



**Approval Authority:** President's Office

**Last Approved:** October 27, 2016

**Administrative Responsibility:** AVP, Students

**Next Review:** 2024-2025

## **POLICY**

NVIT will make provision for the safe and orderly participation of students where educational activities or field trips are scheduled to occur off campus under the direction of an instructor or designated NVIT representative.

## **DEFINITIONS**

Off-site activities are defined as NVIT experiential learning activities which occur off campus within the scope of an approved instructional program. Field trips are defined as educational activities that support the learning outcomes of an NVIT course of study, under the supervision of an NVIT instructor or designated representative.

### **1. Procedures:**

All off-site educational activities or field trips must be approved by the Dean or his/her designate. It is the responsibility of the Dean(s) to ensure that all required documentation is completed and authorized. Documentation includes a written proposal outlining the proposed date, time and duration of the off-site activity, a detailed budget with account code, transportation plan, and copies of valid insurance and driver's license(s) where necessary. Use of public transportation services is required when possible.

Prior to authorization, the department, in conjunction with the instructor/faculty member, must conduct a risk assessment using the **Field Level Hazard Assessment form** (Appendix A) for any off campus activity or field trip, which includes:

- a. Risk assessment of facilities, transportation and equipment;
- b. Site inspection and assessment of potential hazards;
- c. Written safety plan, in the case of a remote location;
- d. Orientation for students prior to the off campus activity outlining potential hazards and risks;
- e. Experience/ability level of students and the necessity for special instruction as part of, or prior to, the activity;
- f. Communications (Cell, Satellite, VHS) and regular communications protocol;
- g. Evacuation plan;
- h. Access plan for emergency personnel and facilities;
- i. Risk prevention/reduction strategy;

- j. First Aid – NOTE: Level 3 may be required depending on remoteness of activity and access to medical facilities\*;
- k. All transportation must be in accordance with NVIT Policy.

\*In cases where a program or field trip does not have ready access to medical or emergency services, it is a requirement that a Level 3 First Aid Attendant be on site and an information package (2 pages maximum) be prepared that includes:

- a map and detailed description of directions to the program location;
- number of students and staff;
- dates of the program operation;
- emergency contact number at the off-site location;
- copies of the Student Field Trip Safety Information Records (attached)

All copies of the above will be kept by the program coordinator or department head and the Dean advised of the location of the records. Where appropriate, this information will be shared with the local RCMP detachment. In cases where there are significant Risk Management or Safety concerns, the Dean must be advised and may withhold approval until all concerns are adequately addressed.

## **2. Field Trip Requirements:**

- a. The activity must be approved by the Dean of the department, a program requirement and an approved line budget item.
- b. Under direct supervision of instructor, students visit and observe activity “on site”.
- c. Students travel and participate in groups.
- d. Instructor arranges for pre-set learning experience “on site”.
- e. Instructor must complete the Field Level Hazard Assessment form (*see Appendix A*).
- f. Assessment occurs during and/or after the field trip.
- g. The instructor must be present and play an active role in the process.

## **3. Participation**

Students and staff on field trips are governed by all policies, rules and regulations of the Institute, including but not limited to Student Conduct policies and expected practices, as well as, those which may be applied by the agency providing the external facilities.

## **4. Arrangements for travel**

Travel arrangements will be outlined in an approved Travel Plan prior to departure. Whenever possible, public transportation will be used. In cases where public transportation is not available, private vehicles may be required to reach the field trip destination. If private vehicles must be used, they must be adequately insured and in good repair.

## 5. Student Vehicles/Private Vehicles

Students, instructors or designated NVIT representatives driving private vehicles for field trips or off-site educational activities are considered volunteer drivers. When private vehicles are used, drivers must provide a copy of the following documents to NVIT prior to departure:

- a. valid auto insurance papers which confirm third party liability coverage of at least \$2M (\$5M is highly recommended)
- b. valid class 5 driver's license
- c. current driver's abstract

## 6. Insurance

- a. For insurance purposes, it is recommended that students and staff convene and depart for field trips from the NVIT campus, or a pre-determined departure site. There is a significant difference in coverage if the participant is "travelling from the work site (campus) to the field trip site" as opposed to "travelling to and from work". In the event a claim is made, it would be to the claimant's advantage to have departed from the NVIT campus to the field trip destination.
- b. Students must provide proof of basic medical coverage prior to commencement of the field trip. The Institute maintains general comprehensive liability insurance, but there is no accident coverage.

## 7. Informed Consent

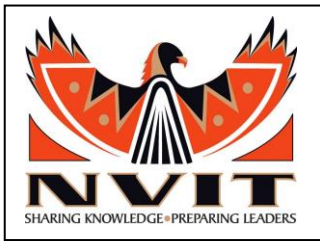
- a. **Informed Consent forms** (see *Appendix B*) are to be used for all experiential learning activities and field trips.
- b. An **NVIT Field Trip Questionnaire** (see *Appendix C*) must be completed by each student prior to participating in any experiential learning activity.

[illegible]

**STEP 2: Hazard Identification and Assessment**

Check off the identified and potential hazards that apply to this field work. List the hazard in the second column (Step 2). List risk ranking in third column (Step 3). Identify the plans to eliminate or control them in the fourth column (Step 4).

Vehicle and Road Hazards		Weather		Fall / Overhead Hazards	
1. Blind curves / steep hills / ditches		36. Cold, wind, low temperature		55. Trees: windthrow, active/recent logging	
2. Gravel road		37. Heat, sun, high temperature		56. Unprotected edge, open excavation, trench, pits, floors	
3. Logging / lease roads		38. Thin ice, water crossing		57. Slip or trip hazards / uneven / unstable terrain	
4. Narrow bridge, road, shoulder or soft shoulder		39. Other:		58. Other:	
5. Animal crossing (wildlife, livestock)		Chemical Hazards		General Physical Hazards	
6. Heavy traffic (local, farm, work)		40. Chemical / fuel storage / spill		59. Body hazards (limb and skin)	
7. Industrial and wide load traffic		41. Compressed gasses		60. Respiratory	
8. Road construction		42. Contamination (type)		61. Head, eye and face hazards	
9. School zone and bus stops		43. H <sub>2</sub> S (e.g. active areas, flares)		62. Foot hazards	
10. Towing trailer / equipment		44. Mist / fumes / vapour (breathing hazards)		63. Hand hazards	
11. Off road vehicle use / activity (ATV, UTV, snowmobile)		45. Flammables / explosives		64. Electrical, pneumatic, hydraulic or gravitational	
12. Slippery road (ice, rain, mud)				65. Other	
13. Weather (fog, rain, snow, blinding sun)			Ergonomic Hazards		
14. Other:			66. Awkward body position		
			67. Heavy, repetitive, awkward lifting / carrying		
		68. Over extension / exertion / working above your head			
		69. Repetitive twisting, bending motion			
		70. Prolonged standing position			
		71. Other:			
		72. Other			
Work Site Hazards		Environmental Hazards		Personal Limitations/Hazards	
15. Confined or restricted space		46. Noise, odours, dust, fumes		73. Fatigue (e.g. hours, rest, exertion)	
16. Heavy equipment		47. Sedimentation or alteration of watercourse		74. Alcohol or drugs identified	
17. Noise in area		48. Waste generation and disposal		75. Underlying medical conditions (e.g. allergies)	
18. Working alone / isolation / remote area		49. Crops, vegetation or habitat damage		76. Communication issues	
19. Barbed / electric wire		50. Sensitive ecosystem damage (wetlands, etc)		77. Inadequate/insufficient equipment	
20. Dead, windblown trees, branches (leaning snags)		51. Endangering or displacing wildlife		78. Medication use	
21. Fire hazards / bans (e.g. forest, grass)		52. Impacting water supply / sewer		79. New equipment	
22. Hunting activities		53. Other:		80. New / inexperienced worker	
23. Livestock (horses, cows, sheep, dogs)		54. Other:		81. Unfamiliar with work activities	
24. Working on/over/near water				82. Working with visitor	
25. Poor / lack of communication				83. In the event of a personal emergency, what happens?	
26. Power / pipelines (e.g. buried, overhead)				84. Other:	
27. Steep hills, cliffs, mountainous terrain					
28. Stinging, biting insects (bees, wasps, hornets)					
29. Wet terrain / conditions (e.g. streams, wetlands, etc.)					
30. Wildlife (bears, cougars, moose, etc.)					
31. Other:					
Housekeeping					
32. Material storage identified					
33. Work area clean					
34. Slips, trips, falls					
35. Egress					



# NVIT Field Trip

## Informed Consent Form

Including Assumption of Risks and Indemnity (hereinafter collectively called the “Agreement”), for Participation in a Field Trip Associated with \_\_\_\_\_ (hereinafter called the “Field Trip”)  
(Course name and number)

**Please note:** By signing this Agreement you agree to terms that **AFFECT YOUR LEGAL RIGHTS** and **IMPOSE LEGAL OBLIGATIONS UPON YOU**. Please read carefully!

**OVERVIEW OF THE FIELD TRIP:** (Short description including departure and return times, destination/venue, activities involved)

**TO: NICOLA VALLEY INSTITUTE OF TECHNOLOGY** (hereinafter called the “Institute”)

**NAME OF PARTICIPANT:** \_\_\_\_\_ NVIT Student Number: \_\_\_\_\_

Address of participant: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact’s Name and Telephone/Cell Number: \_\_\_\_\_

Emergency Contact’s address: \_\_\_\_\_

In consideration of the opportunity to participate in the Field Trip, **I hereby declare that I understand and agree as follows:**

### Assumption of Risks

1. That, although I am unlikely to suffer injury, loss, damage, or harm while participating in the Field Trip so long as I conduct myself prudently, nevertheless certain risks of injury, loss, damage, or harm are inherent to participation in any activity, and **I WILLINGLY ACCEPT ALL RISKS AND ALL INJURY, LOSS, DAMAGE, OR HARM THAT I OR MY PROPERTY MAY SUFFER IN CONSEQUENCE OF MY PARTICIPATION IN THE FIELD TRIP** including but not limited to:

sprains and strains to muscles and tendons, bone fractures, concussions, abrasions, bruises, blisters or cuts resulting from slips or falls or collisions or from breakdown or other mishaps resulting from the use of equipment or from travel to and from \_\_\_\_\_; exposure to biting and stinging insects and potentially dangerous animals, such as bears, wolves, and large ungulates (consult Director or Risk Management if necessary);

\_\_\_\_\_ Initial here that you have read paragraph 1

### Indemnity

2. TO HOLD HARMLESS AND INDEMNIFY the Institute and its Board of Governors, officers, employees, students, agents, volunteers and independent contractors including the Field Trip instructor(s), (all of whom are hereinafter collectively referred to as “the Indemnitees”) from any and all liability for any damage to the property of, or personal injury to, any third party, resulting from my participation in this Field Trip;

\_\_\_\_\_ Initial here that you have read paragraph 2

**Other**

3. That I will conform to all instructions of the Institute and the Field Trip instructor(s) respecting the Field Trip, and that my failure to do so may result in my dismissal from the Field Trip without compensation or academic credit;  
\_\_\_\_\_ Initial here that you have read paragraph 3
4. That, because the Field Trip is being undertaken in association with an Institute course in which I am registered, my conduct will reflect on the Institute during the Field Trip and will be subject to the Institute's Student Code of Conduct (the "Code") at all times during the Field Trip. Accordingly, I understand that any misconduct in which I engage during the Field Trip may be subject to the Code;  
\_\_\_\_\_ Initial here that you have read paragraph 4
5. That it is my responsibility to ensure that I have adequate medical, property, and travel insurance coverage for all portions of the Field Trip;  
\_\_\_\_\_ Initial here that you have read paragraph 5
6. That I will carry proof of medical insurance coverage (Carecard) for the duration of the Field Trip;
7. That, in the event of any illness or injury or other form of incapacity that I may suffer during the Field Trip, or of my unexplained or otherwise suspicious disappearance from the Field Trip, the Institute and/or Field Trip instructor(s) may  
a. secure such advice and services, including medical and/or emergency advice and services, as they, in their sole discretion, deem necessary for my health and safety and I shall be financially responsible for such advice and services; and  
b. collect, use, and disclose all my personal information, including my personal health information, that they, in their sole discretion, deem necessary under the circumstances for my health and safety;  
\_\_\_\_\_ Initial here that you have read paragraph 7
8. That it is my responsibility to ensure that I have proper equipment and clothing for the Field Trip;  
\_\_\_\_\_ Initial here that you have read paragraph 8
9. That I accept all Field Trip expenses made known to me before the Field Trip;  
\_\_\_\_\_ Initial here that you have read paragraph 9
10. That it is my responsibility to ensure that I have sufficient funds to cover my expenses throughout the Field Trip;  
\_\_\_\_\_ Initial here that you have read paragraph 10
11. That the Institute and Field Trip instructor(s) will be under no obligation to do or pay anything on my behalf or reimburse me should I fail to comply with any of the Field Trip's travel and other arrangements or with any of the terms of this Agreement;  
\_\_\_\_\_ Initial here that you have read paragraph 11
12. That I am in proper physical and mental condition and health to participate in the Field Trip;  
\_\_\_\_\_ Initial here that you have read paragraph 12

I HAVE READ AND UNDERSTOOD AND INTEND TO BE BOUND BY THIS AGREEMENT IN ITS ENTIRETY. I EXECUTE THIS AGREEMENT VOLUNTARILY.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

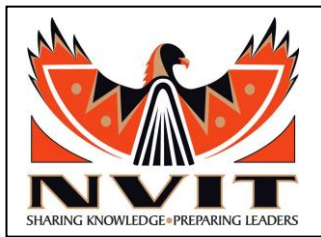
\_\_\_\_\_  
SIGNATURE OF PARTICIPANT

\_\_\_\_\_  
SIGNATURE OF WITNESS

**This Agreement must be completed in full, initialled where required, signed and dated before the participant may have any involvement in the Field Trip.**

Personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act and will be used for the administration and operation of the Field Trip and for the defence of the Indemnitees against any claims or litigation related to the Field Trip. Any questions on this collection should be directed to the Dean's office.





# NVIT Field Trip Questionnaire

This questionnaire is set up such that it ensures to the instructor that you have read **NVIT's Off-Site Educational Activities/Field Trip Policy** and understand the basics and important points. The Field Trip Policy must be read and the questionnaire must be completed in its entirety prior to participating in the experiential learning activity.

1. If you encounter any problems or concerns during a Field Trip who should you approach first, and if not resolved, who then? \_\_\_\_\_  
\_\_\_\_\_
2. What are the three (3) main considerations for safety with respect to Field Trips? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. What is PPE? \_\_\_\_\_  
\_\_\_\_\_
4. What procedure should be carried out in order to identify what PPE is required for a trip or task? \_\_\_\_\_  
\_\_\_\_\_
5. Identify the basic rules and regulations for Field Trip activities. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. What must be on any samples brought back to a lab or other storage area? \_\_\_\_\_  
\_\_\_\_\_
7. What are the general rules for waste disposal (sharps, garbage, etc.) during Field Trips? \_\_\_\_\_  
\_\_\_\_\_
8. If a piece of equipment is not working properly, what do you do? \_\_\_\_\_  
\_\_\_\_\_
9. At the end of a Field Trip, what happens with the equipment you were using? \_\_\_\_\_  
\_\_\_\_\_

Field Trips should be educational, fun and most importantly, safe!

Please consider your fellow classmates at all times.

Name: \_\_\_\_\_

NVIT Student Number: \_\_\_\_\_

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*End of document*