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**PROCEDURE TITLE:** Field Work / Trip Procedures

**EFFECTIVE DATE:** March 21, 2017

**APPROVAL BODY:** University Administration

## PROCEDURE PURPOSE

The Field Work/Trip Procedures outline the necessary steps for safe management of Field Work/Trips. They provide a framework for identification and assessment of risks and determination of risk control strategies so that all persons involved with field activities are proactive towards safety.

## APPLICABILITY

These Procedures apply to all Participants of Field Work/Trips.

## RESPONSIBILITY

The Provost and Vice-President, Academic, is responsible for the development and review of these Procedures.

The Provost and Vice-President, Academic, through the Coordinator, Experiential Learning, is responsible for the administration of these Procedures.

## KEY DEFINITIONS

The following definitions apply to terms as they are used in these Procedures:

- **Lower Risk Field Work/Trip** - an activity that has no significant safety and health risk. For example, Field Work/Trips that entail no greater risk than that which is encountered in day-to-day work/study



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on campus (e.g. Field Work/Trip to and activities in other major Canadian cities or towns).

- **Higher Risk Field Work/Trip** - an activity that has a significant safety and health risk. For example, a Field Work/Trip which:
  - a) is a Distant/Isolated Field Work/Trip,
  - b) by its nature entails risk (e.g. rock climbing, travelling on water or ice, high altitude work, diving, working with dangerous flora, fauna) or microbes, or
  - c) requires specialized safety training (e.g. working in caves, use of firearms, etc.) and/or specialized safety equipment.
- **Distant/Isolated Field Work/Trip** - a rural Field Work/Trip where the Participants are:
  - a) in a location that is more than 10 km from a facility with telephone or radio communications;
  - b) in areas of little traffic, on waterways, or where hills, dense vegetation or other topographic features make it difficult to obtain help using the communication system available; or
  - c) in a location from which, under normal travel conditions and using available means of transportation, an ill or injured Participant cannot be transported to a medical facility within 30 minutes or less.
- **Medical Facility** means:
  - a) a hospital;
  - b) a medical clinic;
  - c) a physician's office; or
  - d) a nursing station.
- **Coordinator, Experiential Learning** - the Academic Coordinator, Experiential Learning who is responsible for assessing the risks posed by Field Work/Trips, and in conjunction with Field Work/Trip Supervisor, ensuring compliance with this Policy and Procedures.
- **Field Work/Trip Hazard Identification Checklist/Risk Assessment** - a form designated for the purpose of documenting potential Hazards that may be encountered during a Field Work/Trip, and for assessing



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the risks posed by the identified Hazards.

- **Participants Form** - a form designated for the purpose of documenting the personal information and responsibilities of Participants.
- **Field Work/Trip Supervisor** - the person who is directly in control of and participates in the Field Work/Trip and may include a post graduate/honours student researcher.
- **Field Work/Trip Plan** - a document setting out the activity to be carried out, proposed itinerary, where, by whom, participants, start date and finish date.
- **Hazard** - a situation which poses a threat to life or health.
- **Release & Indemnification** - a University form that is intended to release the University from liability due to any loss, accident, damage, expense, cost, etc. that may arise from someone voluntarily participating in a field activity.
- **Risk** - the likelihood that a Hazard will cause injury or harm.
- **Risk Assessment** - a structured process designed to assess the nature of a Hazard, the likelihood of the Hazard causing injury or harm, balanced against the severity of likely consequences.
- **Volunteer** - a person willing to participate in the field activities, offering their time and services for no financial remuneration, and approved in advance by the Field Work/Trip Supervisor. They are obliged to follow any directions issued by the Field Work/Trip Supervisor in the same way as Participants.

Additionally, all Definitions in the Field Work/ Trip Policy are incorporated into these Procedures and shall apply as fully as if they had been set out verbatim herein.



## PROCEDURE ELEMENTS

### Field Work/Trip Responsibilities

The University must exercise “due diligence” under the Manitoba Workplace Safety and Health Act and Regulations. All employees involved in the conduct of field activities should be familiar with the University of Winnipeg Safety and Health Policy. A summary of the most significant responsibilities relevant to field activities is provided below.

#### **General Responsibilities**

It is expected that in the case of all Field Work/Trips, Participants will conduct themselves with due regard to safeguarding their own safety and health and that of others. In the case of all out of country travel, it is expected that Field Work/Trip Supervisors will review Government of Canada Travel Advisory information prior to making arrangements for travel, and that no travel be undertaken to locations that have a Government of Canada Travel Advisory designation of “Avoid all travel” and “Avoid non-essential travel” without prior approval by the Associate Vice-President Academic. Additionally, it is expected that when travelling outside Canada and the USA, Participants register with the appropriate Consulate upon arrival at their destination.

#### **Specific Responsibilities**

- **Coordinator, Experiential Learning** - the Coordinator, Experiential Learning is responsible for the following:
  - ensuring that a completed Field Work/Trip Plan is submitted by the Field Work/Trip Supervisor along with Field Work/Trip Participants Forms and Release & Indemnification where appropriate;
  - ensuring that any potential Hazards that may be encountered during a Field Work/Trip have been identified by the Field Work/Trip Supervisor using the Field Work/Trip Hazard Identification Checklist/Risk Assessment form;
  - conducting an assessment of the identified Hazards and determining the degree of risk in terms of the likelihood of exposure and the consequences of being exposed to the Hazard, and ensuring that appropriate steps be taken to



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- minimize/mitigate the identified risks, in consultation with the Field Work/Trip Supervisor;
  - determining whether the field activity is Lower Risk or Higher Risk on the basis of the Risk Assessment;
  - signing off on the Field Work/Trip Hazard Identification Checklist/ Risk Assessment and confirming that the requirements as outlined in these Procedures have been met; and
  - ensuring that necessary approval and sign off on the Field Work/Trip Plan is obtained in accordance with these Procedures, where appropriate.
- **Field Work/Trip Supervisor** - the individual in charge of a field activity must ensure that the risks associated with the field activities are managed effectively. To do this they must:
    - complete a Field Work/Trip Plan and submit to the Coordinator, Experiential Learning, along with completed copies of the Field Work/Trip Participants Forms and Release & Indemnification where appropriate;
    - identify any possible Hazards that may be encountered during the field activity using the Field Work/Trip Hazard Identification Checklist/Risk Assessment and submit to the Coordinator, Experiential Learning;
    - assist the Coordinator, Experiential Learning with a Risk Assessment of the identified Hazards, as required;
    - eliminate/minimize, as is reasonably practicable, the identified risks to safety and health, ensure that appropriate safe work procedures have been developed and that Field Work/Trip Participants have received appropriate training.
    - Ensure forms are submitted to the Co-ordinator, Experiential Learning not less than three (3) weeks prior to departure for Field Work/Trips within Canada and the USA, and not less than eight (8) weeks prior to departure for Field Work/Trips outside Canada and the USA.

The Field Work/Trip Supervisor can delegate the supervision or training of a Field Work/Trip Participant to a suitably qualified and/or experienced person, as appropriate for the task. The Field



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Work/Trip Supervisor is, however, responsible for ensuring that each Field Work/Trip Participant has received appropriate training and has gained sufficient competence to undertake the task.

The Field Work/Trip Supervisor in charge of the Field Work/Trip has a particular responsibility for safeguarding, as reasonably as is practicable, the safety and health of all Field Work/Trip Participants in their charge. To do this they must ensure that:

- Participants are informed about relevant Hazards;
  - Participants are instructed in safe work procedures;
  - Participants are trained in the proper use and care of relevant safety devices and personal protective equipment;
  - Participants complete a Field Work/Trip Participants Form and where appropriate, a Release & Indemnification;
  - Safe work procedures and training of Field Work/Trip Participants is documented.
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- **Field Work/Trip Participants** - each Field Work/Trip Supervisor has a responsibility for ensuring that his or her work environment is conducive to good safety and health by:
    - participating in relevant safety and health training;
    - reading any notices relating to the field activity and attending any briefing sessions;
    - following all safe work procedures or safe work practices in which they have been trained;
    - making proper use of all safety devices and personal protective equipment that may be required due to the nature of the work;
    - working safely and not placing at risk the safety and health of themselves or any other person;
    - maintaining dress standards appropriate for the work undertaken;
    - promptly reporting incidents/injury and Hazards/unsafe conditions of which they become aware to the Field Work/Trip Supervisor;
    - completing a Field Work/Trip Participants Form and if appropriate, a Release & Indemnification;



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- ensuring that they have appropriate health coverage and if appropriate, travel health coverage;
- ensuring that they have any appropriate immunization.

## **Medical Conditions Affecting Field Work/Trip Participation**

All Participants in field activities must be mentally, medically and physically fit for the tasks required. They must accept appropriate medical advice where relevant and disclose to the Field Work/Trip Supervisor any limitations imposed by their health that may affect their ability to participate safely in any field activity. This obligation applies both before and during the Field Work/Trip. Information provided must be treated as confidential information in compliance with the Personal Health Information Act (PHIA), unless non-disclosure creates a health and safety risk to other Field Work/Trip Participants.

## **Students and Employees with Disabilities**

The University of Winnipeg is committed to being fair, equitable and sensitive to the diverse needs of its employees and students in all its policies and practices and to supporting access with due regard and respect for the sensitivities of all stakeholders. With respect to field activities, it is the University's responsibility to avoid discrimination against people who have a disability by making adjustments, as reasonably as is practicable, to the working environment and arrangements.

When students are undertaking a field activity as part of their course requirement, reasonable accommodations will (where practicable) be made to ensure that students who have a disability can participate. Some students may not, however, be able to undertake some activities. As reasonably as is practicable, alternative arrangements will be made by the Field Work/Trip Supervisor to ensure that these students can meet the inherent requirements of the course. Advice and assistance with respect to employee accommodations can be obtained from the Manager, Campus Health and Wellness in Human Resources. Advice and assistance with respect to student accommodations can be obtained from Accessibility





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## Services in Student Services.

Adjustments to the working environment and arrangements for students and employees with disabilities may include:

### **(i) Transport**

Transport used for the field activity must, as reasonably as is practicable, be accessible for the employees and students with disabilities attending the activity. Alternative forms of transport or frequent, scheduled breaks may, as reasonably as is practicable, be required for participating employees and students who have disabilities.

### **(ii) Facilities**

Facilities and living accommodation for the field activity must, as reasonably as is practicable, be accessible for participating employees and students who have disabilities.

### **(iii) Communication**

Communications regarding the field activity must, as reasonably as is practicable, be provided in a form that is accessible for participating employees and students who have disabilities.

### **(iv) Student support worker participation**

Students may, as reasonably as is practicable, require a student support worker to accompany them on the field activity to assist as interpreters or note takers.

## **Insurance**

All persons participating in any Field Work/Trip must have health coverage. All persons participating in an out of province Field Work/Trip must also have appropriate travel health insurance. Supplementary health coverage is also recommended for all those participating in field activities.





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## **Voluntary Field Work/Trip Participation – Release & Indemnification**

All Field Work/Trip Participants who are participating in any field activity on a voluntary basis are required to complete and submit with their Field Work/Trip Participants Form a Release & Indemnification.

A Release & Indemnification is not required for any Field Work/Trip Participant who is participating in the field activity as a requirement of:

- a) a course that they are registered in at the University of Winnipeg, unless the participant has a choice of Field Work/Trips and their choice is assessed as Higher Risk;
- b) their employment by the University of Winnipeg.

## **Field Work/Trip Documentation and Approval**

- **Forms** - all Field Work/Trip templates and forms may be found on the Safety Office website under Forms & Requests.
- **Approval** - where (following the completion of the Field Work/Trip Hazard Identification Checklist/Risk Assessment) a Field Work/Trip has been designated as Lower Risk, no specific approval for the Field Work/Trip is required. A Field Work/Trip with a designation of Higher Risk, as well as a Field Work/Trip to a destination with a Government of Canada Travel Advisory designation of “Avoid all travel” and “Avoid non-essential travel” may only commence upon appropriate approval in accordance with requirements set out in the Field Work/Trip Hazard Identification Checklist/Risk Assessment. Individuals responsible for approving a Field Work/Trip have the right to refuse to grant approval, make approval conditional on certain criteria being met, or seek further expert advice or opinion.
- **Repeated Field Work/Trip** - for Field Work/Trips undertaken on a repeat basis, the same Field Work/Trip Hazard Identification Checklist/Risk Assessment may be used provided that there are no foreseeable changes to the identified Hazards. If new Hazards are identified, a new Field Work/Trip Hazard Identification Checklist/Risk Assessment will need to be submitted identifying all potential Hazards



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that may be encountered during the course of the Field Work/Trip and a further assessment of Hazards will need to be conducted.

- **Record Keeping** - A copy of the Field Work/Trip Plan and Field Work/Trip Participants Forms shall be kept by the Coordinator, Experiential Learning. For Higher Risk field activities, a copy of the Plan will be kept by the Field Work/Trip Supervisor during the Field Work/Trip.

## **Minimum Number of Participants**

in the case of Higher Risk Field Work/Trip activities, a minimum of two participants must normally be in attendance. In some situations and according to the level of risk, more people may be required. Likewise for safety reasons, maximum numbers may need to be enforced, for example boat trips in vessels licensed to carry a maximum number of people.

## **First Aid**

First aid services must be provided in line with the Manitoba Workplace Safety and Health Act and Regulations Part 5 – First Aid. A Field Work/Trip with a “Distant” designation requires one or more currently qualified first aid attendant(s) to be present if other than low risk work is to be done. A Field Work/Trip with an “Isolated” designation requires one or more currently qualified first aid attendant(s) to be present regardless of whether the work to be done is low or high risk. Wilderness First Aid qualifications may be required in certain circumstances. Contents of first aid kits need to reflect the types of hazards likely to cause injury. Resources online available at: <http://safemanitoba.com/wsh-regulations> or through the Safety Office.

## **Communication with the University**

The method of communication and frequency of communication must be specified in the Field Work/Trip Plan for Higher Risk field activities. Mobile phones (where reception is available), UHF radio, satellite phones, etc. (for



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when other forms of communication fail) may need to be considered. Where possible, contact shall be made at agreed intervals with a University employee on campus. With some types of Field Work/Trip, it may be more appropriate to set up an alternative communication arrangement with a reputable contact point (e.g. Police Station, National Parks ranger, other institution, mine site manager, ship's master, farm manager, etc.). In all cases, there must be a documented back-up communication plan in the event that contact is not made in accordance with the filed Field Work/Trip Plan.

## **Awareness of University Policies**

All University Policies and Procedures apply throughout the duration of the Field Work/Trip. It is the Field Work/Trip Supervisor's responsibility to ensure that participants involved in the Field Work/Trip are aware of all relevant policies such as: - Respectful Working and Learning Environment; Violence Prevention, Workers Working Alone/In Isolation; Acceptable Computing Use Policy, University Vehicles, etc. For further information visit <http://www.uwinnipeg.ca/index/admin-policies-toc>

## **Leisure Time**

In many respects, the potential for injuries is greatest during leisure time.

It is expected that all Field Work/Trip Participants will conduct themselves with due regard for safeguarding their own safety and health and that of others at all times including during leisure hours.

## **Reporting Hazards, Incidents and Injuries**

The University's requirements on reporting Hazards, incidents and injuries must be adhered to in the event of any injury occurring or where a hazard may have resulted in an injury. Follow procedures at: <http://www.uwinnipeg.ca/index/safety-emergaccident>.

## **Changes to Field Work/Trip**

During a Higher Risk Field Work/Trip activity, the Coordinator, Experiential



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Learning must be notified as soon as possible of any changes to the originally proposed itinerary or schedule, including changes of dates, location or the Participants. If the changes to the Field Work/Trip Plan result in the identification of new Hazards, a revised Field Work/Trip Hazard Identification Checklist/Risk Assessment must be submitted to the Coordinator, Experiential Learning and a further assessment of Hazards must be conducted. The Field Work/Trip Supervisor must ensure that appropriate steps are taken to, as reasonably as is practicable, mitigate the newly identified Hazards, and that Field Work/Trip Participants are trained in appropriate safe work procedures.

## **Breach of the Policy/Procedures**

A finding of non-compliance with this Policy and Procedures may result in one or more action being taken against the non-compliant party including:

- a) disciplinary consequences under any applicable collective bargaining agreement or pursuant to applicable University policies;
- b) debarment from the University campus and/or University Field Work/Trip activities;
- c) actions for breach of contract where applicable; and
- d) referral to the Workplace Safety and Health Branch for consideration of proceedings pursuant to the Workplace Safety and Health Act and Regulations.

The University's requirements on reporting Hazards, incidents and injuries must be adhered to in the event of any injury occurring or where a Hazard may have resulted in an injury. Follow procedures at:

<http://www.uwinnipeg.ca/index/safety-emergaccident>.

## **ASSOCIATED POLICY**

- Field Work / Trip Policy

## **RELATED POLICIES & PROCEDURES**

- Health and Safety Policy



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

## RELEVANT DATES

***Originally Issued:***      March 21, 2017

***Revised:***                not applicable

***Effective:***                March 21, 2017

***Scheduled Review:***    Fall 2021