

Potential Hazards and Risks one might encounter while participating in off campus activities that should be identified during the OCASP process:

Remote locations (i.e. Northern Ontario, Arctic)

- Wild animals (bears, wolves, dogs etc.)
- Cold and wet conditions, hypothermia
- Thin ice
- Intense sun and heat
- Getting lost or disoriented in unfamiliar locations
- Arduous hikes and long working days
- Rugged terrain
- Vehicular accidents while travelling to and from the activity location as well as while participating in the activity – all terrain vehicles, vans etc.
- Watercraft accidents – Canoes, kayaks or motorized boats. Risk management plans should note who will be operating watercraft and whether they have the appropriate certification.
- Swimming, scuba diving or snorkeling – If participants will be participating in any of these activities it should be noted on their OCASP record as well as a risk management plan (i.e. travel in pairs, no water activities during bad weather). It should also be noted that the students will confirm with their travel insurance provider that they will be covered under their insurance if they are injured while participating in these activities.
- Insects – stings, bites, various diseases/illnesses (i.e. malaria, lyme disease, tick-borne encephalitis)
- Infectious disease – hepatitis, tuberculosis, meningitis, influenza etc.
- Poisonous plants and flowers – poison ivy, wild parsnip, water hemlock, giant hogweed etc.
- Crime
- Firearms used for hunting or protection from wild animals. The activity may not require any of the faculty, staff or students to carry firearms; however, firearms may be much more prevalent in the activity location than what the students are used to.
- Natural disasters – heavy rain/snow, lightning storms, flash floods, forest fires, earthquakes, tornadoes etc.
- Nutritional concerns – Fresh food may be expensive or not readily available, vegetarian or other health related special diets may be difficult to follow.
- Limited medical facilities – Depending on their location they may be hours from a full medical facility which could mean significant delays in acquiring medical aid for serious illnesses or injuries. They may require emergency air evacuation to the nearest full medical facility.

Domestic activities within urban cities etc.

- A number of the potential hazards noted for remote locations would also apply to activities taking place in urban cities – such as crime, weather related hazards, vehicular accidents, watercraft accidents, insects and poisonous plants.

- Roadside activities – Some research or course activities may occur along roadsides and inattentiveness can lead to accidents with oncoming traffic.
- Distraction due to various electronic devices.
- Personal Protective Equipment – Will the participants be required to use PPE (i.e. safety glasses, hearing protection, hard hats, appropriate clothing).
- Unsafe rock faces – Falling rock, slipping or falling off rock cuts resulting in strains, broken bones, etc.
- Medical conditions – If there are participants with life threatening medical conditions or allergies it should be noted on the group record, not the student's personal details (unless they agree to disclose to the group) but that there will be a student carrying an epi pen if necessary. If there is someone with a severe nut allergy, this should definitely be noted so other participants do not bring nut products with them.

Activities taking part outside of Canada

- Terrorism – This is a potential hazard that really should be noted for travel to a large number of countries, especially after the number of serious attacks over the past couple of years.
- Crime – This is especially important if travelling to an area with higher levels of crime, particularly violent crime, and because the participants may stand out as tourists to the region.
- Civil/political unrest or ongoing demonstrations (especially violent demonstrations).
- Women's safety – If travelling to an area where violent and sexual assaults against women (especially foreign women) have increased.
- Regulations on what can/cannot be brought into the host country or taken out of it. This could be related to foreign or domestic currency or medication. Some prescription medication may be legal in Canada but not in the host country (i.e. narcotics to treat anxiety/depression or diabetic syringes).
- Besides a passport is there anything else the participants will be required to have with them? This could be a visa or work permit or if the student is an international student at Queen's will they have the appropriate documentation to re-enter Canada at the conclusion of the activity.
- Travel to the USA – Executive Order Protecting the Nation from Foreign Terrorist Entry into the United States = will this affect any of your participants?
- Local Laws and Culture – Are there any local laws or cultural norms that are significantly different from what the participants would be used to in Canada or that would result in a heavy penalty (especially the death penalty) that your participants should be aware of? This could be related to religion, ethnicity, sexual orientation or clothing.
- Natural disasters – If you are travelling to an area with a history of tornadoes, hurricanes, earthquakes, monsoons etc. it should be noted on the OCASP record.
- Emergency air evacuation – It should be noted on all OCASP records for out of country travel that it is the responsibility of each individual participant to ensure their travel insurance provider will adequately cover them for their host country and for their personal health circumstances. Emergency air evacuation can be extremely expensive so each participant should ensure this is covered under their policy.

Communication strategy – It is a very good idea to address how the group will be communicating with each other while they are participating in off campus activities as well as any steps that should be followed in the event of an emergency situation (i.e. will the Group Leader be carrying a cell phone that participants should be contacting and is there a central rendezvous location in an emergency). This is particularly important when travelling outside of Canada.

Other Documents that might be relevant to the activity or location – Are there any additional documents such as a third party waiver or site specific rules and regulations that all of the participants are expected to abide by? If the group leaders (usually faculty or staff) and/or the participants are required to review a waiver or terms of condition etc. that is specific to the site, it should be noted on the OCASP record. At QUBS all participants are required to sign a document that details acceptable behaviour and rules around boating, fires etc. when that arrive at QUBS. This should be noted.

Some common industry-specific hazards and risks – Below is some examples of industry-specific hazards that may or may not be relevant to your activities.

- Site specific hazards (i.e. underground mine)
- Working with unfamiliar or heavy machinery
- Cranes, hoists, rigging devices, scaffolds, work platforms or tunnels
- Working in confined spaces or in areas with low ventilation
- Working with, or near, highly combustible substances, explosives, gases, or other chemic or radioactive materials.
- Toxic atmospheres or lack of/overexposure to oxygen
- Electrical shock or hazardous noise (i.e. fracturing, power generators)