



# Brandon University Policy for Off-Campus Activities

Brandon University recognizes that the research, scholarly, and other activities of its faculty, staff, and students may involve travel off-campus and exposure to different environments, which may introduce more and/or different kinds of risks than activities conducted in the normal, on-campus workplace.

## Intention, Purpose, and Objectives:

The purpose of this Policy is to ensure that legal requirements for health and safety of individuals are met and due diligence is exercised during the planning and conduct of approved, off-campus university activities scheduled under the auspices of an academic program, research or scholarly activity, or University-sanctioned event or activity.

The intention of this policy is to guide Departments/Faculty/committees to develop and implement standards and procedures for their specific off-campus activity that align with the institutional standard. The institutional standard, as outlined in this policy, involves a Risk Assessment for Off-Campus Activities/Travel Involving Students, and an Off-Campus Activity Plan for those off-campus activities that are deemed to be of higher than minimal or low risk.

Exceptions to this Policy include off-campus activities that are mandated and/or required by third-party entities that have established appropriate safety assessments, and developed standards and training. This may include off-campus activities for co-operative education, work term placements, practica, and internships that students must complete as part of their academic program. For such cases, consultation between the Team Leader and the Dean is required to ensure that the spirit of this Policy is achieved.

The objectives are to promote safety, reduce risks, aid in prevention of accidents, and ensure that persons active off-campus engage in a risk assessment prior to the activity and incorporate appropriate preventative measures to reduce risk to themselves, colleagues, students, and the university.

## Definitions:

For the purposes of this Policy, the following definitions apply:

**Off-campus activity:** Off-campus activity refers to a University organized and sanctioned activity involving one or more university community member, which takes place beyond the physical boundaries of the two Brandon University campuses in Brandon and Winnipeg. Such activities include, but are not limited to:

- fieldtrips/group activities for teaching and/or research purposes;
- student or faculty exchanges;
- co-operative education work term placements;
- practica and internships;
- travel/study programs;
- travel to attend conferences and university business;
- activities that are part of a University course or program (credit or non-credit);
- University organized extra-curricular or athletic activities.

**Remote off-campus activities:** Remote off-campus activity refers to any off-campus activity, including fieldwork or field schools, carried out in a location where it is difficult to summon help, and is separated by significant time or distance from emergency or medical assistance. Examples include a location with limited or no telephone or radio communications; emergency or medical assistance is more than 1 hour away; or areas with limited traffic, open waters, dense vegetation, and/or other topographic features, which make it difficult to obtain assistance.

**Risk:** Risk refers to the reasonable or likely chance of something happening during a planned activity/event that may have an adverse impact on the health or safety of individuals involved. While conducting off-campus activities has many advantages, carrying out some types of field activities may come with hazards and risks. These risks are generally related, but not limited to:

- Physical hazards: Unsafe situations that can cause injury or illness to the student or others;
- Technological/Social Hazards: Situations generated by technological failures and breakdown in social order. Associated risk to off-campus activities include communication systems failure, financial systems failure, wars/civil unrest/terrorism, industrial/structural/transportation accidents.
- Environmental hazards: Extreme weather conditions, high elevation, dangerous flora or fauna;
- Equipment hazards: Moving parts, electrical currents, flying particles, heavy objects;
- Chemical hazards: Use of hazardous materials such as toxic, explosive, flammable or corrosive chemicals;
- Ergonomic injuries: Stress or strain from excessive physical activity or repetitive motion;
- Biological hazards: Exposure to biological agents or disease, or disease carrying animals;
- Personal Safety: Working with populations or in areas that are more prone to criminal activity;
- Transportation: Car accidents, vehicle damage, stranding;
- Financial: Accidents or injuries may expose students to excessive medical or rescue costs;
- Emotional: Exposure to disturbing situations that may cause lasting emotional harm.

**Team leader:** Team leader refers to the appointed or assigned individual(s) who oversee(s) the off-campus activity from start to completion. They are responsible for the overall organization of the activity, including planning and logistics, training team members/participants, providing guidance and instruction, and ensuring safety is considered at each step. A typical example is the course instructor or assigned faculty member.

**University community:** University community includes all Brandon University faculty, staff, affiliates, and students while such individuals are acting in a capacity related to their role at the university, whether or not it is on University property.

## Scope:

Brandon University will take reasonable steps to promote and support the health, safety, and security of participants in off-campus activities and travel. Faculties, Departments, Units, and individual travelers share responsibility with the University to assess and manage the risk of University-sanctioned off-campus activities and travel, particularly when students are involved.

The University respects the independence of faculty, postdoctoral fellows and staff in planning and undertaking their own individual off-campus and travel activities. These individuals are responsible for informing themselves of the risks associated with their individual travel and managing them accordingly.

This Policy, although focusing mainly on students, applies to University community members who are involved with any approved off-campus activity that falls under the auspices of an academic program, research or scholarly activity, or University-sanctioned event or activity. The key persons involved in ensuring the safety of those engaged in an off-campus activity may include the Deans, Directors, Unit Heads, Instructors, Principal Investigators, Team Leaders, and Team Members (who may be employees or students). Consultation with the Brandon University Safety and Health Advisor (or designate) may also be appropriate and recommended.

This Policy does not cover activities over which the University exercises no control and for which it can therefore take no responsibility. Specifically, among others, it does not cover:

- external activities (including consulting) undertaken by faculty, staff, or students that are not part of the individual's employment responsibilities or academic program at the university. This includes "Own Account Work" as per the Brandon University Faculty Association Collective Agreement;
- activities organized exclusively by students or student groups without expressed approval, sanction, or funding from the university;
- travel or activities of any person who is not a university community member as defined in this policy (e.g., a person accompanying a university community member traveling to attend a conference would not be considered an authorized volunteer because the accompanying individual is not traveling for the purpose of participating in the off-campus activity [the conference]);
- personal travel undertaken before or after an off-campus university activity concludes.

## Designated Responsibility:

### Brandon University Community Member Responsibilities:

Brandon University community members shall take reasonable steps to familiarize themselves with the risks of the off-campus activity and will consult and seek the expertise of others to address risks that fall outside their own areas of knowledge. All university community members are responsible to prepare themselves in advance for off-campus activities in which they intend to participate, comply with all safety regulations, and to conduct themselves in a safe manner while engaging in the off-campus activity.

## Team Leader Responsibilities:

The Team Leader(s) is responsible for conducting a risk assessment prior to all organized off-campus activities, and creating an Off-campus Activity Plan for activities categorized as moderate and high risk, as per the policies and procedures established by the applicable Faculty/Department/Unit/Committee. For those areas that do not have such an established policy and process, the following procedures shall be implemented:

1. Conduct a risk assessment prior to all organized off-campus activities to determine the level of risk using the *Risk Assessment for Off-campus Activities/Travel Involving Students*.
  - a. Consider the people participating, activities involved, and location of the off-campus activity.
  - b. Identify any special requirements for participation in the activity including special skills, fitness certification, or training requirements, as well as any hazards or dangers that might affect the health and safety of participants. Create a mechanism for participants to self-identify special disabilities, needs or concerns that may need to be accommodated. Please see Appendix 4 for *Location Safety Considerations*, including international travel.
2. Create an *Off-campus Activity Plan* for activities categorized as moderate and high risk that includes the following:
  - i. Specific safety procedures to appropriately and adequately address the identified risks.
    - Outline how participants will be adequately/appropriately equipped for any reasonable/likely condition that may arise.
    - Identify the appropriate safety equipment that will be used/accessible, and include the safety procedures and medical precautions, as applicable.
    - Identify special clothing or personal equipment that may be needed because of weather or other conditions.
    - Outline the safe practices that will be implemented by taking all reasonable care in the circumstances to protect the health and safety of participants.
  - ii. Where applicable, the arrangements to be made for appropriate transportation to and from the location of the off-campus activity.
  - iii. The level of training and orientation necessary, and the method to document that training has been conducted and completed.
  - iv. The plan for emergencies such as theft, illness, vehicle emergency, weather delays, student misconduct or threats to the safety of the student(s) or others.
  - v. The mechanism for each participant to complete and sign the *Off-campus Waiver Form* (see Appendix 1), the *Student Emergency Information Form* (see Appendix 2) and the *Brandon University Off-campus Student Travel Information Form* (see Appendix 3).
  - vi. For activities included in a course, the statement that will be included in the syllabus that there is an outside-the-classroom activity and/or campus travel involved.
3. Submit a copy of the *Off-campus Activity Plan* (for moderate and high risk activities) to the applicable Dean/Unit Head for approval at least 10 days prior to the activity.

4. Keep a copy of the approved *Off-campus Activity Plan* (for moderate and high risk activities) on file, and on their person while in the field.
5. Ensure that each participant has received and is familiar with the *Off-Campus Activity Plan* (for moderate and high risk activities) and is made aware of any specific requirements that must be met for participation prior to the activity.
6. Address or resolve any safety concern that arises during the off-campus activity. Report substandard conditions or procedures to the Dean and the Safety and Health Advisor (or designate).
7. Report all safety incidents to the Dean/Director/Unit Head and to the University Safety and Health Office for investigation and action to prevent a recurrence.

Other resource documents:

- Appendix 4 – Location Safety Considerations
- Appendix 5 – General Safety and Use of Equipment
- Appendix 6 – Travel Health and Immunization Guidelines
- Appendix 7 – Manitoba Health Coverage while Outside of Manitoba and/or Canada
- Appendix 8 – Insurance Coverage
- Appendix 9 – Continuance of University Benefit Plan Coverage while on Research and Study Experience
- Appendix 10 – Department of Foreign Affairs Travel Advisory Reports
- Appendix 11 – First Aid Requirements

### Deans and/or Directors Responsibilities:

1. Ensure that a Risk Assessment is completed by the Team Leader, and there is agreement between the Dean/Director and the Team Leader on the Level of Risk assigned. In cases of disagreement, or where assistance is required in assessing risk, the Safety and Health Advisor (or designate) shall be consulted.
2. Review and approve the *Off-campus Activity Plan* created by the Team Member for off-campus activities involving moderate or high risk activities, including specific safety procedures to adequately address the identified risks. Retain a copy of the approved *Off-Campus Activity Plans* for a period of three (3) years.
3. When students are involved, the Dean/Director, in consultation with senior administration, may cancel any off-campus activity or travel if they believe the risks are unacceptable or unwarranted and cannot be reasonable managed. The Dean/Director may also recall students from their off-campus activity or travel based on an assessment of risk to their safety and health, for example if there is an unexpected or unanticipated event. Students who do not wish to comply with a cancellation or recall of this nature will be considered to be on personal travel and may be denied access to University assistance. This does not apply to students who are unable to comply due to reasons beyond their control.

## Participants Responsibilities:

1. Comply with the requirements of *Brandon University Policy for Off-campus Activities*.
2. Follow the *Off-campus Activity Plan*.
3. Participate in safe activities only. Any participant engaged in off-campus activities has a duty to refuse at any time to participate in any activity which they feel may endanger their health or safety, or that of another person.
4. Complete necessary and required training. Be aware of hazards and risks specific to their activity and location, and be equipped with all the necessary tools and equipment.
5. Use appropriate personal protective equipment where applicable and/or required.
6. Provide evidence of adequate health insurance coverage.
7. Immediately report all hazards to the Team Leader.
8. Ensure that all incidents are reported to the Team Leader, and take action to prevent a recurrence.

## Brandon University Workplace Health and Safety Responsibilities:

By way of the Safety and Health Advisor (or designate):

1. Provide expertise and advice to all levels of management, employees and students on matters pertaining to travel and off-campus activities.
2. Receive, review, and investigate all incidents related to travel and off-campus activities and provide recommendations of corrective action.
3. Ensure that this Policy is kept current with legislative health and safety requirements.

## Risk Assessment for Off-campus Activities/Travel Involving Students

When completing the *Risk Assessment for Off-campus Activities/Travel Including Students*, team leaders are encouraged to consider the reasonable and likely hazard and risks associated with the off-campus activity/travel.

	Degree of risk	Description	Examples	Action	Approval
LEVEL 1: LOW	There is minimal threat to health and safety.	The potential risks are no greater than those encountered in ordinary daily activities.	Travel to meetings, conferences, practicums, and local site visits.	<ul style="list-style-type: none"> <li>• Take reasonable measures to mitigate possible hazards.</li> <li>• <i>Off-campus Student Travel Information Form</i> (Appendix 3) is required when the activity requires vehicular travel outside the province.</li> <li>• No Off-campus Activity Plan is required</li> </ul>	Prior approval is not required.

	Degree of risk	Description	Examples	Action	Approval
<b>LEVEL 2: MODERATE</b>	The activity has the potential to cause minor to moderate harm.	The level of risk is higher than that in everyday life, but potential threats are easily mitigated.	Off-campus research activities and field schools out of town, extended travel.	<ul style="list-style-type: none"> <li>• The Team Leader develops an <i>Off-campus Activity Plan</i>.</li> <li>• <i>Off-campus Activities Waiver Form</i> (Appendix 1) is signed by all student participants.</li> <li>• <i>Student Emergency Information Form</i> (Appendix 2) is completed by all student participants. The Team Leader keeps this confidential information on file.</li> <li>• <i>Brandon University Off-campus Student Travel Information Form</i> (Appendix 3) is completed by all student participants. The Team Leader keeps this confidential information on file.</li> <li>• Applicable training, as required, is completed and documented.</li> </ul>	The Dean or Unit head approves the activity plan.
<b>LEVEL 3: HIGH</b>	The activity has the potential to result in severe harm or death.	The activity involves substantial risk to participants that can be minimized through planning and training.	Off-campus activities and fieldwork in remote areas (remote off-campus activity), in the near vicinity of dangerous wildlife, in dangerous environmental conditions, and/or in dangerous and unstable jurisdictions.	<ul style="list-style-type: none"> <li>• The Team Leader develops an <i>Off-campus Activity Plan</i>.</li> <li>• <i>Off-campus Activities Waiver Form</i> (Appendix 1) is signed by all student participants.</li> <li>• <i>Student Emergency Information Form</i> (Appendix 2) is completed by all student participants. The Team Leader keeps this confidential information on file.</li> <li>• <i>Brandon University Off-campus Student Travel Information Form</i> (Appendix 3) is completed by all student participants. The Team Leader keeps this confidential information on file.</li> <li>• Applicable training, as required, is completed and documented.</li> </ul>	The Dean or Unit head approves the activity plan.

# Off-campus Activities Waiver Form, Student Emergency Information Form, and Brandon University Off-Campus Student Travel Information Form

Off-campus activities are often outside the sphere of influence of the University and because the conditions can be highly variable, the University requires students to complete and sign the *Off-campus Activities Waiver Form* (Appendix 1), the *Student Emergency Information Form* (Appendix 2), and the *Brandon University Off-Campus Student Travel Information Form* (Appendix 3), for moderate and high risk off-campus activities/student travel. The forms indicate the student has completed the appropriate due diligence, understands and accepts the risks they are entering into as a result of the off-campus activity, and will not hold the University liable in the event of an incident while away from the University. For off-campus activities that are deemed to be minimal or low risk, the University requires the student to complete and sign the *Brandon University Off-campus Student Travel Information Form* (appendix 3) only.

## Compliance

Compliance with this policy is essential and required to demonstrate due diligence, to reduce risks, to aid in incident prevention and to respond appropriately to unexpected incidents. Violations of this policy may place the University, students, employees and/or volunteers at significant risk and are subject to appropriate corrective administrative or academic measures.

The Brandon University Policy for Off-campus Activities and related procedures are not intended to limit or amend provisions of any collective agreement, or any other contractual agreement entered into by the university, university employees or student groups.

The Policy is designed to complement related Brandon University and Canadian Federal policies, including (but not limited to):

- Brandon University Working Alone Policy - <https://www.brandonu.ca/vp-finance/files/Working-Alone-December-5-2018.pdf>
- Brandon University Safety and Health Policy - <https://www.brandonu.ca/governors/files/Safety-and-Health-Policy.pdf>
- Canadian Government Risk Level and Travel Advisory - <https://travel.gc.ca/travelling/advisories/risk-levels-and-travel-advisories>

*Approved – Senate Research Committee – February 16, 2022  
Approved – Brandon University Senate – March 15, 2022*

# Appendix 1

## Off-campus Activities Waiver Form

I, \_\_\_\_\_, recognize that I will be involved in one or more off-campus activities as part of \_\_\_\_\_ (list the course number or identify the research/scholarly activity, or University-sanctioned even/activity).

being a registered student of the following course: \_\_\_\_\_ (use course abbreviation).

I am aware that participation in any such off-campus activities and/or travel includes a variety of risks, hazards and conditions, including but not limited to personal injury, death, property damage or other loss, of any nature whatsoever and howsoever caused, resulting from, arising in connection with or otherwise related to the above-mentioned off-campus activities. Conditions may include, but are not limited to, travelling and commuting, uneven terrain, changeable weather conditions including heat, cold and wetness, animal and plant life, exposure to laboratory chemicals and lab equipment that may have hot surfaces.

Please note: All University students must be covered by a provincial health care plan, the BUSU Health Plan or an approved equivalent plan. This provides coverage for physician and hospital expenses up to the varied maxima of these plans.

I acknowledge that:

- I have read the Off-campus Activity Plan pertaining to this activity;
- I have had the opportunity of asking further questions of my instructor;
- I am expected to abide by the policies, procedures and practices of the university/agency/location where I am studying/working/visiting; as such, I will respect the policies of the University, in particular with regard to the Student Non-Academic Misconduct Policy
- I am solely responsible for all expenses (accommodation, food, personal expenses, phone/fax/email) relating to my stay at the university/agency/location, unless otherwise arranged;
- I have informed my designated emergency contact (as per the attached Emergency Information Form) regarding all aspects of this program, including the nature of possible risks.

### DISCLAIMER

I understand that the University is not responsible for any death, injury, loss or damage of any kind suffered by myself or any other person while participating in any of the above-mentioned activities and I agree to waive any and all claims and/or actions against the University and any of its governors, officers, employees and other representatives. I am aware of, freely accept and fully assume all above-mentioned risks, hazards and conditions. I further acknowledge that the University cannot guarantee my health or safety. I voluntarily agree to participate in the above-mentioned activities.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Appendix 2

## Student Emergency Information Form - CONFIDENTIAL

(for use by Department or Unit Head/Dean at Brandon University)

STUDENT NAME & ID#: \_\_\_\_\_

ACADEMIC PROG./DEPT, and COURSE NAME and # if applicable.:  
\_\_\_\_\_

EMAIL: \_\_\_\_\_

PASSPORT NUMBER & ISSUING COUNTRY: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_

RETURN DATE: \_\_\_\_\_

### PERSONAL INFORMATION

*Please ensure that your EMERGENCY CONTACT has copies of your personal information including passport, medical/travel insurance coverage, blood type and any information such as allergies, drug sensitivities, regular medications and other information (e.g., medical condition) that might be of significance to the university, a physician or hospital treating you in any emergency situation.*

*I have fully informed the Emergency Contact regarding all aspects of my travel, including the nature of possible risks. Student guarantees that, medical insurance is in force for the duration of the off-campus program, and in the case of an Emergency, consents to the release of personal information.*

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

### EMERGENCY CONTACT

*Give the name and address of a designated person who can be reached on your behalf in an emergency.*

NAME: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE Home \_\_\_\_\_ Cell \_\_\_\_\_ Business \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

*Student shall retain copy until they return to campus and is responsible for returning signed form prior to departure to their advisor and (for international locations) to the appropriate Dean/Director.*

# Appendix 3

## Brandon University Off-campus Student Travel Information Form

Name of Participant \_\_\_\_\_

Student ID number \_\_\_\_\_

### MEDICAL EMERGENCY INFORMATION

Medical Conditions or Health Issues

\_\_\_\_\_  
\_\_\_\_\_

Emergency Medications (eg Epi-pen, insulin etc.)

\_\_\_\_\_  
\_\_\_\_\_

Provincial Medicare Number \_\_\_\_\_

Province Emergency Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

### TRAVEL INFORMATION

Purpose of Trip \_\_\_\_\_

\_\_\_\_\_

Name of Course/Research Project/Conference/Field Trip \_\_\_\_\_

Departure and Return Date(s) \_\_\_\_\_

Destination(s) \_\_\_\_\_

Name of Off-campus activity Team Leader/Supervisor \_\_\_\_\_

Participant Signature \_\_\_\_\_

*All information will remain confidential and will be used for emergency purposes only. Forms will be completed and collected before trip departure by the Faculty Member/Team Leader/Supervisor and held by an Academic Dean or Unit Director as appropriate.*

# Appendix 4

## Location Safety Considerations

It is inevitable that some activity locations will pose greater dangers. In cases of travel and activities/fieldwork in dangerous locations, a higher standard of care must be taken to ensure that participants are safe. The following is an outline of some of the dangerous site locations at which participants may have to work, and some safety measures to be taken in regards to the locations.

### Bush, Remote or Hazardous Areas

In the case of activities in the bush, in remote or hazardous areas, the Team Leader should consider:

1. Providing a communication link to a central location;
2. Providing a large scale map of the area or GPS system, plus whistles to each participant;
3. Conducting area familiarization trips before commencing the work;
4. Having a procedure for contacting local police or RCMP;
5. Having a procedure for, and knowing who will organize a search for missing people;
6. Leaving an itinerary at the base camp, plus an overall plan in the Dean/Director office at the University;
7. Obtaining from participants, before leaving campus; i.e. Manitoba health insurance number (or equivalent); and ii. Details of special health and special diet considerations.
8. Local expert advice on the locality.

### Construction Sites, Mines, Manufacturing Plants, Archeological Digs

For field trips to these places, it is vital to be familiar with, agree to, and comply with, the pertinent regulations and instructions. For example, in some cases, safety boots, hard hats or safety glasses will be required. Safety sessions conducted by plant personnel will be required. When necessary, the regulations of these locations must be researched by the Team Leader of the field trip.

### International Travel

International travel requires prior consultation with, and approval by, the Dean/Director (or equivalent) of the Faculty/Department..

For work that is to be undertaken outside of Canada, the participants or the Team Leader are encouraged to contact, at the earliest possible opportunity, the local Canadian embassy, consulate, charge d'affairs, local C.I.D.A. or C.U.S.O. offices, with details of travel and/or work plans.

Proper immunization as per the "Travel Health and Immunization Guidelines", must be followed in order for any participant to be able to travel to conduct their work outside of Canada.

# Appendix 5

## General Safety and Use of Equipment

There are numerous safety precautions that must be taken when using equipment to conduct fieldwork or participate in activities. There are many unit-specific types of equipment that must be identified by each unit in their equipment safety guidelines. The following is a general guideline that must be followed regarding the use of equipment during off-campus activities.

### Vehicles

Off-campus activity participants should be cognizant of the different kinds of equipment they may use during off-campus activities. All vehicular use should adhere to applicable jurisdictional laws.

#### Guidelines for Vehicle Operation Authorization

- Proof of a valid driver's license (a copy of the license must be obtained and filed in the Dean/Director's office)
- The license must be valid for the jurisdiction in which the vehicle will be used
- The license must be current and appropriate for the class of vehicle being operated

Outlined below are some important points of consideration:

(a) **University owned / Rental vehicles** – Brandon University has insurance policies, including those pertaining to vehicles. For details about vehicle, contract and/or procurements please contact the Purchasing Office.

Inquiries about other insurance coverage can be directed to the Research Accounting Office.

(b) **Who may drive?** – Only persons authorized and qualified may operate University owned/leased vehicles (authorization by the Dean/Director).

### Boats

When the use of a boat is essential, it is the responsibility of the person in charge to ensure that all safety precautions are taken, that operators are experienced, and that boats are in good repair and carry legally required safety equipment, including life preservers.

In Canada, all operators of motorized boats or other watercraft must hold a pleasure craft operator card.

Go to Transport Canada's Office of Boating Safety for more information on rules and regulations regarding boat safety: <http://www.tc.gc.ca/BoatingSafety/menu.htm>.

University owned, rented, or leased boats are NOT to be used for personal activities.

### ATV's

For safety considerations using ATVs, go to:

[https://www.ccohs.ca/oshanswers/safety\\_haz/Off\\_road\\_safety.html](https://www.ccohs.ca/oshanswers/safety_haz/Off_road_safety.html)

**Equipment**

All equipment to be taken on an activity or field trip must be examined by a qualified person to ensure that it is in good condition, complete and safe, before removal from the campus. The assessment should be documented in a consistent manner, as developed by the specific unit.

If equipment fails during the activity, its use must be discontinued immediately. The failure must be reported to the person in charge immediately. This equipment must not be used until satisfactory repairs have been completed.

If it is necessary to rent equipment while off campus, all reasonable steps are to be taken to ensure that it is safe to use.

It is the responsibility of the Team Leader to ensure that equipment is safe and that the operator has been trained in the safe use.

**Alcohol/Drug Use**

The use of substances that can impair performance or judgment during the working periods of fieldwork are forbidden by Brandon University under any circumstances.

**Personal Use**

University owned or rented equipment (including vehicles) used in connection with activities and fieldwork is not to be used for or during personal activities.

# Appendix 6

## Travel Health and Immunization Guidelines

Immunization may be required for travel outside Canada, depending on the travel destination, length of stay and whether or not routine immunizations are up-to-date. As it can take several weeks for an immunization to protect against a disease, the family physician or travel clinic should be consulted at least two to three months before the trip.

Once the Team Leader determines the risks associated with the activity and concludes there is the possibility of exposure to a biological agent where there is a vaccine available, it should be offered to the participant.

### **Off-Campus Information**

For the persons traveling outside Canada, the Public Health Agency of Canada provides information regarding immunizations in addition to other travel health information (i.e. disease outbreaks, prevention, treatment).

# Appendix 7

## Manitoba Health Coverage while Outside of Manitoba and/or Canada

Off-campus activities can pose dangerous situations. While residents of Manitoba have health coverage provided from the province, the coverage does not necessarily extend to all services in other provinces, and especially not internationally. In these instances, activity/field trip participants must verify that they have sufficient insurance coverage. When in doubt, additional coverage should be purchased.

Below are some important notes for consideration regarding Manitoba Health-Care coverage. This is not an exhaustive checklist of what needs to be known before undertaking travel and off-campus activities.

### **Duration**

The duration of time that a travel/activity/fieldwork participant will be away from Manitoba or outside of Canada is a factor in the amount of coverage they may receive under Manitoba Health. Participants should check with Manitoba Health to ensure they know the requirements and coverages.

A work contract outside Canada may affect Manitoba Health coverage.

### **Out-of-Canada Hospital Services**

The cost of services outside Canada is usually much higher than in Manitoba. If the cost is higher, the participant is responsible for paying the difference between the full amount charged and the amount Manitoba Health pays. For this reason, participants should ensure they have sufficient and appropriate health insurance if they plan to travel and/or participate in activities or fieldwork outside Canada and understand any limitations that may apply from either Manitoba Health or participants' insurance coverage.

# Appendix 8

## Insurance Coverage

When leaving Brandon University's perimeter, the province of Manitoba and/or Canada, insurance coverage is one of the first issues to be researched by a prospective participant. Since every travel and fieldwork participant's situation is different, every participant should ensure that they are covered for their specific context.

### **Coverage**

Members of the Brandon University community have some insurance coverage provided by the University or purchased in the normal course of their relationship with Brandon University. The participant, and/or the Team Leader must ensure that proper insurance coverage exists for the location and type of travel and activity/fieldwork that is to take place. They are also responsible for the insurance of their own personal property.

### **Authority to Travel**

Brandon University requires that the appropriate person (dean or unit director) authorizes employee and other participant off-campus activity travel.

### **Liability Insurance Coverage**

The purpose of liability insurance is to protect against lawsuits arising from accidental or an unintended occurrence affecting someone else's person or property. The Team Leader and off-campus activity participants shall make sure that they have liability insurance prior to embarking upon their work. Liability insurance is normally provided by Brandon University for approved activities. For details, contact the Finance office.

# Appendix 9

## Continuance of University Benefit Plan Coverage while on Research and Study Experience

University benefit plans are in place for most Brandon University employees. Students have the option of benefits provided through the Brandon University Students' Union (BUSU) or through Brandon University. Due to the variations of insurance policies, fieldwork/off campus activity participants and their Team Leaders must research the benefit plan that best fits their own situation.

**Employee** queries may be directed to Human Resources.

**Student queries** may be directed to BUSU or Financial and Registration Services.

### **Worker's Compensation Coverage**

Students in workplaces doing unpaid practica or work experience are covered by Manitoba Worker's Compensation as long as they normally live in Manitoba during the school year. This coverage extends to placements in Manitoba, elsewhere in Canada, and outside of Canada.

Research assistants are normally employees of Brandon University. BU employees, except faculty, are covered by Worker's Compensation if they normally live in Manitoba.

Faculty are not covered by Worker's Compensation, but faculty are covered by employee benefit plans that make Worker's Compensation redundant.

# Appendix 10

## Department of Foreign Affairs Travel Advisory Reports

### **Overview**

Participants traveling abroad must undertake an evaluation of potential risks to personal security and be familiar with the recommended practices to minimize such risks. Travel advisory reports containing up-to-date information on safety, security, and health concerns for many countries are regularly issued by the Department of Foreign Affairs and International Trade (DFAIT) and should be consulted whenever planning travel outside of Canada. The Consular Services of the DFAIT are involved in assisting Canadians to prepare for international travel and provide a variety of services to them abroad. Travel advisory reports are accessible at <https://travel.gc.ca/travelling/advisories>.

# Appendix 11

## First Aid Requirements

A First Aid Kit is highly recommended for Low Risk off-campus activities/fieldwork and is required for all Medium and High Risk off-campus activities/fieldwork. Team Leaders must ensure they have access to a First Aid Kit, and for high-risk off-campus activities, that one member of the party is qualified to be a First Aid Attendant. When fieldwork is being conducted at another employer's place of employment, arrangements may be made to use the first aid resources available at that place of employment, provided the available resources meet the requirements set out below.

### **First Aid Kits and Supplies**

The requirements for First Aid Kits vary by, for example, distance from nearest hospital, number of people at the location of the off-campus activity, and the type of off-campus activity being performed. Team Leaders must contact the BU Health & Safety Officer to obtain the specific requirements for each Medium and High Risk fieldwork/off campus activity trip. All participants should be familiar with the location of the first aid kit and its contents.

### **First Aid Attendant**

*(When required)* A First Aid Attendant is required for all high risk off-campus activities.

### *Defined*

The requirements for First Aid Attendant varies by, for example, distance from nearest hospital, number of people at the location of the off-campus activity, and the type of activity being performed. Team Leaders must contact the BU Safety and Health Advisor to obtain the specific requirements for each high-risk off-campus activity/trip. All participants should be familiar with the name of the First Aid Attendant.