



PROCEDURES [provisional July 2022]

Fieldwork/Trip Supervisors fill in 2 forms:

- 1) Trip Plan Form
- 2) Trip Hazard/Risk Assessment Form.

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 in the Hazard Checklist **at least three weeks prior to the departure date for travel within North America**, and **at least eight weeks prior to the departure date for travel outside North America**.

Consult with the Safety Officer (**Kevin Smith: ke.smith@uwinnipeg.ca**) about procedures, controls to be put in place for applicable hazards, or training. Once safety conditions are met, Safety Officer and Supervisor sign form.

Consult with Coordinator of Experiential Learning & Internships (**Nyala Ali: nv.ali@uwinnipeg.ca**) to conduct risk assessment and determine the risk level.

Coordinator will collect signed forms and forward all documentation (Trip Plan Form and signed Trip Hazard/risk assessment form) to the office of the Provost and VPA.

Usually, 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.

Currently, all off-campus activity will be reviewed by the VPA due to changing circumstances around COVID 19.