

University of Toronto

GUIDELINES FOR SAFETY IN FIELD RESEARCH

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Office of Environmental Health and Safety



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1.0 INTRODUCTION

It is part of the mission of the University as an institution of scholarship and research that its members - faculty, staff and students - should engage in field research beyond its geographical boundaries. It is the policy of the University to encourage such activities as may be appropriate to its character and to take every reasonable precaution to protect the personal health and safety of its participating members.

The range of activities in the field is potentially as broad as the intellectual diversity of the interests of faculties, departments, institutes, and centres within the University. By way of example, one may cite geological research in the Arctic, anthropological research in Africa, political studies in Asia, archeological studies in the Middle East and sociological studies in South America. Individual scholars of the University range indeed over the surface of the planet and its seabed, and it is not beyond imagination that outer space will be a new frontier. Significant risks may be associated with such activities.

All participants in field research bear some degree of responsibility for health and safety. The primary responsibility, however, lies with academic supervisors in charge of field research projects and team leaders who are involved in directly supervising research on location. Due diligence must be exercised by all concerned parties in giving attention to the nature of, and the means for dealing with, the categories of risk that may be associated with each location and kind of field research.

2.0 APPLICATION AND SCOPE

Field research consists of work activities conducted for the purpose of study, research or teaching which are undertaken by faculty, staff or students of the University at a location outside the geographical boundaries of the University campuses.

Field research activities, such as those involving isolated or remote locations; extreme weather conditions; hazardous terrain; harmful wildlife; or lack of ready access to emergency services, can expose participants to significant risks to their health, safety or well-being, at locations outside the direct supervisory control of the University.

The intent of these guidelines is to ensure that prior to undertaking field research:

- a) all concerned parties are aware of their responsibilities for field research;
- b) a risk assessment is carried out to identify potential hazards associated with the field research and to establish appropriate controls to eliminate or minimize such hazards; and
- c) all participants have an informed understanding of the associated risks and provide their consent to the means for dealing with such risks.

Under normal circumstances, these guidelines are not intended for organized off-campus activities such as:

- Supervised study or work placements at external institutions which are affiliated with the University or which the University department has designated to be an approved placement centre; or
- Travel for conferences, seminars, meetings or visits to other institutions.

However, should unusual conditions exist, such as epidemics or natural disasters, academic supervisors must ensure that these guidelines are implemented. Academic supervisors are responsible for conducting risk assessments prior to all organized off-campus activities. For out-of-country travel, travel advisory reports relating to safety, security and health must be consulted (see Appendix G).

For all off-campus activities conducted on the premises of or under the control of another organization or institution, academic supervisors must ensure that the local safety procedures of that organization or institution are appropriate to the type of activities being conducted, are in compliance with local laws and regulations, and are consistent with the safety standards and practices at the University of Toronto.

Appendices A to G provide general information regarding insurance and benefits coverage, travel immunization, and travel advisories, and are intended to assist with field research planning and preparation. These appendices are to be consulted in all cases of field research.

3.0 RESPONSIBILITIES

This section outlines the responsibilities for safety in field research.

3.1 Department Head

The Department Head (Chair, Director or Dean) is responsible for:

- a) ensuring that academic supervisors are aware of the guidelines for safety in field research;
- b) ensuring compliance with these guidelines within the department or faculty; and
- c) designating a departmental/faculty contact person for all field research teams.

3.2 Academic Supervisor

The primary responsibility for compliance with these guidelines lies with the Academic Supervisor. The Academic Supervisor has all the duties of a “supervisor” as defined under the Occupational Health and Safety Act of Ontario.

In particular, the Academic Supervisor is responsible for the following:

- a) approving the composition of the field team including any dependents of team members, unless a dependent of the academic supervisor is to be included in the team, in which case the composition of the team shall be approved by the departmental chair or other academic administrator to whom the supervisor reports;
- b) establishing a clear chain of responsible team leadership that is understood by all participants;
- c) in consultation with the team members, identifying and assessing the nature of the specific health and safety risks associated with the field project; and establishing controls that are appropriate to the nature of the activities, comply with local legislative requirements, and are consistent with University of Toronto policies, programs and standards;
- d) ensuring that appropriate controls are implemented, including the provision of appropriate protective equipment, procedures, and training to deal with the risks as far as is reasonably practicable;
- e) ensuring that each member of the field research team is aware of these guidelines, the Requirements for Reasonable Care outlined in Section 4, the risks of the particular project, and the established procedures for dealing with these risks;
- f) obtaining written informed consent from each member of the field research team; and
- g) maintaining written documentation of the above; to include the completion of the “Field Research Safety Planning Record” and its placement on record with the Department Head prior to departure on field research.

3.3 Team Leader

The Team Leader may be the Academic Supervisor or may, in the absence of the Academic Supervisor, be another member of the team who has been designated as such by the Academic Supervisor. The Team Leader has the duties of a supervisor as defined under the Occupational Health and Safety Act of Ontario.

In particular, the Team Leader is responsible for:

- a) ensuring implementation of the controls established by the Academic Supervisor, including the use of appropriate safety equipment, safety procedures and medical precautions by team members during field research;
- b) conducting ongoing risk assessments during field research and reporting any new hazards to the Academic Supervisor;
- c) dealing with and resolving any safety concerns which arise in the field;
- d) maintaining regular contact with the Academic Supervisor and/or departmental contact; and
- e) informing the Academic Supervisor and/or departmental contact of all accidents, illnesses or emergencies which occur in the field.

3.4 Team Members

Each member of the field research team is responsible for:

- a) acknowledging the risks of the particular field project;
- b) using the appropriate protective equipment provided and following the procedures established by the Academic Supervisor;
- c) working safely and in a manner to prevent harm to himself/herself or to others;
- d) understanding the Requirements for Reasonable Care outlined in Section 4;

- e) providing evidence of a satisfactory state of health and immunization;
- f) providing written consent of the above to the Academic Supervisor or Department Head;
- g) reporting any identified hazards to the Team Leader or Academic Supervisor; and
- h) reporting all accidents, illnesses or emergencies to the Team Leader.

3.5 Solitary Field Research

Solitary field research activities are to be strongly discouraged, particularly those involving remote or hazardous locations, high-risk activities or other unusual conditions.

In situations where solitary work is deemed necessary and unavoidable, a stringent code of practice must be established to address worker competency, procedures for regular reporting, emergency procedures, and other precautions and procedures appropriate to the types of activities involved. In such situations, the Solitary Field Researcher will assume the responsibilities of Team Leader (Section 3.3) and Team Member (Section 3.4).

3.6 Refusal of Unsafe Work

Any individual member of a field research team has a duty to refuse at any time to participate in any activity which he/she feels may endanger his/her health or safety or that of another person.

4.0 REQUIREMENTS FOR REASONABLE CARE

Areas in which those involved in field research must exercise reasonable care to secure safety include, but are not restricted to, the following:

- 4.1 assurance of a satisfactory state of fitness, health, and immunization of the participants for purposes of travel to and participation in field research at the particular location (refer to Appendix G for travel health and immunization guidelines; note that many immunizations and/or medical treatments must be given well in advance of leaving the country in order to take effect; advance planning for this is essential);
- 4.2 availability of appropriate first-aid supplies and expertise; and accessibility to emergency medical treatment;
- 4.3 availability of appropriate personal clothing, personal equipment and field equipment to support the research;
- 4.4 availability of appropriate food and accommodation on site, and during travel to and from the site;
- 4.5 arrangements for appropriate transportation to, at and returning from the location of the field research;
- 4.6 provision of information prior to departure about insurance needs, availability and limitations (see Appendices A to E);
- 4.7 provision of information about requirements of foreign governments and other jurisdictions concerning travel to and research at the site (see Appendix G);
- 4.8 arrangements for continuous responsible leadership of all field research teams;
- 4.9 definition prior to departure, and on a continuing basis on the site, of the tasks and responsibilities assigned to each participant;
- 4.10 knowledge of all health and safety legislation and requirements applicable to the jurisdiction in which the field research is being conducted (all team members **must** comply with applicable local legislation);
- 4.11 provision of appropriate information and training regarding the risks associated with field research activities, materials, equipment and environment, and the appropriate control measures for dealing with them;
- 4.12 provision of appropriate information and training for responding to and reporting of accidents involving injuries, damage to property and equipment, and spills, leaks or release of hazardous materials;
- 4.13 recognition of the right and responsibility of an individual to exercise personal judgement in acting to avoid harm in situations of apparent danger; in this regard, students should be informed of the general nature, requirements and location of any field research before starting their research program; and
- 4.14 availability of procedures for contacting the University to obtain assistance in a crisis situation.

UNIVERSITY OF TORONTO
FIELD RESEARCH SAFETY PLANNING RECORD

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Pursuant to the University of Toronto Guidelines for Safety in Field Research, this form is to be completed by the Academic Supervisor and submitted to the Department Chair (or equivalent) prior to departure on field research. Multiple trips to the same site or group of sites can be covered by one form. The form is good for a single academic year and a new form must be completed annually.

| | |
|--------------------|-----------------------------|
| DEPARTMENT: | ACADEMIC SUPERVISOR: |
|--------------------|-----------------------------|

LOCATION OF FIELD RESEARCH:

Country: _____

Geographical Site: _____

Nearest City: _____
 (name, distance to)

NATURE OF RESEARCH: _____

| | |
|---------------------------|------------------------|
| DATE OF DEPARTURE: | DATE OF RETURN: |
|---------------------------|------------------------|

| FIELD RESEARCH TEAM Chain of Responsible Leadership (attach separate sheet if necessary) | CATEGORY (check all that apply) | | | |
|--|--|-------------|-----------------|---------------------|
| NAME | Team Leader | Team Member | Other (specify) | Trained First Aider |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |

PHYSICAL DEMANDS:

| | |
|--|---|
| <input type="checkbox"/> Diving and other Underwater Activities <input type="checkbox"/> | Manual lifting, carrying or handling of heavy loads |
| <input type="checkbox"/> Climbing | <input type="checkbox"/> _____ |
| <input type="checkbox"/> High Altitude | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Extreme heat | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Extreme cold | <input type="checkbox"/> _____ |

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FIELD RESEARCH SAFETY PLANNING RECORD

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RISK ASSESSMENT:

List identified risks associated with activities or environment (e.g. extreme heat or cold, wild animals, difficult terrain, poisonous plants or insects, endemic disease, firearms, explosives, chemicals, soil/water microorganisms, violence), and measures for eliminating or reducing risks to acceptable levels. Attach separate sheet if required.

| Risk | Control Measures |
|-----------|------------------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |
| 9. _____ | _____ |
| 10. _____ | _____ |

TRAVEL IMMUNIZATION/PROPHYLAXIS REQUIREMENTS:

- | | | |
|--|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Diphtheria | <input type="checkbox"/> Measles | <input type="checkbox"/> Typhoidd |
| <input type="checkbox"/> Hepatitis A | <input type="checkbox"/> Polio | <input type="checkbox"/> Yellow Fever |
| <input type="checkbox"/> Hepatitis B | <input type="checkbox"/> Rabies | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Japanese encephalitis | <input type="checkbox"/> Rubella | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Malaria | <input type="checkbox"/> Tetanus | <input type="checkbox"/> _____ |

EMERGENCY PROCEDURES

University Contact and Phone Number:

Communication Method and Check-in Schedule
with University:

Local Contact and Phone Number:

Local Emergency Services and Phone Numbers:

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FIELD RESEARCH SAFETY PLANNING RECORD
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ACKNOWLEDGEMENT OF TEAM MEMBERS:

- I, the undersigned, acknowledge that I have read the University's Guidelines for Safety in Field Research and in keeping with it,
- (a) I have been fully informed of the risks of this field research and I accept them;
 - (b) I will comply with the established safety procedures;
 - (c) I am in a satisfactory state of health to undertake the research; and
 - (d) I have received all of the prescribed immunizations.

| <u>Name (please print)</u> | <u>Signature</u> | <u>Date</u> |
|----------------------------|------------------|-------------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |
| 5. _____ | _____ | _____ |
| 6. _____ | _____ | _____ |
| 7. _____ | _____ | _____ |
| 8. _____ | _____ | _____ |

Signature of Academic Supervisor

I acknowledge that this safety plan has been prepared in keeping with the requirements of the University of Toronto Guidelines for Safety in Field Research:

| <u>Name (please print)</u> | <u>Signature</u> | <u>Date</u> |
|----------------------------|------------------|-------------|
| _____ | _____ | _____ |

Signature of Department Chair (or equivalent)

I acknowledge receipt of this document:

| <u>Name (please print)</u> | <u>Signature</u> | <u>Date</u> |
|----------------------------|------------------|-------------|
| _____ | _____ | _____ |

APPENDIX A

INSURANCE COVERAGE FOR FIELD RESEARCH

The following is a brief outline of the types of insurances which should be considered when undertaking field research activities. Included is a description of the various policies which the University maintains, as well as additional coverages which are available through separate purchase as necessary. For practical reasons, these descriptions are necessarily general and any specific questions should be directed to the Risk Management and Insurance Department at 978-6478 or 978-7484.

PROPERTY INSURANCE

Direct physical loss or damage to University-owned equipment and materials is insured under a master policy which covers most situations of fortuitous property loss. Coverage applies worldwide (except for certain restrictions) up to a limit of \$100,000 and is subject to \$2,500 deductible per claim.

Personal property of staff or students is not insured by the University. If desired, individuals should make separate arrangements in this regard.

LIABILITY

The purpose of liability insurance is to protect against lawsuits arising from some accidental or unintended occurrence to someone else's person or property. The University's Comprehensive General Liability policy includes as insured all faculty, staff and students while they are performing any activity which is part of their educational or employment duties, including field research activities. This policy will respond to defend and indemnify against losses which arise by reason of liability imposed by law.

This policy applies on a worldwide basis and insures specifically against bodily injury, personal injury, death, or damage to property of others. It includes the personal liability of an individual insofar as the conduct which caused the loss was part of the individual's employment or academic duties.

ACCIDENT INSURANCE

Participants in field research activities should evaluate the required level of accident insurance needed to cover various medical emergency situations which may arise. Coverage against sickness or accidental injury to participants, hospitalization, doctor's expenses, medicine and drugs, etc. are covered for University employees through a combination of Ontario Health Insurance Plan (OHIP) and Group Health Benefits maintained through the Human Resources Department. Students and other non-employees are not covered by these University plans and appropriate coverage must be arranged independently. Travel accident and health insurance outside Canada, trip cancellation and other specialized travel coverages are available from various sources.

AUTOMOBILE

When using automobiles or similar vehicles for field research purposes, special care must be taken to comply with local laws and regulations. Outside Canada and the United States, the University is not able to provide any insurance coverage for vehicles, even though these may be rented or purchased in the University's name. As a result, insurance coverage to comply with jurisdictional requirements must be arranged locally.

When renting vehicles on a short-term basis within Canada/USA, you must arrange Collision Damage Waiver (CDW) coverage to eliminate any problems regarding insurance against physical damage losses to the rented vehicle. This can be done in several ways but the recommended route is to use a University-sponsored credit card, as these include automatic CDW coverage at no extra cost. Vehicles for University business use must be rented in the name of the person holding the credit card. Read the fine print on the rental agreement because these terms are strictly enforced by the rental companies.

MISCELLANEOUS

Certain research situations require special insurance arrangements. The following is a listing of some of these special cases:

- Use of Aircraft: When leasing or chartering aircraft, special liability policies need to be arranged (this does not apply to passage on commercial aircraft).
- War Zones: Insurance policies generally have exclusions in some form regarding war risks, political insurrection, terrorism, etc. which requires special policies to be put in place.
- Marine Research: Trips involving ocean-going activities also necessitate special handling.

It is impossible to surround all field situations and risks which may arise with an insurance envelope. Common sense

and practical considerations for eliminating or reducing risks should always take precedence. While the above attempts to provide some general guidelines, please be aware that there are restrictions and exclusions in all insurance policies which may affect coverage. Please refer all specific questions and concerns to the Risk Management and Insurance Department at 978-6478 or 978-7484.

APPENDIX B

CONTINUANCE OF UNIVERSITY BENEFITS PLAN COVERAGES WHILE ON RESEARCH AND STUDY LEAVE

For staff members who were covered by University benefit plans prior to going on research and study leave, the automatic continuance of such benefits is mainly determined by whether such leave is paid or unpaid.

FOR STAFF MEMBERS GOING ON PAID RESEARCH AND STUDY LEAVE:

- All University benefit plans in which the staff member is enrolled (e.g. Group Life Insurance, Long Term Disability, Pension, Group Health Benefits) are continued automatically while on paid leave.
- The University continues to pay its normal subsidy calculated on full base salary for all benefit plans in which the staff member is a participant during the period of paid leave.
- The staff member's regular monthly contributions for benefit plan coverage, calculated on full base salary, will automatically be deducted by the Payroll Department when the staff member is on paid leave.

FOR STAFF MEMBERS GOING ON UNPAID RESEARCH AND STUDY LEAVE:

- The University benefit plans in which the staff member is a participant are not continued automatically while on unpaid leave.
- The University does not continue its normal subsidy for any of the benefit plans in which the staff member is a participant during the period of the unpaid leave.
- The staff member may elect which benefit plan coverage he/she wishes to continue and/or suspend during the period of the leave by paying both the University's and employee's contributions toward the cost of the elected benefit plan coverage continued while on unpaid leave. The staff member must make the necessary arrangements with the Payroll/Benefits Representative in the Human Resources Department, to pay in advance the cost of the coverage elected in the form of a lump-sum payment or monthly post-dated cheques.

EXCLUSIONS FROM COVERAGE:

Under the University's Long Term Disability Insurance Plan, the following exclusions exist – a disability from bodily injury resulting directly or indirectly from insurrection, war, service in the armed forces of any country, or participation in a riot. However, if an insured employee becomes disabled while attempting to prevent a riot in the performance of the employee's occupation, benefits will be payable.

There are no exclusions under the University's Group Life and Survivor Income Benefit Insurance Plan.

APPENDIX C

ONTARIO HEALTH INSURANCE PLAN (O.H.I.P.) COVERAGE WHILE OUTSIDE OF ONTARIO AND/OR CANADA

Staff members and students who are already covered by OHIP may continue to maintain their OHIP coverage when they go on research or study leave outside of the province or country. The requirements and procedures for maintaining coverage are defined by the Ministry of Health and Long-Term Care and are summarized below. Ontario residents who have only recently obtained OHIP coverage should be aware that further restrictions regarding absences from Ontario are placed on them in the first six months of coverage. Further information should be obtained from the Ministry of Health.

SHORT ABSENCES FROM ONTARIO (UP TO 212 DAYS)

Staff members and students who are covered by OHIP are allowed to be away from the province of Ontario for up to 212 days (7 months) in any twelve-month period and continue to maintain their OHIP coverage. In order to maintain such coverage, you must maintain your Ontario residency, meaning that:

- your principal home is in Ontario; and
- you are physically present in Ontario for 153 days within a twelve-month period.

You do not need to make any special applications to the Ministry of Health and Long-Term Care in order to maintain your OHIP coverage during short absences.

LONGER ABSENCES FROM ONTARIO (MORE THAN 212 DAYS)

Staff members and students who will be absent from Ontario for more than 212 days in a twelve-month period may be able to continue their OHIP coverage; however, they must first apply to the Ministry of Health and Long-Term Care for approval.

Eligibility

You may be eligible for continued OHIP coverage during a longer absence if:

- your principal home is in Ontario;
- you are away for one of these reasons: study, work, missionary work, or vacation/other reason; and
- you have been physically present in Ontario for at least 153 days in any twelve-month period and for two consecutive years immediately before the absence.

Duration of Coverage

Upon approval, the duration of OHIP coverage for longer absences is as follows:

Study purposes - Duration of a full-time academic program (unlimited)

Work purposes - Repeatable five-year terms

Applying for Coverage Over Longer Absences

To apply for continued OHIP coverage during a longer absence, you must write or visit a Ministry of Health office. You will need to provide three pieces of identification, and a document from the University explaining the reason for your absence, and the duration and location of your work or study assignment. In most cases, staff and students can apply at the same time for approval of family members under nineteen years of age to be out of Ontario to accompany them for study or work. You are responsible for ensuring that you provide appropriate documents and obtain appropriate authorization of extended coverage prior to leaving on research or study work. A list of acceptable documents to provide when applying for extended coverage is available from the Ministry (see bottom of page for contact information).

Once you are away from Ontario on an approved absence, you may be eligible to remain away for a longer period. Contact the Ministry of Health office for further information.

Coverage Declined

Individuals whose OHIP coverage has been declined must arrange for alternate coverage. Employees should contact their decentralized Human Resources office. In such an instance, it may be possible for the staff member to apply for coverage through the University Health Insurance Plan (UHIP).

Lapse of OHIP Coverage

For individuals whose OHIP coverage has lapsed when they are on research or study leave out of the province, either because they were not granted approval by the Ministry or for another reason, must notify OHIP within 30 days of returning to Ontario. The Ministry of Health imposes a 3-month waiting period to anyone returning to Ontario. In this case, employees should arrange for OHIP-equivalent coverage for the 3-month waiting period through the current UHIP program. Employees must also contact their Decentralized Human Resources office upon arrival.

Questions regarding your OHIP coverage and leave of absences, should be directed to your nearest Ministry of Health office, or by contacting (416) 314-7444. Further information may also be obtained from the Ministry's web site at: <http://www.gov.on.ca>

APPENDIX D

O.H.I.P. AND GREEN SHIELD CLAIMS OUTSIDE OF ONTARIO AND/OR CANADA

Staff members and/or their eligible dependents who are subscribers to the University's Green Shield Extended Health Care Plan and who have coverage through the Ontario Health Insurance Plan (OHIP) are covered for any emergency medical illness or injury when travelling outside of Ontario or Canada. In order to be fully covered, staff members MUST maintain both their OHIP and Green Shield coverages. The Green Shield Deluxe Travel Plan covers eligible medical emergency expenses over and above those paid by OHIP.

Prior to departure on Research and Study Leave, the staff member should contact his/her decentralized Human Resources office to obtain a Green Shield Deluxe Travel Plan Brochure and a supply of Green Shield Claim forms.

EMERGENCY (NON-ELECTIVE) MEDICAL ASSISTANCE AND CLAIMS

In the event of an emergency, illness or accident travelling in Canada or the USA, phone the Green Shield World Access Centre at 1-800-936-6226, withing 24 hours. Call 0-519-742-3556 which is a "collect" (operator assisted) number for all other destinations in the world.

NOTE:You must provide your provincial health insurance number to the Green Shield World Access Centre before payments can be arranged on your behalf. Be sure to travel with your provincial health insurance number. Provide the World Access Centre assistance coordinator with your Green Shield ID number, and quote the World Access Group identifier #9758.

In addition to assistance such as helping you locate a physician, clinic, hospital in the area of your travel, the Green Shield World Access Centre will arrange, whenever possible, to pay for emergency services provided by a hospital or a physician, which are beyond your immediate ability to pay.

If you have incurred out of pocket expenses, claims must be submitted to Green Shield Canada who will then co-ordinate with OHIP reimbursement of those approved, eligible expenses. To make a claim, submit to Green Shield the patient name, provincial health number (OHIP), address, and Green Shield Identification number with detailed statement(s) showing the services rendered and the fees charged for each service.

GREEN SHIELD HEALTH DENTAL CLAIMS

The Green Shield Deluxe Travel Plan covers dental treatment to natural teeth which are necessitated by an accidental direct external blow to the mouth and which take place outside of Ontario and/or Canada. Other eligible dental expenses incurred outside Ontario are covered by the Green Shield Dental Care Plan, and are payable based on the Ontario Dental Association Fee Guide in effect at the time the eligible dental procedures are performed.

When eligible expenses are incurred outside Ontario and/or Canada, request detailed receipts (in duplicate if possible) which reflect all procedures performed and the cost of each procedure. The staff member should retain one set for his/her records and send the other set to Green Shield for their review and payment.

If you have any questions about your OHIP coverage, please contact OHIP directly at (416) 314-7444. If you require information about your coverage under the Green Shield Dental Plan, please contact Green Shield Customer Service Centre 1-888-711-1119. If you require information about eligibility or enrolment in the Green Shield Plans, please contact your decentralized Human Resources Office.

APPENDIX E

WORKPLACE SAFETY AND INSURANCE BOARD BENEFITS FOR FIELD RESEARCH

COVERAGE

Employees of the University are covered by the Workplace Safety and Insurance Board (WSIB) for injuries arising in the course of their employment.

Individuals who are not covered include:

- undergraduate students;
- postgraduate students; and
- graduate student research assistants or research fellows who receive payment for their work by way of a scholarship, fellowship, or bursary.

Graduate students who are also teaching assistants are covered only while carrying out their duties as a teaching assistant.

If there is any doubt about an individual's status with respect to WSIB coverage, contact the University's WSIB Administrator, in Health and Wellbeing Programs and Services for further information (978-8804).

COVERAGE WHILE OUT OF ONTARIO

If an employee's work takes him/her out of Ontario for less than six months, coverage is automatic as long as work is being done for the University. If this work is likely to last six months or longer, the University must apply to the Workplace Safety and Insurance Board to extend the coverage.

The procedure for obtaining this extended coverage is as follows:

1. As soon as the dates during which the employee will be out of Ontario are known, the Department Head or designate must contact the University's WSIB Administrator in writing, giving the destination, departure date, return date, list of all personnel involved in the trip, their occupations, and department.

This information is to be forwarded to the:

WSIB Administrator
Health and Wellbeing Programs and Services
263 McCaul Street, 2nd Floor
TEL: 416-978-8804

Requests for this extended coverage must be made at least four weeks prior to departure.

2. The WSIB Administrator will contact the Workplace Safety and Insurance Board to request the extension of coverage, and will notify the Department Head when the application is accepted.

APPENDIX F

TRAVEL HEALTH AND IMMUNIZATION GUIDELINES

Immunization may be required for travel outside Canada depending on the travel destination, length of stay, and whether or not your routine immunizations are up-to-date. Since it can take several weeks for an immunization to protect you against a disease, you should consult your family physician or a travel clinic at least two to three months before your trip.

Employees of the University may contact the Occupational Health Service at 978-3195. Students may contact the University Health Service at 978-8030.

Through its Travel Medicine Program, the Health Protection Branch - Laboratory Centre for Disease Control of Health Canada provides information regarding immunizations in addition to other travel health information (e.g. disease outbreaks, prevention, treatment) for persons travelling outside Canada on their web site at:

http://www.hc-sc.gc.ca/hpb/lcdc/osh/tmp_e.html

APPENDIX G

DEPARTMENT OF FOREIGN AFFAIRS TRAVEL ADVISORY REPORTS

Individuals travelling abroad must undertake an evaluation of potential risks to personal security and be familiar with the recommended practices to minimize such risks. Travel advisory reports containing up-to-date information on safety, security and health concerns for many countries are regularly issued by the Department of Foreign Affairs and International Trade (DFAIT), and should be consulted whenever planning travel outside of Canada. The Consular Services of the DFAIT are involved in assisting Canadians prepare for foreign travel and provide a variety of

services to them abroad.

Travel advisory reports are accessible on the DFAIT's website at:

<http://www.dfait-maeci.gc.ca/travel/menu-e.asp>