



Earth Sciences Field Trips

Standard Operating Procedures

1. If a staff member feels unsafe for any reason because of another individual (including, but not limited to, another staff member or student) and the staff member feels that directly resolving the unsafe situation is beyond their level of training and experience, the staff member will:
 - a. Immediately contact local law enforcement to report an emergency.
 - b. Remove themselves, students, staff, and others from the unsafe environment to a safer location, if possible.
 - c. Contact the 'emergency contact' for any person as needed, if emergency contact information is available.
 - d. Remove the individual from the field trip immediately by remanding to law enforcement, emergency contact, or other responsible party.
 - e. Inform their direct supervisor via email, including all relevant details of the incident and decision to remove the individual from the field trip.

2. If the staff member feels unsafe interacting with an 'emergency contact' person of an individual (including, but not limited to, other staff members and students) associated with the field trip, the staff member will:
 - a. Immediately inform their direct supervisor of the unsafe working conditions, by phone, email, text, or other form of communication.

 - b. Contact the secondary 'emergency contact' provided by the individual, if available. If a secondary contact is not provided and/or unavailable or unable to act as an emergency contact for any reason and/or cannot be contacted for any reason, the staff member will inform their direct supervisor as outlined in (a) above.

Appendix I

Example scenarios

Examples of scenarios with general protocols are provided below. This is not an exhaustive list of all potential scenarios that may be encountered on field trips.

In all cases, an **incident report** must be recorded by instructors/staff as soon as possible (see Appendix III-A). For incidents involving University of Toronto Employees, refer to Appendix III-B.

(A) Severe allergies

- A student/staff has a severe allergy (e.g., requiring an EpiPen).
 - If the instructor/staff are **aware** of the allergen and severity of allergy (e.g. the student reports the allergy and severity of the allergy to the instructor/staff before the field trip), the allergen will be banned from the trip (if possible) and all reasonable precautions will be made to help the student avoid the allergen.
 - If it is not possible to avoid the allergen on the trip (e.g., pollen), the individual will be informed that the allergen will be present on the trip, advised to withdraw from the trip, and encouraged to discuss potential alternative experiences with the department and/or instructor and/or academic advisor.
 - If the instructor/staff are **unaware** of the allergy for any reason (e.g., the individual does not inform the instructor/staff of the allergen and/or severity of the allergy, and/or the individual develops a severe allergic reaction during the trip), the instructor/staff will apply First Aid training skills (within their scope of training) related to allergic reactions.
 - The individual will be admitted to the nearest hospital/urgent care center, if possible
 - Emergency contacts will be contacted
 - The student will be sent home, if not admitted to hospital, as soon as possible with their emergency contact person

(B) Infectious disease

- A student/staff displays obvious symptoms of an infectious disease.
 - If symptoms are severe, the student will be admitted to the nearest available hospital/emergency care
 - The individual will be isolated from others in separate accommodations (if possible)
 - Instructors/staff will apply First Aid training, as needed
 - Emergency contacts for the individual will be contacted
 - If recovery within a brief time period (e.g., 24 hours) is unlikely and/or the individual requests to depart the trip, the individual will be sent home as soon as possible with their emergency contact person

(C) Minor injury (non-life threatening)

- A student/staff receives a relatively minor injury
 - Staff will apply First Aid training, as needed
 - If First Aiders and/or the injured individual determines that medical attention and/or assessment is necessary, the injured individual will be admitted to the nearest hospital/urgent care center, if possible
 - Emergency contacts will be contacted
 - If the individual cannot reasonably continue with the field course (e.g., broken ankle):
 - Emergency contacts will be contacted
 - The student will be sent home as soon as possible

(D) Critical injury

- A student/staff receives a severe injury
 - Staff will contact the local emergency number for emergency medical care and transportation to the nearest hospital, if possible
 - Staff will apply First Aid training, as needed
 - Staff will remain with the individual until emergency medical responders arrive to the scene
 - Staff will contact the emergency contacts for the individual

(E) Voluntary early departure

- A student/staff chooses to withdraw from the field course for any reason (e.g., no longer interested in the course, death/illness of family member, etc.)
 - Emergency contacts for the individual will be contacted and made aware of the individual's decision to withdraw from the course, as well as the general plan for the individual to return home
 - The individual is responsible for organizing a method of transportation to return home, and covering all costs associated with the travel
 - If possible and reasonable, staff will transport the individual to the nearest available public transportation facility (e.g., train station, bus station, airport).
 - Staff must return to the field course promptly to ensure continued operation of the field course. Staff are not expected to remain with the individual at the point of departure.

(F) Involuntary early departure (removal)

- A student/staff is removed from the field course for any reason (e.g., behavioral issues, violence, assault, or other forms of misconduct and/or illegal activities).
 - If local law enforcement are involved:
 - See SOP (1): The individual is in the custody of local law enforcement and the emergency contact person for the individual is responsible for the individual
 - If local law enforcement are not involved:
 - Staff will proceed with the protocol above for 'Voluntary early departure'.

(G) Fatality (death)

- The death of a student/staff during the field trip
 - Staff will contact the local emergency number for emergency medical care and transportation to the nearest hospital, if possible
 - Staff will remain with the individual until emergency medical responders arrive to the scene
 - Staff will contact the emergency contacts for the individual
 - Emergency contacts for the individual are responsible for making additional arrangements as needed

- Staff may decide to cancel the remainder of the field trip
 - Staff will communicate the decision to the departmental contact (e.g. Chair, Lab Manager) and coordinate plans for the return of all field trip attendees
- Refer to Appendix III-C for time-sensitive reporting requirements (Ministry of Labor)

Appendix II

UTM Definitions of Injuries

Source: Environmental Health and Safety (University of Toronto)

Website: <https://ehs.utoronto.ca/wp-content/uploads/2016/05/Definitions-of-Injuries.pdf>

INCIDENT- NO INJURY Refers to an accident in which there was no personal injury, but which has the potential for personal injury.

MINOR-INJURY/NO TREATMENT When an injury occurs but does not require treatment by a first-aider or by a health professional.

FIRST AID When an injury occurs but the employee does not require health care, but only the treatment of a first-aider, nurse, or non-medical.

CRITICAL INJURY Defined as an injury of a serious nature that: (a) places a life in jeopardy (b) produces unconsciousness (c) results in substantial loss of blood (d) involves the fracture of a leg or arm but not a finger or toe (e) involves the amputation of a leg, arm, hand or foot, not a finger or toe (f) consists of burns to a major part of the body (g) causes the loss of sight in an eye.

HEALTH CARE An employee seeks medical attention from a health professional i.e. physician, chiropractor, specialist, physiotherapist, registered nurse (extended class) or dentist. **LOST TIME** When an employee is absent from regular work as a result of a work-related injury.

MODIFIED WORK/NO LOST TIME When an employee requires modified work for more than 7 calendar days following the date of the accident.

Appendix III

Guidelines for Reporting Incidents

Source: Environmental Health and Safety (University of Toronto)

Website: <https://ehs.utoronto.ca/report-an-incident/#Critical>

(A) What are Reportable Incidents?

Reportable incidents are those which:

- result in personal injury or lost time from work (including those requiring first aid and occupational illness)
- have the potential to result in personal injury or property damage even though no injury or damage actually occurred
- occur to any person on university premises
- occur to a university employee during the course of their work either on/off university premises
- occur to a student during the course of their classroom, laboratory or field work
- occur to a student during the course of a work placement (either paid/unpaid) which forms part of their university curriculum
- the above applies to incidents that occur outside of Ontario. If you will be working outside of Ontario for >6 months, you must contact the Health & Well-Being Office at 416-978-2149 to extend your WSIB coverage.

(B) Accident/Incident Reporting for Employees

Reporting of accidents to the Workplace Safety and Insurance Board is done centrally through Health and Well-Being (HWB) Programs and Services.

The Workplace Safety and Insurance Board levies a **fine of \$250 for late reporting** of a lost time or health care claim. Where this late reporting is a result of the failure of the department to report the accident to HWB, the **department will be responsible for paying the fine.**

1. On the day of the incident, the employer is responsible for providing and paying for immediate transportation to a hospital, health professional office/clinic, or the worker's home (if necessary), and for paying for full wages and benefits for the day or shift on which the injury occurred.
2. Where supervisors are unable to fully complete the form within 24 hours, the form should still be submitted with the missing information to follow later. Use "Not Available" for missing information that is required.

3. Health & Well-Being is responsible for all liaison with the Workplace Safety and Insurance Board and for the ongoing follow-up of claims. For assistance or information with respect to any claim, contact the HWB office at 416-978-2149.

(C) Reporting of Critical Injury or Fatality

In addition to the reporting requirements outlined above, all critical injuries or fatalities must be immediately reported to the **Ministry of Labour (MOL)**.

Supervisors are responsible for taking the following steps:

1. Procure immediate medical attention at 911 (Use your cell phone to dial 911. **Do not call** with Teams Phone)
2. Notify UofT Campus Safety at 416-978-2222 (St. George and Scarborough Campus) or 905-569-4333 (Mississauga Campus)
3. Notify Environmental Health and Safety at 416-978-4467 (who will liaise with the Ministry of Labour)
4. Notify Health & Well-Being Programs & Services at 416-978-8804
5. Notify the appropriate Joint Health and Safety Committee at the workplace
6. If the injured person is an employee, notify the appropriate union (if any)
7. Ensure the site of the accident remains undisturbed until a MOL inspector has arrived, and
8. Investigate and prepare a written report on the circumstances of the accident.