

Insurance Considerations

Volunteers

Departments of the University are often approached by individuals who wish to provide volunteer services. Volunteers make a valuable contribution to the work of many areas at Queen's. In some areas, volunteers are formally recognized and organized into groups such as the [Queen's University Alumni Association](#) or the Gallery Association in the case of the [Agnes Etherington Art Centre](#)

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Visitors

Departments of the University may be approached by individuals who wish to use the University's facilities, such as labs, but who are not employed by Queen's, are not registered as Queen's students, nor viewed as volunteers as they are not working on behalf of the University. We call these individuals "visitors."

University employees and/or students who undertake activities in labs, for example, which are potentially hazardous, are protected by the University liability insurance coverage. Visitors, however, expose themselves to personal liability for damages which occur due to their activities. Also, University may be placed at risk since a damage claim resulting from the activities of a visitor may be directed at the University.

In addition, visitors may not be protected under Workers' Compensation. This also means they are able to sue the University and its staff and faculty if they receive injuries while on campus.

It is important, therefore, that persons who fall into the category of "visitor" on campus receive the following formal documentation concerning their private work at Queen's.

- The Department must obtain a waiver/release signed by the visitor. A [sample waiver/release](#) is attached and can be modified as appropriate.
- The visitor should receive a letter from the Department Head setting out the terms, conditions, duration, and description of the private work they are to perform while in the Department.
- The Department Head should ensure that the visitor is familiar with all regulations and procedures of the University and the Department regarding occupational health and safety. Evidence of protection under Workers' Compensation and/or a medical insurance plan such as a Provincial Plan or pre-approved plans.
- There may be some "visitors" who are on campus for a short period of time (e.g. guest lecturers) for whom it would be inappropriate to obtain a waiver/release or other formal documentation.