Field Trip Due Diligence Check List

☐ Safety Officer Appointed.

☐ Site assessed, risks identified and required safety procedures in place.

☐ Communication plan in place.

☐ Equipment approved and in good working order.

☐ Clothing and Personal Protective Equipment needs identified and complied with.

☐ Transportation plans in place and approved.

☐ Food and accommodation plan in place and approved.

☐ Participants trained as to their roles and responsibilities.

☐ First Aid supplies provided and trained First Aid providers identified.

☐ Assurance of satisfactory state of health and immunization status for the purposes of travel to and participation in activities at the field location.

☐ Environmental assessment completed.

☐ Insurance and Waiver requirements identified.

☐ Review travel advisories at DFAIT website

NOTE: a DFAIT advisory against travel in a region may invalidate your personal and medical insurance. Check with your insurance agent.

(http://www.voyage.gc.ca/countries_pays/menu-eng.asp)