This safety planning document is for university travel and off-campus activities where the risks are considered low and emergency medical assistance is readily available (e.g. day-trips within Greater Victoria, visits to a local beach or park, or other low-risk travel and field activities). Appropriate pre-trip planning is still required, including completion of this safety plan by the supervisor/instructor and communicating the risks and safety procedures with all participants. Trip approvals should follow internal department procedures, with document filing and retention at the unit level.

Please also email a copy of this completed and signed safety plan to [offcampus@uvic.ca](mailto:offcampus@uvic.ca) and contact [Amanda Muench (OHSE)](mailto:amuench@uvic.ca) or [Ben McAllister (Risk Management)](mailto:bmcallis@uvic.ca) if you have any questions.

|  |  |
| --- | --- |
| **Trip Name:** | Click or tap here to enter text. |
| **Trip Type (Research / Instruction / Academic Program / Student Club / Athletics / Other):** | Click or tap here to enter text. |
| **Department:** | Click or tap here to enter text. |
| **Field Dates / Time:** | Click or tap here to enter text. |
| **Field Location(s):** | Click or tap here to enter text. |
| **Supervisor/Instructor:** | *Identify the UVic supervisor or instructor who is responsible for the trip, even if they will not be in attendance.*  Click or tap here to enter text. |
| **Trip Leader** | *Identify the UVic trip leader who will be in attendance for the trip (it may be the same person as above, or a different person).* Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Activity:** | *Provide a description of the off-campus activity that will be conducted.* Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Transportation:** | *Describe the transportation arrangements, and if outsourced (i.e. bus charter, car rental, other contracted transport, etc.)*  Click or tap here to enter text.  For outsourced/contracted transportation, contact [Purchasing Services](https://www.uvic.ca/purchasing/about/contact/index.php) to use pre-approved vendors and to coordinate approvals.  For vehicle transportation, confirm driver(s) have a valid driver’s license for the type of vehicle driven; and if using a personal vehicle that appropriate insurance in place for the intended use. |

|  |  |
| --- | --- |
| **Risk Assessment & Controls:** | List potential health and safety hazards/risks and the control measures for each risk:   1. Click or tap here to enter text. 2. Click or tap here to enter text. 3. Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Participants:** | Supervisor/Instructor to complete the following for all attendees:  Advised them on the activity, risks and safety measures  Advised them on transportation arrangements  Confirmed any relevant medical conditions to be aware of  Confirmed each person has the relevant knowledge, skill and ability to safely participate  Reminded all UVic participants to update their emergency contact information in [UVic Online Tools](https://www.uvic.ca/tools/index.php#ipn-personal-account-profile), or  If the trip extends beyond a single day (i.e. overnight) ensure participants provide emergency contacts via the [Participant and Emergency Contacts form](https://www.uvic.ca/ohse/assets/docs/field-activities/uvic-field-participant-and-emergency-contact-form.docx).  If Voluntary activity, waivers may be required. Email [waivers@uvic.ca](mailto:waivers@uvic.ca) for appropriate voluntary activity waivers to sign. |

|  |  |
| --- | --- |
| **Emergency Response & First Aid** | First Aid Kit present (for day-trips, “basic level” kit is a minimum).  Access to cellphones (for 911)  Establish a check-in/check-out with a campus contact  Serious Incident: Notify UVic Campus Security (250-721-7599) to activate UVic Emergency Response Protocols. |

|  |  |
| --- | --- |
| **Supervisor/Instructor Sign-off** | Date:  Click or tap to enter a date. |
| Signature: |