

Travel - Risk and Security

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Executive Sponsor:	Vice President People, Culture, & Inclusion
Department Responsible:	Safety, Security, and Emergency Management
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Policy Statement

The British Columbia Institute of Technology promotes a secure, healthy, and safe working and learning environment for employees and students traveling while on BCIT business, while participating in an off-campus activity, or when otherwise representing the Institute (“BCIT-related travel”).

Purpose of Policy

This Policy and its Procedure establish duties, responsibilities, and procedures for the following purposes:

- identifying and assessing risks to security, health, or safety, before an employee or student is approved for BCIT-related travel outside British Columbia, or to a location in British Columbia that is not a regulated workplace;
- where risks are identified, creating a pre-departure travel plan to eliminate, minimize, or otherwise manage such risks, amending the plan as needed; and,
- coordinating assistance and support if an incident occurs affecting the security, health, or safety of a student or employee while on BCIT-related travel.

Who This Policy Applies To

BCIT employees and students.

Table of Contents

Scope.....	2
Related Documents and Legislation	2
Definitions.....	2
Duties and Responsibilities	3
Consequences of Non-compliance	4
Procedures Associated with This Policy.....	4
Amendment History.....	4
Scheduled Review Date	4

Scope

This Policy applies to BCIT employees and students on BCIT-related travel. It does not cover activities BCIT exercises no control over, for which it is thus not responsible. BCIT assumes no liability arising out of such travel-related activities, including but not limited to:

- travel or activities of a person who is not an employee or a student;
- external activities (including consulting) undertaken by employees or students that are not part of the individual's employment responsibilities or academic program at the Institute;
- activities organized exclusively by students or student groups without prior written approval of the Institute; and,
- personal travel undertaken before or after off-campus activities.

Related Documents and Legislation

Provincial Legislation

Workers Compensation Act, RSBC 2019, c 1

Occupational Health and Safety Regulation, BC Reg 296/97

Federal Legislation

Canada Labour Code, RSC 1985, c L-2, Part II, Occupational Health and Safety

BCIT Policies

Policy 2005, Travel and Professional Development Expense Reimbursement

Policy 3502, Information Security

Other Documents

Government of Canada Travel Advice and Advisories

ISO 31030:2021 Travel risk management – Guidance for organizations

Definitions

BCIT or the Institute: British Columbia Institute of Technology.

BCIT-related travel: travel by an employee or student on BCIT business, participating in an off-campus activity, or otherwise representing the Institute.

employee: a person employed by the Institute.

hazard: a source of potential harm to the security, health, or safety of an employee or student.

incident: an event or circumstance that affects the security, health, or safety of a student or employee while on BCIT-related travel.

off-campus activity: an activity organized or authorized by BCIT, involving at least one employee or student of BCIT, taking place outside the boundaries of BCIT campuses including, but not limited to, professional development activities, practicums, field schools, competitions, exchanges, study abroad programs, and internships.

responsible administrator: the BCIT manager or academic leader responsible for the school, department, or academic program in which an employee is employed or in which a student is registered, or their delegate.

regulated workplace: a “workplace” as defined in and regulated by the *Workers Compensation Act*, RSBC 2019, c 1, or the *Canada Labour Code*, RSC 1985, c L-2, Part II, Occupational Health and Safety.

risk: the chance or probability that the security, health, or safety of an employee or student will be harmed if exposed to a hazard.

risk assessment: a process under which the Institute seeks to identify, analyze, and evaluate risks, and determine appropriate ways to eliminate, minimize, or otherwise manage them.

SSEM: BCIT’s Safety, Security and Emergency Management department, including where specified its Senior Director or their delegate.

student: a person the registrar recognizes to be enrolled and in good standing in a course or program of studies at the Institute.

Duties and Responsibilities

Employees and Students

Employees and students are responsible for complying with this Policy and Procedure with respect to BCIT-related travel by:

- seeking and obtaining prior approval;
- ensuring they have appropriate travel insurance to cover them while outside Canada;
- promptly contacting their responsible administrator and SSEM if they experience an incident;
- generally cooperating with, and following the direction of, their responsible administrator and SSEM.

Responsible Administrators

Responsible administrators are responsible for the proper administration of this Policy and Procedure in their school, department, or academic program.

Senior Director SSEM

The Senior Director is responsible for ensuring this Policy and its Procedure are complied with in connection with BCIT-related travel by employees and students, specifically:

- reviewing requests for approval for BCIT-related travel in accordance with the Procedure;
- identifying and assessing risks to security, health, or safety, before an employee or student is approved for BCIT-related travel outside British Columbia, or to a location in British Columbia that is not a regulated workplace;
- ensuring a pre-departure travel plan is in place where risks are identified, seeking to eliminate, minimize, or otherwise manage such risks;

- monitoring circumstances that may affect the security, health, or safety of employees or students while on BCIT-related travel;
- amending travel plans as they consider necessary or advisable to eliminate, mitigate, or otherwise manage risks;
- coordinating assistance and support for employees and students who experience an incident;
- providing or facilitating training and information for employees or students who participate in BCIT-related travel;
- managing a travel locator Internet application; and,
- limiting, restricting, or denying BCIT-related travel to countries that are or may become high risk for safety, security, or health reasons.

Consequences of Non-compliance

Employees or students who fail to comply with this Policy or its Procedure may be subject to disciplinary action.

Procedures Associated with This Policy

3502-PR1, Information Security Procedure

7140-PR1, Travel - Risk and Security Procedure

Amendment History

		<u>Approval Date</u>	<u>Status</u>
1. Creation:	Policy 7140 version 1	2003 Jul 02	Replaced
2. Revision:	Policy 7140 version 2	2004 Sep 28	Replaced
3. Revision:	Policy 7140 version 3	2005 Jan 25	Replaced
4. Revision:	Policy 7140 version 4	2005 Sep 26	Replaced
5. Revision:	Policy 7140 version 5	2009 Mar 23	Replaced
6. Revision:	Policy 7140 version 6	2010 Aug 06	Replaced
7. Revision:	Policy 7140 version 7	2012 Mar 30	Replaced
8. Revision:	Policy 7140 version 8	2014 Oct 02	Replaced
9. Revision:	Policy 7140 version 9	2020 May 26	Replaced
10. Revision:	Policy 7140 version 10	2024 Oct 02	In Force

Scheduled Review Date

02 October 2029; or sooner if there are changes to the applicable regulatory framework or to relevant operational circumstances.