

## Field Trips

**Effective: September 2000**

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**Vice-President,  
Finance and Administration**

**Applicable Legislation:**

*Occupational Health and Safety Act (OHSA), R.S.O. 1990.*

**Intent:** To outline due diligence initiatives, considerations for personal safety, and supervisory responsibilities regarding field trips.

**Definitions:**

*buddy system* a system of organizing employees into work groups so that each employee of the work group is designated to be observed by at least one other employee in the work group.

*field trip* refers to University-sponsored group travel by employees and students to nearby or distant destinations for educational or business purposes.

**Requirements of *the Occupational Health and Safety Act, Section 27(2)(c)***

*27.(2)(c) The supervisor shall take every precaution reasonable in the circumstances for the protection of a worker.*

**Policy:**

1. Persons organizing field trips shall consult with the Risk and Insurance Manager in Financial Services and, as necessary, with the University's Centre for International Programs, to discuss appropriate supervisory due diligence and risk management initiatives.
2. Persons organizing field trips shall document the essential details of the trip and supervisory due diligence initiatives to address their duty of care towards the participants. The documentation shall be submitted to their Chair, Administrative Head or Director, and copied to the Risk and Insurance Manager.

3. The department Chair, Administrative Head, or Director shall authorize all field trips arranged by personnel within his/her organization. Documentation shall be retained for seven years.
4. All field trips shall have an assigned supervisor or leader who shall be responsible for supervision of participants and for enforcing safety procedures.
5. Departments sponsoring field trips shall provide to employees and students in advance of travel, safety information concerning reasonably foreseeable travel risks and reasonably foreseeable occupational, health, environmental, cultural, or political risks associated with the destination.
6. The availability and quality of health care at distant destinations shall be assessed in advance of the date of travel and participants shall be informed accordingly.
7. Occupational Health Services shall provide health protection counselling and related assistance to employees who are required to travel for University business purposes.
8. The University shall, at its discretion, require consent forms, proof of insurance and other information from field trip participants in order to facilitate travel arrangements, communications, and contingency/emergency plans.

**Guidelines:**

Departments that organize field trips for employees and students must have a documented due diligence process to identify foreseeable risks, communicate these risks to participants, and to provide reasonable management and supervision for the field trip activity. Documentation should include the minutes of pre-activity organizational meetings and post-activity reviews of participant evaluations. Whenever a department provides transportation for a field trip, it has a duty to ensure that the arrangements are safe by Canadian transportation standards. Participants must be advised about program-specific risks concerning travel, accommodation, the quality of food and water, appropriate activity-related precautions, personal protective equipment, standards of conduct and behaviour, consequences of misbehaviour, as well as any destination-specific information about health, environmental, cultural, or political risks. The need for additional personal accident insurance must be addressed.

Field trip leaders must be competent to run the activity and must provide reasonable supervision to ensure that participants don't endanger themselves or others. Waiver forms may be necessary to draw particular attention to the assumption of recognized risks. Contingency plans for possible emergencies must be understood by all participants.

Field trip activities present unique concerns for personal safety. People can become sick or injured and often care must be provided far away from home and next of kin. Travellers may need to be vaccinated and counselled about matters such as food and water-borne diseases, insect-transmitted diseases, blood borne infections, environmental risks (e.g. altitude sickness, sun protection), and access to medical care.

Rules about responsible conduct (e.g. buddy systems, curfews, routine and emergency communications) must be understood by all participants in advance of the field trip. All personnel must be alerted about cultural or political risks for personal safety and security reasons.

With adequate preparation, the benefits, rewards, and experience of a field trip will be maximized.

### **Domestic Travel**

Travel Centres are convenient sources of free information about destinations. For travel in Canada, consider contacting one of the following bureaus:

Newfoundland and Labrador	1-800-563-6353	<a href="http://www.gov.nf.ca/tourism">www.gov.nf.ca/tourism</a>
Prince Edward Island	1-888-734-7529	<a href="http://www.peiplay.com">www.peiplay.com</a>
Nova Scotia	1-800-565-0000	<a href="http://www.explorens.com">www.explorens.com</a>
New Brunswick	1-800-561-0123	<a href="http://www.tourismnbcanada.com">www.tourismnbcanada.com</a>
Quebec	1-877-266-5687	<a href="http://www.bonjourquebec.com">www.bonjourquebec.com</a>
Ontario	1-800-668-2746	<a href="http://www.ontariotravel.net">www.ontariotravel.net</a>
Manitoba	1-800-665-0040	<a href="http://www.travelmanitoba.com">www.travelmanitoba.com</a>
Saskatchewan	1-877-37-2273	<a href="http://www.sasktourism.com">www.sasktourism.com</a>
Alberta	1-800-661-8888	<a href="http://www.travelalberta.com">www.travelalberta.com</a>
British Columbia	1-800-435-5622	<a href="http://www.hellobc.com">www.hellobc.com</a>
Yukon	1-800-789-8566	<a href="http://www.touryukon.com">www.touryukon.com</a>
Northwest Territories	1-800-661-0788	<a href="http://www.nwttravel.nt.ca">www.nwttravel.nt.ca</a>
Nunavut	1-800-491-7910	<a href="http://www.nunavut.worldweb.com">www.nunavut.worldweb.com</a>

## International Travel

Disease and danger are two threats to your personal safety in foreign countries. Fortunately, overseas travel can be thoroughly researched to maximize preparedness and enjoyment.

Obtain a copy of the booklet *Bon Voyage - Information for the Canadian Traveller* from the Department of Foreign Affairs and International Trade, telephone 1-800-267-8376. Country-by-country travel advisories may be found at the web site:

[http://voyage.gc.ca/Consular-e/site\\_map-e.htm](http://voyage.gc.ca/Consular-e/site_map-e.htm)

For Diplomatic Posts worldwide, see [www.embassyweb.com](http://www.embassyweb.com).

Two similar American web sites are:

U.S. State Department's travel warnings; [http://travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html)  
Overseas Security Advisory Council; <http://www.ds.state.gov/index.html>

There are numerous internet sites for travel-related medical advice (e.g. trouble spots for disease outbreaks, recommendations for immunizations and general health protection precautions).

These web sites include:

[www.hc-sc.gc.ca/pphb-dgspsp/tmp-pmv/](http://www.hc-sc.gc.ca/pphb-dgspsp/tmp-pmv/)

[www.cdc.gov/travel](http://www.cdc.gov/travel)

[www.who.int/emc/outbreak\\_news](http://www.who.int/emc/outbreak_news)

[www.who.int/emc/diseases/index.html](http://www.who.int/emc/diseases/index.html)

[http://dir.yahoo.com/health/diseases\\_and\\_conditions/tropical\\_diseases/](http://dir.yahoo.com/health/diseases_and_conditions/tropical_diseases/)

<http://healthlink.mcw.edu/travel-medicine>

[www.isid.org](http://www.isid.org)

[www.istm.org](http://www.istm.org)

The International Association for Medical Assistance to Travellers (IAMAT), based in Guelph, has a web site: [www.iamat.org](http://www.iamat.org)

Information about the world's dangerous places may be found at:

[www.fieldingtravel.com/df/index.htm](http://www.fieldingtravel.com/df/index.htm).

[http://abcnews.go.com/sections/world/dp/dp\\_intro.html](http://abcnews.go.com/sections/world/dp/dp_intro.html)

The Canadian Immunization Guidelines may be viewed at:

[www.hc-sc.gc.ca/hpb//cdc/publicat/immguide/index.html](http://www.hc-sc.gc.ca/hpb//cdc/publicat/immguide/index.html)

Health Canada and Emergency Preparedness Canada provide helpful information about planning for the unexpected. The main web site for the Government of Canada is [www.canada.gc.ca](http://www.canada.gc.ca) which provides convenient access to other information sites. For example, see: <http://www.passages.gc.ca/menu-en.asp> for information about travel health and quarantine. The web site for the Canadian Centre for Emergency Preparedness is [www.ccep.ca](http://www.ccep.ca).

Additional web sites that may be of interest to international travellers are:

<http://kropla.com>

[www.iTravelsafe.com](http://www.iTravelsafe.com)

[www.1travel.com](http://www.1travel.com) (for airline ticket conditions)

For further information and advice, contact the University's Risk and Insurance Manager and the University's Centre for International Programs. Also, see Safety Policy [851.06.04](#) concerning Field Work and Safety Policy [851.07.07](#) concerning Motor Vehicles and Farm Equipment.

### **Returning to Canada**

Canadian law requires that you declare all foods, plants, fish, animals and their products that you bring into Canada. You must declare such items to Revenue Canada Customs inspectors when you arrive, whether you have travelled by land, sea or air. All imports of foods, plants, fish, animals and their products may be subject to inspection by Canadian Food Inspection Agency (CFIA) inspectors at international points of arrival. For further information about prohibitions, instructions, and CFIA permits to import, contact CFIA at 1-613-225-2342 or 1-877-227-0677. You may also visit [www.inspection.gc.ca](http://www.inspection.gc.ca). For information about Environment Canada's requirements under the Convention on International Trade in Endangered Species of Wild Fauna and Flora, contact the Canadian Wildlife Service at 1-818-997-1840.