

**Off-campus Activity
Risk Management Policy**

University Policy No.: AD2210
Approving Authority: President
Effective Date: January 2019
Supersedes: November 2007
Last Editorial Change: March 21, 2023
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 relevant1 (e,5 ((v)-2.1 (a)-1Sc4 (l)-8.4 (l)ed11.3 (g

- 8.00 While the university cannot ensure that all travel will be problem free or account for all of the potential risks that might be experienced during off-campus activities, the university will develop informational resources to enhance the safety of university community members while engaged in off-campus activities.
- 9.00 University community members who are organizing, leading, or supervising off-campus activities will take reasonable steps to familiarize themselves with the risks of the off-campus activity and will consult and seek the expertise of others to address risks that fall outside their own areas of knowledge.
- 10.00 The extent of advance planning and preparation should be commensurate with the level of risk associated with the off-campus activity using the Canadian Government risk level definitions and the off-campus travel resources for sponsor, leader, and traveler responsibilities.
- 11.00 University community members who are organizing, leading, or supervising international or remote off-campus activities and who register with the travel registry will have access to medical, security, travel, and emergency assistance and will be able to subscribe to automated medical, security, and general travel alerts.
- 12.00 Student and staff travel to destinations that are classified by the Canadian Government with risk levels that advise travelers to exercise normal security precautions or to exercise a high degree of caution will normally be autho01 Tw -25.272fa5 (hi)2.s l s

(iv) Procedural Officer: Associate Vice-President Academic Programs; 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 Liability of Organizations](#)

Related Policies and Resources

[Environmental Health and Safety Policy \(SS9200\)](#)

[Guidelines for Participation in International Activities \(AD2200\)](#)

[Liability Insurance \(FM5300\)](#)

[Risk Management Policy \(GV0225\)](#)

[Travel and Business](#)