
Policy Title: **On the land Educational and/or Therapeutic Experiences**

Policy Statement:

The Tlicho Community Services Agency recognizes the educational and therapeutic benefit of on the land experience and supports these experiences if they are an integral part of educational and/or therapeutic programs. We also recognize that being on the land poses an unusual risk to the safety of both employees and clients and as such must be appropriately planned and approved.

All documentation relating to planning, supervision, and follow-up of a trip will be kept for 7 years.

Purpose:

The purpose of this policy is to delineate responsibilities of Directors, Managers, trip supervisors and TCSA employees in preparation, management, and follow-up of day trips and extended overnight experiences on the land

Procedures:

1.0 AUTHORIZATION

1.1 Authorization will be requested from the appropriate person **preferably at least 4 weeks in advance of the proposed trip.** (Exceptions may be made to this time line if necessary).

1.2 Appropriate people to authorize a trip include:

- a) School Principal or vice-principal for day trips
- b) **Director of Education for extended trips**
- c) Health or social services supervisor for day trips.
- d) Health or social services manager for extended trips.
- e) The risk manager will be consulted in the process of planning the trip.

1.3 Request for authorization includes

What "high risk" activities will be involved?
What plans are in place to mitigate risk, including crisis mgmt?
(Need specifics)

- a) Purpose, objectives, and nature of trip
- b) Proposed nature of the trip and follow-up
- c) Itinerary including dates
- d) Estimated number of attendees
- e) Transportation plans
- f) **List of high risk activities**
- g) **Risk management plan which includes crisis management.**
- h) Ratio of supervisors to attendees. This will be determined on the basis of age of attendees, **acuity of any medical issues**, and level of risk of the proposed activities

2.0 SIGNED CONSENT/PERMISSION

- 2.1 An informed permission/consent form, stating that the attendee and/or attendees' Parent or guardian has been informed of all reasonably foreseeable risks must be signed before the trip.

3.0 TRANSPORTATION

Need: the written record of regular maintenance for the Ski-Doo's; confirmation of first-aid equipment as necessitated by this type of trip; # of seats available as per # of individuals travelling; mapped out route of travel including where there will be ice and what the ice thickness is.

- 3.1 Any vehicle which is used to transport employees and/or clients shall meet Department of Transport standards with a written record of regular maintenance where appropriate.
- 3.2 PPE such as helmets in the case of snowmobile travel approved individually fitted flotation devices, in the case of canoe or boat travel.
- 3.3 Paddles will be supplied with motorboats and a spare paddle will be provided in each canoe.
- 3.4 The trip supervisor will ensure that all methods of transportation are in good repair, all operators are qualified, and all vehicles are supplied with the appropriate first aid equipment.
- 3.5 All means of transport will have sufficient room for all passengers to sit down.
- 3.6 If there is to be travel on ice that is over water or over other material into which a worker could sink more than one meter, other than a DOT ice road, the ice will be tested to ensure that it will support the load.

4.0 SUPERVISION AND SAFETY

Need: Confirmation of First Aid and CPR certifications for workers; specifically identify who is the "lead / in charge" and who is the "alternate"; and what the rules and processes are that will dictate who can access / use firearms, weapons, etc. and how they will be secured while on the trip, etc.

- 4.1 At least 2 culture workers will have a recognized first aid and CPR course and be familiar with health and safety legislation.
- 4.2 Culture Workers will require a criminal records check
- 4.3 The ratio of supervisors to attendees will be determined in consultation with the risk manager and or authorizing manager based on age, medical condition, and level of experience of both attendees and supervisors. All trips should include sufficient numbers of supervisors so that if necessary due to either medical or disciplinary purposes a supervisor can maintain one on one supervision, or return home with an attendee if it is deemed necessary by the trip supervisor.
- 4.4 The trip supervisor will designate a person to take over supervisory duties, if it becomes necessary.
- 4.5 If swimming and/or boating is anticipated to be part of the trip at least 2 culture workers will have recognized courses in water safety and rescue.
- 4.6 If firearms, knives, bow and arrow, or any other weapons are to be taken on the trip all reasonable precautions to secure them in a safe manner must be followed and the trip supervisor must insure that only a person trained and experienced in their use have access to them.
- 4.7 Only people trained and/or experienced in open fires or stoves fueled with flammable liquids will supervise their use.

5.0 COMMUNICATIONS

5.1 All reasonable effort must be made to maintain communication during the trip. A communication plan will be developed which will include but is not limited to

Need: copy of the communication plan which outlines the specifics noted here.

- a) Method, equipment, and power source with alternates if feasible.
- b) Preset communication times.
- c) Designated person to receive communication.
- d) Planned response if communication not received when expected.

6.0 FOOD AND WATER

6.1 Food will be non-perishable unless safe refrigeration is available

Indicate yes / no and how (i.e. will it be carried with you as part of supplies?)

6.2 A safe supply of potable water must be available.

7.0 HEALTH AND MEDICATION

7.1 All health conditions and the implications must be recorded

Indicate what, if any, exist.

7.2 Every effort must be made to determine if withdrawal from drugs and/or alcohol is likely to occur.

7.3 Provision must be made for the safe storage and taking of medication.

7.4 Medication will not ordinarily be left in control of children except for EpiPen or self-administered insulin.

Indicate if applicable

Authorities: TCSA Act 13; Education Act 117

Health and Safety Act

Draft of revised Health and Safety Regulations

Approval Dates: 1st and 2nd Reading
