted viral disease for which there is no vaccine.
- lyme disease - a tick-borne spirochaetal disease that is not vaccine preventable.

Plan prevention of blood-borne diseases: (examples)

- hepatitis B* - a viral infection that can cause chronic liver disease, vaccine preventable.
- HIV* - a sexually transmitted viral infection that is not vaccine preventable.

Plan prevention of zoonotic diseases: (examples)

- rabies* - a viral disease transmitted by animal bites, vaccine preventable.
- hanta-virus* - a viral disease transmitted via the droppings of deer, mice and other rodents, not vaccine preventable.
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6.6 Insurance and Waivers:

Insurance and waiver requirements must be considered early in the field trip or elective planning process. EOHSS must be contacted for advice relative to insurance coverage and use of waivers.

Major points to consider:

- Waivers must be put in place for all volunteer participants in Field Trips
- Field trips that are not part of an approved research project or course of instruction, for instance, a fortuitously available ad-hoc trip, require waivers for each participant. See page 12 of program.
- Waivers must be put in place for participants in Field Trips or electives which are not approved as a component of an approved research project or course of instruction
- Faculty and staff participating in field trips are covered under the Workplace Safety and Insurance Board Program
- All faculty staff and students are covered under the University's Travel Accident Insurance Policy
- Vehicle insurance may need to be purchased when leasing or renting during your fieldtrip based on coverage provided by your corporate card, type of vehicle required and location of travel. Contact your credit card corporate office for confirmation of coverage. Further information can be found in RMM 904 University Owned, Leased, Rented Vehicle Program and refer to Appendix A.
- Placement students as part of their elective may be eligible for accident benefits if they fit the criteria of the Ministry of Training Colleges and Universities Work Education Placement Agreement.

7 RECORDS

7.1 To facilitate external audits by regulatory agencies e.g. Ministry of Labour copies of Field Trip Approval Forms shall be kept for a period of three (3) years after conclusion of the Field trip. Such records will be kept by:

- The supervisor of the Field Trip or elective and/or the Department Office
- EOHSS



8 APPENDICES

Field Trip/Elective Planning and Approval Form

Field Trip/Elective Due Diligence Checklist

Waiver for volunteers

Declaration of Health



Department:

Dates of Trip:

Project Supervisor:

Does this request cover a course of study?	Yes	No
Does this course of study repeat every term or every year?	Yes	No
Does this request cover multiple identical trips	Yes	No
If YES, describe:		

Description of Project (Objective, Teaching/Research, location etc.) :

Field Site & Equipment Hazard Assessment and Plan (See Field Trip Policy Guidelines) **Yes** **No** **Not Warranted**

Communications Assessment & Emergency Preparedness Plan: (See Field Trip Policy Guidelines) **Yes** **No** **Not Warranted**

Environmental Assessment & Plan (See Field Trip Policy Guidelines) **Yes** **No** **Not Warranted**

Health Protection Assessment & Plan: (See Field Trip Policy Guidelines) **Yes** **No** **Not Warranted**


Insurance and Waivers in Place: (See Field Trip Policy Guidelines) **Yes** **No** **Not Warranted**

Submitted By Faculty Supervisor: Name: _____ Signature: _____

Approved by Department Chair/Director: Name: _____ Signature: _____

Reviewed by EOHSS: Name: _____ Signature: _____

Comments: _____


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Field Trip Due Diligence Check List

- Safety Officer Appointed.
- Site assessed, risks identified and required safety procedures in place.
- Communication plan in place.
- Equipment approved and in good working order.
- Clothing and Personal Protective Equipment needs identified and complied with.
- Transportation plans in place and approved.
- Food and accommodation plan in place and approved
- Participants trained as to their roles and responsibilities.
- First Aid supplies provided and trained First Aid providers identified.
- Assurance of satisfactory state of health and immunization status for the purposes of travel to and participation in activities at the field location.
- Environmental assessment completed.
- Insurance and Waiver requirements identified.
- Review travel advisories at DFAIT website

NOTE: a DFAIT advisory against travel in a region may invalidate your personal and medical insurance. Check with your insurance agent.

(http://www.voyage.gc.ca/countries_pays/menu-eng.asp)

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Assumption of Responsibility, Risks and Liability Waiver

WARNING! By signing this legal document you will be giving up certain legal rights, including the right to sue.

- Please read carefully -

Field trip destination:
 Field trip supervisor:
 Purpose of field trip:
 Dates of travel:

Assumption of Risks

I am aware that there are potential risks inherent in my participation in this field trip.

I freely and voluntarily accept and assume all such risks, dangers and hazards and the possibility of personal injury, death, violence, property damage or loss during all of the time of this field trip, resulting from travel arrangements and any other related activities during this field trip.

Assumption of Responsibility

I accept my responsibility to abide by the laws of the country or countries that I travel to on this field trip, to ensure that I have adequate medical coverage, to protect my personal possessions and to obey all of the rules set out for this field trip.

Liability Waiver

In consideration of approval to participate or accompany this field trip, I and any personal representative(s), hereby hold harmless, release and forever discharge McMaster University, it's directors, officers, faculty, staff, students, volunteers, agents, trainees and employees from any and all actions, causes of actions, including negligence, claims and demands for damages, loss or injury, resulting from or arising out of my participation in or accompaniment of this field trip.

Indemnification

I also hereby indemnify and save harmless McMaster University from any and all actions, causes of actions, demands, expenses or losses whatsoever which they may bear as a result of my participation in or accompaniment of this field trip, by reason of damage to any and all property and any and all personal injuries, including death of others or myself.


Do you read and understand English	Yes	No	if no -name of person signing
Do you understand the purpose of this waiver	Yes	No	Initials
Do you understand the risks inherent in this trip	Yes	No	Initials
Are you willing to assume these risks	Yes	No	Initials

Participant (print name)
 Address

Email:
 Phone number: ()

Signature:
 Date:

Witness to signature:

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Declaration of Health Status

I understand that participation in this field trip or elective may involve strenuous effort and or foreign travel. In either case, my health may be affected by activity levels to which I am not accustomed or by exposure to endemic disease in foreign locations. I accept personal responsibility for securing the advice of a health practitioner (preferably a family physician) prior to participating in this field trip and for obtaining the inoculations that are required by the country of destination or by Canadian authorities.

I recognize that some pre-existing medical conditions, while not a serious health threat when medical services are readily available, may be life threatening in remote locations. I take full personal responsibility for my known pre-existing medical conditions. For conditions that I choose to reveal, I will make personal arrangements with another field trip participant so that symptoms of distress can be recognized. For conditions that I choose not to reveal, I take full personal responsibility.

I have been made aware of the risks involved in this field trip or elective placement and have evaluated the need for a physical check-up and /or prophylactic measures.

I hereby declare that I am medically fit to engage in this field trip/elective.


Date of trip _____ Destination country(s) _____
 Trip Supervisor (name) _____

Name of Participant (please print) _____
 Address _____

Phone () _____

Signature: _____ Witness: _____

Date: _____

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Appendix A




Guidelines on Renting Vehicles for McMaster University Business

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1. Vehicle rental is limited to 30 days or less. For vehicle rentals over 30 days, contact Environmental and Occupational Health Support Services (EOHSS) to add the vehicle to the University's fleet insurance.
 2. Rental vehicle use is for approved University business.
 3. Only qualified drivers may rent a vehicle, over the age of 21 (in Canada), 25 in many U.S. states. It should be noted that some car rental agencies have their own specific age restrictions which may exceed provincial or state standards. When in doubt contact the car rental agency prior to entering into an agreement.
 4. Additional drivers must be named on the agreement.
 5. Individuals are responsible for their own personal property left in the vehicle (including University-owned property). Ensure that all valuables are locked in the trunk of the car.
 6. If using the corporate travel card, Diners/MasterCard, optional Collision Damage Coverage can be waived. The insurance is only valid if the Cardholder is listed on the rental agreement as the primary driver. Secondary drivers will also be insured if they have a corporate travel card.
 7. Employees who rent vehicles in Ontario under their own name may be exposing their own insurance policies to a claim for any damage or injury which occurs while the vehicle is in their custody or control. Revisions to Ontario's insurance legislation have changed the priority of payments for liability losses, limiting the rental agency's liability.

To avoid personal liability, the rental contract must clearly show McMaster University as the "renter". For example, Renter: McMaster University, Faculty of Engineering, Dr. H. Jones

8. When renting a vehicle outside Canada, it is recommended that 3rd Party Liability Insurance coverage offered by the rental company be purchased.
 9. Vehicle rental agreements include clauses that state that the insurance provided by the rental agency will not apply if any conditions of the rental agreement are breached. This may include the agency's third party liability
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insurance. It is critical that the following standard conditions are observed at all times:

- a. Only authorized drivers named in the agreement may drive the vehicle
 - b. Primary drivers must drive the vehicle the majority of the time
 - c. The vehicle must not be taken off public roads
 - d. The vehicle must be kept locked at all times
 - e. The driver must not be under the influence of alcohol or drugs while operating the vehicle
 - f. Do not exceed the speed limit
 - g. Do not continue to drive a vehicle which has become damaged
10. In the event of an accident, contact the car rental agency immediately. If you rented with the McMaster University corporate travel card, notify Diners Club. If you did not use the corporate travel card and did not purchase Collision Damage Coverage, notify EOHSS (Environmental and Occupational Health Support Services, ehss@mcmaster.ca, x. 24352).