

Off-Campus Activity Safety Policy (OCASP) Quick Reference for the Person-in-Authority (PIA)

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.

Persons in Authority ("PIA") - Responsibilities

OCASP section 5.4 Department/Unit Head (Person in Authority) defines the responsibilities associated to this role. Key responsibilities:

- Ensure that all members of the Department / Unit are aware and comply with the provisions of the policy.
- 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).
- 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.

***Note:** Within the framework of the OCASP, the Planner may be a(n):

- Activity Coordinator: the individual with direct responsibility for academic/extra-curricular activities.
- 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.

To comply with OCASP, the PIA must ensure the Planner is "prepared" to embark on their off-campus activity. Ensure the Planner:

Step One: effectively assesses the level of risk associated to all elements of the endeavor - the activity, the location of the activity, and the # of participants involved.

Step Two: completes the on-line forms correctly.

On completion of Steps One and Two, the PIA then:

Step Three: reviews and approves the on-line submission only once they are satisfied with all detail elements provided in the plan.

Step One - Assessment of Risk

Off-campus activities can pose varying levels of risk to the participants. Under OCASP such levels are categorized as either **manageable** (including **low-risk** and **higher-risk** activities) or **unmanageable** risk. Refer to OCASP Sections 4.1, 4.2 and 4.3 for guidance with risk assessment.

If the activity does not appear on the pre-approved University List of Low-Risk Activities or your Department's List of Low-Risk Activities (refer to OCASP Section 4.2 Manageable Risk), the risk level for the Planner's proposed activity requires assessment. This "preliminary risk assessment" may be based on:

- Consultation with the Planner (then documenting the conclusion by completing Preliminary Risk Assessment form),
- A review of the Preliminary Risk Assessment submitted by the Planner through the OCASP 2.0 planning tool, the newly redesigned off-campus activity tool.

Questions? Contact the OCASP Administrator.

Email: ocasp.coordinator@queensu.ca

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

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Step One - Assessment of Risk (Cont.)

To assess risk associated to the Planner's off-campus activity, ask yourself the following types of questions:

- What is the activity in which the Planner is engaging? Risks associated to the activity? Where is the site of the activity? Is it a high density urban area? Is it at a distance from emergency coverage? Is there a lack of phone reception?
- Will their travel take them to a country or region where unusual conditions such as political instability, uncertain medical services or natural disaster are known to exist, or for which there is a travel advisory? What type of transportation will they be using? Will it be by public conveyance?

Step Two – Completion of On-line forms

Once the Planner understands the risk associated to their activity, they can complete the necessary on-line forms available through OCASP 2.0.

Step Three – Review / Approve On-line forms

As the PIA your responsibility extends to the following Planner submissions:

Preliminary Risk Assessment

- The Planner has the ability to submit a "Preliminary Risk Assessment" form through OCASP 2.0 if they require assistance in the determination of risk. These on-line submissions will route to the PIA that has been defined for the department under which the Planner is travelling.
- The PIA must review the details provided and based on OCASP section 4.1 Risk Assessment, agree or disagree with the disposition provided by the Planner.
- A corrections box appears on this form. As soon as corrections are added, the record is considered rejected.

Safety Planning Record

- Review/Approval is set up based on the needs of the Department. For example, there are departments that have an intermediate review, followed by final approval.
- It is the responsibility of the PIA to ensure that the Planner has adhered to the planning responsibilities as defined in OCASP section 5.5 Principal Investigator / Activity Coordinator (PIAC). For higher-risk activities it is crucial that the PIA confirm that the Safety Planning Record reflects a full risk assessment, comprising identification of hazards, analysis of the associated risks and development of a plan for the effective management of these risks.

Incident Report / Post-Activity Report

- The PIA will be responsible for reviewing Incident reports that have been filed by the Planner in the event that a critical or non-critical incident. This may prompt further action impacting the planning of future activities of the same nature.
- The PIA will be responsible for reviewing Post -Activity Reports that have been filed by the Planner on completion of the off-campus activity. This may prompt further action impacting the planning of future activities of the same nature.

***Note:** All on-line forms for review will contain a "Corrections" box at the end of each screen. Ensure that each section is reviewed with any comments necessary being captured in the comment box for that section. Note: once at least one correction is noted, the record is deemed "rejected".

Access to OCASP 2.0

- The Intermediate Reviewer (if applicable) / PIA will receive email notification when a record is pending review. Click the link provided in the email to go directly to the record requiring approval **OR**
- Launch Web browser, and enter the following address in the navigation bar: <https://webapp.queensu.ca/safety/ocasp>
Enter your Queen's Net ID and password.

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