UNIVERSITY OF ALBERTA

FIELD RESEARCH RISK MATRIX APPROVAL AND ACTION REQUIREMENTS

Risk Matrix for Off-Campus Activity and Travel involving Field Research

Instructions for using this Matrix to assign the overall risk level to your off-Campus Activity and Travel :

1. If travelling to a conference, meeting, attending a member institution or similar and the risk Level is 1 (Low) to Level 3 (Moderate) NO Field Activity Safety Plan (FASP) is required but the Traveller Checklist must be completed. For Risk Level 4 (High) and Level 5 (Extreme) if travelling to a conference, meeting, attending a member institution or similar, a **FASP IS REQUIRED**.
   For all other forms of field research/activity refer to this Risk Matrix.
2. **FIELD TRIPS** in or around university campuses are generally low risk. If the field trip involves undergraduate students, and if the location, activities, and proximity to EMS are all low-risk, it's considered a low or medium risk field trip and **NO FASP** is required, but the Program Lead must complete the Field Trip Travel Checklist. Please see the HSE Requirements for Field Trips and Field Schools.
3. Start with column two: "Risk Category: Who is traveling? " and proceed to the right across the row. If all conditions apply for each risk category you have assessed the risk level as indicated in that row.
4. You must assess the overall risk based on the highest risk level. For example your location category is assessed as Risk Level 2 (medium), but your activity is assessed at Risk Level 4 (high), then your overall risk is Risk Level 4 (high). Refer to the Examples of Field Activities with Risk Levels assigned, strictly for an overview of field research activities; however, do not rely solely on the examples listed, as individual research activities may vary. Always assess risk using the provided Risk Matrix before engaging in any new activity.
5. Based on the overall risk, take the actions as outlined in the supporting Chart.

Risk Level	Risk Category: Who is traveling?	Risk Category : Location	Risk Category : Activity	Risk Category: Availability of Emergency Medical Services (EMS) (proximity to hospitals / first responders- ground OR air ambulance)
1 (Low)	Staff (Faculty, Support staff, Postdoctoral Fellows), Graduate students.	**A location** where Global Affairs Canada (GAC) Travel Advice and Advisories indicate **"Take normal security precautions".** Typically travel within Canada is low risk. However, all travellers should look at the current situation to assess possible hazards such as wildfires, natural disasters, severe weather, and public health warnings should be taken into consideration in determining whether the risk level has increased.	An activity that entails hazards or risk no greater than those encountered by **average** participants in their everyday lives	Close to EMS (**within 20 minutes**) - e.g. city limits
2 (Medium)	Undergraduate student (Refer #2 above)	**A location** where Global Affairs Canada (GAC) indicates **"Exercise a high degree of caution".**	Activities that entail a higher level of risk than individuals would encounter in their daily lives, **but those risks are easily minimized by engineered controls, administrative processes, training and appropriate PPE.**	Distant Work Site to EMS (**20-40 minutes**)
3 (Moderate)		**A location** where Global Affairs Canada (GAC) indicates **"Exercise a high degree of caution".**	Activities that entail a higher level of risk than individuals would encounter in their daily lives, **but those risks** can be minimized **by engineered controls, administrative processes, training and appropriate PPE.**	Isolated Work Site to EMS (**more than 40 minutes**)
4 (High)		**A location** where Global Affairs Canada (GAC), indicates **"Avoid non- essential travel".**	Activities that have the potential to expose participants to hazards that are significantly greater than those likely to be encountered in their everyday lives **but those risks can be markedly reduced through engineered controls, administrative processes, specialized training and appropriate PPE.**	Isolated Work Site to EMS (**more than 40 minutes) + difficult rescue**
5 (Extreme)		**A location** where Global Affairs Canada (GAC) indicates "**Avoid all travel".**	An activity for which there is **substantial risk to participants and risks cannot be reduced with any reasonable probability.**	Isolated Work Site to EMS (**more than 40 minutes) + extremely difficult rescue (crevasse rescue, etc.)**

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APPROVAL REQUIREMENTS

TRAVELLER	Faculty/Staff / Volunteers	Graduate Students	Undergraduate Students
RISK LEVEL	APPROVER		
1 (Low)	None	Supervisor	Program Lead/Instructor
2 (Medium)	Supervisor with Safety Representative[1] review	Supervisor with Safety Representative review	Supervisor with Safety Representative review
3 (Moderate)	Chair/Dean (NDF)[2] with Safety Representative review	Chair/Dean (NDF) with Safety Representative review	Chair/Dean (NDF) with Safety Representative review
4 (High)	Chair/Dean (NDF) with SME[3] Review	Chair/Dean (NDF) with SME Review	Chair/Dean (NDF) with SME Review
5 (Extreme)	Dean with SME Review	Dean with SME Review	Provost in consultation with HSE[4], Dean and SME Review

Field Activities*
ACTIONS REQUIRED

Risk Level 1 (Low)		
Traveler	**Actions**	
	Within Canada	**International Travel**
Faculty/ Staff	• Follow the Field Research Traveller Checklist for Domestic Travel	• Follow the Field Research Traveller Checklist for International Travel
Graduate Students	• Follow the Field Research Traveller Checklist for Domestic Travel	• Follow the Field Research Traveller Checklist for International Travel
Undergraduate Students	• Follow program lead's directions as required. • Follow the Field Activity Traveller Checklist for Domestic Travel	• Follow program lead's directions as required. • Follow the Field Research Traveller Checklist for International Travel

* **For Field Trips and Field Schools please see the HSE Requirements for Field Trips and Field Schools.**

[1] Safety Representative - Health and Safety Advisors within Faculties (Faculty of Agricultural, Life & Environmental Sciences -(ALES), Faculty of Engineering, Faculty of Medicine and Dentistry-(FOMD) and Faculty of Science) and HSE- Health and Safety Advisors for all other faculties.
[2] NDF - Non Departmentalized Faculties
3 SME - Subject Matter Expert
[4] HSE - Health, Safety and Environment

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RISK LEVEL 2 (MEDIUM) TO RISK LEVEL 5 (EXTREME)		
TRAVELLER	**ACTIONS**	
	Within Canada	**International Travel**
Faculty/Staff / Volunteers	• Take the Field Research Safety Training • Prepare Field Activity Safety Plan and FASP Addendum and obtain approvals • Register FASP in the Central Field Activity Plan Registry • Request a Daily Field Safety Log Book	• Take the Field Research Safety Training • Follow the Field Activity Traveller Checklist for International Travel • Prepare Field Activity Safety Plan and FASP Addendum and obtain approvals • Register Field Research in this Google Form • Request a Daily Field Safety Log Book • Register travel in ISOS
Graduate Students	• Take the Field Research Safety Training • Follow Field Activity Safety Plan prepared by supervisor • Participate in the Daily Field Safety discussions	• Take the Field Research Safety Training • Follow the Field Activity Traveller Checklist for International Travel • Follow Field Activity Safety Plan prepared by supervisor • Register travel in ISOS
Undergraduate Students in Field Schools	• Take the Field Research Safety eLearningTraining+ • Follow Field Activity Safety Plan prepared by supervisor • Participate in a pre-departure orientation • Participate in the Daily Field Safety discussions	• Take the Field Research Safety eLearning Training • Follow the Field Activity Traveller Checklist for International Travel • Follow Field Activity Safety Plan prepared by supervisor • Participate in a pre-departure orientation • Ask Risk Management and Insurance if a waiver is required.

+ **NOTE: For Field Schools, please see this document.**

Attendance at Conferences, meetings, attending a member institution or similar ACTIONS REQUIRED

RISK LEVEL 1 (LOW), LEVEL 2 (MEDIUM), LEVEL 3 (MODERATE)		
TRAVELLER	**ACTIONS**	
	Within Canada	**International Travel**
Faculty/Staff / Volunteers	• Follow the Field Activity Traveller Checklist for Domestic Travel	• Follow the Field Activity Traveller Checklist for International Travel • Register travel in ISOS
Graduate Students	• Follow the Field Activity Traveller Checklist for Domestic Travel	• Follow the Field Activity Traveller Checklist for International Travel • Register travel in ISOS
Undergraduate Students	• Follow program lead's directions as required. • Follow the Field Activity Traveller Checklist for Domestic Travel	• Follow program lead's directions as required. • Follow the Field Activity Traveller Checklist for International Travel • Register travel in ISOS

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RISK LEVEL 4 (HIGH) AND RISK LEVEL 5 (EXTREME)		
TRAVELLER	**ACTIONS**	
	Within Canada	**International Travel**
Faculty/Staff / Volunteers	• Take the Field Research Safety Training • Prepare Field Activity Safety Plan • Register in the Central Field Activity Plan Registry	• Take the Field Research Safety Training • Follow the Field Activity Traveller Checklist for International Travel • Prepare Field Activity Safety Plan and obtain approvals • Register Field Research in this Google Form • Register travel in ISOS
Graduate Students	• Take the Field Research Safety Training • Follow Field Activity Safety Plan prepared by supervisor • Register in the Central Field Activity Plan Registry	• Take the Field Research Safety Training • Follow the Field Activity Traveller Checklist for International Travel • Follow Field Activity Safety Plan prepared by supervisor • Register travel in ISOS
Undergraduate Students in Field Schools	• Take the Field Research Safety Training • Follow Field Activity Safety Plan prepared by supervisor • Register in the Central Field Activity Plan Registry	• Take the Field Research Safety Training • Follow the Field Activity Traveller Checklist for International Travel • Follow Field Activity Safety Plan prepared by supervisor • Ask Risk Management and Insurance if a waiver is required. • Register travel in ISOS