



## Expert Panel on Off-Campus Site Safety

### Terms of Reference

#### Background

The University of Toronto is fortunate to own three properties<sup>1</sup> not located on its three campuses, which are regularly used for experiential learning, co-curricular activities, and other institutional purposes such as field research. The University remains committed to ensuring the continued safety of all participants on these off-campus properties.

#### Goal

The University will review the safety of these sites in light of the activities occurring on them. To this end, the Vice-President & Provost is appointing an **Expert Panel on Off-Campus Site Safety**, composed of University faculty and staff who have relevant training, experience, and expertise to assess the safety of the sites, review existing site safety practices and operating procedures, and make related recommendations. The Expert Panel's work will consider site safety from perspectives that include considerations such as: geographical location, hazard and risk analysis, equipment and physical infrastructure, practices and procedures, documentation, training and emergency access, and other related topics. The Expert Panel's analysis will be prospective in nature, with the goal of producing Recommendations that are forward-looking, comprehensive, and actionable. These Recommendations will be provided to Vice-President & Provost and will be reviewed and considered by the Vice-President, Operations & Real Estate Partnerships and the Vice-President, Human Resources & Equity.

The goal of the Expert Panel's work will be to provide Recommendations related to safety at U of T-owned off-campus properties as well as properties that may not be directly owned by the University but are used for similar University-related activities, such as student camps and outings at leased spaces. The Expert Panel's Recommendations may touch upon matters covered by existing Policy and guidelines, or they may recommend changes to existing Policy and guidelines.<sup>2</sup> As an advisory body, the Expert Panel's task of providing Recommendations will further the University's continued commitment to maintaining the highest quality of safety standards in all its activities.

#### Membership

The following have agreed to assist the University as members of the Expert Panel:

- Ira Jacobs, Dean, Faculty of Kinesiology & Physical Education (Chair)
- Raymond Copes, Chief, Environmental and Occupational Health, Public Health Ontario and Associate Professor, Occupational and Environment Health, Dalla Lana School of Public Health

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<sup>1</sup> Please see Appendix A for a list of properties within the scope of this Expert Panel.

<sup>2</sup> The Expert Panel does not have any independent jurisdiction to change or initiate Policy. While the Expert Panel's Recommendations may include matters that pertain to employees who attend at any property, the Expert Panel does not replace any existing jurisdiction pertaining to Occupational Health and Safety, including the role of any Joint Health and Safety Committee.



- Birsen Donmez, Associate Professor, Department of Mechanical and Industrial Engineering, Faculty of Applied Science & Engineering
- Gina Trubiani, Director, Occupational Health and Safety, Office of Environmental Health & Safety

## Resources

The Expert Panel will be assisted by an ad hoc working group appointed by the Provost, which will gather background information, documentation, best-practice resources, site assessments, and other information that the Expert Panel determines to be relevant. For example, the working group will compile U of T policies and guidelines, as well as resources and best-practice materials from the Canadian Red Cross Society, the Royal Lifesaving Society of Canada, and the Ontario Camping Association, among others.

Members of the University community are welcome to submit feedback and other information with regard to the Expert Panel's work by contacting Tomas Flecker, Special Projects Officer, Office of the Vice-President and Provost at [tomas.flecker@utoronto.ca](mailto:tomas.flecker@utoronto.ca).

## Timeline

Every effort will be made to finalize the Report and convey the Recommendations to the Vice-President & Provost by June 30, 2019.

## Appendix A: U of T Off-Campus Properties

- Gull Lake Survey Camp
- Hart House Farm
- Koffler Scientific Reserve at Joker's Hill