

**Off-campus Activity
Risk Management Policy**

University Policy No.: AD2210
Approving Authority: President
Effective Date: January 2019
Supersedes: November 2007
Last Editorial Change:
Mandated Review: January 2026

Purpose

- 1.00 The purpose of the policy is to promote safety and to reduce risks to members of the university community involved in off-campus university activities. The policy recognizes that planning and preparation, including risk assessment, for an off-campus activity should be carried out by the organizer(s), who will have relevant knowledge of the planned activities and travel locations and who will use the Canadian Government risk level definitions and the associated off-campus travel resources posted on the university's [International website](#).
- 2.00 This policy and associated procedures do not alter, or substitute for, the established approval requirements for new academic courses and academic programs. Instead, this policy provides assistance in managing the risks associated with university-sanctioned off-campus courses, programs, and activities, and provides processes to undertake the following:
- a) a risk assessment of travel locations, regions and/or countries; and
 - b) an informed pre-departure plan to manage the risks associated with travelling abroad or to remote locations.

Definitions

- 3.00 For the purposes of this policy, the following definitions apply:
- “**off-campus activity**” means a university organized or endorsed activity involving one or more university community members, which takes place beyond the boundaries of the University of Victoria campus. Such activities include:
- **fieldwork/field schools:** any approved practical teaching and research activities carried out by faculty, staff, or students in the natural environment or community, away from the

8.00

(iv) Procedural Officer: Associate Vice-President Academic Planning; Associate Vice-President Human Resources

Relevant Legislation

[Workers Compensation Act, RSBC 1996, c 492](#)

[Occupational Health and Safety Regulation, BC Reg. 296/97](#)

[Bill C-45: Amendments to the Criminal Code Affecting the Criminal](#)