

OCASP SAFETY PLANNING RECORD
COMPLETION FOR HIGH RISK INTERNATIONAL
QUIP INTERNSHIPS.
Completion of Online Form – Higher-Risk Activity

Completion of High Risk Online Form

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.

Screen Four – “Hazards and Risks”

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In this section, you identify:

1. Hazards and risks associated to the activity you are undertaking:

- Include any risk/hazard that is specific to your internship in this section along with your mitigation plan. Eg. Working with heavy machinery, fire/chemical hazards, radiation, working from heights, scaffolding, working in underground mines, working at a nuclear facility, working in a remote oil sands location etc. This is only a sample of potential hazards.

2. If travelling internationally, hazards and risks associated to the country/location in which you are undertaking the activity.

- *How you identify the potential hazards does not need to be in your own words, only your risk management plan must be in your words.* For this reason, we recommend that you copy and paste all of the various hazards that you identify on the [Global Affairs Canada \(GAC\) website](#), directly into the corresponding Hazard box for each category. You would then need to indicate why this is a risk to you, and include your Risk Management Plan for each identified hazard. Copying and pasting these items directly from the GAC website will help ensure that you have addressed all of the hazards, thereby, reducing the time it takes to gain approval for your risk assessment. International SOS (ISOS) also provides information regarding potential hazards related to international travel. The [International SOS \(ISOS\) Members Portal](#) should also be consulted when completing OCASP.
- As you navigate through the GAC website and ISOS Members Portal, continue to ask yourself what, if anything has the potential to cause you harm (physically, financially, medically etc.). All of the items that have the potential to do so, must be addressed in your risk assessment.

Screen Five – “Immunizations”

In this section, you identify:

- Immunizations that are required based on your travel destination. If you are staying in Canada this may be irrelevant.

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.

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