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**PROCEDURES**

[provisional April 2018]

Fieldwork/Trip Supervisors fill in 3 forms:

1. Trip Plan Form
2. Trip Hazard/Risk Assessment Form
3. Waiver Form (fill in one, and distribute and collect signed forms from all participants)

**Trip Plan Form:**

This document provides an overview of your plans and destination. Please attach this to your APPLICATION to TRAVEL, to apprise the Chair and area Dean of your plans.

**Trip Hazard/Risk Assessment Form:**

This form requires that you:

* Fill out the hazard checklist;
* Consult with the Safety Officer about procedures or training, and sign-off together once conditions are met;
* Consult with the Coordinator (Associate Dean of Arts) to determine the risk level;
* Obtain signatures requisite to risk.

The supervisor collects signed waiver forms and forwards all documentation (Trip Plan Form and signed Trip Hazard/risk assessment form) to the office of the Provost and VPA. If the risk is at levels 1-2, the documents will be stored for safe keeping; if at level 3 or 4, the trip will be reviewed by the VPA in consultation with the Dean.