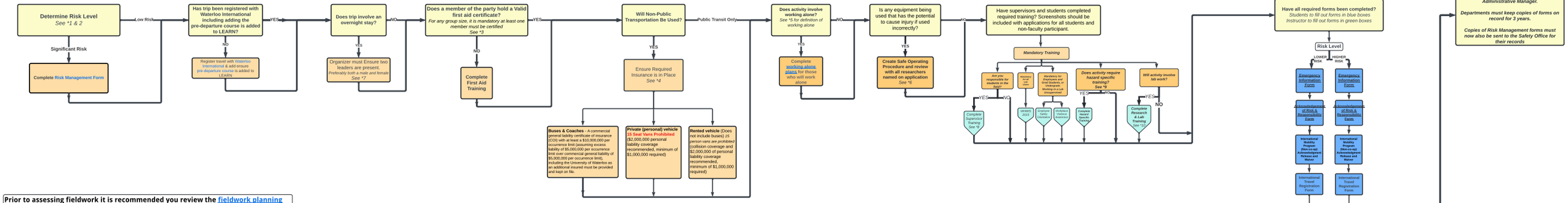
International Field Trip Approval Process



Prior to assessing fieldwork it is recommended you review the fieldwork planning guide which provides additional details on requirements.

***1 - Lower risk fieldwork** (fieldwork risk management form not required)

An activity is deemed to be of low risk if it presents hazards which are no greater than those encountered by participants in their everyday lives, and that can be minimized through planning, training and standard operating procedures. Examples of Low Risk Field Work activities:

- Supervised Field Work which includes low risk activities (e.g. walking, observation) and is located in an urban region.

***2 - Significant risk fieldwork**

An activity will be deemed of significant risk if it has the potential to expose participants to hazards that are greater than those likely to be encountered in their everyday lives. Examples include, but are not limited to:

- Field Work at industrial sites - factories, mining operations and construction sites.
- Activities that require specialized safety training and/or certification.
- Travel to areas where significant health or safety precautions are required.
- Driving for extensive periods, use of heavy vehicles or trailers, or hazardous terrain.
- Field Work at sites with hazardous substances.
- Field Work which by nature entails risk (e.g. work over ice or water, rock climbing, high altitudes, diving, hazardous flora or fauna, equipment hazards, weather extremes).
- Any field work in remote regions where access to communications, emergency services or assistance may be limited.
- *Any* Field Work, where undergraduate students are not accompanied by a faculty/staff supervisor (e.g. student team competitions).
- Overnight trips with undergraduate students.
- All international travel involving field work, and/or high-risk international travel (note high risk travel requires approval from the Provost)

***3 First Aid Training**

Emergency First Aid
Field work/trips to urban centers (such as museums, galleries, architectural designs, etc) are required to ensure that a person with a valid emergency first aid certificate is present. First aid kits are not required to be taken on these types of field trips. Field work/trips to rural areas (such as conservation areas, farms, small bodies of water, etc) where emergency medical services have response times of 20 minutes or less are required to ensure that a person with a valid emergency first aid certificate is present. As a minimum, a vehicle first aid kit must be taken on these types of field work/trips, a risk assessment will determine if a kit with additional supplies should be used.

Standard First Aid
Field work/trips to remote locations are also required to ensure that a person with valid Standard first aid certificate is present at the remote location. As a minimum, a vehicle first aid kit must be taken on these types of field work/trips, a risk assessment will determine if a kit with additional supplies should be used.

Standard first aid training is arranged on an individual basis and employees are generally sent to off-campus facilities hosted by the training provider.

Advanced & Wilderness First Aid
Higher level first aid training that approaches first responder training may be necessary for work in extreme remote locations where emergency medical services are difficult to access due to the nature of the location or weather conditions. The cost of this training will be borne by the department or group travelling to these locations. Specialized first aid kits are required for this level of training and fieldwork and consultation with the training provider will be needed to determine appropriate contents and equipment as kits of this type are beyond the scope of the UW First Aid Program.

***4 - Transportation - Insurance Requirements**

- **Buses & Coaches** - A commercial general liability certificate of insurance (COI) with at least a $10,000,000 per occurrence limit (assuming excess liability of $5,000,000 per occurrence limit over commercial general liability of $5,000,000 per occurrence limit), including the University of Waterloo as an additional insured must be provided and kept on file.
- **Private (personal) vehicle** ($2,000,000 personal liability coverage recommended, minimum of $1,000,000 required)
- **Rented vehicle** (Does not include buses) *15 person vans are prohibited* (collision coverage and $2,000,000 of personal liability coverage recommended, minimum of $1,000,000 required) *No additional certificates of insurance are required when renting through Enterprise. UW requirements taken into consideration.*

https://uwaterloo.ca/procurement/travellers

***5 - Working Alone**

Working alone is defined as working by oneself such that assistance is not readily available should some injury, illness or emergency arise. Alone is interpreted as being out of visual or verbal contact, and when contact cannot be expected from another person for more than an hour. It includes working in physical isolation, e.g. as the sole occupant of a laboratory or at a fieldwork site, where no other person is in the vicinity (i.e. within limited range or earshot).

Low-risk - Not applicable - *Fieldwork involving working alone will always fall in to the medium-risk or above categories.*
Medium-risk work - *Use a check-in interval of 60mins via the WatSafe App or 90min check-in via email with Supervisor.*
High-risk work - Working alone prohibited

***6 - Safe Operating Procedure**

Safe Operating Procedure (SOP) is often required as an administrative risk control for hazards following assessment and implementation of higher-order controls, for example machine guarding. SOPs are required where the risk level remains above a "Low" level on the Hazard Register or other risk assessment tool, and where following a specific set of steps will reduce risk of injury. Guidance on developing SOPs is available from the Safety Office and examples of completed SOPs are available in the SOP Repository

***7 - Overnight Trips**

All field trips that include overnight stays should have two people in leadership roles with at least one being a faculty or staff member. Whenever possible, there should be at least one male and one female leader. This provides students with a choice of individuals to consult. One of the leaders will have the role of field safety coordinator. In accordance with the UW Field Work Risk Management Form, this person will have first aid training (first aid training can be arranged through the Safety Office), carry a first aid kit and a copy of the Emergency Information form for each student. They will ensure that activities are carried out in a safe manner and that proper safety equipment is worn.

***8- Supervisor Training**

All supervisors must complete:
- Supervisor Orientation Online (SO1100)

Supervisors working in higher risk areas (e.g., laboratories, technical and maintenance shops, areas where hazardous materials are used, commercial kitchens, custodial) must also complete the following training:
- Risk Assessment (SO2500)
- Incident Investigation (SO1012)*
- Inspecting the Workplace (SO1007)*

Supervisors of higher risk areas are also strongly encouraged to complete:
- Risk Assessment Application (SO2501)*

Please note TAs are only required to complete Supervisor Orientation Online (SO1100).

**Supervisors must complete Risk Assessment (SO2500) before enrolling in SO1007, SO1012 or SO2501.*

***9 - Hazard Specific Training**

Depending on the nature of the field trip, you may be required to take any number of courses, offered by the Safety Office. **In some cases, there may also be specialized training such as: wilderness first aid, crevasse rescue training, respirator fit-testing, or fire arms training.** Commonly required courses include:

- Confined Space Entry (SO1023)
- Fall Protection (SO1026)
- Heat Stress Awareness (SO2031)
- Ladder Safety (SO1050)
- MOL Working at Heights (SO2020)
- Biosafety (SO1069)

***10 - Research & Laboratory Training**

Depending on your lab or research, you may need to take any of the following training courses:

- Biosafety (SO1069)
- Cryogenic and Compressed Gas Safety (SO1030)
- Hazardous Waste Segregation (SO2035)
- Laboratory Safety (SO1010)
- Laser Safety (SO1066)
- Laboratory Support Worker (SO1057)
- Safe Chemical Handling (SO2016)
- Working In Cleanrooms (SO9999)
- Working With Radiation (SO2030)
- X-ray Safety (SO1033)

Supervisors are responsible for determining what training is required depending on the level of supervision. For example - supervised undergraduate students may not require the above courses when a trained supervisor is present.