

## University of Toronto Off-Campus Safety Planning Record

This form is used by the unit/division responsible for research, academic or other non-research activities (e.g., field trip/excursion) to assess potential risks and how they will be addressed. This document can be used to assist units in writing standard operating procedures (SOPs) for the activities that will take place during the trip/excursion but does not replace the need for units to develop SOPs. Multiple trips to the same site or group of sites can be covered by one form.

For research that have a face-to-face component. For more information, please refer to: <https://research.utoronto.ca/review-face-face-and-campus-research>.

Please also review resources on planning field research that is useful for planning the trip/excursion. For more information, please refer to: <https://ehs.utoronto.ca/field-research-safety/>.

This assessment may also apply in situations where students/staff are attending off-campus locations to use specialized equipment, engage in research collaborations, or to participate in any university sanctioned research activity. In circumstances where a placement agreement (Paid or Unpaid) exists between the university and the external site, please review relevant [guidance](#).

This form is valid for a single academic year and a new form must be completed annually.

Final approval is from your unit lead (e.g. CAO, chair, etc.).

If you require assistance, please contact your local EHS office or email: [ehs.office@utoronto.ca](mailto:ehs.office@utoronto.ca).

Department: \_\_\_\_\_

Person in charge of field trip/excursion (e.g. faculty, TA or supervisor): \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Location of Field Trip/Excursion (City or Area/Region, Province, Country): \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

Prior to departure, a list of participants, contact information, their role (e.g. team lead, supervisor, participant) must be prepared. If applicable, training required for this trip/excursion must be also be documented. See Appendix A for a template

For all off-campus activities, stay connected to your supervisor.

- Report any health and safety concerns to the site and to your supervisor
- Report any work-related accident or injury (hyperlink our online incident form)
- Students: Report absences, to inform the University, please use the Absence Declaration from in [ACORN](#).
- Employees: Report absences to your supervisor



**Assessment Procedures:**

The faculty or supervisor in charge of the trip/excursion is responsible to ensure that all applicable hazards are assessed and appropriately mitigated.

The purpose of a hazard assessment is to determine the measures which must be taken to enable work to be carried out safely. A hazard is an attribute of an activity, substance or thing which confers on it the potential to cause injury, damage or loss. Risk is the probability of this injury, damage or loss occurring and includes the severity. The output of this assessment tool will help identify those hazards that require further work in order to be counteracted. If you require guidance in conducting the assessment and in implementing appropriate controls, you can contact the Office of Environmental Health and Safety at [ehs.office@utoronto.ca](mailto:ehs.office@utoronto.ca).

Note that the below does not represent all possible hazards that could be encountered. If there are hazards not found in the table, it is the responsibility of the PI to use the "Other" categories to enter the information.

Travel & Location	Location of hazard (At the site or en route to site, located by accommodations etc.)	Hazard description	Safety mitigation
Airplanes, helicopters, watercraft			
Using/driving vehicles			
Travel on dangerous roads or off-roads			
High altitudes			
Activities requiring high fitness levels			
Hiking			
Climbing/cliffs			
Isolated or remote locations			
Other hazards not specified			



<b>Hazardous Agent</b>	<b>Location of hazard (At the site or en route to site, located by accommodations etc.)</b>	<b>Hazard description</b>	<b>Safety mitigation</b>
Hazardous materials - chemicals / biological agents/ ionizing and non- ionizing radiation			
Designated substances – asbestos / lead / silica / mercury			
Noise >85 decibels			
Vibration			
High force motions			
Working with or near explosives			
Other hazardous agent not specified above:			



Equipment & Tools	Location of hazard (At the site or en route to site, located by accommodations etc.)	Hazard description	Safety mitigation
Sharps (needles, etc.)			
Hand tools and equipment (e.g. hammer, screwdriver)			
Powered tools			
Exposed moving parts			
Stationary Power Machines			
Lifting devices & or Mobile equipment			
Large or heavy equipment			
Welding			
Centrifuge			
Autoclave			
Compressed gas and/or pressurized systems			
Electrical equipment (e.g. electrical panels, wiring and lighting systems)			
Firearms, projective weapons, etc.			
Other hazards not specific above:			



Physical Environment	Location of hazard (At the site or en route to site, located by accommodations etc.)	Hazard description	Safety mitigation
Diving – caves, current, deep diving, wreck, etc.			
Working from heights – scaffolds / ladders			
Confined or restricted spaces			
Working alone			
Working with or near fire			
Temperature extremes			
Sun exposure			
Unclean water			
Other physical environment not specified above:			



<b>Social Environment</b>	Location of hazard (At the site or en route to site, located by accommodations etc.)	Hazard description	Safety mitigation
Violence: Are there situations where the student could be exposed to violence? Could the student become a subject of violence?			
Work Stress: Will there be a high level of stress in the student's work? (e.g. work requiring constant alertness for long periods of time, such as a security monitor, or work with high levels of emotional stress such as working in an Emergency Room)			
Other social environment not specified above:			



Wildlife	Location of hazard (At research site or en route to site, located by accommodations etc.)	Hazard description	Safety mitigation
Dangerous animals			
Insects & bites, venomous, disease from insect vectors (e.g. malaria, lyme, etc.)			
Plants (poison ivy, oak etc.)			
Other wildlife not specified above:			e.g. avoiding conducting field animal research in public/crowded/eating areas to avoid zoonotic risk and maintain discretion



## COVID-19 Measures

Please indicate you have read and understood each point by marking each box with an "X"

Mark with "X"	
	I have reviewed applicable public health information (e.g., COVID-19, flu, respiratory syncytial virus, etc.) for the region being visited and have implemented measures consistent with local public health. Resources: <a href="#">EHS COVID-19 page</a> , <a href="#">COVID-19/Respiratory Virus Posters &amp; Resources</a> .
	Where applicable, I have reviewed public health requirements (e.g., COVID-19, flu, respiratory syncytial virus, etc.) requirements from the host location (UofT premises or 3 <sup>rd</sup> party) and relevant 3 <sup>rd</sup> party providers (e.g., privately rented bus, accommodations). I will communicate and inform participants and team members of any relevant public health measures required for all parts of the trip. Depending on local requirements, this <i>may</i> include measures for masking, physical distancing, self-screening, disinfection/cleaning and hand hygiene.
	I have procedures in place in the event someone on the team becomes ill during the trip such as (depending on the duration/location/nature of the trip): emergency phone numbers for local health care providers, arrangements for the individual to be picked up by family member, etc., plans for where/how isolation may take place. For guidance, please review: <a href="#">Procedures in the Event of a Confirmed/Symptomatic Case or Known Exposure to COVID-19</a> .
	I understand that public health guidance (in Toronto/Peel and the trip/excursion location) may change often and the ability to travel for off-campus activities may be limited or prohibited altogether at the time of departure which may require adjustment, postponement, termination of these plans. I am confirming that I have reviewed vaccination requirements for my host/destination (if applicable).

For international travel involving students, please consult with the UofT Safety Abroad office: <https://safetyabroad.utoronto.ca/>. Please contact [ehs.office@utoronto.ca](mailto:ehs.office@utoronto.ca) if you have any questions about this form or COVID-19 procedures.

For additional information, please visit the following Government of Canada's websites:

- [Interprovincial Travel Restrictions within in Canada website](#)
- [COVID-19 Travel Restrictions, Exemptions and Advise](#)
- [Travel Advise and Advisories](#)
- [UofT Memo on International travel in the course of university business](#) (link to International SOS)

While the University has paused the vaccination and daily health screening requirements as of May 1, 2022, it highly recommended that all trip participants be fully vaccinated and complete the [Ontario COVID-19 Self-Assessment](#) each day of the trip. For more information, please refer to the [UTogether FAQs](#).





**Any other concerns or comments not previously covered:**

**Health Considerations when travelling:**

The CDC (Center for Disease Control and Prevention) offers an array of resources and tools so that you may assess and review the health consideration for your research destination. For more information please visit: <http://wwwnc.cdc.gov/travel/>. The CDC also offers a guide on Health Information for International Travel (commonly called the Yellow Book); published every two years by CDC as a reference for those who advise international travelers about health risks. For more information please visit: <http://wwwnc.cdc.gov/travel/page/yellowbook-home>

The ISTM (International Society for Travel Medicine) promotes healthy travel to international destinations and also provides the Global Travel Clinic tool which allows you to search for medical facilities located in more than 80 countries, clinics offer pre-travel immunizations, counseling and medicines to help protect travelers while traveling internationally. Most clinics also provide care to travelers if needed upon their return. It is strongly recommended that a travel clinic be visited well in advance of any travel. For more information please visit: <http://www.istm.org/>

**Duration of travel**

Please note that for UofT employees (not students), a worker who is an Ontario resident, and whose usual place of employment is in Ontario, is automatically covered under WSIB for up to six months while temporarily working outside Ontario.  
For travel longer than 6 months please contact the Office of Health & Well-being.

**EMERGENCY CONTACTS:**

University contact name: \_\_\_\_\_

University contact phone #: \_\_\_\_\_

Alternate university contact phone #: \_\_\_\_\_

Local contact name and number: \_\_\_\_\_

Local emergency service number: \_\_\_\_\_

Scheduled communication (e.g. weekly calls to check in with designated person): \_\_\_\_\_



**Additional comments:**

**ACKNOWLEDGEMENT OF TEAM MEMBERS:**

I, the undersigned, acknowledge that I have read the University of Toronto Guidelines for Safety in Field Research (a planning resource) and in keeping with it,

- (a) I have been fully informed of the risks of this field research and I accept them;  
(b) I will comply with the established safety procedures;  
(c) I am in a satisfactory state of health to undertake the research; and  
(d) I have received all of the prescribed immunizations.

[illegible]

**Signature of Off-Campus Trip Supervisor:**

I acknowledge that this safety plan has been prepared in keeping with the requirements of the University of Toronto Guidelines for Safety in Field Research (a planning resource). I understand that as the supervisor I am responsible for the health and safety of staff and students participating in this work.

Name	Signature	Date



**Signature of Department Chair (or equivalent):**

I acknowledge receipt of this document. I understand that I am responsible for the health and safety of staff and students participating in this work and for ensuring that supervisors and faculty in my department who conduct this work have been made aware of the responsibilities.

Name	Signature	Date

\*Please ensure a copy of this assessment gets sent to your department chair (or equivalent) and any other relevant personnel.

**Appendix A – Off-Campus Participant List (Sample)**

Name	Team member type (e.g. team lead, supervisor, participant)	Contact information	Relevant training (e.g. first aid)	Comments



**Acknowledgement of Compliance with  
Guidelines for the Prevention of Sexual Violence during Fieldwork**

This document must be completed and signed by each student participant prior to fieldwork. It is to be completed along with the University of Toronto Field Research Safety Planning Record, and submitted to the Graduate Office appended to that form.

All participants in fieldwork are required to attend the departmental workshop on Field Safety and Sexual Violence during Fieldwork within 12 months prior to the fieldwork. In rare cases where such attendance is impossible, the participant must read the Guidelines carefully, and complete the “Sexual Violence Education and Prevention” online training module referred to in the Guidelines.

Field crew members can be sent home early if they are disruptive or engage in any form of sexual harassment or violence.

ACKNOWLEDGEMENT: I, the undersigned, acknowledge that I have read the University of Toronto Department of Anthropology Guidelines for the Prevention of Sexual Violence during Fieldwork, and that I will comply with them. In addition:

[    ] I will have attended one of the Department of Anthropology’s workshops on Field Safety and Sexual Violence within the 12 months prior to the start of fieldwork; or

[    ] It was not possible to attend one of these workshops. Therefore, I have carefully read the Guidelines for the Prevention of Sexual Violence during Fieldwork and have completed the “Sexual Violence Education and Prevention” online training module referred to in the Guidelines. I was unable to attend the departmental workshop for the following reason:

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Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Faculty Supervisor Signature: \_\_\_\_\_