

<b>Title</b>	<b>Off-Campus Activity – Safety and Risk Management</b>
<b>Number</b>	<b>C5001</b>
<b>Category</b>	<b>Risk Management</b>

## 1. PURPOSE

This policy is designed to ensure a systematic and consistent process for the planning, organization, and oversight of off-campus activities involving Langara College community members. The exercise of due diligence in the identification, assessment, and mitigation of foreseeable risks with respect to all off-campus activities are paramount to the process.

Langara College encourages and supports off-campus activities that provide clear benefits to students, staff, and faculty and that are planned, approved, and administered in a way that minimizes risk and promotes activity preparedness, safety, and the well-being of all participants.

This policy outlines the elements involved in risk assessment, assigns responsibility for approval of off-campus activities, and ensures that such approval is granted in accordance with Langara College policies and procedures and in accordance with the College's risk appetite.

## 2. DEFINITIONS

**Activity Administrator** – the Dean, Director, Manager, or Department Chair to whom the group leader reports.

**Campus** – is any indoor or outdoor space under the control and management of the College, or leased by the College, including areas not located on the main Langara campus.

**College community member** – includes all Langara College employees, service providers, students, and volunteers while such individuals are acting in a capacity related to their role at the College, whether or not it is on College property.

**Critical incident** – an unexpected and/or unstable event that poses a potential or real immediate threat and/or danger to the health, safety, well-being, or security of participants in an off-campus activity.

**Employee** – an individual directly employed and paid by the College to provide services on its behalf.

**Group Leader** – an employee who is assigned responsibility to lead and supervise the off-campus activity.

**Off-campus activity** – means a College organized or endorsed activity involving one or more College community members, which takes place beyond the boundaries of a Langara College campus.

**Risk** – is a probability or threat of damage, injury, liability, loss, or any other negative occurrence that may materially and/or adversely impact the continuity of the off-campus activity and/or any College community member.

**Risk assessment** – a process in which the Group Leader(s) and Activity Administrator assess and document the overall level of risk in an off-campus activity.

**Service provider** – anyone who performs an unpaid service to the College; anyone paid through a contract or agency relationship to provide services to the College.

**Student** – an individual who has applied for admission to the College, has been granted admission to the College, is enrolled in, auditing, or participating in any College course or program, or when not enrolled or registered for a particular Semester, is eligible to enroll in future terms without seeking readmission.

**Volunteer** – an individual who is performing work on a voluntary basis under the direct or indirect control of the College.

### 3. POLICY

#### Scope

- 3.1 This policy applies to all College community members, and to all off-campus activities led, supervised, and/or sanctioned by the College, including social, business, and professional development activities.
- 3.2 This policy does not apply to practicum, clinical, co-op or work experience placements in the province of B.C., as students participating in these activities are governed by WorkSafe BC regulations.
- 3.3 This policy does not cover activities over which the College exercises no control and for which it can therefore take no responsibility. Specifically, among others, it does not cover:
  - a) external activities (including consulting) undertaken by faculty, staff, or students that are not part of the individual's employment responsibilities or academic program at the College;
  - b) activities organized exclusively by students or student groups without expressed approval or sanction from the College;
  - c) travel or activities of any person who is not a College community member as defined in this policy; or
  - d) personal travel or activities undertaken before, during, or after an off-campus College activity.

#### Responsibilities

- 3.4 All College community members are responsible to prepare themselves in advance for off-campus activities in which they intend to participate, and to conduct themselves in a safe manner while engaging in the off-campus activity.
- 3.5 Primary responsibility and accountability for meeting the College's requirements for the safety of all participants during an off-campus activity are delegated by the

responsible Activity Administrator to those in positions of authority closest to the activity, often the Group Leader(s), and may involve the Office of Student Conduct, Accountability, and Support.

- 3.6 While the College 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 Activity Administrator will provide informational resources to communicate the risks of the activities to the College community members.
- 3.7 College 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.

### **General**

- 3.8 The extent of advance planning and preparation should be commensurate with the level of risk associated with the off-campus activity. An off-campus activity that has the potential to expose participants to risks that are greater than those likely to be typically encountered in regular travel to/from campus and in regular experiences on campus requires the completion of a Risk Assessment.
- 3.9 Travel to destinations that are classified by the [Canadian Government](#) with risk levels that advise travelers to avoid all non-essential travel or avoid all travel is not permitted. Any exceptions to this are to be reviewed by Enterprise Risk Management and approved by executive leadership.
- 3.10 An off-campus activity may be suspended or cancelled at any time if the Group Leader(s) or responsible Activity Administrator determines that risks to the safety of College community members are, or have become, unacceptable to the College, or the [Canadian Government](#) amends the risk level in accordance with 3.9.
- 3.11 In the event of an off-campus emergency or critical incident that exceeds the capacity or authority of the employee or Group Leader to manage the situation, the employee or Group Leader will notify the Activity Administrator.
- 3.12 The Employee/Group Leader has a duty to report all incidents that occur in an off-campus activity as outlined in the Off-campus Activity Guide & Procedures.
- 3.13 All applicable College policies including, but not limited to, Standards of Student Conduct, Ethical Conduct, Respectful Workplace, Sexualized Violence Response, and Occupational Health and Safety apply to this policy.
- 3.14 This policy is informed by all current relevant regulations and legislation, and all applicable College policies.

## **4. RESPONSIBILITY**

For inquiries relating to this policy, contact the Vice-President, Administration and Finance or the Provost and Vice-President, Academic.

**5. REGULATIONS/PROCEDURES**

Off-Campus Activity Guide & Procedures

[Workers Compensation Act](#)

[Occupational Health and Safety Regulation](#)

<b>History/Revision</b>	
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