

Simon Fraser University

Field Activity Safety Guidelines (COVID-19 Supplement)

July 22, 2020



SIMON FRASER UNIVERSITY
ENGAGING THE WORLD



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Please contact the Environmental Health & Safety Department at ehs_sfu@sfu.ca to obtain further information about this document.

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INTRODUCTION

Simon Fraser University is committed to supporting its employees and students in conducting safe research, both on and off campus and has the responsibility to manage risks associated with its operations, including field activities.

This document establishes a framework for planning field activities, including requirements for conducting risk-assessments, defining responsibilities for those involved, giving direction to observe legal requirements for health and safety and protection of the environment, and demonstrating due diligence.

As field activities may involve significant risks, reasonable care must be exercised in assessing the risks and the means for addressing these risks, associated with each location and type of field activity.

Although the primary responsibility for health and safety rests with the Academic Supervisor in charge of the field activity, and with the Team Leaders involved in direct supervision on location, all those involved have a responsibility to carry out the field activities safely.

APPLICATION AND SCOPE

This document, **Safety Guidelines for Field Activities**, addresses all university research, study or teaching activities performed beyond the geographical boundaries of SFU property by employees and students of the university.

For each field activity, the **Academic Supervisor or Team Leader** should complete the Field Activity Plan (FAP) and forward this document to the **Department Head (Chair, Director or Dean)**, or designate, who will review the document and give consent for the project.

This document is not intended to replace the SFU International field school manual and associated program documents.

COVID-19 CONSIDERATIONS

- Participation must be entirely voluntary.
- All researchers must conduct daily self-monitoring for symptoms and should be encouraged to use the BC COVID-19 self-assessment tool. If individuals are feeling unwell in any way or are advised to initiate further medical follow up on completion of the self-assessment tool, they should immediately refrain from fieldwork, return home and self-isolate as soon as possible. Other team members should be able to continue field work as long as they have always strictly adhered to distancing and cleaning requirements and are not working alone.
- All research team members must also know how to access the nearest hospitals and emergency medical services.
- The research team must be able to monitor, on a daily basis, any new directives from public health officials, police or McMaster administration for the area they are in.
- You must have a contingency plan for any team member to return home in the event they cannot continue their work for any reason.

Self-Assessments

- All researchers must self-monitor for symptoms daily. If a researcher is feeling unwell in any way they are to stop work, inform their team and supervisor immediately, and complete the COVID-19 self-assessment tool. The results of this tool will determine next steps for that person.
- Keep detailed records of where and when you have traveled, who you have travelled with, and the locations of the fieldwork such that tracking can be provided to the local public health unit should a researcher become ill with COVID-19.

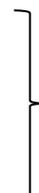
RESPONSIBILITIES

Faculties, departments, units and individuals share responsibilities with the University to assess and manage the risk of field activities.

DEPARTMENTS

Departments that organize and undertake field activities are required to maintain documentation for:

- Risk assessments
- Risk controls
- Emergency response procedures
- Communication of the risks to participants
- Safety orientation and training
- Waivers and Assumption of Risk forms



Field Activity Plan

Responsibilities for implementation of the Safety Guidelines for Field Activities are as follows:

DEPARTMENT HEAD

The Department Head (Chair, Director or Dean) is responsible for:

- Ensuring that Academic Supervisors comply with the Safety Guidelines for Field Activities.
- Reviewing the Field Activity Plan and granting approval, or designating a qualified person to perform this task.
- Designating a departmental contact person for all field activity teams.
- Assessing, in the event of a critical incident, whether continuing the activity involves unmanageable risk, and if so, terminating the activity.

ACADEMIC SUPERVISOR

The Academic Supervisor has the primary responsibility for compliance with these guidelines as defined in the BC OHS Regulation: "supervisor" means a person who instructs, directs and controls workers in the performance of their duties.

FOR RESEARCH FIELD ACTIVITIES:

THE PRINCIPAL INVESTIGATOR IS CONSIDERED THE ACADEMIC SUPERVISOR.

FOR TEACHING FIELD ACTIVITIES:

THE INSTRUCTOR IS CONSIDERED THE ACADEMIC SUPERVISOR.

The **Academic Supervisor** is responsible for:

- Approving the composition of the field team, including dependents of team members. (If a dependent of the Academic Supervisor is included, the composition of the team shall be approved by the departmental chair).
- Identifying and assessing health and safety risks associated with the field activity in consultation with the team members.
- Establishing risk controls, including provision of appropriate personal protective equipment and first aid equipment, and ensuring that team members are trained in the procedures for controlling health and safety risks.
- Ensuring completion of the "Field Activity Plan" and forwarding the plan to the Department Head (Chair, Director or Dean) or designate for review.
- Obtaining the signed "Assumption of Risk" forms, if required.
- Ensuring that incidents are reported immediately.
- Complying with foreign legislative requirements.
- Maintaining written documentation of the above.

TEAM LEADER

The Team Leader may be the Academic Supervisor or another member who has been designated as such. The Team Leader has the duties of a supervisor as defined under the BC

OHS Regulation ("supervisor" means a person who instructs, directs and controls workers in the performance of their duties).

The **Team Leader** is responsible for:

- Implementation of the risk controls established by the Academic Supervisor, training of the team members in the safety procedures to control the risks, including the use of appropriate personal protective equipment and ensuring that appropriate first aid equipment is available.
- **This individual is considered to be the on-site COVID-19 supervisor who is responsible for oversight of project-specific health and safety plan implementation relative to COVID-19 prevention, mitigation and response measures**
- Conducting on-site orientation sessions and ongoing risk assessments during the field activity and reporting new hazards to the Academic Supervisor.
- Resolving safety concerns which arise in the field.
- Maintaining regular contact with, and reporting all incidents, illnesses or emergencies, which occur in the field, immediately to the Academic Supervisor or the departmental contact person.
- Maintaining written documentation of the above.

TEAM MEMBERS

Team members are defined as students, employees or volunteers participating in a field activity. Each member of the field team is responsible for:

- Acknowledging the risks of the particular field activity.
- Using the appropriate personal protective equipment provided.
- Following the safety procedures to control risks, as established by the Academic Supervisor or Team Leader.
- Working safely to prevent harm to him/herself or to others.
- Providing evidence and written consent of a satisfactory state of health and if required, immunization (or signed immunization waiver), to the Academic Supervisor or Department Head.
- Reporting immediately any identified hazards and all incidents or illnesses to the Academic Supervisor or Team Leader.

FIELD ACTIVITIES

FIELD ACTIVITY PLAN (FAP)

- Before the field trip, the FAP must be filled out by the Team Leader, and forwarded to the Academic Supervisor for approval.
- The FAP also constitutes the Site Safety Plan, and will require approval through the Faculty-specific Safety Plan approval process
- The Departmental Chair or designate will sign off for final approval for the field activity.
- All participants must sign this form as well.

RISK ASSESSMENT

A field activity may be carried out in an isolated or remote location. This can expose participants to significant risk when, for example, encountering extreme weather conditions, hazardous terrain, harmful wildlife or lack of ready access to emergency services.

Risk assessment is a critical part of COVID safety planning. Risks should also be assessed in light of the possibility of transmitting the virus to others.

A risk assessment must be initiated to identify potential hazards associated with the field activity and controls must be established to eliminate or minimize these hazards. This is a process that involves:

- Identifying hazards associated with the activity.
- Analyzing the risks associated with the hazards.
- Determining how to manage these risks effectively.

SOLITARY FIELD ACTIVITIES

- Solitary field activities introduce additional hazards and complexities and should be avoided whenever possible.
- Where solitary work is deemed necessary and unavoidable, a stringent code of practice must be established to address worker competency, emergency procedures, incident reporting protocol and other precautions appropriate to the types of activities involved.
- The solitary field worker will assume the responsibilities of both, Team Leader and Team Member.

See Worksafe BC Regulation **Working Alone or In Isolation** 4.20.1 - 4.22 [Working Alone or in Isolation](#)

TRAINING

Academic Supervisors and Team Leaders must ensure that team members are trained and competent to safely participate in the field activity. Particular consideration must be given to the ability of each participant to operate and function in the off-campus location and

environment. Training needs should be identified during the completion of the risk assessment.

Training may involve a formal course or certification, (i.e., wilderness first aid, transportation of dangerous goods), or it may be done in an informal, hands-on way by the Academic Supervisor or Team Leader.

The SFU COVID-19 training course is a mandatory component of pre-field training

Documentation of all training must be generated and maintained by the Department for 5 years.

CONSENT

All participants must have an informed understanding of the associated risks and provide their consent to the means for addressing such risks.

See Appendix H Waivers and Assumption of Risk Forms

ADDRESSING SAFETY CONCERNS RAISED IN THE FIELD

- If a team member feels that a field activity/task endangers their health and safety, the concern must be raised with the Team Leader.
- The Team Leader is responsible for explaining the control measures taken to eliminate or reduce the risk of the activity/task.
- The team member has the right to refuse participation in the field activity/task, if the control measures are considered to be inadequate by this team member.



PREPARING THE FIELD ACTIVITY PLAN

The following will assist you in developing your Field Activity Plan:

SFU FIELD ACTIVITY PLAN INSTRUCTION SHEET

This Instruction Sheet will help you fill out the sections in the Field Activity Plan. Paragraph numbers of the Instruction Sheet coincide with the paragraph numbers on the Field Activity Plan.

SFU FIELD ACTIVITY PLAN

Fill out all sections of this plan, to ensure that all details are covered.

FIELD ACTIVITY CHECKLIST

Refer to the check list to make sure that all sections of the Field Activity Plan have been addressed.

ASSESSMENT AND RISK CONTROL TOOL

This is a separate document and should be used to assess hazards and risks.

The following Appendices may be referred to when preparing the Field Activity Plan:

APPENDIX A - Insurance Coverage For Field Activities

APPENDIX B - Continuance of University Benefits Plan Coverage

APPENDIX C - British Columbia Medical Services Plan (BC MSP)

APPENDIX D - Extended Health Benefits Claims Outside of BC and/or Canada

APPENDIX E - WCB - Benefits for Field Activity Coverage

APPENDIX F - Travel Health and Immunization Guidelines

APPENDIX G - Global Affairs Canada (GAC) Travel Advice and Advisories

APPENDIX H - Waivers and Assumption of Risk Forms

APPENDIX I - First Aid Requirements

APPENDIX J - Travel Outside Canada

FIELD ACTIVITIES PLAN - INSTRUCTIONS

Follow these instructions to successfully develop the Field Activity Plan and ensure you are including all information required for the field activity. Prepare this plan well in advance and share the content with all participants. As your field activity progresses, the plan may be modified to reflect any changes in the risks identified. Any university policies concerning off-campus travel should be adhered to.

Paragraph numbers below coincide with the paragraph numbers of the FIELD ACTIVITIES PLAN.

The Department should keep a copy of this plan for 5 years and keep a record of any safety meetings, formal and informal training, pre-departure orientations, etc., held regarding the field activities, whether prior to or during the field activities.

1. TEAM LEADER INFORMATION

The Team Leader prepares this document and fills out the required information in this section.

2. PROJECT DESCRIPTION/OVERVIEW

The exact field location must be entered to ensure that others know your location.

- In case of multiple locations, all of these locations, including dates, must be filled out.

3. FIELD ACTIVITY PARTICIPANTS

- Enter the names and positions of all team members operating in the field.
- All team members should complete an **Emergency Information Form** and **Consent Form**. The Consent Form should be presented to the participants for filling out after the training and awareness sessions have been completed.
- Volunteers and students must complete a **Waivers and Assumption of Risk Form**.

4. MANAGEMENT OF FIELD ACTIVITIES DOCUMENTATION

- Copies of all field activities documentation must be maintained by the Department.
- Copies of all field activities must also be kept on the field activity site, so that if a crisis in the field occurs, crucial information can be gathered quickly.

5. EMERGENCY RESPONSE INFORMATION

Make sure that the 911 number is available in the area of the field activity, if not; make sure to get the local equivalent for police, nearest medical or fire.

- In case no mobile phone reception is available, utilize a satellite phone.

6. EMERGENCY RESPONSE PLAN (ERP)

- Plan for a response to an emergency situation that could arise, such as:
 - Unexpectedly long stays in remote locations
 - Extreme weather
 - Personal injury
 - Natural disaster

- Political instability.
- Ensure all participants understand the plan and know how to contact emergency response personnel.

The emergency response plan can be a part of the Field Activities Plan and should include:

- Providing to all participants:
 - Emergency numbers;
 - How to contact emergency services;
 - Information on location that they will need to provide;
- First Aid Plan (ensure trained personnel);
- Plan to ensure an adequate supply of food and water;
- Procedures in case of a particular type of emergency (extreme weather, personal injury, fire, wildfire, overdue/lost person, chemical spill, natural disaster, political insurgency, etc.);
- Plan to inform the appropriate university personnel after the emergency.

7. HAZARD ASSESSMENT AND RISK CONTROL

Provide information on steps taken to reduce risks associated with the travel and activities (e.g., immunization, training, protective equipment, standard operating procedures for hazardous equipment, etc.).

- Refer to the Hazard Assessment and Risk Control Tool (Separate Document):
The hazard assessment and control tool is meant to give examples; however, your hazard assessment and control must be specific to the intended field activity and location.

All participants should be given a copy of the plan and instructed/oriented/trained in the appropriate control measures.

This hazard assessment should be reviewed and revised or added to, if necessary, when in the field.

Daily safety meetings are a good practice and if held, these should be documented and signed off by each members of the field activity team. A log book should be kept on-site when in the field and should be kept with the team leader when back on campus.

8. PERMITS REQUIRED OR ETHICS CLEARANCE NEEDED

If your research involves human subjects, you must obtain approval from the SFU Research Ethics Committee before commencing your research.

If your research involves observation, handling, trapping etc. of animals, you will need to obtain approval of your proposed research from SFU Animal Care. Your staff/students will need to obtain animal care training.

Please note that if you are traveling outside of the province or outside of the country, you need to make yourself and your participants aware of the laws of that land as these will be the ones that apply. If the laws require less than those of British Columbia, it is recommended that you meet the British Columbia standard.

9. TRAINING

Much of the training requirements for field activities are based on the WorksafeBC Regulation requirements.

10. IMMUNIZATIONS

Sometimes, field activities within Canada, but especially international research, require immunizations. A team member has the right to refuse immunizations, but will have to sign a waiver, or alternatively provide a letter of refusal of immunization. A copy of the immunization records or waivers should be kept with the Field Activities Plan.

11. ACCOMMODATIONS

List particulars of your accommodations, however, remember to include storage/preparation of food, safe water supply and fuel use in your Hazard Assessment.

12. MEALS

Preparation of your meals is an important part to consider when preparing the Field Activity Plan. Refer to the Hazard Assessment and Risk Control Tool: Physical, Camps.

13. TRANSPORTATION

List all of your expected transportation modes to, from and at Field Camp/Site. Refer to the Hazard Assessment and Risk Control tool for whichever means of transportation you will be using.

See Appendix A: Insurance Coverage for Field Activities.

For outside Canada, the onus is on the academic supervisor to determine insurance requirements in the country that they are renting the vehicle in and what may be included or excluded in the rental agreement. For instance, if a team goes to Africa and needs to hire a vehicle and driver to travel, the requirements in several zones may vary depending on who has jurisdiction (i.e., National Parks or rebel controlled territory).

Third Party Liability insurance coverage of up to \$2 million is recommended to be purchased along with any additional insurance covering damage to the vehicle. A hired driver **should** be

covered and paid by the person or business that is supplying the vehicle, however, in third world countries this is not always the case. It is **up to the academic supervisor** to determine whether there is insurance in place

Individual travelling daily to field site from home using university vehicle:

- Researcher will be using department vehicle and will not carry any passengers at any time.
- Fuel for the truck should only be obtained at gas stations where pay-at-the-pump service is available. Researcher will use disposable gloves when refueling vehicles and wash or sanitize hands as soon as possible after pumping fuel.
- The truck will be serviced with an oil change and complete safety check immediately before the start of the project, and a roadside emergency kit will be provided in the truck. Directions for emergency roadside procedures are located in the glove compartment.
- Prior to returning the truck at the end of the field season, the researcher will take it through an automated car wash, wipe down the inside surfaces with disinfecting cleaner, and wipe down the keys and mileage clipboard with disinfecting cleaner before returning them to the office.

OR - Research team travelling by university vehicles to site:

- Researchers will independently travel to field site in university vehicles and will not carry any passengers at any time.
- Researchers should be prepared to wipe down the interior, handles and gas cap of each university vehicle with disinfecting wipes upon checkout.
- Fuel for vehicles should only be obtained at gas stations where pay-at-the-pump service is available. Researchers will use disposable gloves when refueling vehicles and wash or sanitize hands as soon as possible after pumping fuel.
- A roadside emergency kit will be provided in each vehicle and directions for emergency roadside procedures are located in the glove compartment.

Best Practises: Shared Vehicles

- Try to keep as much distance as possible between passengers; consider having a second person travel in the back seat.
- For regular trips (such as those to a work location) try to keep the same people car-pooling together to reduce unnecessary contact with others.
- Avoid using the recirculated air option for the car's ventilation during passenger transport; use the car's vents to bring in fresh outside air and/or lower the vehicle windows.
- Have each person handle their own bags and belongings.
- Be careful of commonly touched shared surfaces such as seatbelt buckles, door handles, visors, knobs and controls. Clean and disinfect these surfaces regularly and between shifts if cars are shared on the job.
- Keep tissues and hand sanitizer available in the vehicle. Practice cough and sneezing etiquette and be careful to ensure you have enough ventilation when using hand sanitizer.
- Wash hands or use hand sanitizer as soon as you leave the shared vehicle.

14. DRIVERS

If you are driving an SFU owned or leased vehicle, you must have a valid driver's license applicable to the class of vehicle.

15. COMMUNICATIONS

Ensuring effective means of communication, within crews of field teams and between field teams and the "outside world" is an important part of safety planning for field activities and is also a legal requirement under BC's "Working Alone" legislation.

Field team members must devise a communications plan to be implemented in case of an emergency, identifying the means of communication and the time required to implement it. It is important to study your location well and determine viable options for communication. For example: Contact with the outside - How can your group be reached? How can you call for help?

16. EQUIPMENT

List major equipment (expensive / potentially hazardous). All personnel should be appropriately trained in equipment use. Complete a Hazard Assessment and Risk Control (as needed) for all equipment that will be used.

It is highly recommended that all SFU owned equipment should be registered for off-campus use. See Hazard Assessment and Risk Control tool: Planning, Insurance

Personal Protective Equipment (PPE) - Please list all PPE that you have provided for your field personnel or that participants must provide themselves [bear spray, hard hats, steel toe boots, protective eyewear, etc.].

17. INSURANCE ISSUES

List particular insurance needs and how they have been taken care. (e.g., off-campus equipment registered, participants informed of the need for them to purchase additional health or travel insurance (in case of need for medi-vac), certificate of insurance required e.g. access to land).

See Hazard Assessment and Risk Control Tool: Planning, Insurance

Make sure participants have been informed of the requirement to purchase travel, health and personal travel insurance

18, 19 & 20 APPROVAL AND CONSENT SECTIONS

Your assessment of risk for your field activities will determine who will be signing for approval. For example, if your risk is medium or high and your field team only involves Graduate Students, the Academic Supervisor can approve.

If you are taking Undergraduates and your risk is medium or high, you will need approval from either the Department Chair or the Faculty Dean.

If your risk falls in the Extreme category, you will need the approval of the Faculty Dean in collaboration with the SRS Office of Risk Management.

Finally, you should have your whole research team (anyone that will be out in the field) sign off on the Field Activity Plan before heading out to the field as they should be aware of the risks that they will face and what controls must be put into place to mitigate those risks.

FIELD ACTIVITY PREPARATION CHECKLIST

ACADEMIC SUPERVISOR OR TEAM LEADER RESPONSIBILITIES PRIOR TO DEPARTURE

ENSURE THAT:	v
<ul style="list-style-type: none"> The Procedure for Contacting the University to obtain assistance in a crisis situation has been reviewed. 	
<ul style="list-style-type: none"> Signed Waiver and Assumption of Risk forms are filled out (APPENDIX H). 	
<ul style="list-style-type: none"> Appropriate level of First Aid is available (see Appendix I). 	
<ul style="list-style-type: none"> Standard First Aid Supplies are available (see Appendix I). 	
<ul style="list-style-type: none"> Arrangements have been made for effective Communication (i.e. cell phones, satellite phones). 	
<ul style="list-style-type: none"> Food and Accommodation is available on site and during travel. 	
<ul style="list-style-type: none"> Transportation has been arranged to and from the location of the field activity. 	
<ul style="list-style-type: none"> Applicable Local Health and Safety Regulations are reviewed. 	
<ul style="list-style-type: none"> Continuous leadership of all field team members will be available on site. 	
<ul style="list-style-type: none"> The Field Activity Plan has been submitted to the Department Head (or designate) for approval. 	

ADVISE PARTICIPANTS ABOUT THE FOLLOWING:	v
Nature, requirements and locations of all field activities.	
Risks associated with the field activity, materials, equipment and environment, and the appropriate control measures for addressing them.	
Tasks and responsibilities of each team member while in the field.	
How to respond to and report incidents (including damage to property in the field).	
How to obtain assistance in a crisis situation.	
Appropriate clothing, personal protective equipment and field equipment.	
Requirement for a satisfactory state of fitness and health for travel and participation in the field activity at a particular location.	
Immunization required?	
Insurance needs, availability and limitations (see Appendices C to F).	
Requirements of foreign governments and other jurisdictions concerning travel to and activities conducted at the site (see Appendix G).	



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APPENDIX A - Insurance Coverage for Field Activities

The following is a brief outline of the types of insurances that should be considered when undertaking field activities. Included is a description of the various policies, which the University maintains, as well as additional coverage which is available through separate purchase as necessary. For practical reasons, these descriptions are necessarily general and any specific questions should be directed to Risk Management 778-782-4380.

PROPERTY INSURANCE

Direct physical loss or damage to University-owned equipment and materials is insured under a master policy, which covers most situations of fortuitous property loss. Coverage applies worldwide and may be subject to a deductible. The University does not insure personal property of staff or students. If desired, individuals can make separate arrangements in this regard or they can insure their own property under their homeowner or tenants insurance.

LIABILITY

The purpose of liability insurance is to protect against claims arising from some accidental or unintended occurrence to someone else's person or property. The University's General Liability policy includes as insured all faculty, staff and students while they are performing any activity that is part of their educational or employment duties, including field activities. Activities during personal free time are not covered.

ACCIDENT INSURANCE

Students and other non-employees are not covered by the University plans. Appropriate coverage must be arranged independently. Medical coverage is available to undergraduate students through SFSS, and to graduate students through GSS. Travel accident and health insurance (excess medical) outside BC, trip cancellation and other specialized travel coverage are available from a variety of insurance agents.

AUTOMOBILE

When using automobiles, trucks, buses or similar vehicles for field activity purposes, special care must be taken to comply with local laws and regulations. Vehicles owned or leased by the University have liability insurance. All rentals must include collision coverage, with a deductible that is zero or as close to zero that can be obtained. SFU no longer uses 15-passenger vans and does not permit them to be rented for university business.

Marine Vessels

When using marine vessels for field activity purposes, it is the responsibility of the Academic Supervisor and/or Team Leader to ensure that all safety precautions are taken, operators are experienced and hold the necessary licenses, boats are in good repair, and carry legally required safety equipment.



Field Equipment

Risk Management recommends that documentation (e.g., bill of sale, serial number) and pictures be maintained for all expensive equipment that is brought into the field. Please note that equipment is not insured by the University's insurance policy while in transit. The Academic Supervisor or Team Leader must purchase additional insurance for the shipment of their equipment and must ensure that it is packed appropriately.

MISCELLANEOUS

Certain research situations require special insurance arrangements. Contact Risk Management at 778-782-4380 for assistance.

APPENDIX B - Continuance of University Benefits Plan Coverage

WHILE ON RESEARCH AND STUDY LEAVE

For SFU employees 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.

EMPLOYEES GOING ON PAID RESEARCH AND STUDY LEAVE

All University benefit plans in which the employee is enrolled (e.g. Group Life Insurance, Long Term Disability, Pension, Group Health Benefits) are continued automatically while on paid leave.

- 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.
- 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.

EMPLOYEES GOING ON UNPAID RESEARCH AND STUDY LEAVE

The University benefit plans in which the employee is a participant are not continued automatically while on unpaid leave.

- 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.
- The staff member may elect which benefit plan coverage he/she wishes to continue and/or suspend during the period of the 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 exclusion exists:

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 employees occupation, benefits will be payable.

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

APPENDIX C - British Columbia Medical Services Plan (BC MSP)

WHILE OUTSIDE OF BRITISH COLUMBIA AND/OR CANADA

Faculty, staff, and students who are already covered by BC MSP may continue to maintain their 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 Services and are summarized below. British Columbia residents who have only recently obtained MSP coverage should be aware that further restrictions regarding absences from British Columbia are placed on them in the first six months of coverage. Further information should be obtained from the Ministry of Health Services.

SHORT ABSENCES FROM BRITISH COLUMBIA (UP TO 6 MONTHS)

Faculty, staff and students who are covered by BC MSP are allowed to be away from the province of British Columbia for up to 6 months in any twelve-month period and continue to maintain their MSP coverage. In order to maintain such coverage, you must maintain your British Columbia residency, meaning that:

- your principal home is in British Columbia; and
- you are physically present in British Columbia for 6 months within a twelve-month period.

You do not need to make any special applications to the Ministry of Health Services in order to maintain your BC MSP coverage during short absences.

LONGER ABSENCES FROM BRITISH COLUMBIA (MORE THAN 6 MONTHS)

SFU employees and students who will be absent from British Columbia for more than 6 months in a twelve-month period may be eligible to continue their BC MSP coverage.

Upon Ministry approval, the duration of BC MSP coverage for longer absences is as follows:

- Study purposes - Duration of a full-time academic program (unlimited); and
- Work purposes - Once every 5 years, you may be eligible to receive coverage for up to 12 months.

Contact the Ministry of Health Services for more details. See below for contact information.



COVERAGE DECLINED OR LAPSED

Individuals whose BC MSP coverage has been declined must arrange for alternate coverage. Employees should contact their Human Resources Advisor for guidance. For individuals whose BC MSP coverage lapsed, BC MSP must be notified within 30 days of returning to British Columbia. The Ministry of Health Services imposes a 3-month waiting period to anyone returning to British Columbia. In this case, employees should arrange for equivalent coverage. Employees must also contact their Human Resources Advisor upon arrival.

The Ministry of Health (Health Insurance, B.C.) can be contacted in Vancouver at 604 683-7151, for other areas of B.C. (toll-free): 1 800 663-7100 or at their web site <http://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp>

APPENDIX D - Extended Health Benefits Claims Outside of BC and/or Canada

Employees and/or their eligible dependents who are subscribers to the University's Extended Health Care Plan and who have coverage through BC MSP are covered for emergency medical illness or injury when traveling outside of British or Canada.

Prior to departure on Research and Study Leave, the employee should contact his/her Human Resources Advisor.

EMERGENCY (NON-ELECTIVE) MEDICAL ASSISTANCE AND CLAIMS

In the event of an emergency, illness or accident outside of British Columbia or Canada, phone the Medi-Assist emergency helpline (in Canada or US: toll free 1-888-699-9333. Outside Canada or US: 604-419-4487) within 24 hours of seeking medical assistance. Medi-Assist is the provider of emergency travel service for those covered by the Pacific Blue Cross Extended Health Care Plan. In addition to assistance such as helping you to locate a physician, clinic or hospital in the area of your travel, Medi-Assist will arrange, whenever possible, to pay for emergency services provided by a hospital or a physician, which are beyond your immediate ability to pay.

For eligible expenses which you pay for yourself while out of the province (e.g. hospital or medical costs, accommodation charges, transportation fees):

- Collect detailed receipts and include the medical diagnosis for each receipt submitted;
- Provide translation for claims in languages other than English; and
- Submit your claim within six months of occurrence.

APPENDIX E - Workers Compensation Board (WCB) Benefits for

Field Activity Coverage

Employees of the University are covered by the Workers Compensation Board of BC (WCB) for injuries arising in the course of their employment. Individuals who are not covered include:

- undergraduate students;
- postgraduate students; and
- 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 WCB coverage, contact Environmental Health & Safety for further information (778-782-5935).

COVERAGE WHILE OUT OF BRITISH COLUMBIA OR CANADA

If an employee's work takes him/her out of BC or Canada 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 longer than six months, the employee must return to British Columbia in order to qualify for an additional six months.

While outside of BC or Canada, the safety regulations of the local area take precedence, over the WCB Regulation. Employees are required to familiarize themselves and comply with the local safety regulations.



APPENDIX F - 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 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.

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

<http://www.phac-aspc.gc.ca/tmp-pmv/index-eng.php>

A list of recommended destination destination-specific vaccinations are available through the International SOS here: <https://www.internationalsos.com/> through the Members' Page (log in with SFU's Membership #: 27ACAS593560).



APPENDIX G - Global Affairs Canada (GAC) Travel Advice and Advisories

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 Global Affairs Canada (GAC) and should be consulted whenever planning travel outside of Canada. The Consular Services of the GAC 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 GAC's website at: <https://travel.gc.ca/travelling/advisories>



APPENDIX H - Waivers and Assumption of Risk Forms

Waivers

A waiver is a legal document in which an individual waives their right to any claim they may have resulting from their participation in an optional activity. Waivers are expected to be used for events where attendance is voluntary (e.g., not required as part of a university position or for an SFU course requirement) and where there are unknown or serious enough risks.

Assumption of Risk Forms

Assumption of Risk forms are, generally, used for required activities which include elevated risk or risks of which the participant may not be aware, and are part of the regular responsibilities of a person's job, or are part of a SFU course requirement. An assumption of risk form is a document which outlines the same risks as shown on a waiver but only asks the participant to acknowledge the risks and potential injury or financial loss that may occur. Typically they also require the participant to indemnify (or financially compensate) the university for costs due to the negligence of the participant. These documents help ensure that participants are aware of the risks prior to an activity and that they have an opportunity to assess their willingness to accept those risks for the activity. Assumption of risk forms may be used in the course of a claim if necessary.

Activities which may require an Assumption of Risk form include, but are not limited to field activities.

Waivers and Assumption of Risk forms are produced by the Risk Management department in collaboration with the organizing department or group. The individual who is responsible for organizing the event is also responsible for ensuring that there is an appropriate Waiver/Assumption of Risk form. Please contact Risk Management for additional information.

Minimum Levels of First Aid Required As Defined by WorkSafeBC

The type of kit and the need for a first aid attendant will depend on the number of instructors and students, the hazard level associated with the activity, and travel time to the nearest hospital (taking into account potential roadblocks to medical aid). Academic Supervisors and Team Leaders that require assistance determining what level of first aid is required should contact Environmental Health & Safety for guidance.

To assist in determining the level of hazard associated with the field activity, examples of low, moderate, and high hazards have been provided below.

- Low hazard – e.g. training or teaching
- Moderate hazard – e.g. fish collection, landscape gardening, repairing outboard motors and other small gasoline engines, water transportation, land surveying
- High hazard – e.g. using tools, equipment, or machinery for high-speed grinding, cutting, chipping, or drilling; operating equipment or machinery where rollover is possible; working near mobile equipment where there is a possibility of a worker being struck; working at elevations; entering confined spaces where toxic atmospheres may exist or develop; entering excavations greater than 1.2 meters (4 feet) in depth; being exposed to unusual risk of injury due to violence, drowning, animals, heat or cold, or falling objects and working where there are other hazard factors that may expose workers to risk of serious injury or occupational disease

Transportation to medical treatment may include a taxi, a company vehicle, or an ambulance, depending on the injured or ill person's condition.

Table 1: Low risk workplaces that are more than 20 minutes surface travel time away from a hospital.

Number of workers* per shift	Supplies, equipment, and facility	Level of first aid certificate for attendant	Transportation
1	<ul style="list-style-type: none"> ▪ Personal first aid kit 		
2-5	<ul style="list-style-type: none"> ▪ Basic first aid kit 		
6-30	<ul style="list-style-type: none"> ▪ Level 1 first aid kit 	Level 1 certificate	
31-50	<ul style="list-style-type: none"> ▪ Level 1 first aid kit ▪ ETV equipment 	Level 1 certificate with Transportation Endorsement	
51-75	<ul style="list-style-type: none"> ▪ Level 3 first aid kit ▪ Dressing station ▪ ETV equipment 	Level 3 certificate	
76 or more	<ul style="list-style-type: none"> ▪ Level 3 first aid kit ▪ First aid room ▪ ETV equipment 	Level 3 certificate	ETV**

*For the purposes of determining the level of first aid required, students are considered as workers.

**ETV: Emergency Transportation Vehicle

Table 2: Low risk workplaces that are 20 minutes or less surface travel time away from a hospital.

Number of workers per shift	Supplies, equipment, and facility	Level of first aid certificate for attendant	Transportation
1	<ul style="list-style-type: none"> ▪ Personal first aid kit 		
2-10	<ul style="list-style-type: none"> ▪ Basic first aid kit 		
11-50	<ul style="list-style-type: none"> ▪ Level 1 first aid kit 	Level 1 certificate	
51-100	<ul style="list-style-type: none"> ▪ Level 2 first aid kit ▪ Dressing station 	*Level 2 certificate	
101 or more	<ul style="list-style-type: none"> ▪ Level 2 first aid kit ▪ First aid room 	*Level 2 certificate	

Table 3: Moderate risk workplaces that are more than 20 minutes surface travel time away from a hospital.

Number of workers per shift	Supplies, equipment, and facility	Level of first aid certificate for attendant	Transportation
1	<ul style="list-style-type: none"> ▪ Personal first aid kit 		
2-5	<ul style="list-style-type: none"> ▪ Level 1 first aid kit 	Level 1 certificate	
6-15	<ul style="list-style-type: none"> ▪ Level 1 first aid kit ▪ ETV equipment 	Level 1 certificate with Transportation Endorsement	
16-50	<ul style="list-style-type: none"> ▪ Level 3 first aid kit ▪ Dressing station ▪ ETV equipment 	Level 3 certificate	ETV
51-100	<ul style="list-style-type: none"> ▪ Level 3 first aid kit ▪ First aid room ▪ ETV equipment 	Level 3 certificate	ETV
101-300	<ul style="list-style-type: none"> ▪ Level 3 first aid kit ▪ First aid room ▪ Industrial ambulance equipment 	Level 3 certificate	Industrial ambulance
301 or more	<ul style="list-style-type: none"> ▪ Level 3 first aid kit ▪ First aid room ▪ Industrial ambulance equipment 	2 attendants, each with Level 3 certificates	Industrial ambulance

Table 4: Moderate risk workplaces that are 20 minutes or less surface travel time away from a hospital.

Number of workers per shift	Supplies, equipment, and facility	Level of first aid certificate for attendant	Transportation
1	<ul style="list-style-type: none"> ▪ Personal first aid kit 		
2-5	<ul style="list-style-type: none"> ▪ Basic first aid kit 		
6-25	<ul style="list-style-type: none"> ▪ Level 1 first aid kit 	Level 1 certificate	
26-75	<ul style="list-style-type: none"> ▪ Level 2 first aid kit ▪ Dressing station 	* Level 2 certificate	
76 or more	<ul style="list-style-type: none"> ▪ Level 2 first aid kit ▪ First aid room 	* Level 2 certificate	

Table 5: High risk workplaces and that are more than 20 minutes surface travel time away from a hospital.

Number of workers per shift	Supplies, equipment, and facility	Level of first aid certificate for attendant	Transportation
1	<ul style="list-style-type: none"> ▪ Personal first aid kit 		
2-5	<ul style="list-style-type: none"> ▪ Level 1 first aid kit 	Level 1 certificate	
6-10	<ul style="list-style-type: none"> ▪ Level 1 first aid kit ▪ ETV equipment 	Level 1 certificate with Transportation Endorsement	ETV
11-30	<ul style="list-style-type: none"> ▪ Level 3 first aid kit ▪ Dressing station ▪ ETV equipment 	Level 3 certificate	ETV
31-50	<ul style="list-style-type: none"> ▪ Level 3 first aid kit ▪ First aid room ▪ ETV equipment 	Level 3 certificate	ETV
51-200	<ul style="list-style-type: none"> ▪ Level 3 first aid kit ▪ First aid room ▪ Industrial ambulance equipment 	Level 3 certificate	Industrial ambulance
201 or more	<ul style="list-style-type: none"> ▪ Level 3 first aid kit ▪ First aid room ▪ Industrial ambulance equipment 	2 attendants, each with Level 3 certificates	Industrial ambulance

Table 6: High risk workplaces that are 20 minutes or less surface travel time away from a hospital.

Number of workers per shift	Supplies, equipment, and facility	Level of first aid certificate for attendant	Transportation
1	<ul style="list-style-type: none"> ▪ Personal first aid kit 		
2-15	<ul style="list-style-type: none"> ▪ Level 1 first aid kit 	Level 1 certificate	
16-30	<ul style="list-style-type: none"> ▪ Level 2 first aid kit ▪ Dressing station 	* Level 2 certificate	
31-300	<ul style="list-style-type: none"> ▪ Level 2 first aid kit ▪ First aid room 	* Level 2 certificate	
301 or more	<ul style="list-style-type: none"> ▪ Level 2 first aid kit ▪ First aid room 	* 2 attendants, each with Level 2 certificates	

Basic first aid kit

These items must be kept clean and dry and must be ready to take to the scene of an accident. A weatherproof container is recommended.

12	14 cm x 19 cm wound cleansing towelettes, individually packaged
30	hand cleansing towelettes, individually packaged
50	sterile adhesive dressings, assorted sizes, individually packaged
6	10 cm x 10 cm sterile gauze dressings, individually packaged
2	10 cm x 16.5 cm sterile pressure dressings with crepe ties
2	20 cm x 25 cm sterile abdominal dressings, individually packaged
4	cotton triangular bandages, minimum length of base 1.25 m
2	safety pins
1	14 cm stainless steel bandage scissors or universal scissors
1	11.5 cm stainless steel sliver forceps
6	cotton tip applicators
1	2.5 cm x 4.5 m adhesive tape
1	7.5 cm x 4.5 m crepe roller bandage
1	pocket mask with a one-way valve and oxygen inlet
6	pairs of medical gloves (preferably non-latex)
1	instruction card advising workers to report any injury to the employer for entry in the first aid records, and how a worker is to call for assistance

Level 1 first aid kit

These items must be kept clean and dry and must be ready to take to the scene of an accident. A weatherproof container is recommended for all items except the blankets. Blankets should be readily available to the first aid attendant.

3	blankets
24	14 cm x 19 cm wound cleaning towelettes, individually packaged
60	hand cleansing towelettes, individually packaged
100	sterile adhesive dressings, assorted sizes, individually packaged
12	10 cm x 10 cm sterile gauze dressings, individually packaged
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
2	7.5 cm x 4.5 m crepe roller bandages
1	2.5 cm x 4.5 m adhesive tape
4	20 cm x 25 cm sterile abdominal dressings, individually packaged
6	cotton triangular bandages, minimum length of base 1.25 m
4	safety pins
1	14 cm stainless steel bandage scissors or universal scissors
1	11.5 cm stainless steel sliver forceps
12	cotton tip applicators
1	pocket mask with a one-way valve and oxygen inlet
6	pairs of medical gloves (preferably non-latex)

Level 2 first aid kit

These items must be kept clean and dry and must be ready to take to the scene of an accident. A weatherproof container is recommended for all items except the blankets. Blankets should be readily available to the first aid attendant.

3	blankets
24	14 cm x 19 cm wound cleaning towelettes, individually packaged
150	sterile adhesive dressings, assorted sizes, individually packaged
12	10 cm x 10 cm sterile gauze dressings, individually packaged
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
10	20 cm x 25 cm sterile abdominal dressings, individually packaged
12	cotton triangular bandages, minimum length of base 1.25 m
2	2.5 cm x 4.5 m rolls of adhesive tape
2	5 cm x 4.5 m rolls of adhesive tape
6	7.5 cm x 4.5 m crepe roller bandages
1	500 ml sterile 0.9% sodium chloride solution (saline) in unbreakable container
1	60 ml of liquid antibacterial soap in unbreakable container
1	universal scissors
1	11.5 cm stainless steel sliver forceps
1	penlight or flashlight with batteries
1	7.5 cm x 4.5 m esmarch gum rubber bandage
6	pairs of medical gloves (preferably non-latex)
1	portable oxygen therapy unit consisting of a cylinder (or cylinders) containing compressed oxygen, a pressure regulator, a pressure gauge, a flow meter and a non-rebreathing mask (may be kept in a separate container from the other supplies)
1	oropharyngeal airway kit (may accompany the portable oxygen therapy unit)
1	manually operated self-inflating bag-valve mask unit with an oxygen reservoir (may accompany the portable oxygen therapy unit)
6	patient assessment charts
	first aid records and pen
1	pocket mask with a one-way valve and oxygen inlet

Level 3 first aid kit

The level 3 first aid kit is the same as the level 2 kit except that, in addition, one portable suction unit is recommended.



APPENDIX J – Travel Outside Canada

SFU's International Travel Safety Program supports international learning abroad by encouraging health, safety and security measures that minimize risks to student, staff and faculty travelers and the University. All are encouraged to use the programs resources when planning their SFU-related travel.

When traveling with students, faculty and staff should be aware of their responsibilities and utilize the programs resources to ensure a safe trip. Team Leaders should visit the Get Started page and refer to the section titled "Activity Leaders" for more information:

<https://www.sfu.ca/srs/risk-emergency-planning/travel-safety/get-started.html>

Safety issues raised by students should be dealt with in a serious and timely manner. It is strongly recommended to conduct ongoing risk assessments during the trip to avoid and/or mitigate risk.

Please contact srs_ts@sfu.ca for additional information