

OCASP SAFETY PLANNING RECORD
COMPLETION FOR HIGHER RISK CANADIAN
QUIP INTERNSHIPS.

Completion of High Risk Online Form for Remote Canadian Internships

1. Log into OCASP 2.0, the Queen's University off-campus activity planning tool. The url is <https://www.queensu.ca/risk/safety/ocasp>
2. From the **Planner menu** select:



PLEASE NOTE: To avoid loss of data, and to ensure the security of information provided your session will time out after 10 minutes of inactivity. A message box will appear – if you respond to the prompt your session remains active, otherwise OCASP 2.0 will automatically save your changes and exit the application.

Screen One - “Personal Details”

Based on your “University Status” you may be required to complete online Pre-Departure Training (PDT). It is part of the form completion process, therefore if you are required to do PDT, you will not be able to “submit”

Screen Two – “Activity Details”

Select the third radio button “I am undertaking one of the following activities (this includes Graduate Exchange):”

1. Select “Internship – QUIP Internship Program” as the activity type
2. Select “Career Services – QUIP Internship Program” as the Department Overseeing Activity.

Screen Three– “Travel Details”

Add your itinerary steps. There should be at least two steps – one showing leaving Kingston (or your home city) to depart for your internship and one for returning to Kingston (or your home city) after the internship is complete.

OCASP SAFETY PLANNING RECORD
COMPLETION FOR HIGH RISK CANADIAN
QUIP INTERNSHIPS - CONTINUED

Screen Four – “Hazards and Risks”

REMINDER: To avoid loss of data, and to ensure the security of information provided your session will time out after 10 minutes of inactivity. A message box will appear – if you respond to the prompt your session remains active, otherwise OCASP 2.0 will automatically save your changes and exit the application.

In this section, you identify:

Potential hazards and risks associated with your internship – All of the items below must be addressed with a risk management plan

1. Will you be driving a private vehicle? If so, you need to indicate that you are aware that Queen's does not cover insurance for private vehicles.
2. Potential exposure to some of the following items: haulage, explosives, fire hazards, noise (hearing loss), working in underground mines, radioactive/gas hazards, dust, confined space, working with highly flammable/combustible chemicals, compressed air, scaffolds/work platforms/cranes/hoist devices, seismic or rock burst hazards. THIS IS A GENERAL LIST OF POTENTIAL HAZARDS FOR A VARIETY OF INDUSTRIES.
3. Operation of heavy equipment/machinery. Will you receive formal training before operating any machinery?
4. Will you be working alone, or will you be working with a colleague/supervisor?
5. Will you receive site specific training, including health and safety policies/protocols, at the beginning of your internship?
6. Insect borne diseases can be quite severe or fatal, and many do not have vaccines.
7. Inclement Weather: Severe storms, heavy rain leading to flash floods or mudslides, wildfire season etc.

If your internship takes place in a Remote Canadian Location you will **also** need to address the following items:

1. Will you be working in a remote location 2+ hours away from a large-scale medical facility or hospital? If so, does your supervisor have a process to get you to a hospital quickly in the event of a serious illness or injury?
2. Rugged Terrain: Slips, trips and falls.
3. Wildlife attacks – Bison, Bears (Polar/Grizzly/Black), Moose, Coyotes, Wolves.
4. Getting lost or disoriented.
5. Insect borne diseases can be quite severe or fatal and many do not have vaccines.

Screen Five – “Immunizations”

You only need to review the information on this page.

Screen Six – Supplementary Insurance

- You must include the name of your supplementary insurance provider if you become ill or injured while on internship.

Screen Seven – “Special Needs”

In this section, you identify:

- You have the option to disclose special needs, if applicable, and your management plan to reduce the risk associated to it.
- Disclosure enables those assisting in the case of an emergency to better meet the needs of the situation affecting you.

Screen Eight – “Emergency Contacts”

In this section, you identify:

- Information that enables Queen’s to contact you in the event of an emergency.
- Your personal contacts that Queen’s would notify in the event of an emergency.
- How will we contact you – include the name and contact information for your host supervisor. s

Submitting Your online Form

- Once you complete the information collection process, you are taken to a summary page which will highlight any incomplete sections in red. All mandatory fields must be filled in for you to proceed (completion indicated by a green dialog box).
- Click “Continue”, to bring you to the “Acceptance of Responsibilities” section.
- **Click I AGREE to submit your record for approval.**

Review/Approval

- The form is then sent electronically through a review/approval process using email notifications to trigger action and give the status of the record.
- If your submission is deemed to be lacking information, then you will be required to update and resubmit. Where the email notification requires further action to be taken by you, a unique url link will be included taking you directly into the online form.
- Ensure that you receive your final approval email notification *prior* to your departure.

Throughout the process, do not hesitate to contact the OCASP office at ehssa@queensu.ca