



THE UNIVERSITY OF WINNIPEG

POLICY TITLE: Field Work / Trip Policy

EFFECTIVE DATE: March 21, 2017

APPROVAL BODY: University Administration

POLICY PURPOSE

The purpose of this Policy is to affirm the University's commitment to providing a safe working and learning environment, regardless of the location and to comply with the *Manitoba Workplace Safety and Health Act and Regulations*. Through this Policy and related Procedures, the University strives to identify, and as reasonably as is practicable, to eliminate/minimize potential risks that may be associated with Field Work/Trip activities.

LEGAL AUTHORITY

The Manitoba Workplace Safety and Health Act and Regulations

APPLICABILITY

This Policy applies to all Participants undertaking group field work/trips through the University of Winnipeg that is outside City of Winnipeg limits.

This Policy does not apply to:

- Field work or trips within the limits of the City of Winnipeg;
- Travel outside the City of Winnipeg to attend conferences and workshops;
- Individual travel by faculty for the purpose of research;
- University students participating in a student exchange program at other educational institutions; and
- Individual student practicum placements.

RESPONSIBILITY

The Associate Vice-President, Academic is responsible for the development and review of this Policy. The Associate Vice-President, Academic, through the Coordinator, Experiential Learning, is responsible for the administration of this Policy.

KEY DEFINITIONS

The following definitions apply to terms as they are used in this Policy:

- **Field Work/Trip** - any off-campus trip outside City of Winnipeg limits, carried out by Participants for the purpose of teaching and /or research, which may be a component of a larger activity, but where the University is responsible for the safety of its employees, students and volunteers and others exposed to their activities. Field work/trips in this Policy refers to group activities of two or more university participants, not individual faculty research or individual student practicums.



THE UNIVERSITY OF WINNIPEG

- **Participants** - any persons involved or participating in the field work activity under the direction of a Field Work/Trip Supervisor, and includes University employees, students, volunteers as well as participants from associated partner organizations and students from other institutions when participating on University of Winnipeg sponsored trips.

POLICY ELEMENTS

Field Work/Trips in urban, rural and remote locations form an essential part of many teaching and research functions at the University of Winnipeg. Field Work/Trips may be required in unfamiliar surroundings with risks different from those that are well known and controlled during normal campus activities.

ASSOCIATED PROCEDURES

- Field Work / Trip Procedures

RELATED POLICIES

- Health and Safety Policy
- Respectful Working and Learning Environment Policy
- Violence Prevention Policy (under development)
- Workers Working Alone/In Isolation Policy & Procedures
- University Vehicles Policy

RELEVANT DATES

Effective: March 21, 2017

Scheduled Review: March 21, 2022