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

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**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 involve



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





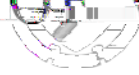
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**PROCEDURE ELEMENTS**



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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.

**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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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





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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:





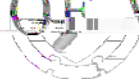
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when other forms of communication fail) may need to be considered. Where possible, contact shall be made at agreed intervals with a University employee on campus.



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