



Off-Campus Activity Safety Policy (OCASP) Quick Reference for All Members of the Queen's Community How Do I Comply with OCASP?

Overview

Queen's University has a responsibility to promote the preparedness and well-being of all members of the University community during their participation in University-sanctioned off-campus activities.

What is the Queen's Off-Campus Safety Policy ("OCASP")?

Through this policy, Queen's establishes a framework for risk assessment, planning, preparation and support of all University-sanctioned off-campus activities, and it defines the responsibilities of various individuals throughout the process.

The Benefits of Compliance

With compliance, the following goals are achieved:

- Meeting the University's obligations, both legal and moral, with respect to the health and safety of all members of its community when participating in University-sanctioned off-campus activities.
- Increasing the level of awareness of safety issues of individuals who are participating in off-campus activities.
- Exercising due diligence in identifying and managing the risks inherent in off-campus activities.
- Effective emergency response support services. Queen's University has put in place an Emergency Support Program (ESP), operated by the Queen's International Centre to provide support services for both individuals and groups of participants engaged in international off-campus activities and activities in remote regions of Canada. Compliance with the policy, which includes completion of the on-line forms **prior to departure** (based on risk level associated to the activity) provides the Emergency Support Program with the information necessary to identify:
 - who is at risk;
 - how they can be reached;
 - the appropriate Queen's offices that require notification ; and
 - the individual(s) personal emergency contacts.

Reference Sources

- A copy of this policy is available on the Queen's University - Department of Environmental Health and Safety website: <http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslclwww/files/files/policies/board/ocasp/ocasp2010.pdf>
- The OCASP Administrator (contact information noted below) for policy interpretation and the completion of on-line forms.

Completion of On-Line Forms

- Accessed using your Queen's Net ID and password: <https://webapp.queensu.ca/safety/ocasp>

Questions? Contact the OCASP Administrator.
Email: ocasp.coordinator@queensu.ca
Tel: (613) 533-6000, ext. 78064

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Roles and Responsibilities

The University and its members have a shared responsibility to manage the risks inherent in off-campus activities. For a more comprehensive definition, refer to the OCASP, Section 5.0 – Responsibilities.

Department/Unit Head (“Person in Authority”)

Key responsibilities include:

- Work in collaboration with the Planner in the assessment of risk for activities **that are not on** the pre-approved University List of Low-Risk Activities or Department List of Low-Risk Activities (refer to OCASP Section 4.2 Manageable Risk).
- Ensure that all members of the Department/Unit are aware of this policy.
- Ensure that all members of the Department/Unit **comply** with this policy. To facilitate compliance, the department may create operating procedures to both monitor and measure compliance:
 - For example, to monitor compliance with the completion of on-line forms (based on risk level of the off-campus activity), the unit can request a list of “in progress” and “completed” forms through the OCASP Administrator. The information provided will help the unit identify individuals that are not complying with form completion. NOTE: the unit is responsible for follow up with non-compliant students, faculty or staff members to ensure their compliance.
- For a higher-risk activity, work with the Planner towards approval of the Safety Planning Record, including the risk management strategy.
- Receive and review the Post-Activity Report and Incident Reports (if applicable) prepared by the Planner at the conclusion of the activity.

Planner

The planner is the organizer tasked with the planning, preparation and execution of the sanctioned activity. Within this policy, the Planner may be a(n):

Activity Coordinator: the individual with direct responsibility for academic/extracurricular activities, for e.g. course instructors, exchange coordinators and team coaches.

Principal Investigator: the person with direct responsibility for a field research project or activity.

Solitary Participant: an unaccompanied individual engaged in off-campus activity, for e.g. Academic Exchange, Independent Study Abroad.

Solitary Researcher: an unaccompanied individual engaged in an off-campus field research activity.

Key responsibilities include:

- Work in collaboration with the Person in Authority in the assessment of risk for activities **that are not on** the pre-approved University List of Low-Risk Activities or Department List of Low-Risk Activities (refer to OCASP Section 4.2 Manageable Risk).
- Completion of on-line forms **prior to departure** based on risk level of the off-campus activity. This includes the completion of pre-departure training, if deemed required during the form completion process.
- For higher-risk activities undertaking a full risk assessment, comprising identification of hazards, analysis of the associated risks and development of a plan for effective management of these risks. Obtain approval for the plan, by the Person in Authority, prior to departure.
- For group activities (i.e. led by an Activity Coordinator), ensuring that all **participants** comply with OCASP by completing all steps associated to “participant acceptance”.

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