

## Guidelines on Off-Campus Safety

April 2011

**The Office of the Vice-President and Provost has established the following Guidelines.**

1. All field research should be conducted in compliance with the Guidelines on Safety in Field Research. All environmental and health or safety incidents which occur must be reported according to Guidelines for Safety in Field Research. The online form is available at [www.ehs.utoronto.ca](http://www.ehs.utoronto.ca).
2. All international travel related to a program of study and other University-sponsored or organized international travel should be planned and organized in compliance with the Guidelines on Safety Abroad.
3. Units considering providing financial support and other forms of sponsorship to campus organizations should comply with the Guidelines on Sponsorship of Off-Campus Activities Undertaken by Campus Organizations.
4. University-related travel to and from off-campus sites, as well as University travel between University properties (e.g., between a campus and Hart House Farm) is subject to the Guidelines on University Travel.

Additional guidelines will be developed as needed.

### **Other Policies**

In addition to this *Framework*, the University's *Standards of Professional Practice Behaviour for all Health Professional Students* apply to students engaged in off-campus activities related to their programs of study.

The following policies also relate to a variety of circumstances involving off-campus activities.

Code of Behaviour on Academic Matters

Code of Student Conduct

Health and Safety Policy

Policy and Procedures on Sexual Harassment:

Policy with Respect to Workplace Harassment,

Policy with Respect to Workplace Violence

## Guidelines on Safety in Field Research

Responsible Unit: Office of Environmental Health and Safety

Date: Wednesday, February 23, 2011

These administrative guidelines and procedures accompany the *Framework on Off-Campus Safety* (hereinafter referred to as the *Framework*) and apply to all in-country and out-of-country field research activities including, but not limited to, field research conducted by faculty, post-doctoral fellows, graduate and undergraduate students, staff and authorized volunteers. These guidelines are specific to field research. However, all guidelines that accompany the *Framework on Off-Campus Safety* can be used concurrently. Select the most appropriate guideline(s) for each situation, if questions arise, please contact the Office of the Vice-President and Provost.

### Implications

It is part of the mission of the University as an institution of scholarship and research that many of its members - faculty, staff and students - engage in field research beyond the boundaries of its campuses. It is the policy of the University to encourage such activities as may be appropriate to its academic mission while at the same time making reasonable and appropriate efforts to assess and address health and safety concerns associated with these activities.

All participants in field research bear some degree of responsibility for their health and safety. The primary responsibility, however, lies with academic supervisors in charge of field research projects and team leaders who are involved in directly supervising research on location. Due diligence must be exercised by all concerned parties in assessing the nature of, and the means for dealing with, the categories of risk that may be associated with each location and kind of field research and in determining whether the activity is appropriate to proceed making risks known and obtaining informed consent.

### Application and Scope

Field research consists of work activities conducted for the purpose of study, research or teaching which are undertaken by faculty, staff or students of the University at a location outside the geographical boundaries of the University campuses.

Field research activities, such as those involving isolated or remote or politically unstable locations; extreme weather conditions; hazardous terrain; harmful wildlife; or lack of ready access to emergency services, can expose participants to significant risks to their health, safety or well-being, at locations outside the direct supervisory control of the University.

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Please note that some field research activities may not impose risks beyond those already experienced in daily life, and as such, may be deemed a low risk activity. For example, the collection of samples may occur in the vicinity of a campus or in settings already encountered on a day-to-day basis. In such circumstances, Academic Supervisors (defined below) may exercise appropriate discretion with respect to the application of these guidelines.

The intent of these guidelines is to ensure that prior to undertaking field research:

1. all concerned parties are aware of their responsibilities for field research;
2. a risk assessment is carried out to identify potential hazards associated with the field research and to establish appropriate controls to eliminate or minimize such hazards; and
3. all participants have an informed understanding of the associated risks and provide their consent to assuming the risks of participation in the project.

Under normal circumstances, these guidelines are not intended for organized off-campus activities such as:

1. Supervised study or work placements at external institutions which are affiliated with the University or which the University department has designated to be an approved placement centre; or
2. Travel for conferences, seminars, meetings or visits to other institutions.

However, should unusual conditions exist, such as epidemics or natural disasters or war, terrorism and unusual political instability, academic supervisors must ensure that these guidelines are implemented. Academic supervisors are responsible for conducting risk assessments prior to all organized off-campus activities. For out-of-country travel, travel advisory reports relating to safety, security and health must be consulted (see Appendices).

For all off-campus activities conducted on the premises of or under the control of another organization or institution, academic supervisors must ensure that the local safety procedures of that organization or institution are appropriate to the type of activities being conducted, are in compliance with local laws and regulations, and are consistent with the safety standards and practices at the University of Toronto.

Sections A to G (of the Framework) provide general information regarding insurance and benefits coverage, travel immunization, and travel advisories, and are intended to assist with field research planning and preparation. These appendices are to be consulted in all cases of field research.

## **Responsibilities**

This section outlines the responsibilities for safety in field research.

### **1 Department Head (Dean or Designate)**

The Department Head (Dean or Designate) is responsible for:

- a) ensuring that academic supervisors are aware of the guidelines for safety in field research;
- b) ensuring compliance with these guidelines within the department or faculty; and
- c) designating a departmental/faculty contact person for all field research teams.

### **2 Academic Supervisor**

The primary responsibility for compliance with these guidelines lies with the Academic Supervisor. Normally, academic supervisors should be members of the University faculty with continuing appointments; any exceptions to this practice must be approved by the Department Head. It is recommended that Academic Supervisors complete the Office of Environmental Health and Safety online due diligence course prior to taking on this role. An Academic Supervisor is responsible for the following:

- a) approving the composition of the field team including any dependents of team members, unless a dependent of the academic supervisor is to be included in the team, in which case the composition of the team shall be approved by the departmental chair or other academic administrator to whom the supervisor reports;
- b) establishing a clear chain of responsible team leadership that is understood by all participants;
- c) in consultation with the team members, identifying and assessing the nature of the specific health and safety risks associated with the field project; and establishing controls that are appropriate to the nature of the activities, comply with local legislative requirements, and are consistent with University of Toronto policies, programs and standards;
- d) ensuring that appropriate controls are implemented, including the provision of appropriate protective equipment, procedures, and training to deal with the risks as far as is reasonably practicable;

- e) ensuring that each member of the field research team is aware of these guidelines, the Requirements for Reasonable Care outlined in Section 7, the risks of the particular project, and the established procedures for dealing with these risks;
- f) obtaining appropriate written informed consent from each member of the field research team; and
- g) maintaining written documentation of the above; to include the completion of the “Field Research Safety Planning Record” and its placement on record with the Department Head prior to departure on field research.

### **3 Team Leader**

The Team Leader may be the Academic Supervisor or may, in the absence of the Academic Supervisor, be another member of the team who has been designated as such by the Academic Supervisor. Normally, Team Leaders would be continuously appointed members of the University faculty; exceptions to this practice should be approved by the Department Head. In some situations, it may be practical to have more than one Team Leader. The Team Leader is responsible for:

- a) ensuring implementation of the controls established by the Academic Supervisor, including the use of appropriate safety equipment, safety procedures and medical precautions by team members during field research;
- b) conducting ongoing risk assessments during field research and reporting any new hazards to the Academic Supervisor;
- c) dealing with and resolving any safety concerns which arise in the field;
- d) maintaining regular contact with the Academic Supervisor and/or departmental contact; and
- e) informing the Academic Supervisor and/or departmental contact of all accidents, illnesses or emergencies which occur in the field.

### **4 Team Members**

Each member of the field research team is responsible for:

- a) acknowledging the risks of the particular field project;

- b) using the appropriate protective equipment provided and following the procedures established by the Academic Supervisor;
- c) working safely and in a manner to prevent harm to himself/herself or to others;
- d) understanding the Requirements for Reasonable Care outlined in Section 7;
- e) providing evidence of a satisfactory state of health and immunization;
- f) providing written consent of the above to the Academic Supervisor or Department Head;
- g) reporting any identified hazards to the Team Leader or Academic Supervisor; and
- h) reporting all accidents, illnesses or emergencies to the Team Leader or Academic Supervisor.

## **5 Solitary Field Research**

Under some circumstances solitary field research activities are to be strongly discouraged, particularly those involving remote or hazardous locations, high-risk activities or other unusual conditions.

In situations where solitary work is deemed necessary and unavoidable, a stringent code of practice must be established to address worker competency, procedures for regular reporting, emergency procedures, and other precautions and procedures appropriate to the types of activities involved. In such situations, the Solitary Field Researcher will assume the responsibilities of Team Leader (Section 3) and Team Member (Section 4).

## **6 Refusal to Participate in Unsafe Activities/Work**

All participants have a responsibility to exercise judgment and common sense in respect to their own safety, taking into account their own capabilities and circumstances at the time. Any participant who is concerned with the safety preparations that have been made or concerning the safety of any activity has an obligation to bring this concern to the attention of the on-site leader, Program Supervisor, Department/ Unit Head, or any other University Official (e.g., Safety Abroad Office, Dean, Director of Environmental Health and Safety) as soon as possible after the concern arises. Coupled with this responsibility is the right to refuse to participate in unsafe activity.

## **Employees**

Every employee of the University of Toronto has the right and obligation to refuse, at any time, to participate in any work activity that he/she feels may endanger his/her health or safety or that of another person.

## **Students**

Every student has the right to refuse to participate in any activity that they deem unsafe. Students should communicate this decision to their Team Leader (on-site supervisor). The student's concern should be taken seriously, offering the student either an alternative or excusing the student from this particular activity. If the student does not feel satisfied, they should contact the Academic Supervisor and abide by that Supervisor's decisions. Should the student not be satisfied with accommodations made, they may appeal the decision through the normal academic appeals process.

Any individual member of a field research team has a duty to refuse at any time to participate in any activity which he/she feels may endanger his/her health or safety or that of another person. In these situations please contact the Office of Environmental Health and Safety at [ehs.office@utoronto.ca](mailto:ehs.office@utoronto.ca) or 416-978-6641 for guidance.

## **7 Requirements for Reasonable Care**

Areas in which those involved in field research must exercise reasonable care to secure safety include, but are not restricted to, the following:

- a) assurance of a satisfactory state of fitness, health, and immunization of the participants for purposes of travel to and participation in field research at the particular location (refer to Section G for travel health and immunization guidelines; note that many immunizations and/or medical treatments must be given well in advance of leaving the country in order to take effect; advance planning for this is essential);
- b) availability of appropriate first-aid supplies and expertise; and accessibility to emergency medical treatment (in some circumstances first aid certification may also be advisable);
- c) availability of appropriate personal clothing, personal equipment and field equipment to support the research;
- d) availability of appropriate food and accommodation on site, and during travel to and from the site;

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- e) arrangements for appropriate periods of rest, especially in situations of extreme heat or unfamiliar circumstances to avoid illness;
- f) arrangements for appropriate transportation to, at and returning from the location of the field research;
- g) provision of information prior to departure about insurance needs, availability and limitations (see Appendices A to E);
- h) provision of information about requirements of foreign governments and other jurisdictions concerning travel to and research at the site (see SectionSection G);
- i) arrangements for continuous responsible leadership of all field research teams;
- j) definition prior to departure, and on a continuing basis on the site, of the tasks and responsibilities assigned to each participant;
- k) knowledge of all health and safety legislation and requirements applicable to the jurisdiction in which the field research is being conducted (all team members **must** comply with applicable local legislation). All research participants must view the training for researchers which can be found at [www.ehs.utoronto.ca](http://www.ehs.utoronto.ca). If researchers require further information about local requirement, please contact [ehs.office@utoronto.ca](mailto:ehs.office@utoronto.ca);
- l) provision of appropriate information and training regarding the risks associated with field research activities, materials, equipment and environment, and the appropriate control measures for dealing with them;
- m) provision of appropriate information and training for responding to and reporting of accidents involving injuries, damage to property and equipment, and spills, leaks or release of hazardous materials. Please complete the online incident reporting form which can be found on the EHS website at [www.ehs.utoronto.ca](http://www.ehs.utoronto.ca).
- n) recognition of the right and responsibility of an individual to exercise personal judgement in acting to avoid harm in situations of apparent danger; in this regard, students should be informed of the general To assist in this process, please complete the online Preliminary Risk Assessment that can be found at [www.ehs.utoronto.ca](http://www.ehs.utoronto.ca).

## Guidelines on Safety Abroad

Responsible Unit: Safety Abroad Office

Date: Wednesday, February 23, 2011

These administrative guidelines and procedures accompany the *Framework on Off-Campus Safety* (hereinafter referred to as the *Framework*) and apply to out-of-country activities that are organized by the University, including, but not limited to, field research conducted by faculty, post-doctoral fellows, graduate and undergraduate students, staff and authorized volunteers, exchange programs, and other courses and programs for academic credit.

These guidelines are not intended to address personal travel and activities that have not received necessary approval by a department head.

These guidelines are specific to Safety Abroad; however, all guidelines that accompany the *Framework on Off-Campus Safety* can be used concurrently. Select the most appropriate guideline(s) for each situation, if questions arise, please contact the Office of the Vice-President and Provost.

### **Implications**

The University of Toronto recognizes the fact that legitimate university activity will take place outside of Canada and encourages this practice where it is consistent with its mission and undertaken pursuant to normal planning and budgetary constraints. Furthermore, the University is committed to promoting the health and safety of its community members during their authorized international activities. In accordance with these principles, these guidelines provide direction and advice regarding planning, risk-assessment, preparation and emergency support of all University sanctioned out-of-country activity.

The University of Toronto has developed a *Safety Abroad Manual* which is intended to articulate the rights and responsibilities of the participants and staff and faculty associated with the international activity. It details recommended practices surrounding planning, risk-assessment, preparation and support of all University sanctioned out-of-country activity.

The University of Toronto requires all University officers that sponsor international activities to be familiar with the content of the *Safety Abroad Manual* and to assess their individual planning programming in accordance with the practices laid out. Violations of this framework may result in the suspension of the division's international activities. Students who do not comply may be de-registered from the international program. This action will be considered in concert with the Project Sponsor(s) and the Office of the Vice-President and Provost.

The *Manual* is revised on a regular basis so that it will remain as current as possible. The *Manual* is distributed to the President, Vice-Presidents, Principals, Deans, Senior Administrators and Crisis Managers. Additional copies may be obtained from the Safety Abroad Office.

## **Principles**

1. The University wishes to promote the preparedness and well-being of all members of the University community during their participation in out-of-country activities.
2. The University and its members have a shared role in managing out-of-country activities. Participants have the primary responsibility to familiarize themselves with the personal risks potentially involved in out-of-country activity to assess the individual appropriateness of the activity prior to agreeing to participate in the activity. Agreeing to participate is an acceptance of the risks associated with the activity.
3. In consideration of the appropriateness of an activity, the level of risk will be balanced with the academic necessity, including a consideration of the location and timeliness of the activity.
4. Out-of-country activities can pose varying levels of risk to the participants. The extent of advance planning, preparation, and approval required before embarkation is associated with the activity, academic appropriateness and experience of the participant.
5. The University and its members have a responsibility to monitor and maintain a record of planning and conduct for off-campus activities. Through partnership and a centralized database, experience may be shared and information made available for the benefit of others planning and carrying out subsequent out-of-country activities.
6. Different levels of oversight are appropriate for various activities and communities of participants within the University. It may be appropriate to exercise greater control and supervision over some activities such as group activities than others such as individual activities and independent research.

## **Responsibilities**

1. In the event of a personal emergency, the Safety Abroad Office will be responsible for coordinating a University response with the Activity Sponsor.. Should an emergency or incident affect participants from more than one department/ division, the Safety Abroad Office shall take the lead in responding to the incident.
2. In the event of a crisis, the Safety Abroad Office will advise the Crisis Management Team responding to the crisis situation.

## **Definitions**

For the purposes of these guidelines and the *Safety Abroad Manual*, the following definitions will be applied;

1. “Activity Sponsor” includes faculty and staff involved in the program in question that are most immediately responsible to students participating in University activities abroad. This would include:
  - a) Academic supervisors directly responsible for undergraduate and graduate field research.
  - b) Staff administering student exchange, course for credit programs and international internship opportunities.
  - c) Persons who sanction or financially contribute to student-organized extra-curricular activity.
2. “Participants” refers to any person including faculty, staff, and students, participating in University sponsored activity abroad.
3. "Student" means any person registered as a participant in any course or program of study offered by or through a college, faculty or school of the University, any person entitled to a valid student card who is between sessions but is entitled, because of student status, to use University facilities;
4. “Staff” refers to administrative and teaching staff.
5. “Host Organization” refers to an entity that has a relationship with the University of Toronto and which has entered into an agreement with the University to facilitate work (eg., internship, study abroad, academic exchange) with U of T participant(s).

## **Joint Responsibility**

Inherent to the success of our international programs is the safety and well being of the participants. Fundamental to this success is that information is effectively collected, assessed and forwarded to participants regarding health and safety issues. To this end, the University will promote planning aimed at mitigating risk surrounding its international activities.

## **Safety Abroad Office**

As part of the Centre for International Experience, the Safety Abroad Office mandate is to support health and safety issues related to out-of-country activities sponsored by the University. It serves as a centralized office in the university community, offering services to faculty, staff, activity sponsors and students travelling out of country for University sponsored activities.

The Safety Abroad Office will:

1. provide information and expertise to students and activity sponsors engaged in planning and assessing risk for out of country programs;
2. monitor travel advisories and news reports for changing conditions and update students as necessary;
3. review Safety in Field Planning Records as requested;
4. periodically review activities involving groups of students;
5. periodically review and update emergency abroad procedures;
6. make available Pre-departure Orientation programs on general travel-related health and safety issues for students who will be participating in out-of-country University sanctioned activities;
7. collect Incident Crisis Reports and make recommendations as necessary;
8. in the event of a personal adversity abroad, provide advice to students and activity sponsors;
9. notify Crisis Response Coordinator of situations abroad that are deteriorating and that may require a Crisis Response;
10. assist the Crisis Management Team in responding to crisis situations abroad.

## **Activity Sponsors**

The activity sponsor is responsible for the following:

1. making a preliminary determination of the overall risk level, ensuring that the needs of persons with disabilities and medical issues are considered;

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2. ensuring that adequate supervision, considering both the risk level and experience and number of participants, is provided;
3. providing information to participants regarding risks and responsibilities in the beginning stages of promoting international opportunities;
4. ensuring that appropriate protective equipment, procedures, and training are in place to deal with the risks as far as foreseeable and reasonably practical;
5. approving the participants, including any non-students, unless a dependent of the activity sponsor is to be included, in which case approval must be sought by the Division Head;
6. making best efforts to ensure that participants are aware of their responsibilities within the program;
7. providing participants with appropriate training related to site and task specific activities;
8. ensuring that all participants are properly informed of the risks associated with the academic work being sanctioned;
9. ensuring that students are registered with the Safety Abroad Database;
10. establishing a clear chain of responsible leadership that is in place at all times, understood by all participants, and placed on record in writing with the department chair or administrative office;
11. planning for outward events and develop group emergency plans;
12. alerting each on-site co-ordinator and team member of the Requirements for Reasonable Care (see Guidelines on Safety in Field Research, Section 7);
13. collecting acknowledgement of terms of participation and consent for all participants;
14. completing the Safety in Field Planning Records as required;
15. advise Safety Abroad Office of any personal emergency and/or crisis and update office of potentially deteriorating situations;
16. where appropriate, providing reintegration support to students upon their return.

## **Participants**

Each participant is responsible for:

1. familiarizing him/herself with and acknowledging the risk of the particular out-of-country activity, taking appropriate precautions as needed;
2. making a self-assessment regarding appropriateness of participation;
3. attending preparatory briefings and completing all designated training sessions;
4. updating the Safety Abroad Database with personal information as required;
5. obtaining appropriate immunization and medical advice, sufficient health insurance and appropriate travel documents;
6. providing written acknowledgement and consent to the risks and terms of participation;
7. checking their @utoronto email account regularly during their sojourn;
8. acting safely and in a responsible manner and exercising good judgement at all times to prevent harm to him/herself and to others;
9. reporting any newly identified hazards to the activity sponsor or safety abroad advisor;
10. in the event of an emergency (personal or regional) or crisis, following the instructions of the activity sponsor and Safety Abroad Office;
11. reporting all incidents in a timely manner to the activity sponsor or Safety Abroad Office.

Additional expectations of participants:

1. availability to make a contribution to the program/ community in which they are registered;
2. ability to live and study in collaborative, cooperative community setting;
3. ability to adapt to changing environments and to tolerate the physical, emotional and mental demands of the program;
4. not placing an excessive burden upon the host community, fellow students, or program staff or faculty.

### **Host Organization**

In many instances, the University may enter into a formal relationship with a host organization that receives University of Toronto participants. An agreement between parties should include an articulation of the expectations and duties of the participants, host institution and the activity sponsor. In addition, it is recommended that the Host organization;

1. provide participants an on-site orientation to review local health and safety risks and their emergency procedures;
2. update the participant/s and activity sponsor of any risks particular to the institution and its vicinity;
3. designate a staff member/s through whom the University of Toronto can communicate in the event of an emergency or crisis.

### **Risk Level and Planning**

Out-of-country activities can pose varying levels of risk to the participants. The extent of advance planning, preparation, and approval required before embarkation is associated with the activity, risk level and experience of the participant. Activity sponsors should assess risk associated with the travel destination and the nature of the international activities. In instances where a regional advisory is in place, the advisory is to be considered only if the participant is travelling to that location.

For a list of Country Travel Reports, please visit the Department of Foreign Affairs Website at <http://www.voyage.gc.ca/dest/ctry/reportpage-en.asp>.

#### **Low Risk**

An activity is deemed to be low risk if it entails hazards no greater than those encountered by the participants in their everyday lives at their home institution. This includes travel within countries or regions where under normal circumstances participants will have reasonable access to modern health care resources, communication devices (stable phone/ internet connections), as well as areas where Foreign Affairs recommends that persons exercise normal security precautions.

No additional responsibilities are required for Low Risk activities.

### **Moderate Risk**

An activity is deemed moderate if an activity entails a higher level of risk than usual, but is deemed to be reasonably mitigated. This includes travel within countries or regions where, under normal circumstances participants will have reasonable access to modern health care resources, communication devices, and where Foreign Affairs recommends that persons exercise high degree of caution.

In addition to the responsibilities above, if a risk is deemed moderate, activity sponsors are:

1. To ensure that participants are fully informed of site specific risks;
2. To review any safety concerns with Safety Abroad Office;
3. To forward Safety Planning Record to Department or Division Head.

### **High Risk**

An activity is deemed high risk if it entails high levels of risk that cannot be minimized by strategic planning. Indicators of high risk include locations where participants would have limited or no access to health care resources and access to communication devices as well as regions or countries where the Department of Foreign Affairs recommends that persons avoid non-essential travel.

In addition to the responsibilities above, if a risk is deemed high, activity sponsors are:

1. NOT to permit undergraduate students to participate in the activity unless exceptional circumstances exist. (When exceptional circumstances do exist, the activity must be approved by the Dean.)
2. To permit graduate students to travel if they have demonstrated a familiarity with the region and the activity is essential to their academic pursuits;
3. To review any safety concerns with Safety Abroad Office;
4. To forward Safety Planning Record to Department or Division Head.

### **Extreme Risk**

An activity is deemed extreme risk if there is substantial risk to participants, which strategic planning cannot minimize. Such activity would include countries or regions that Foreign Affairs have advised persons to avoid all travel.

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In addition to the responsibilities above, if a risk is deemed extreme, activity sponsors are:

To permit travel only in exceptional circumstances where the work must be conducted in that place and at that point in time AND the output is critical to the person's academic success;

1. To develop a communication and emergency plan with participants;
2. Consult with Department of Foreign Affairs, Canadian embassy, high commission and/or consulate and the host institution (if applicable);
3. To have extreme risk activities reviewed and approved by the Division Head in consultation with the Office of the Vice-President & Provost.

### **Changes in Risk Evaluation**

From time to time, factors may alter the risk level assessment. Reasonable effort must be made to follow the appropriate guidelines for the new risk category. This may include suspending a program or the possibility of a student opting out due to the new circumstances. If the activity is in progress, the course of action will be determined by the Activity Sponsor, Department Head and Safety Abroad Program.

### **Refusal to Participate in Unsafe Activities**

All participants have a responsibility to exercise judgment and common sense in respect to their own safety, taking into account their own capabilities and circumstances at the time. Any participant who is concerned with the safety preparations that have been made or concerning the safety of any activity has an obligation to bring this concern to the attention of the on-site leader, Program Supervisor, Department/ Unit Head, or any other University Official (e.g., Safety Abroad Office, Dean, Director of Environmental Health and Safety) as soon as possible after the concern arises. Coupled with this responsibility is the right to refuse to participate in unsafe activity.

#### **Employees**

Every employee of the University of Toronto has the right and obligation to refuse, at any time, to participate in any work activity that he/she feels may endanger his/her health or safety or that of another person.

#### **Students**

Every student has the right to refuse to participate in any out-of-country activity that they deem unsafe. Students should communicate this decision to their on-site supervisor. The

student's concern should be taken seriously, offering the student either an alternative or excusing the student from this particular activity. If the student does not feel satisfied, they should contact the Activity Sponsor and abide by that sponsor's decisions. Should the student not be satisfied with accommodations made, they may appeal the decision through the normal academic appeals process.

### **Emergency Protocol**

In the event of an out-of-country emergency, the University of Toronto has developed a Safety Abroad Emergency Response Plan. The plan clearly defines lines of communication, resources and responses to emergency situations overseas. Students can initiate our Emergency Plan by contacting the University of Toronto Campus Police, who will then forward details to the Safety Abroad Advisor (or designate). This will ensure that the student abroad has timely access to a member of the University of Toronto Safety Abroad Office (or designate staff).

All health and safety incidents are to be reported to the Safety Abroad Office (please see attached Incident Report Form). Personal injuries and health and safety issues should be reported to the Safety Abroad Office at the earliest opportunity. The Safety Abroad Office will review all emergency responses and will assist the activity sponsor to ensure that the response is consistent with the University's practices.

The Safety Abroad Office will be responsible for storing and disseminating information to assist with planning future activities.

In preparation for an out-of-country crisis, the Activity Sponsors and the Safety Advisor should review the University's Crisis Preparedness and Response Policy and act in accordance with the guidelines set out in the "Coping with Crisis on Campus" Manual.

### **Communication Plan**

Communication between students and the University is essential for safety reasons. The primary form of communicating between the Safety Abroad Office and the students will be through University of Toronto issued (utoronto.ca) email accounts unless the information being communicated is sensitive or confidential. In these instances, the Safety Abroad Office will attempt to communicate by phone or by secure fax.

## Guidelines on Sponsorship of Off-Campus Activities Undertaken by Campus Organizations

Responsible Unit: Office of the Vice-Provost, Students

Date: Wednesday, February 23, 2011

These administrative guidelines and procedures accompany the *Framework on Off-Campus Safety* (hereinafter referred to as the *Framework*) and apply to situations in which divisions, departments or units of the University of Toronto provide financial support and other support to student groups and other campus organizations undertaking activities which may include an off-campus component. For example, some divisions provide support to student societies which plan and present events which occur in off-campus facilities. These include, but are not limited to, orientation activities, graduation banquets, team building activities, and casual/informal athletics and recreation activities.

These guidelines are specific to sponsorship of off-campus activities undertaken by campus organizations including “student societies” pursuant to the *Policy for Compulsory Non-Academic Incidental Fees*, constituent groups within student societies (i.e., course unions or departmental academic societies), and “recognized campus groups” pursuant to the *Policy on the Recognition of Campus Groups*. However, all guidelines that accompany the *Framework on Off-Campus Safety* can be used concurrently. Select the most appropriate guideline(s) for each situation, if questions arise, please contact the Office of the Vice-President and Provost.

The activities of campus organizations are not normally considered activities of the University. The University’s *Policy on the Recognition of Campus Groups* provides that “recognition as a ‘campus group’ by the University implies neither endorsement of a particular group’s beliefs or philosophy, nor the assumption of legal liability for the group’s activities.” However, as articulated in the *Framework*, those involved in off-campus events that are not directly related to the University and who are not covered by the *Framework* are encouraged to consider and implement appropriate principles concerning safety issues such as those set out in the *Framework* in planning and conducting their activities.

### Guidelines

Division and unit heads considering the provision of financial support and other forms of sponsorship to recognized campus organizations should consult with the Office of the Vice-Provost, Students. At a minimum, there should be a clear written undertaking with the group which describes all aspects of the activity, the sponsorship and/or support provided, and other related expectations. In addition, the division/department should undertake its own risk assessment of the activities in question according to the *Framework*.

## Guidelines on University Travel

Responsible Unit: Office of the Vice-Provost, Students

Date: Wednesday, February 23, 2011

These administrative guidelines and procedures accompany the *Framework on Off-Campus Safety* (hereinafter referred to as the *Framework*) and apply to approved University-related travel, including, but not limited to athletic travel, travel related to student recruitment, professional development, and research. Students, staff and faculty who are travelling outside of Canada for University-related activities should also consult the *Guidelines on Safety Abroad*.

The University of Toronto recognizes the fact that legitimate university business will take place outside of the University and encourages this practice where appropriate. Furthermore, the University is committed to promoting the health and safety of its community members.

### Guidelines

1. The University wishes to promote the preparedness and well-being of all members of the University community during their participation in activities that require travel.
2. It is the responsibility of University members to ensure that appropriate, legal and safe arrangements are made for their travel, that appropriate documentation has been obtained when necessary, and that other appropriate travel-related arrangements have been made (e.g., immunizations).
3. Members should consider all available transportation options, and safety and economics should be used as the deciding factors in selecting the most appropriate method.
4. Rental cars and vans may be used for trips under 300 km or 3 hours where the vehicle will be driven by a U of T employee. Where appropriate a professional driver and/or a chartered bus and/or train service should be used for trips over 300 km. Funding is not a valid reason to avoid the requirement for a professional driver. Travel by air or train should be considered for longer distances. Chairs and directors may approve longer distances for individual divisions/units.

## Supplementary Material

### SECTION A: INSURANCE COVERAGE

This summary is provided for convenience only and is not intended to be comprehensive or determinative. More information such as general and detailed information regarding Insurance Coverage, Informed Consent and Waiver Agreements, Insurance for Voluntary Trips, Insurance for Student Organization Activities and High Risk University Sponsored or Linked Activities can be found on the Risk Management and Insurance Department Website at: [www.insurance-risk-mgmt.utoronto.ca/Insurance.htm](http://www.insurance-risk-mgmt.utoronto.ca/Insurance.htm).

The following is a brief outline of the types of insurances which should be considered when undertaking field research activities. Included is a description of the various policies which the University maintains, as well as additional coverages which are available through separate purchase as deemed necessary. These descriptions are for general information only and specific questions or concerns should be directed to the Risk Management and Insurance Department at 416-978-6478 or 416-978-7484.

#### **Property Insurance**

The University insures all property owned or in its custodial care against direct physical loss or damage to equipment and materials under a blanket “all risks” policy which covers most situations of fortuitous property loss during field research or off campus situations. Coverage applies worldwide (except for certain restrictions) up to a limit of \$100,000 and is subject to \$2,500 deductible per claim. Additional coverage can be arranged separately if needed.

Personal property of staff or students is not insured by the University. If desired, individuals should make separate arrangements in this regard.

#### **Liability Insurance**

Liability insurance protects the University and its legal representatives against losses arising from any accidental or unintended occurrence involving someone else’s person or property, including negligent acts by faculty, staff or students while they are performing those activities that are part of their educational or employment duties, including field research activities. This policy will respond to defend and indemnify against losses which arise by reason of liability imposed by law.

The policy applies on a worldwide basis and insures specifically against bodily injury, including death, personal injury, and damage to property of others. It includes coverage for the legal liability of an individual insofar as the conduct which caused the loss was part of the individual’s employment or academic-related duties. It does not respond to personal liability situations that

arise outside the scope of an individual's academic or employment related activities, such as personal trips, entertainment, etc.

### **Accident Insurance**

Participants in field research activities should evaluate the level of accident insurance needed to cover various medical emergency situations which may arise. Coverage against sickness or accidental injury to participants, hospitalization, doctor's expenses, medicine and drugs, etc. are covered for University employees through a combination of Ontario Health Insurance Plan (OHIP) and Group Health Benefits maintained through the Human Resources Department. Read more at: [www.hrandequity.utoronto.ca/groups/conf/health.htm](http://www.hrandequity.utoronto.ca/groups/conf/health.htm).

Students and other non-employees are not covered by these University plans and appropriate coverage must be arranged separately. Travel accident and health insurance outside Canada, trip cancellation, medical evacuation and repatriation and other specialized travel insurance coverages are available from various sources. Additional information on insurance is available at

### **Automobiles**

When using automobiles or similar vehicles for field research purposes, special care must be taken to comply with local laws and regulations. Outside Canada and the United States, the University is not able to provide any insurance coverage for vehicles, even though these may be rented or purchased in the University's name. As a result, any insurance coverage to comply with jurisdictional requirements and prudent business practice must be arranged locally.

When renting vehicles on a short-term basis within Canada/USA, you must arrange Collision Damage Waiver (CDW) coverage to eliminate any problems regarding insurance against physical damage losses to the rented vehicle. This can be done in several ways, including purchasing this CDW from the rental company at additional daily cost<sup>1</sup>. (Note: Vehicles for University business use must be rented in the name of the person holding the Amex card. You are advised to always read the fine print on the rental agreement).

More detailed information and guidelines can be found on our website at [www.insurance-risk-mgmt.utoronto.ca/Assets/Risk+Mgmt+and+Insurance+Digital+Assets/guidelines/rentals.pdf](http://www.insurance-risk-mgmt.utoronto.ca/Assets/Risk+Mgmt+and+Insurance+Digital+Assets/guidelines/rentals.pdf)

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<sup>1</sup> An acceptable alternative is to use the University-sponsored American Express corporate credit card which includes automatic CDW coverage at no extra cost. (Note: Vehicles for University business use must be rented in the name of the person holding the Amex card. You are advised to always read the fine print on the rental agreement)

## **Miscellaneous**

Certain research situations require special insurance arrangements to be put in place beforehand. The following is a listing of some of these special cases:

1. Use of Chartered Aircraft and Watercraft over 26 feet: When leasing or chartering aircraft and large watercraft, special liability policies may need to be arranged (this does not apply to ordinary booked passage on commercial aircraft or vessels).
2. War Zones: Insurance policies generally have exclusions in some form regarding war risks, political insurrection, and the like.
3. Terrorism: Requires special policies to be put in place if feasible.
4. Marine Research: Trips involving ocean-going activities also necessitate special handling.

It is impossible to surround all field situations and risks which may arise with an insurance envelope. Common sense and practical considerations for eliminating or reducing risks should always take precedence. While the above attempts to provide some general information and guidelines, please be aware that there are restrictions and exclusions in all insurance policies which may affect coverage. Please refer all specific questions and concerns to the Risk Management and Insurance Department at 416-978-6478 or 416-978-7484.

## **SECTION B: CONTINUANCE OF UNIVERSITY BENEFITS PLAN COVERAGES WHILE ON RESEARCH AND STUDY LEAVE**

Note: This summary is provided for convenience only and should not be relied on as necessarily accurate or determinate. Up-to-date information may be obtained from the office(s) identified below.

For staff members who were covered by University benefit plans prior to going on research and study leave, the automatic continuance of such benefits is mainly determined by whether such leave is paid or unpaid.

### **Staff Members Going on Paid Research and Study Leave**

1. All University benefit plans in which the staff member is enrolled (e.g. Group Life Insurance, Long Term Disability, Pension, Group Health Benefits) are continued automatically while on paid leave.
2. The University continues to pay its normal subsidy calculated on full base salary for all benefit plans in which the staff member is a participant during the period of paid leave.
3. The staff member's regular monthly contributions for benefit plan coverage, calculated on full base salary, will automatically be deducted by the Payroll Department when the staff member is on paid leave.

### **Staff Members Going on Unpaid Research and Study Leave**

1. The University benefit plans in which the staff member is a participant are not continued automatically while on unpaid leave.
2. The University does not continue its normal subsidy for any of the benefit plans in which the staff member is a participant during the period of the unpaid leave.
3. The staff member may elect which benefit plan coverage he/she wishes to continue and/or suspend during a period of authorized unpaid leave by paying both the University's and employee's contributions toward the cost of the elected benefit plan coverage continued while on unpaid leave. The staff member must make the necessary arrangements with the Payroll/Benefits Representative in the Human Resources Department, to pay in advance the cost of the coverage elected in the form of a lump-sum payment or monthly post-dated cheques.

**Exclusions from Coverage**

Under the University's Long Term Disability Insurance Plan, the following exclusions exist - a disability from bodily injury resulting directly or indirectly from insurrection, war, service in the armed forces of any country, or participation in a riot. However, if an insured employee becomes disabled while attempting to prevent a riot in the performance of the employee's occupation, benefits will be payable.

There are no exclusions under the University's Group Life and Survivor Income Benefit Insurance Plan.

## **SECTION C: ONTARIO HEALTH INSURANCE PLAN (OHIP) COVERAGE WHILE OUTSIDE OF ONTARIO AND/OR CANADA**

Note: This summary is provided for convenience only and should not be relied on as necessarily accurate or determinate. Up-to-date information may be obtained from the office(s) identified below.

Staff members and students who are already covered by OHIP may continue to maintain their OHIP coverage when they go on research or study leave outside of the province or country. The requirements and procedures for maintaining coverage are defined by the Ministry of Health and Long-Term Care and are summarized below. Ontario residents who have only recently obtained OHIP coverage should be aware that further restrictions regarding absences from Ontario are placed on them in the first six months of coverage. Further information should be obtained from the Ministry of Health. It is the responsibility of the individual staff member or student to ensure that he or she is aware of any restrictions or requirements and make any necessary arrangements for maintaining coverage.

### **Short Absences from Ontario (up to 212 days)**

Staff members and students who are covered by OHIP are allowed to be away from the province of Ontario for up to 212 days (7 months) in any twelve-month period and continue to maintain their OHIP coverage. In order to maintain such coverage, you must maintain your Ontario residency, meaning that (a) your principal home is in Ontario, and (b) you are physically present in Ontario for 153 days within a twelve-month period.

You do not need to make any special applications to the Ministry of Health and Long-Term Care in order to maintain your OHIP coverage during short absences.

### **Longer Absences from Ontario (more than 212 days)**

Staff members and students who will be absent from Ontario for more than 212 days in a twelve-month period may be able to continue their OHIP coverage; however, they must first apply to the Ministry of Health and Long-Term Care for approval.

### **Eligibility**

You may be eligible for continued OHIP coverage during a longer absence if:

1. your principal home is in Ontario;
2. you are away for one of these reasons: study, work, missionary work, or vacation/other reason; and

3. you have been physically present in Ontario for at least 153 days in any twelve-month period and for two consecutive years immediately before the absence.

### **Duration of Coverage**

Upon approval, the duration of OHIP coverage for longer absences is as follows:

1. Study purposes - Duration of a full-time academic program (unlimited)
2. Work purposes - Repeatable five-year terms

### **Applying for Coverage Over Longer Absences**

To apply for continued OHIP coverage during a longer absence, you must write or visit a Ministry of Health office. You will need to provide three pieces of identification, and a document from the University explaining the reason for your absence, and the duration and location of your work or study assignment. In most cases, staff and students can apply at the same time for approval of family members under nineteen years of age to be out of Ontario to accompany them for study or work. You are responsible for ensuring that you provide appropriate documents and obtain appropriate authorization of extended coverage prior to leaving on research or study work. A list of acceptable documents to provide when applying for extended coverage is available from the Ministry (see below).

Once you are away from Ontario on an approved absence, you may be eligible to remain away for a longer period. Contact the Ministry of Health office for further information.

### **Coverage Declined**

Individuals whose OHIP coverage has been declined must arrange for alternate coverage. Employees should contact their decentralized Human Resources office. In such an instance, it may be possible for the staff member to apply for coverage through the University Health Insurance Plan (UHIP).

### **Lapse of OHIP Coverage**

For individuals whose OHIP coverage has lapsed when they are on research or study leave out of the province, either because they were not granted approval by the Ministry or for another reason, must notify OHIP within 30 days of returning to Ontario. The Ministry of Health imposes a 3-month waiting period to anyone returning to Ontario. In this case, employees should arrange for OHIP-equivalent coverage for the 3-month waiting period through the current UHIP program. Employees must also contact their Decentralized Human Resources office upon arrival.

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Questions regarding your OHIP coverage and leave of absences, should be directed to your nearest Ministry of Health office, or by contacting (416) 314-7444. Further information may also be obtained from the Ministry's web site at: <http://www.gov.on.ca>.

## **SECTION D: OHIP AND GREEN SHIELD CLAIMS OUTSIDE OF ONTARIO AND/OR CANADA**

Staff members and/or their eligible dependents who are subscribers to the University's Green Shield Extended Health Care Plan and who have coverage through the Ontario Health Insurance Plan (OHIP) are covered for any emergency medical illness or injury when travelling outside of Ontario or Canada. In order to be fully covered, staff members **MUST** maintain both their OHIP and Green Shield coverages. The Green Shield Deluxe Travel Plan covers eligible medical emergency expenses over and above those paid by OHIP.

Prior to departure on Research and Study Leave, the staff member should contact his/her decentralized Human Resources office to obtain a Green Shield Deluxe Travel Plan Brochure and a supply of Green Shield Claim forms.

### **Emergency (Non-Elective) Medical Assistance and Claims**

In the event of an emergency, illness or accident travelling in Canada or the USA, phone the Green Shield World Access Centre at 1-800-936-6226, within 24 hours. Call 0-519-742-3556 which is a "collect" (operator assisted) number for all other destinations in the world.

**Note:** You must provide your provincial health insurance number to the Green Shield World Access Centre before payments can be arranged on your behalf. Be sure to travel with your provincial health insurance number. Provide the World Access Centre assistance coordinator with your Green Shield ID number, and quote the World Access Group identifier #9758.

In addition to assistance such as helping you locate a physician, clinic, hospital in the area of your travel, the Green Shield World Access Centre will arrange, whenever possible, to pay for emergency services provided by a hospital or a physician, which are beyond your immediate ability to pay.

If you have incurred out of pocket expenses, claims must be submitted to Green Shield Canada which will then coordinate with OHIP reimbursement of those approved, eligible expenses. To make a claim, submit to Green Shield the patient name, provincial health number (OHIP), address, and Green Shield Identification number with detailed statement(s) showing the services rendered and the fees charged for each service.

### **Green Shield Health Dental Claims**

The Green Shield Deluxe Travel Plan covers dental treatment to natural teeth which are necessitated by an accidental direct external blow to the mouth and which take place outside of Ontario and/or Canada. Other eligible dental expenses incurred outside Ontario are covered by

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the Green Shield Dental Care Plan, and are payable based on the Ontario Dental Association Fee Guide in effect at the time the eligible dental procedures are performed.

When eligible expenses are incurred outside Ontario and/or Canada, request detailed receipts (in duplicate if possible) which reflect all procedures performed and the cost of each procedure. The staff member should retain one set for his/her records and send the other set to Green Shield for their review and payment.

Legal requirements may change from time to time. In order to ensure accuracy and to respond to address questions about OHIP coverage, contact OHIP directly at 416-314-7444. If you require information about your coverage under the Green Shield Dental Plan, please contact Green Shield Customer Service Centre 1-888-711-1119. If you require information about eligibility or enrolment in the Green Shield Plans, please contact your decentralized Human Resources Office.

## **SECTION E: WORKPLACE SAFETY AND INSURANCE BOARD BENEFITS FOR FIELD RESEARCH**

Note: This summary is **provided for convenience only** and should not be relied on as necessarily accurate or determinate. Up-to-date information may be obtained from the office(s) identified below.

### **Coverage**

Employees of the University are covered by the Workplace Safety and Insurance Board (WSIB) for injuries arising out of or in the course of their employment.

Individuals who are not covered include:

1. undergraduate students;
2. postgraduate students; and
3. graduate student research assistants or research fellows who receive payment for their work by way of a scholarship, fellowship, or bursary.

Graduate students who are also teaching assistants are covered only while carrying out their duties as a teaching assistant.

**If there is any doubt about an individual's status with respect to WSIB coverage, contact the University's WSIB Administrator, in Health & Well-being Programs and Services for further information (416-978-8804).**

### **Coverage While Out of Ontario**

If an employee's work takes him/her out of Ontario for less than six months, coverage is automatic as long as work is being done for the University. If this work is likely to last six months or longer, the University must apply to the Workplace Safety and Insurance Board to extend the coverage.

The procedure for obtaining this extended coverage is as follows:

As soon as the dates during which the employee will be out of Ontario are known, the Department Head or designate must contact the University's WSIB Administrator in writing, giving the destination, departure date, return date, list of all personnel involved in the trip, their occupations, and department. This information is to be forwarded to the:

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WSIB Administrator  
Health & Well-being Programs and Services  
263 McCaul Street, 2nd Floor  
TEL: 416-978-8804

Requests for this extended coverage must be made at least four weeks prior to departure.

The WSIB Administrator will contact the Workplace Safety and Insurance Board to request the extension of coverage, and will notify the Department Head when the application is accepted.

## **SECTION F: TRAVEL HEALTH & GUIDELINES**

Note: This summary is provided for convenience only and should not be relied on as necessarily accurate or determinate. Up-to-date information may be obtained from the office(s) identified below.

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

Employees of the University may contact Health and Well-being Programs and Services at 416-978-3195. Students may contact the respective campus health services ([www.students.utoronto.ca/Health\\_and\\_Well\\_Being.htm](http://www.students.utoronto.ca/Health_and_Well_Being.htm).)

Through its Travel Medicine Program, the Health Protection Branch - Laboratory Centre for Disease Control of Health Canada provides information regarding immunizations in addition to other travel health information (e.g. disease outbreaks, prevention, treatment) for persons travelling outside Canada on their web site at [www.hc-sc.gc.ca/hpb/lcdc/osh/tmp\\_e.html](http://www.hc-sc.gc.ca/hpb/lcdc/osh/tmp_e.html).

## **SECTION G: DEPARTMENT OF FOREIGN AFFAIRS TRAVEL ADVISORY REPORTS**

Note: This summary is provided for convenience only and should not be relied on as necessarily accurate or determinate. Up-to-date information may be obtained from the office(s) identified below.

Individuals travelling 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 prepare for foreign travel and provide a variety of services to them abroad. Travel advisory reports are accessible on the DFAIT website at <http://www.dfait-maeci.gc.ca/travel/menu-e.asp>

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