

## **Fieldwork and Associated Travel Safety Guidelines**

### **Preamble:**

The following guidelines support the University of Saskatchewan's Fieldwork and Associated Travel Safety Policy. These guidelines will help to ensure adherence to legal requirements for health and safety, protection of the environment and demonstrate due diligence. The Policy and subsequent procedures reduce risk, aid in accident prevention and ensure that emergency plans are coordinated and communicated.

“Fieldwork” refers to any activities conducted for the purpose of research, study or teaching undertaken by employees or students of the University in any workplace beyond property owned or rented by the University. It may include a broad range of activities and encompasses everything from observing wildlife at Pike Lake to educating people in Africa.

### **Education and Awareness of the Policy:**

The Fieldwork and Associated Travel Policy and Guidelines will be distributed to all Deans and Division Heads via hard copy and email to then be communicated and distributed to Department Heads, and Principal Investigators. The Policy and Guidelines are also be available on the Department of Health, Safety and Environment (DHSE) Website ([www.usask.ca/dhse](http://www.usask.ca/dhse)) and DHSE managers will act as a resource as required.

### **Contact:**

Director, Department of Health, Safety and Environment (DHSE), [hse.dept@usask.ca](mailto:hse.dept@usask.ca) , 966-8493

### **Guidelines:**

The following guidelines will facilitate the development of specific Fieldwork and Associated Travel procedures for Departments and Principal Investigators.

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## 1. Risk Assessment

### 1.1. Determining Risk Factors in Fieldwork

**The University of Saskatchewan's Fieldwork and Travel Safety Policy and Appendices pertain to all work activities conducted for the purpose of research, study or teaching undertaken by employees or students that occur in any place beyond property owned or rented by the University.**

Prior to the work being undertaken, the Principal Investigator must assess the risks involved to determine whether the Fieldwork and Associated Travel Safety Policy and guidelines apply. The following decision making tool was developed to assist in the process. This document is provided as a resource to PI's, department heads and deans in identifying risks and developing appropriate safety protocols. These resources do not cover the myriad of possible risks and protocols nor is the information applicable to all high risk situations; rather this information is provided to raise awareness of potential risks and identify University and other resources which will be useful in developing planning records. Activities identified as being high risk require completion of a *Fieldwork and Associated Travel Safety Planning Record* (Template provided in Appendix 1).

### 1.2. Definitions of the Levels of Risk

Low Risk Activities – Work conducted at another recognized institution or in a Canadian Locale where access to emergency support (e.g., police, medical, or fire) is a reasonable expectation. Examples include other universities, hospitals, libraries, etc., in areas that are politically stable, require no additional mandatory vaccinations and are easily accessible via public transportation. Research and scholarly activity of this type does not require the completion of the Fieldwork and Travel Safety Planning Record and does not require Department/Unit head approval.

Higher Risk Activities – Research and scholarly activities not covered by the definition above pose higher risks and require the completion of a Field Safety Planning Record and the approval of the Department/Unit head. Included is research at facilities that engage in higher risk industrial operations such as factories, mining operations and construction sites, as well as activities which include additional training requirements and the use of personal protective equipment. Examples include, but are not limited to, research at remote field locations, bush or wooded locations, diving operations, collecting data in politically unstable countries and travel to areas where additional immunization and vaccines are required.

Please see Appendix 11 *Fieldwork Involving Animals* for an excerpt on *Human Safety Considerations* from the Canadian Council on Animal Care (CCAC) guidelines on care and use of wildlife, for additional assistance in assessing the risk involving remote areas for fieldwork.

## 2. Safety Pre-Departure Checklist

The Safety Pre-Departure Checklist outlines major, and common, items that should be checked before fieldwork is undertaken. It is a guide only; depending on the activity, the PI may wish to consider additional items. The Planning Record should only include those items relevant to the activity being undertaken. It is the responsibility of each department or college that partakes in fieldwork, or supervises such work, to ensure that the proper measures are taken.

### **Checklist:**

#### **Equipment**

All equipment to be taken on a field trip must be checked by a competent person before removal from the campus, to make sure that it is in good condition, complete and safe. Documentation of this pre-trip assessment of the equipment is advised.

#### **Clothing**

Fieldworkers should be informed of the appropriate clothing to be worn while conducting their work. At times, the appropriate clothing may have to be provided and other times the worker may have to provide his or her own clothing. It should be identified whether there is special protective gear to be used while conducting the particular fieldwork and this protective clothing must be used.

When extreme weather conditions can be anticipated or are known, clothing appropriate to the situation should be taken on the fieldwork excursion. Fieldworkers must employ common sense in terms of clothing worn on the fieldwork excursion.

#### **First-Aid Kits**

First-aid kits, appropriate to the situation are required for off-campus operations. It is the responsibility of the Principal Investigator to ensure that the kit is maintained. The Principal Investigator can contact the Department of Health, Safety and Environment (DHSE) for a list of the supplies needed to replenish their kit, or they can purchase another kit from DHSE. Prior to departure for fieldwork the Principal Investigator is responsible to document the presence of a first-aid kit for the trip and any other required first aid supplies. Refer to the Occupational Health and Safety First Aid Requirements link: [http://www.usask.ca/dhse/communitysafety/First\\_Aid.htm](http://www.usask.ca/dhse/communitysafety/First_Aid.htm)

#### **Insurance**

Sufficient insurance coverage must be ensured prior to departure (See Insurance Section).

**Note:** Principal Investigators should ensure that specific checklists for their equipment are drafted and used.

### **3. Local Safety Considerations**

Fieldwork locations may pose dangers. In cases of dangerous fieldwork locations, there is a higher standard of care that must be taken to ensure that field workers are safe. The following is an outline of some of the dangerous site locations field workers may have to work at, and some safety measures to be taken in regards to the locations.

#### **Bush, Remote Hazardous Areas**

In the case of fieldwork in the bush, in remote or hazardous areas, the Principal Investigator must:

1. provide a communication link;
2. provide suitable maps of the area, whistles, bear spray, etc if appropriate, to each field worker;
3. become familiar with the area before commencing work;
4. have a procedure for contacting local police or RCMP if appropriate in area;
5. have a procedure for, and knowing who will organize, a search for missing people;
6. maintain good communication with all workers;
7. obtain from students, before leaving campus
  - i. Saskatchewan health insurance number (or equivalent); and
  - ii. Details of special health considerations and special diets of workers.
8. if underwater research is to be conducted, evidence that the field worker holds a valid certificate; and
9. local expert advice on the locality if available.

#### **Construction Sites, Mines, Manufacturing Plants, Archaeological 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 are encouraged. When possible, the regulations of these locations should be obtained by the Principal Investigator prior to the field trip.

#### **Foreign Travel**

For any foreign travel to areas deemed to be high risk, there must be prior consultation with, and approval by, the Department Head or Dean of the College.

For work that is to be undertaken outside of Canada and deemed to be high risk, the participants or the Principal Investigator should contact at the earliest possible opportunity, the local Canadian embassy, consulate, charge d'affairs, local C.I.D.A. or C.U.S.O officers, with details of travel and/or work plans. Proper immunization as per the "Travel Health and Immunization Guidelines", Appendix 6 must be followed in order for any participant to be able to travel to conduct their work in a foreign country.

See Risk Management and Insurance Services (RMIS) at: <http://www.usask.ca/rmis/> or call 966-8573 for more information regarding foreign travel and the CURIE program. Also contact U of S International Office.

## 4. General Safety and Use of Equipment

There may be safety precautions that must be taken when using equipment to conduct field work. Departments are asked to identify equipment specific to their members' activities and develop appropriate equipment safety guidelines. The following is a general guideline that must be followed regarding the use of equipment while conducting field work.

### 4.1. Vehicles

Field workers should be cognizant of the different kinds of vehicles they may use in their field work. Outlined below are some important points of consideration for field workers:

- (a) **University owned** – The University of Saskatchewan *Vehicle Use Authorization and Related Taxable Benefits Policy* outlines what University of Saskatchewan employees need to know about University owned vehicles. The purpose of the policy is to ensure that University owned/leased vehicles and Central Vehicle Agency (CVA) rental vehicles are operated by authorized and qualified individuals, applicable reports are completed, and appropriate taxable benefits/charges are assessed. Please refer to the *Vehicle Use Authorization and Related Taxable Benefits Policy* and/or Appendix 8: Insurance Coverage, where the *Vehicle Use Authorization and Related Taxable Benefits Policy* is outlined.
- (b) **Rental vehicles** –The coverage for rental vehicles depends upon the agency from which the University of Saskatchewan rents. Principal Investigators are advised to ensure that the University of Saskatchewan car rental agreement is still valid, and to ensure that the rental vehicle is adequately insured for all circumstances.

For details about care, contract and/or procurements the following web site can be accessed: <http://www.usask.ca/purchasing/contracts/CampusAnnouncement-Enterprise.pdf>  
Further inquiries can be directed to the Department of Purchasing Services (966-6712).

Inquiries about insurance coverage can be directed to (966-8753).

Relevant information regarding Central Vehicle Agency (CVA) rented vehicles for the University of Saskatchewan may be attained from the *Vehicle Use Authorization and Related Taxable Benefits Policy*.

- (c) **Who may drive?** - As identified in the *Vehicle Use Authorization and Related Taxable Benefits Policy*, only authorized and qualified individuals may operate University owned/leased vehicles and Central Vehicle Agency (CVA) rental vehicles. The policy only pertains to CVA rental vehicles. University and CVA vehicles must remain on University premises outside of normal business hours unless the individual has agreed to Take Home Privileges for the vehicle. For further information on the granting of Take Home Privileges, please refer to the *Vehicle Use and Authorization Policy*.

The *Guidelines for Vehicle Use Authorization and Related Taxable Benefits* outline the screening process that Deans/Department Heads are required to apply for all drivers prior to authorization.

Rental vehicles other than CVA rentals are to be driven by those individuals consented to by the agency the vehicle is rented from. Rental vehicles are only to be attained for approved University business. The *Guidelines for Vehicle Use Authorization and Related Taxable Benefits*, states that a person is deemed to be traveling on University business if the travel relates directly to duties or activities performed on behalf of the University and that fall within the scope of their appointment. Students are deemed to be traveling on University business

if the travel relates to taking part in any activity that is considered to be part of regular or extraordinary studies or recreational activities connected with the University.

#### **4.2. Boats and All Terrain Vehicles (ATV's)**

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, operators are experienced, boats are in good repair, and carry legally required safety equipment. It is important to note that all recreational vessels under 15 gross tons and powered by an engine 10 horsepower (7.5 kilowatts) or more must be licensed or registered, regardless of where they operate in Canada. The process is free of charge for licensing through Canada Border Services Agency (CBSA) (formerly known as Customs Canada).

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

Go to Transport Canada's *Office of Boating Safety- The Safe Boating Guide* website at <http://www.tc.gc.ca/BoatingSafety/sbg-gsn/menu.htm> for more information on rules and regulations regarding boat safety.

For safety considerations using ATV's go to: <http://www.nsc.org/library/facts/agriatv.htm>

#### **4.3. Equipment**

All equipment to be taken on a field trip must be examined by a competent person before removal from the campus, to make sure that it is in good condition, complete and safe. The assessment should be documented in a consistent manner, as developed by the specific department.

If during fieldwork equipment fails, then 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.

The responsibility for ensuring that equipment is safe is vested in the person in charge.

#### **4.4. Alcohol/Drug Use**

The use of substances that can impair performance or judgment and the consumption of alcohol during the working periods of field trips are not approved by the University of Saskatchewan, under any circumstances.

The availability and consumption of alcohol during personal activities after hours, but still on location of the field trip, is discouraged.

#### **4.5. Personal Use**

University owned or rented equipment (including vehicles) used in connection with a field trip is not to be used for or during personal activities in ANY event.

**Contacts:** Department of Risk Management and Insurance Services (RMIS): 966-8753  
Department of Purchasing Services: 966-6712

## 5. 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. Since 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. Travel immunizations are given by the Travel Clinic in Saskatoon.

The University of Saskatchewan Student Health Centre provides adult **routine** immunization services for University of Saskatchewan students (i.e., tetanus, diphtheria, MMR etc). For special immunizations (i.e., rabies) this process must be set up in advance and in consultation with both Student Health and Public Health. For immunization services and/or questions, contact

University of Saskatchewan Student Health Centre  
Room 141, Sask Hall  
(966-5768)

The hours at the Student Health Centre are as follows:

September to April Hours: MTWF 8:30 a.m. to 4:30 p.m. TH 9:30 a.m. to 4:30 p.m.

May to August Hours: Same as above, except closed between noon and 1:00 p.m.

It must be stated that once the Principal Investigator determines the risks associated with the field work and concludes there is the possibility of exposure to a biological agent where there is a vaccine available, it should be offered to the field worker. If the field worker chooses to have the vaccine, the worker should have their titres checked to determine the efficacy of the vaccine for that particular individual. It is the responsibility of the Principal Investigator to determine the means of payment for the vaccine and titre testing.

### Off-Campus Information

Through its Travel Medicine Program (TMP), the Public Health Agency of Canada provides information regarding immunizations in addition to other travel health information (i.e. disease outbreaks, prevention, treatment) for persons traveling outside Canada on their web-site at:

[www.TravelHealth.gc.ca](http://www.TravelHealth.gc.ca)

### Other Informational Websites

General advice for travelers:

[http://www.phac-aspc.gc.ca/tmp-pmv/travel/advice\\_e.html](http://www.phac-aspc.gc.ca/tmp-pmv/travel/advice_e.html)

## 6. Saskatchewan Health Coverage while Outside of Saskatchewan and/or Canada

Fieldwork can present dangerous situations. While all residents of Saskatchewan 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 additional coverage should also be purchased.

Below are important notes for consideration regarding Saskatchewan Health-Care coverage. In no way is this an exhaustive checklist of what needs to be known before conducting fieldwork.

### Duration

The duration of time that a fieldworker is going to be away from Saskatchewan is a factor in the amount of coverage they may receive under Saskatchewan Health. Under certain circumstances, people may retain limited coverage while away for up to one year, provided they intend to return to Saskatchewan to live.

In all situations where you will be temporarily absent from the province for more than three months, you must advise Saskatchewan Health Registration of:

- The date you intend to leave Saskatchewan; and
- The reason for your absence

Following any extended absence from the province, you need to contact Saskatchewan Health to ensure that your card is still active and you are entitled to benefits.

If you obtain a work contract outside Canada for no longer than 24 months, you may be eligible for limited out-of-Canada benefits for the period of your work contract. To retain coverage, Saskatchewan Health needs your departure date, the date you expect to return to Saskatchewan and a copy of your work contract.

### Coverage

#### ***Out-of-Province Services (received in other provinces of Canada)***

If the fieldwork is within Canada, Saskatchewan Health may cover certain amounts and types of services rendered out of province.

Saskatchewan Health covers most hospital and medical expenses incurred in Canada by a reciprocal billing arrangement. This arrangement means you do not need prior approval and you will not be billed for most services you receive in other provinces or territories while traveling within Canada.

For services to be covered, a valid Saskatchewan health services card must be presented. If you cannot do so, the hospital or physician has the right to ask you to pay your bill. (This also applies within Saskatchewan).

Regarding hospital services, before you are admitted as an inpatient, the hospital staff will ask you to sign a form declaring that you have valid coverage from Saskatchewan.

Reciprocal billing does not apply to physician services from Quebec. In this case individuals are to submit their bill and receipts to Saskatchewan Health, which will reimburse you for insured services provided in Quebec, at Saskatchewan rates.

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

If you receive services outside Canada, you will usually find the cost much higher than in Saskatchewan. If the cost is higher, you will be responsible for paying the difference between the full amount charged and the amount Saskatchewan Health pays. For this reason, it is recommended that you buy additional health insurance if you plan to travel and/or do your fieldwork outside Canada. The Insurance provider used by the U of S is Blue Cross.

### **Emergency Hospital Services**

Saskatchewan Health provides limited coverage for emergency medical care from approved general hospitals outside Canada if the same services would be provided in Saskatchewan.

### **Emergency Psychiatric Services**

Saskatchewan Health provides coverage for a brief period of stabilization (about five to seven days), both out-of-province and out-of-Canada.

### **Elective Hospital Services**

Saskatchewan Health does not normally cover these services. You need prior approval for such services (generally).

## 7. Insurance

**\*\*Please note:** The information in this section is meant to provide basic guidelines, it is imperative that you contact Risk Management and Insurance Services (RMIS) to ensure that you have the proper coverage for the type of work and travel that is intended.

When leaving the University of Saskatchewan perimeter, the province of Saskatchewan and/or Canada, insurance coverage is one of the first issues to be researched by a prospective field worker. Since every person's situation is different, in terms of where they are going to conduct their work, what their work entails, etc., every person should ensure that they are covered for their specific context. Principal Investigators and individual field workers hold the responsibility of guaranteeing that the field worker will be insured. These matters should be handled as far in advance as possible.

### 7.1. Coverage

Members of the University of Saskatchewan community have varying insurance coverage. Employees are represented by different unions and have different levels of coverage. As well, graduate students and undergraduate students have different coverage. There also exists the possibility of employees having additional coverage through a spouse, and students (undergraduate or graduate) having coverage under a spouse or parent. The individual field worker and/or the Principal Investigator must ensure that the proper insurance coverage exists for the location and type of fieldwork that is to take place. They are also responsible for the insurance of their own personal property.

#### i) Coverage While Outside Saskatchewan

Please refer to Appendix 7: "Saskatchewan Health Coverage while Outside of Saskatchewan and/or Canada", regarding health coverage while out of province.

Field workers and/or their Principal Investigators must ensure that they are appropriately insured while outside of Saskatchewan. Oftentimes additional health coverage needs to be purchased prior to departure. The individual in question has the best knowledge of his/her coverage and must ensure that possible perils while in the field are insured against. Possible perils may include medical, dental and psychiatric emergencies as well as problems specific to the individual. These guidelines are in place to guarantee that the field worker and/or his/her supervisor are aware that insurance matters have to be dealt with prior to departure. The guidelines serve as a reminder to research insurance matters prior to departure.

Each department is encouraged to formulate an insurance guideline checklist specific to their needs. It should be noted that insurance matters include other situations than health coverage and the researcher and Principal Investigator should be aware of this.

#### ii) Authority to Travel

The University of Saskatchewan uses an *Authority to Travel* form to ensure that employee, students and research staff travel, is authorized by the appropriate person.

The Authority to Travel form provides evidence of that authorization, and the purpose of this policy statement is to provide guidance as to completion and utilization of the form.

The policy surrounding the authority to travel form states:

- Travel of less than one month must be authorized by the appropriate Department Head where colleges have a department structure, or Dean;
- Travel of one month or more must be authorized by the appropriate Dean and Vice-President;
- An authority to travel form is used for the following purposes:
  - To inform the University of an individual's whereabouts;
  - To ensure that the absence can be accommodated by the college or department;
  - To ensure that insurance claims can be processed as quickly as possible and without dispute;
  - To provide Financial Services Division with the necessary documentation to administer travel claims.

An overview of what must be done procedurally regarding the authority to travel form includes:

- An authority to travel form must be completed for all travel (including regular weekly trips);
- An authority to travel forms must be submitted to the appropriate Department Head or Dean or Vice-President for approval;
- Copies of the approved form must be distributed in accordance with the procedures specified.

### **iii) Types of Insurance Coverage to Consider**

The following is a brief outline of the types of insurance that should be undertaken when field work activities are to be conducted. The descriptions are very general. All necessary information may not be included in this brief description, since the University of Saskatchewan policies vary extensively incumbent upon the union representing the employee, and/or the student's status. Each department should ensure that the information specific to their department is made known to the employees and students of that department. Any further questions should be directed to Risk Management and Insurance Services.

## **7.2. Property**

On occasion, because of off-campus university work or research requirements, the University's interest may be best served by having university equipment located away from campus. It is upon the University to maintain internal control procedures to safeguard the assets of the University. Part of the safeguarding of assets includes ensuring that the University is aware of the location of its property. The purpose of the *Property Used Off-Campus Policy* is to provide guidance regarding property used off-campus. Please refer to the *Property Used Off-Campus Policy* for more information.

## **7.3. Liability**

The purpose of liability insurance is to protect against lawsuits arising from some accidental or unintended occurrence affecting someone else's person or property. The Principal Investigator and field worker shall make sure that they have liability insurance prior to embarking upon their work. Contact Risk Management Services (966-8753) to determine the extent of coverage through the U of S.

## 7.4. Travel Accident

Participants in field work activities should evaluate the required level of accident insurance needed to cover potential medical emergencies. The University of Saskatchewan's *Travel Accident Insurance Policy* outlines travel accident insurance coverage provided for employees and students traveling on University business with authorization from the University. Certain students and other non-employees are not similarly covered, and appropriate insurance should be arranged independently. Travel accident and health insurance outside Canada, trip cancellation, and other specialized policies are available from various sources.

Insurance coverage is subject to the terms, conditions, exclusions, and limitations contained in the actual policy contract. For matters of interpretation, the insurance policy contract, or in some cases the insurers, must be consulted through Risk Management and Insurance Services (RMIS). The following summary of policy coverage is stated in general terms:

- Covered types of injuries include loss of life, sight, speech, hearing, quadriplegia, paraplegia, hemiplegia, dismemberment, loss or loss of use of hands, feet, arms and legs.
- The principal indemnity amounts paid for loss of life and catastrophic injuries specified in the insurance policy are:
  - \$100 000 for employees working in excess of 75% of full-time hours.
  - \$50 000 for part-time employees working between 35% to 75% of full-time hours.
  - \$25 000 for students and part-time instructors.
- The principal indemnity amount is doubled in the event of quadriplegia, paraplegia, or hemiplegia.
- Less severe losses of limbs and functions specified in the insurance policy are eligible for a reduced indemnity amount.

### Procedure Summary

- Students and part-time employees and must contact Employee & Student Accounts (Administration Building,) prior to the trip, to ensure that the trip is insurable. If so, employees and students will be asked to provide in writing the name of the traveler, destination(s), mode of transportation, purpose and dates of the trip.
- The insurance policy requires the University to notify the insurer within 30 days after the date of the accident. Any accident involving bodily injury while travelling on University business should immediately be reported to Insurance Services.
- The indemnity is paid to the estate in the event of loss of life. All other indemnities are paid to the individual.

**For further inquiries contact RMIS 966-8788.**

## 7.5. Automobile

When using automobiles or similar vehicles for field work 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. Insurance coverage to comply with jurisdictional requirements may be arranged locally.

All automobiles used for University of Saskatchewan projects must be insured. Important points to consider are whether the vehicle in question is university owned or a rental.

The appropriate information to consider is outlined in Appendix 5: "Safety/Use of Equipment" and The *Vehicle Use Authorization and Related Taxable Benefits Policy and Guidelines*.

## ***Vehicle Use Authorization and Related Taxable Benefits Policy and Guidelines***

The Policy states:

Only authorized and qualified individuals may operate University owned/leased vehicles and Central Vehicle Agency (CVA) rental vehicles. University vehicles and CVA vehicles must remain on the University premises outside of normal business hours unless the individual has been asked and agreed to Take Home Privileges for the vehicle. All personal mileage must be reported.

Individuals with Take Home Privileges must ensure that the vehicle remains on University premises while the employee is on vacation or away on any absence for an extended period of time.

Passengers are allowed only if traveling on approved University business as defined in the Guidelines.

### **Procedure Summary**

- The individual must complete an application form for Authorization to Operate University Owned/Leased or CVA Vehicles.
- The Dean, Department Head, or Head of the Administrative Unit approves the authorization form for individuals who report to them, and retains the completed form in the department file.
- The Dean, Department Head or Head of the Administrative Unit must ensure that all drivers meet all of the required criteria, as outlined in the Guidelines, prior to authorizing the employee to operate a University leased/owned vehicle or CVA rental vehicle.

The following additional procedures apply where Take Home Privileges are assigned or where CVA vehicles are used.

- The operator is responsible for submitting monthly Vehicle Distance Reports and notification of changes of residence.
- The Dean, Department Head, or Head of the Administrative Unit is responsible for reviewing and approving the monthly Vehicle Distance Reports. The reports for CVA vehicles must be forwarded to Purchasing Services. All other vehicle distance reports must be forwarded to Payroll and Payment Services.
- Employees with Take Home Privileges are allowed to drive the vehicle from their residence to work and back. The distance between an employee's residence and workplace is personal kilometres. No other personal kilometres are to be driven.
- All employees will be charged a fee for personal kilometres driven using a University Owned/Leased or CVA Vehicle. The fee that will be charged for University Owned/Leased Vehicles is the Personal Vehicle Use rate; the fee that will be charged for CVA Vehicles is the Saskatchewan Property Management Corporation rate.
- Payroll and Payment Services is responsible for assessing and reporting any taxable benefits on the employee's T4.
- Purchasing Services is responsible for completing all reporting requirements to CVA.

**Contacts:** Manager, Taxation 966-2461

Manager, Risk Management and Insurance Services 966-8788

Employees of the University of Saskatchewan, who will be operating University Owned/Leased Vehicles, must comply with the Guideline requirements for authorization. This is especially so regarding proof of licensing and driving records.

The University cannot risk a situation where an accident occurs, resulting in severe injuries, and it is found that the driver had a similar previous infraction on their driving record.

## 7.6. Miscellaneous

Certain situations require special insurance arrangements. The following is a list of some special cases:

- *Use of aircraft:* when leasing or chartering aircraft special liability policies need to be arranged with RMIS (this does not apply to passage on commercial aircraft);
- *War zones:* insurance policies generally have exclusions in some form regarding war risks, political insurrection, terrorism, etc., which requires special policies to be put in place;
- *Marine research:* trips involving ocean-going activities also necessitate special handling.

## IMPORTANT

*It is impossible to surround all field situations and risks 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 guidelines, please be aware that there are restrictions and exclusions in all insurance policies that may affect coverage. **Please refer all questions to Risk Management and Insurance Services (966-8753).***

## 8. Continuance of University Benefit Plan Coverage While on Research and Study Leave

University benefit plans differ extensively for University of Saskatchewan employees who belong to different unions. As well, graduate students receive benefits under the Graduate Student's Association (GSA), while undergraduate students have the option of benefits provided through the University of Saskatchewan Student's Union (USSU). Resultant of the widespread variations of insurance policies and schemes it is impossible to outline all potential situations that may arise in terms of field work and liability. Therefore, these guidelines indicate that field workers and their Principal Investigators must be cognizant of the fact that they should research into the benefit plan exclusive to their own situation.

Dependent upon the situation, queries can be directed to:

- The Health and Dental Office (For USSU undergraduate coverage):  
Room 63, Lower Place Riel  
1-877-795-4428  
[www.studentcare.net](http://www.studentcare.net)
- The Graduate Student's Association (GSA)  
Health Plan Administrator  
GSA Office  
(966-8471)
- The Human Resources Division – Benefits  
(966-6633)
- Risk Management and Insurance Services  
(966-8753)

## 9. Department of Foreign Affairs Travel Advisory Reports

Individuals 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 foreign travel and provide a variety of services to them abroad.

Travel advisory reports are accessible on the DFAIT web site at:

<http://www.voyage.gc.ca/dest/ctry/new-en.asp>

### Other Useful Web Sites:

**Health Canada, Travel Medicine Program (TMP):** <http://www.hc-sc.gc.ca> (Health Canada site); or [www.TravelHealth.gc.ca](http://www.TravelHealth.gc.ca) (direct address to the TMP)

TMP is responsible for providing information on current information on international disease outbreaks, immunization recommendations for international travel, and general health advice for international travelers, etc.

### *U.S. and International Resources:*

**Centers for Disease Control and Prevention Travelers' Health:** <http://www.cdc.gov/travel>

**Travel Health Online:** <https://www.tripprep.com/scripts/main/default.asp>

**US State Department, Bureau of Consular Affairs:** <http://www.travel.state.gov>

## 10. Fieldwork Involving Animals

When field work involves studies with animals, these studies must comply with the policies and procedures of the University Committee on Animal Care, which includes animal use protocol review and approval prior to the initiation of the study. All animal work, including field studies done by students and research scientists of the University of Saskatchewan, must be in compliance with the national guidelines for animal care and use as established by the Canadian Council on Animal Care (CCAC). The approved CCAC guidelines on the care and use of wildlife (2003) provide detailed information for all personnel working with wildlife in the field.

The complete CCAC guidelines on the care and use of wildlife are electronically available on the CCAC website:

[http://www.ccac.ca/en/CCAC\\_Programs/Guidelines\\_Policies/GDLINES/Wildlife/Wildlife.pdf](http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/GDLINES/Wildlife/Wildlife.pdf)

Anyone working with wildlife is encouraged to consult the entire document before proceeding with their studies. The CCAC intends to provide additional species-specific information to complement the wildlife guidelines, and will post that information on the CCAC website as it becomes available.

Field work involving animals raises some particular concerns regarding risks and safety. These concerns are identified in the CCAC guidelines on the care and use of wildlife, and the following section is extracted from those guidelines (section J - Human Safety Considerations; 3 pages):

### EXCERPT:

#### **J. HUMAN SAFETY CONSIDERATIONS**

##### **Guideline 45:**

***Many species of wildlife are capable of inflicting serious injury or transmitting disease to persons handling them. Appropriate handling and restraint techniques should be used, and training in how to apply them should be provided to avoid injury to both animals and humans.***

*Investigators are responsible under occupational health and safety legislation for their own health and safety as well as that of their coworkers in the field. Investigators must ensure that the hazards to human health and safety when working with wild animals are clearly identified and communicated to the project personnel, and that training, written procedures and any necessary protective clothing and equipment are provided to ensure that personnel are protected against possible injury or exposure to potentially dangerous wild animals or their fluids and waste. Personnel should work in teams of at least two people in the field, especially when involved in physical or chemical restraint and handling of animals or other high risk situations. Appropriate physical and/or chemical restraint may be necessary to prevent injury to an animal and/or personnel. Investigators should maintain a record of any injuries incurred while handling wildlife in the field or in a holding facility. Applicable local regulations regarding the documentation and reporting of workplace injuries should be consulted. A record must be kept of all training given to staff with the date of the training and signature of the staff member.*

##### **1. Drug Hazards**

##### **Guideline 46:**

***The risks involved in using drugs for the capture and immobilization of wildlife must be identified and communicated to all personnel involved in the project. At least two people on the team should be trained in first aid and CPR (cardiopulmonary resuscitation), local medical authorities should be informed of the potential hazards, and an evacuation plan to medical facilities should be discussed prior to fieldwork.***

**Guideline 47:**

**Personnel using drugs for wildlife should have current training and inform other members of the team of the risks of human exposure. There should be adequate quantities of applicable reversal drugs on hand in the field if these exist.**

Anesthesia of free ranging wildlife may place personnel at risk of injury. Injury can occur from animal attacks, capture equipment, or exposure to potent drugs. Every possible effort must be made to minimize the probability of human injury when undertaking chemical restraint and anesthesia of wildlife. It is the responsibility of the investigator to ensure that personnel have knowledge of current procedures with the subject species and thorough knowledge of the emergency care of personnel exposed to the pharmaceuticals involved. Training for those authorized to use immobilization drugs must include first aid and emergency procedures relevant to the region. Members of the field team must be familiar with and competent in such first aid procedures as may be required in an accidental exposure emergency. Because smaller volumes of drugs are more easily delivered via remote drug delivery systems, most drugs used for wildlife anesthesia are extremely potent and pose significant hazards to the people using them. This is especially true for the potent opioid drugs such as carfentanil, A3080, etorphine, and the potent alpha-2 agonist, medetomidine (Sawyer & Hoogstraten, 1980; Petrini & Keyler, 1993).

**Guideline 48:**

**Every reasonable attempt should be made to recover any darts that miss the target animal and contain chemicals which could pose a public health risk.**

## **2. Hazardous Physical or Environmental Situations**

**Guideline 49:**

**It is the responsibility of the investigator to ensure that hazardous conditions involved in field work are identified to the personnel involved. Some situations require particular experience and/or training, such as working around aircraft, diving, climbing, working at high altitude or in extreme temperature conditions, and working on ice.**

When working in such locations, the investigator must ensure that the hazards involved are clearly described to field staff and that appropriate training and protective equipment and clothing are provided. The investigator is responsible for ensuring that field staff are competent to work under difficult conditions.

## **3. Equipment Hazards**

**Guideline 50:**

**Personnel involved in wildlife restraint should have current training in the use of pertinent equipment (e.g., ATVs [all terrain vehicles], boats, firearms, drugs, dart rifles, pistols, and jabsticks).**

## **4. Emergency Preparedness**

**Guideline 51:**

**The investigator is responsible for ensuring that an emergency plan is in place.**

An emergency plan appropriate for the intended study must be developed involving collaboration with local emergency personnel where necessary. This may include: making plans for evacuation; informing local medical authorities of the project and possible safety issues; and putting a checkup and/or response system in place. A procedure for accessing emergency medical services must be developed. Materials and equipment, such as helmets, face masks/protectors, gloves, firearms, or respirators, should be supplied to facilitate the safe conduct of projects. Field personnel should also be provided with appropriate and effective means of communication with each other and with emergency personnel.

## **5. Biohazards**

### **Guideline 52:**

***The investigator must ensure that all potentially hazardous biological or zoonotic agents which may be encountered in the field situation or that are particular to the species under study are identified for field staff before field work is started, and that the necessary training and preventive medical care is obtained.***

*The investigator is responsible for identification of any specific biohazards or zoonotic agents which may reasonably be expected to be encountered in the field. Field staff must be informed about the possible routes of disease transmission and exposure, and trained in the use of protective equipment, medical interventions and safety procedures which are to be used to manage the hazard.*

*In the interest of human health and safety, it is important that all wildlife that die from unknown causes in the field or in holding facilities undergo a thorough postmortem to determine the cause of death. Depending on the postmortem results, it may be necessary to obtain medical assistance to protect personnel from diseases and parasites. Investigators should familiarize themselves with the known biohazards specific to the species under study.*

*All individuals involved in wildlife projects should have medical checkups and be given access to any recommended vaccinations. Where exposure to infectious agents can reasonably be expected (e.g., field work with bats), all field staff must be provided with immunization or prophylactic drugs, if available and appropriate.*

*Investigators who become ill should seek immediate medical assistance and advise their physician of their possible exposure to potentially hazardous animals, diseases and environmental conditions.*

*The investigator must ensure that safety procedures are established for the conduct of postmortems in the field and that appropriate protective equipment (e.g., gloves, aprons, eye protection and respiratory protection) is provided. The investigator is responsible for ensuring that all personnel are trained in the postmortem techniques appropriate for the species.*

*Where an animal that can reasonably be expected to be infectious is to be trapped or handled, the investigator must provide hazard information, safety equipment, and training to minimize the potential of transmission of the infectious agent. If wild animals potentially infected with an infectious agent or identified as potentially carrying a zoonotic agent are to be brought back to the laboratory or confined in proximity to personnel, the investigator must ensure that the animals are housed according to the requirements of the Containment Standards for Veterinary Facilities (CFIA, 1996) and the Guide to the Care and Use of Experimental Animals, vol. 1, 2nd ed. (CCAC, 1993).*

*All potential accidents or exposures, or suspected exposures, to infectious biological agents must be reported immediately to the nearest medical authorities as described in the emergency plan. The investigator must be notified and a record of the accident or injury kept. Any unexpected illness must also be reported immediately in a similar manner.*

**END OF EXCERPT**

## **11. Personal Activities**

Fieldwork participants may undertake incidental personal activities. While not wishing to control the nature of those activities, the university does expect them to be conducted safely, with common sense and within the law. Neither the university nor the person in charge can accept any responsibility for or arising out of these activities.

University owned or rented equipment (including vehicles) used in connection with a field trip is not to be used for or during personal activities in ANY event.

**Appendix 1: Fieldwork and Associated Travel Safety Planning Record**

| UNIVERSITY OF SASKATCHEWAN<br>Fieldwork and Associated Travel Safety Planning Record   |       |                                |  |  |
|--|-------|--------------------------------|--|--|
| <i>Pursuant to the University of Saskatchewan's Fieldwork and Associated Travel Safety Policy, this form, or a comparable one, is to be completed by the Principal Investigator (PI) and submitted to the Department Head (or equivalent) prior to departure on fieldwork. Numerous excursions to the same location or group of locations can be dealt with via one form. The form is good for a single academic year and a new form must be completed annually.</i> |       |                                |  |  |
| <b>DEPARTMENT:</b>   |       | <b>PRINCIPAL INVESTIGATOR:</b> |  |  |
| <b>LOCATION OF FIELDWORK:</b>  |       |                                |  |  |
| Country:   | _____ |                                |  |  |
| Geographical Site:   | _____ |                                |  |  |
| Nearest Community:<br>(name, distance to)  | _____ |                                |  |  |
| <b>NATURE OF WORK:</b>   |       |                                |  |  |
| _____  |       |                                |  |  |
| _____  |       |                                |  |  |
| _____  |       |                                |  |  |
| <b>DATE OF DEPARTURE:</b>  |       | <b>DATE OF RETURN:</b>         |  |  |
| <b>FIELDWORK TEAM</b>  |       |                                | <b>CATEGORY</b> (check all that apply) |  |
| <b>Chain of Responsible Leadership</b>   |       |                                |  |  |
| Name   |       |                                |  |  |
| _____  |       |                                |  |  |
| _____  |       |                                |  |  |
| _____  |       |                                |  |  |
| _____  |       |                                |  |  |
| _____  |       |                                |  |  |
| _____  |       |                                |  |  |
| _____  |       |                                |  |  |
| <b>PHYSICAL DEMANDS:</b>   |       |                                |  |  |
| <input type="checkbox"/> Diving and other underwater activities  | _____ |                                |  |  |
| <input type="checkbox"/> Climbing  | _____ |                                |  |  |
| <input type="checkbox"/> High altitude   |       |                                |  |  |
| <input type="checkbox"/> Extreme heat  |       |                                |  |  |
| <input type="checkbox"/> Extreme cold  |       |                                |  |  |
| <input type="checkbox"/> Manual Lifting, carrying or handling heavy loads  |       |                                |  |  |
| <input type="checkbox"/> Other (please specify)  |       |                                |  |  |

**UNIVERSITY OF SASKATCHEWAN**  
 Fieldwork and Associated Travel Safety Planning Record  
 Page 2 of 3

**RISK ASSESSMENT:**

List identified risks related to activities or environment (i.e. extreme heat or cold, wild animals, endemic disease, firearms, explosives, violence), and measures for eliminating or reducing risks to acceptable levels:

| <b>RISK</b> | <b>PRECAUTION</b> |
|-------------|-------------------|
| 1.          |                   |
| 2.          |                   |
| 3.          |                   |
| 4.          |                   |
| 5.          |                   |
| 6.          |                   |
| 7.          |                   |
| 8.          |                   |
| 9.          |                   |

**TRAVEL IMMUNIZATION/PROPHYLAXIS REQUIREMENTS:**

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> Diphtheria            | <input type="checkbox"/> Polio        | <input type="checkbox"/> Other (specify below) |
| <input type="checkbox"/> Hepatitis A           | <input type="checkbox"/> Rabies       |  |
| <input type="checkbox"/> Hepatitis B           | <input type="checkbox"/> Rubella      | _____  |
| <input type="checkbox"/> Japanese Encephalitis | <input type="checkbox"/> Tetanus      | _____  |
| <input type="checkbox"/> Malaria               | <input type="checkbox"/> Typhoid      | _____  |
| <input type="checkbox"/> Measles               | <input type="checkbox"/> Yellow Fever | _____  |

**UNIVERSITY OF SASKATCHEWAN**  
 Fieldwork and Associated Travel Safety Planning Record  
 Page 3 of 3

**EMERGENCY PROCEDURES**

Emergency Plan for work location: (include information on communication and evacuation plans)

**University Contact and Phone #**

- 1.
- 2.
- 3.
- 4.

**Local Contact and Phone #**

- 1.
- 2.
- 3.
- 4.

**I, the undersigned, acknowledge that, in keeping with the University of Saskatchewan's Fieldwork Safety Policy:**

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

**ACKNOWLEDGMENT OF TEAM MEMBERS:**

| NAME (Print) | SIGNATURE | DATE |
|--------------|-----------|------|
| 1.           |           |      |
| 2.           |           |      |
| 3.           |           |      |
| 4.           |           |      |
| 5.           |           |      |
| 6.           |           |      |
| 7.           |           |      |

**Signature of Principal Investigator or Academic Supervisor**

I acknowledge that this safety plan has been prepared in keeping with the requirements of the University of Saskatchewan Guidelines for safety in field work:

|              |           |      |
|--------------|-----------|------|
| Name (print) | Signature | Date |
|--------------|-----------|------|

**Signature of Department Head (or equivalent)**

I acknowledge receipt of this document:

|              |           |      |
|--------------|-----------|------|
| Name (print) | Signature | Date |
|--------------|-----------|------|

## Appendix 2: Definitions

1. Due diligence: means taking what care is reasonable in the circumstances to avoid harm. It is the only defense available to individuals who are prosecuted under health, safety and environmental legislation.
2. Fieldwork: refers to activities conducted for the purpose of research, study, or teaching undertaken by employees and/or students of the University at any “off-campus” workplace where the standard operating procedures of the University would not apply.
3. Principal investigator: is a member of faculty or equivalent to whom graduate students, research assistants, research and post doctoral fellows, and technicians report, who is engaged in research and who has control over research grants. Principal investigators are regarded as supervisors.
4. “risk assessment” is the process of measuring, or assessing risk and then developing strategies to manage the risk.
5. “team leader” may be the principal investigator or may, in the absence of the principal investigator, be another member of the team designated by the principal investigator to take on those responsibilities.
6. “team members” can be students, employees or volunteers working at a research location.