

TAKING TOLL: RISK ASSESSMENT PLANNING RECORD

1. DEPARTMENT:

2. NAME/TYPE OF PROGRAM:

3. NAME OF STUDENT:

4. ACADEMIC/PROGRAM SUPERVISOR:

5. LOCATION OF STUDY/WORK ABROAD PROGRAM:

Country/Countries: _____

Geographical Site: _____

Contact name at site: _____ Email address at site: _____

Telephone # at site: _____ Street address of site: _____

Nearest City: _____

(name, distance to)

6. DATE OF DEPARTURE:

7. DATE OF RETURN:

8. STUDENT CONTACT INFORMATION

Name: _____

Address: _____

Telephone #: _____

Fax #: _____

EMAIL: _____

9. IN-CANADA SUPERVISOR OR CONTACT:

Name: _____

Department: _____

Telephone #: _____

Fax #: _____

EMAIL: _____

10. ALTERNATE IN-CANADA PROGRAM EMERGENCY CONTACT:

Name: _____

Department: _____

Telephone #: _____

Fax #: _____

EMAIL: _____

11. CANADIAN EMBASSY IN THE (NEAREST) COUNTRY:

Contact Name: _____

Department: _____

Telephone #: _____

Fax #: _____

EMAIL: _____

12. HOST INSTITUTION/AGENCY IN THE COUNTRY. (E.G. UNIVERSITY, NON-GOVERNMENTAL ORGANIZATION, GOVERNMENT MINISTRY, RESEARCH STATION)

Institution: _____

Contact Name: _____

Department: _____

Telephone #: _____

Fax #: _____

EMAIL: _____

13. IDENTIFYING A PROGRAM - GOALS AND OBJECTIVES (Please list your goals and objectives for this program)

14. IDENTIFYING A PROGRAM – EXPECTATIONS (What are your expectations regarding living conditions, accommodation, food, climate, study/work placement, health regulations, cultural interactions, workplace safety, and communications?)

15. CHOOSING A PROGRAM - WHAT DO YOU KNOW ABOUT THIS ORGANIZATION? (Please use the “Getting from A – Z Booklet” to complete this part, and for example questions to ask yourself.)

16. WORKPLACE RESPONSIBILITIES AND SAFETY - NATURE OF STUDY/WORK ABROAD PROGRAM: (Example questions to think about: What will you be expected to do on this program? Do you have the opportunity to choose the type of activities? What are working conditions like? Does the organization take steps to ensure a safe working environment? etc...)

17. PHYSICAL DEMANDS (if applicable):

- Diving and other Underwater Activities
- Climbing
- High altitudes
- Trekking

18. OTHER:

- _____
- _____
- _____
- _____

19. HOST CULTURE/COUNTRY (Example questions to think about: What is the political system in the country? How will your financial position and social status compare with the majority of people living in the country you are going to? What things are taboo in the country? What is the direction of traffic? etc...)

20. ACCOMMODATION – Have you found suitable short-term and long-term accommodation? (Will you have electricity, water, heat, etc? What are the living conditions like?)

RISK ASSESSMENT PLANNING RECORD

A **RISK** is a potential incident, activity or situation where your health and safety could be threatened or violated.

While abroad you will be in unfamiliar surroundings and will be exposed to risks to your person and possessions. Some of the situations that could cause your safety to be threatened may include:

- > Health Risks (epidemics, nuclear hazards, pollution, water and air contaminants),
- > Environmental / Natural Disasters (floods, earthquakes, mudslides),
- > Civil Unrest (Strikes, Political Turmoil, violent incidents, street demonstrations, riots),
- > Legal Risks (crime, petty theft),
- > Serious Illness or Injury, including sexual assault and mental illness
- > Other Traumatic Events (personal risks and emergencies).

Every site has hazards. A **HAZARD** is something that is dangerous or likely to cause damage. It is your responsibility to research and be aware of hazards that are specific to your site. See Appendix of Common Hazards for some examples.

Use the following explanations to help you fill out the Risk Assessment Charts that follow:

A. RISK IDENTIFICATION

(Definition: "Recognizing that a hazard exists and trying to define its characteristics. It is a deliberate procedure to review, <http://www.sra.org>)

- List the predominant dangers / situations that you will encounter.

B. RISK ANALYSIS

(Definition: "The process of describing possible negative effects of the hazard, and their reversibility or

- Put risks into their contexts.
- Analyze the exposure to the risk.
- Identify your perceptions of the risk.

C. RISK CHARACTERIZATION

(Definition: "The process of considering the risk, and the potential exposure to the hazards, and determining the nature

- Identify individuals or groups who are at risk. Determine whether or not some people are more likely to be at risk than others.
- Determine the severity of the anticipated adverse impacts or effects.
- List any evidence which supports the conclusions about the risk.
- Determine what is uncertain about the nature or magnitude of the risk.
(Federal Commission on Risk Assessment and Risk Management <http://www.riskworld.com/riskcommission/Default.html>)

D. RISK EVALUATION

(Definition: "A component of risk assessment in which judgments are made about the significance and acceptability of risk" www.sra.org)

- Consider health, environmental, social and cultural consequences.
- Make a judgement about the significance and acceptability of risk (low, moderate, high).
- Use DFAIT Advisory to assess significance and acceptability of risk. (http://voyage.dfait-maeci.gc.ca/destinations/menu_e.htm)

E. RISK MANAGEMENT

(Definition: "The process of determining actions and precautions to take to prevent or reverse the impacts of the identified

- List the actions and precautions to take.

21. HEALTH:

List risks pertaining to your program placement and host country associated with personal health or health insurance, and the measures for eliminating or reducing the risks to acceptable levels. Examples to consider are: what diseases are prevalent? (see box 22 for listing of diseases), what immunizations are required?, do you have any personal health factors that could constitute a risk (i.e. allergies), do you have enough health coverage? Is medical help available in the region you will go to? Are there English speaking doctors? etc...

A. RISK IDENTIFICATION	B. RISK ANALYSIS	C. RISK CHARACTERIZATION	D. RISK EVALUATION (low, moderate, high)	E. RISK MANAGEMENT
<p>Example: Increased reports of Dengue Fever in parts of the country you are going to - as well as cholera, hepatitis A, malaria (regional), tuberculosis, typhoid fever, and yellow fever (regional).</p>	<ul style="list-style-type: none"> > I could get sick, permanently or temporarily. > My trip could be cut short. > I am not yet sure of which regions are affected so I don't know if I will be exposed. > Potentially a lot of risk 	<ul style="list-style-type: none"> > Risk is likely if I go into those regions. > Less likely if I don't go to those regions > The warnings on DFAIT have confirmed this. > I don't know how all these diseases are transmitted. 	<ul style="list-style-type: none"> > Serious risk without proper preventative measures. 	<ul style="list-style-type: none"> > I will visit a Travel Health Clinic to research and get necessary immunizations and learn how diseases are transmitted. > Try to avoid areas where there is greater risk of infection. > I will research area affected.

23. ENVIRONMENTAL SAFETY:

List identified risks associated with the environment. For example: issues relating to seasonality, water potability, extreme heat/cold, direction of traffic, earthquakes, animals, etc.

A. RISK IDENTIFICATION	B. RISK ANALYSIS	C. RISK CHARACTERIZATION	D. RISK EVALUATION (low, moderate, high)	E. RISK MANAGEMENT
<p>Example: Typhoon warnings from October – January.</p>	<ul style="list-style-type: none"> > Safety threatened. > Typhoons occur regularly all over the country. > Will be difficult to avoid during the rainy season. > Some areas will be at more risk than others. 	<ul style="list-style-type: none"> > People living in less built up regions at more risk. > Homes are often destroyed, and people can be injured by flying debris. > Driving during typhoons is not recommended. > Uncertain when a typhoon will hit. 	<ul style="list-style-type: none"> > Potentially high risk, depending on the severity of the storm. 	<ul style="list-style-type: none"> > I will talk to Local Embassy to find out what steps need to be taken in case of a typhoon and plan accordingly. > I will pay close attention to weather reports > I will contact my travel agent or tour representatives and hotels to ensure that all services are available.

24. LEGAL CONSIDERATIONS:

List identified risks associated with the laws of the country in which you will be living. Examples of things to consider: drug/alcohol laws, punishment for crimes, legal system, who to contact, sexuality, chewing gum, etc.

A. RISK IDENTIFICATION	B. RISK ANALYSIS	C. RISK CHARACTERIZATION	D. RISK EVALUATION (low, moderate, high)	E. RISK MANAGEMENT
<p>Example: Photography at airports, railway stations, naval bases, air bases, military installations, public water and energy plants, police stations, harbors, mines, and bridges is prohibited in your host country. Laws are strictly enforced and all restrictions should be observed. If in doubt, look for an official and ask for permission.</p>	<ul style="list-style-type: none"> > Could get put in jail. > Could receive a fine. > Could delay travel plans > Could get deported. > Risk is very preventable. Awareness of the laws is the key to avoiding trouble. 	<ul style="list-style-type: none"> > Foreigners are more likely to be at risk than locals. > I am likely to visit one of these locations at some point during my stay. 	<ul style="list-style-type: none"> > Low risk, due to preventability. > Consequences are legal. 	<ul style="list-style-type: none"> > Avoid taking pictures at those locations. > Observe locals for behavioral etiquette. > Research penalties and other laws. > Ask permission before taking pictures.

25. PERSONAL RISKS AND EMERGENCIES:

List any identified risks associated that may not have been covered by other sections. For example: regarding personal choices, language, recreational activities, sexuality, accidents, violence, other...etc..

A. RISK IDENTIFICATION	B. RISK ANALYSIS	C. RISK CHARACTERIZATION	D. RISK EVALUATION (low, moderate, high)	E. RISK MANAGEMENT
<p>Example: Crime is an ongoing concern in your host country. Violent crimes, such as car hijacking, assault, and armed robbery are frequent. There have been cases of short-term kidnapping where the victim was forced to withdraw money from an automatic teller machine.</p>	<ul style="list-style-type: none"> > I could be a victim of any of the crimes mentioned. > Exposure to this risk is very high. > Difficult to prevent risks from occurring. 	<ul style="list-style-type: none"> > Likely to happen if I am travelling alone, or look as though I have a lot of money, are wearing flashy clothes, etc. > Women and travellers are probably more at risk. > Impacts could be financial, or threaten personal safety. > DFAIT warns Canadians about this risk. 	<ul style="list-style-type: none"> > Risk ranges from low to high, depending on areas I will travel in, and my behaviours. > Consequences could be severe. 	<ul style="list-style-type: none"> > Avoid travel alone. > Consider other forms of currency, for example travellers cheques. > Avoid areas known for crime. > Dress moderately, and conservatively. > Be aware of my surroundings, and people.

HAZARD IDENTIFICATION AND RISK ASSESSMENT PLANNING RECORD

26.

I have been in contact with a past participant of this program or a person who has been to my host country/
region. YES NO Explain _____

27.

Please Attach a copy of the DFAIT Travel Advisory Report for the area you will be going to.
http://voyage.dfait-maeci.gc.ca/destinations/menu_e.htm

28. ACKNOWLEDGEMENT OF PARTICIPANT:

I, the undersigned, acknowledge that:

- a) I am informed of the risks of this program (listed herein) and that I accept them and any consequences that may result from them while participating in this program:
- b) I am in good health and have disclosed any special needs that would affect my performance in this program;
- c) I have received all of the prescribed immunizations; and
- d) I will comply with the established safety procedures.

NAME: _____

SIGNATURE: _____

DATE: _____

29. SIGNATURE OF SUPERVISOR/DEPARTMENT HEAD (or equivalent):

I acknowledge receipt of this document and am aware that all students participating in this program have been fully briefed as to the risks and all have signed a waiver indicating that they accept these risks.

Name (please print)

Signature

Date