

Where Do I Start?

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 University Off-Campus Activity 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 Planner Perspective

You are the Planner of an off-campus activity. In other words, you are the organizer tasked with the planning, preparation and execution of the sanctioned activity. It could be for yourself or for a group. Within the framework of the OCASP, 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.

Before You Begin – Tools Required

1. A copy of OCASP. A PDF version of the file is available through the following link:
<http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslclwww/files/files/policies/board/ocasp/ocasp2010.pdf>
2. A valid Queen's Net ID and password for completion of online forms.

The Planning Process

To comply with OCASP, you must undertake the following steps:

Step One: Assess the level of risk associated to the activity

Step Two: Based on level of risk, complete the appropriate online form using OCASP V2.0, the Queen's University off-campus activity planning tool .

Questions? Contact the OCASP Administrator.

Email: ocasp.coordinator@queensu.ca

Tel: (613) 533-6000, ext. 78064