

# Safety Planning Record – Field Trip in Canada

## Personal Details

First Name: Student A

Last Name: Student A

ID Number: 1234567

Address: Kingston

Kingston Address:

Queen's Email Address: studentA@queensu.ca

Telephone Number: 1234567890

Date of Birth: 1997-01-29

University Status: Student - Undergraduate

## Activity Details

I am undertaking one of the following activities

Activity: Design Teams

Department Overseeing Activity: Engineering - QBBT, QCCT, QCTT

Short Description of Activity: The Queen's Concrete Toboggan team will be attending the 2020 Great Northern Concrete Toboggan Race in Toronto, Ontario. Students at Queen's have been working hard over the last 4 months to design and build a concrete toboggan that will compete against 30 other universities from across Canada. The event will take place from Wednesday (January 29th) to Sunday (February 2nd). Students will travel to and from Toronto on a chartered school bus. At competition, students will travel to and from the hotel and competition venues on buses chartered by the competition's organizing committee. These events include; (i) a technical exhibition, (ii) race day at a local ski mountain in Barrie, and (iii) social/dinner events.

Will you be travelling outside of Canada?: No

Will you be travelling remotely within Canada?: No

Aware of Contact Requirements: Yes

Geographical Site or Institution for Activity: Toronto

Setting for Activity: Urban

City or Nearest City to Activity Location: Toronto

Distance to Nearest City (km): 0

Activity Leaders:

Participants:

## Pre-Departure Training

Complete

## Itinerary

Departure Date: 2020-01-29

Return Date: 2020-02-02

Itinerary

Dates	Type	Description
2020-01-29 - 2020-01-29	Other Bus	Stock Transportation chartered bus will be transporting 28 of the students to competition while 2 students - Malich Altman and Sebastian Howe - will be driving a cube truck rented from Enterprise with the toboggan.
2020-02-02 - 2020-02-02	Other Bus	Stock Transportation chartered bus will be transporting 28 of the students to competition while 2 students - Malich Altman and Sebastian Howe - will be driving a cube truck rented from Enterprise with the toboggan.

## Hazards/Risks

Hazards and risks related to your activity

Hazard: Cold weather

Risk: Frostbite, hypothermia

Plan: Prior to the competition, members will be given a list of items that are recommended for the competition to be worn outdoors. Members will be encouraged to remain indoors when possible and to go indoors if they feel too cold to remain outdoors. All members will also be encouraged to watch their teammates to ensure that no member succumbs to the effects of the cold. The team will be told about signs to look for when it comes to hypothermia.

Hazard: Bus transportation

Risk: Hazardous weather, accidents

Plan: The bus will depart far enough in advance in order to ensure that there is sufficient time to reach the destination. The bus will be driven by a hired professional driver. In the case of an emergency, the team leader, along with the bus driver will ensure that all members of the team exit the bus in a safe manner (if necessary) and remain in a safe location until emergency services arrive.

Hazard: Competition

Risk: Temperature related illnesses, injury

Plan: The toboggan has been designed for the safety of its riders. It includes a proper braking system as well as a complete roll cage. There will be trained medical professionals on site for treatment of any minor injuries, as well as an ambulance on site should any major injuries occur. The team captain will accompany any injured member to the hospital to ensure that they are admitted. Team members will be aware of the location of emergency personnel should an incident occur. Emergency contacts at Queen's will be informed in the event of an incident.

Hazard: Illness

Risk: Food Poisoning, Contracted Illness

Plan: Students are to bring their health cards to the competition in the event that medical attention is required. If medical attention is required, students will have access to a nearby hospital or other medical facility. In the event of an incident Queen's emergency contacts will be informed

Hazard: Technical Exhibit Day

Risk: use of power tools causing injury, other injuries

Plan: All students will be trained on how to properly handle and use any necessary equipment prior to departure for competition. At the competition two executive members will be supervising construction and will ensure that all equipment is being properly handled. In the case of a minor injury, event staff will be notified and necessary first aid will be administered. If a major injury occurs, 911 will be contacted and necessary medical attention will be provided. If necessary, the team captain will accompany any injured member to the hospital to ensure that they are admitted. In the case of such an event, emergency contacts at Queen's will be notified.

Hazard: Improper Conduct of Students

Risk: improper conduct of students could cause injury to themselves or others

Plan: The team will have a meeting prior to competition in order to go over the rules provided by GNCTR 2020. At this meeting, members will also be reminded of the Queen's code of conduct and reminded that they will be representing Queen's University during the competition. Students will bring their health cards to competition and in the event that medical attention is required, students will have access to a nearby hospital or other medical facility. In the event of an incident, Queen's emergency contacts will be notified

Hazard: Unsafe Toboggan

Risk: Transport may cause damage to the toboggan, leading to an unsafe toboggan

Plan: Prior to use, the toboggan will be inspected by the competition's safety committee to ensure that the toboggan is safe and ready to be raced. The toboggan will also be inspected by the construction crew prior to racing in order to ensure that it is safe for racing

Hazard: Transportation of the Toboggan

Risk: Hazardous weather, accidents

Plan: The team's toboggan will be transported to competition in an Enterprise Cube Truck that will be driven by two members of the executive committee over the age of 21 that has been rented by the EngSoc Manager. The vehicle will depart far enough in advance in order to ensure that there is sufficient time to reach the destination. The truck will depart Kingston around 9-10 AM on the 29th of January and depart Toronto around 12-1 PM on the 2nd of February. This is to reduce the likelihood of the vehicle being operated during night driving conditions. The weather will be monitored by the team leader prior to departure and should the weather require it, the departure of the truck will be postponed until it is safe. In the case of an emergency, the two drivers will contact emergency services and Queen's emergency contacts will be notified. The toboggan will be loaded/unloaded using a forklift operated by trained personnel at Queen's University and a certified operator at the shipping facility provided by Logistics Decisions in Toronto. Students will remain a safe distance while the forklift is in operation to minimize the risk associated with the forklift's operations.

## **Immunizations**

Aware of Immunization Requirements: Yes

Travel Health Insurance Provider: AMS

## **Emergency Response**

Local Emergency Contact Information

- Agency: Emergency Services
- Tel. Number: 911

How will we contact you in the event of an emergency?

- Agency: Courtyard Toronto Downtown
- Tel. Number: 416-924-0611

Emergency Evacuation Plan: No

Program Overseeing Activity: Engineering - Bridge Building, Concrete Canoe, Concrete Toboggan