

# TRAVEL AND FIELDWORK RISK MATRIX GUIDELINE

Use the risk matrix below to help determine what institutional processes must be followed and /or prepared in advance of conducting travel and/or fieldwork. This analysis should be part of initial planning, at least two or three months prior to travel.

**INSTRUCTIONS: 1)** Find the most accurate location and the most hazardous activities that will be conducted as part of the fieldwork, research, teaching, outreach work and international travel. **2)** Then, refer to page two (on flipside) to determine what documentation, processes and approvals must be in place prior to and during planning of the trip.

LOCATION AXIS																		
International	Conflict or War Zone																	
	Politically Unstable Zone																	
	Remote (Cold)																	
	Remote (Warm)																	
	Rural																	
	Urban																	
	Another Institution																	
Domestic	Remote																	
	Rural																	
	Urban																	
	Another Institution																	
ACTIVITIES AXIS	Interviews/ Classroom (low risk only)																	
	Dry Laboratory																	
	Wet Laboratory																	
	Driving On Roads (in vehicle)																	
	Driving Off Roads (vehicle or other)																	
	Moderate Risk Outreach																	
	Higher Risk Environmental (Temperature, elevation, ice, etc.)																	
	Excavations (50cm or deeper)																	
	Working with Animals (Domestic & wild, banding, trapping, veterinary, etc.)																	
	Working at Heights (Towers, bridges, cliffs, & small aircraft or helicopter, etc.)																	
	Working In, Under or Over Water (Diving, waders, boats, scaffolds, etc.)																	
	Using High Voltage Electrical, Explosives or Firearms																	
	High Risk Biohazards or Radioactives																	
		Low Risk	Moderate Risk (FTSP required)				High Risk (FTSP required)				No go without special authorization							

## Other Considerations:

- Start planning early (several months before proposed travel/fieldwork start date)
- Cellular phone coverage and the possible need for a satellite phone (remote locations, lack of assistance, etc.)
- The possibility of escalation of instability (war, riots, bombs, etc.) in the region to which you plan to travel
- The need for vaccinations against disease and infection
- Evaluate hazards endemic to the area (flora, fauna and insects, diseases, dangerous terrain, weather, fires, etc.)
- General language and communication barriers
- Emergency response logistics (availability, communication, contact information, locations, etc.)
- Limited resources, different standards and practices in some countries
- Ensure you have the required authorizations and permits for driving overseas

## FIELDWORK RISK ASSESSMENT FOLLOW UP CHECKLISTS

Below are the minimum requirements according to your identified risk level and destination of your travel and fieldwork, research, teaching and/or outreach activities:

### Low Risk Domestic

- Ensure proper college and departmental approvals and notifications are in place
- Consider emergency preparedness and response for all activities, including nearest medical facility
- Follow all work procedures as they are written and use all necessary personal protective equipment

### Moderate Risk Domestic

- Ensure proper college and departmental approvals and notifications are in place
- Ensure all waivers, permits, notifications and insurance are in place
- Develop a formal Fieldwork and Travel Safety Plan (FTSP); contact [Safety Resources](#) for more information
- Consider emergency preparedness and response for all activities, including nearest medical facility
- Follow all work procedures as they are written and use all necessary personal protective equipment

### High Risk Domestic

- Inform Risk Management and Insurance Services at 306-966-8753
- Ensure proper college and departmental approvals and notifications are in place
- Ensure all provincial and national approvals, waivers, permits, notifications and insurance are in place
- Develop a formal Fieldwork and Travel Safety Plan (FTSP); contact [Safety Resources](#) for more information
- Consider emergency preparedness and response for all activities, including nearest medical facility
- Follow all work procedures as they are written and use all necessary personal protective equipment

### Low and Moderate Risk International Travel (including the United States)

- These are destinations under 'Exercise normal or high degree of caution' travel advisories as per the [Department of Foreign Affairs](#)
- Inform [ISSAC](#) of upcoming travel
- Develop a Travel Safety Plan if travel involves international fieldwork or group study programs
- Students must complete the International Travel Registry and an online pre-departure orientation
- Travelers must be properly insured for the entire duration of their trip
- The affiliated college may offer a program-specific orientation to students prior to departure

### High Risk International Travel

- These are destinations under 'Exercise normal or high degree of caution' travel advisories as per the [Department of Foreign Affairs](#)
- Travel is considered high-risk due to the nature of the proposed activity and/or additional risks posed by the location/work environment
- Inform [ISSAC](#) and [Safety Resources](#) of upcoming travel
- Ensure proper college and departmental approvals and notifications are in place
- Ensure all international approvals, waivers, permits, notifications and insurances are in place
- Develop a formal Fieldwork and Travel Safety Plan in collaboration with Safety Resources and ISSAC
- Students must complete the International Travel Registry and an online pre-departure orientation
- Travelers must be properly insured for the entire duration of their trip
- The affiliated college must offer a program-specific orientation to students prior to departure

### No Go Without Special Authorization

These are countries and/or areas under a severe travel advisory; 'Avoid non-essential or all travel' as per the [Department of Foreign Affairs](#)

- Consider alternative destinations
- Inform [ISSAC](#) of potential travel:**
  - Travel will not be allowed without a successful exemption from the University's International Travel Risk Management Policy. This should only be pursued for graduate travel if there are no viable options for conducting the proposed study/research in a safer area. Travel must have a strong academic reason and both the student and the affiliated college must be willing to take additional mitigation measures to avoid and prepare for risks
  - All exemption requests must include a detailed Travel Safety Plan and a thorough explanation of logistical arrangements, a detailed itinerary and a description of local partners and available supports in the destination country
  - The process must be initiated at least 3 months before estimated departure by contacting ISSAC
- If a student receives an exemption from the ITRM policy, the student will:**
  - Complete the International Travel Registry and an online pre-departure orientation
  - Attend a safety orientation offered by a local partner or the affiliated college at the U of S
  - Agree to stay in regular contact with ISSAC during their travel
  - Traveler(s) must be properly insured for the entire duration of their trip

- **Contact the International Student and Study Abroad Centre (ISSAC) at 306-966-4925**
- **Contact Safety Resources at 396-966-4675**
- **If you have any questions about your expectations please call Risk Management and Insurance Services at 306-966-8753**