**On campus Fieldwork/Trips**

1. **Low risk field trips** (Fieldwork Risk management Form NOT required)
   - Includes an activity taking place at another institution (e.g., university, hospital, library, government agency) that does not require vaccinations other than those routinely given in Ontario, and has no significant health, safety, or environmental risk. Examples include:
     - Supervised field trips/internships within Canada and USA
     - Out-of-town trip to a university, government agency, non-governmental organizations (NGO), art gallery or museum
     - Supervised sample collection or surveys
     - Conference/meeting/workshop attendance

2. **Higher risk fieldwork** (Fieldwork Risk Management Form required)
   - Includes any activity that may cause personal harm or may negatively impact local environments, including buildings, or social or cultural norms. A fieldwork risk management form must be completed and approved prior to undertaking fieldwork in any location external to the University that involves higher risk. Examples include, but are not limited to:
     - Fieldwork, field trips and internships outside Canada and USA
     - Fieldwork at industrial sites such as factories, mining operations, and construction sites
     - Activities that require specialized safety training and/or certification in the use of personal protective or safety equipment
     - Fieldwork at any international or remote location
     - Travel to areas where immunization and/or significant health and safety precautions are required
     - Work at sites with hazardous substances
     - Overnight trips with undergraduate students
     - Fieldwork which by nature entails risk (e.g., travelling on water or ice, rock climbing, high-altitude work, diving, working with dangerous flora or fauna, or working in remote regions or habitats such as forests and lakes)

3. **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

4. **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.

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**Risk Level**
- Low Risk
- Medium Risk
- High Risk

**Activities**
- Complete working alone plans for those who will work alone
- Create Safe Operating Procedure and review with all researchers named on application See #4

**Forms**
- No Forms Required
- Emergency Information Form
- Accommodation Request Form
- Fieldwork Risk Management Form

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**Send all completed forms to the Unit Head. Departments must keep copies of forms on record for 3 years.**