

Office of Risk Management

Contract Instructor Resources

The [Office of Risk Management \(ORM\)](#) is made up of three units, including Emergency Management and Continuity of Operations, Environmental Health and Safety, and Risk and Insurance. Together, we support the university in preparedness, prevention and staying safe.

Emergency Management and Continuity of Operations Resources

- Know what to do before, during, and after an emergency ([Emergency Procedures](#))
- Stay informed when an emergency happens through Carleton University's [Emergency Notification System](#)
- Participate in online and community-based training opportunities to learn more about how to prepare for emergencies, understand roles and responsibilities, and what decisive action to take in an emergency ([Training Opportunities](#))
- Keep you and your students safe by being familiar with the fire and life safety at Carleton ([Fire Protection Program](#))
- Learn more about how you can be prepared at home and at work ([#CUReady: Emergency Preparedness](#))

Environmental Health and Safety Resources

- Complete your mandatory Health and Safety training ([Employee Training](#))
- Report an injury to you or a student, an incident or a good catch in [CUWorksafe](#)
- Consult the Violence and Harassment Prevention Programs for guidance and support ([Workplace Violence and Harassment](#))
- Engage with Health and Safety through your union representative on the [Joint Health and Safety Committee](#)
- Schedule an ergonomic assessment of your workstation to prevent injury ([Ergonomics](#))

Risk and Insurance Resources

- Obtain guidance and support planning events involving students ([Student Event Risk Management](#))
- Learn about the features and benefits of the travel support provided by International SOS ([Travel Support Portal - International SOS](#))
- Obtain details and necessary forms for any paid/unpaid student experiential placement opportunities ([Paid/Unpaid Work Placements](#))
- Learn about the university's risk financing program ([Insurance Coverage](#))
- Risk and insurance forms ([Risk & Insurance Forms](#))
- Support for review of contracts and information on the Signing Authorities Policy ([Additional Resources](#))
- Information on field trips, how to plan and what forms are needed ([Field Trips](#))

For any questions, contact us at risk@carleton.ca or by phone at 613-520-2600 x3000.