

SAFETY PLANNING RECORD

Pursuant to the University of Regina's Fieldwork Safety Policy, this form, is to be completed by the Project Director and submitted to the Unit Head (or equivalent) prior to the departure on high risk travel and fieldwork. Numerous excursions to the same location or group of locations can be dealt with via one form. The form is good for a single academic year and a new form must be completed annually.

Department: _____ Project Director: _____

Location of Fieldwork:

Country: _____

Geographical Site: _____

Nearest City (name, distance to): _____

Nature of Research: _____

Date of Departure: _____ Date of Return: _____

Fieldwork Team:

In order of Responsible Leadership

Name	Category (check all that apply)			
	Team Leader	Participant	Other (specify)	Trained First Aider

Hazard Identification – identification of the hazards is critical to ensuring the safety of the Fieldwork Team. The following checklist will provide a guide to identifying common hazards, however, the Project Director should review all aspects of the fieldwork to ensure comprehensive hazard identification has been completed.

Physical Demands - What physical demands will the fieldwork entail?

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Climbing | <input type="checkbox"/> Extreme Heat | <input type="checkbox"/> Manual lifting, carrying or handling heavy loads |
| <input type="checkbox"/> High Altitude | <input type="checkbox"/> Extreme Cold | <input type="checkbox"/> Other: |

Orientation:
Yes No N/A

			Has any participant reported a condition that may require exceptional medical, physical or emergency accommodations? If yes, describe special arrangements and attach to form.
			Have arrangements been made to provide participants with: <input type="checkbox"/> Potable water <input type="checkbox"/> Personal washing/hygiene <input type="checkbox"/> Toilet facilities or procedures
			Are participants aware of suitable clothing, footwear and personal supplies required (e.g. boots, hat, raingear, sunglasses, sunscreen, insect repellent)? List required personal supplies and attach to form.
			Have arrangements been made to provide participants with, and train them in the safe use of, appropriate personal protective equipment such as: <input type="checkbox"/> Safety Glasses <input type="checkbox"/> Respiratory Protection <input type="checkbox"/> Coveralls <input type="checkbox"/> Protective Footwear <input type="checkbox"/> Protective Headwear <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Gloves <input type="checkbox"/> Face Shield <input type="checkbox"/> Other: <input type="checkbox"/> Knee/shin Guards <input type="checkbox"/> Flame Retardant Clothing
			Are participants familiar with the University of Regina's policy on the use of alcohol and drugs during field trips?
			Are participants familiar with the University of Regina's policies such as, Health and Safety Policy / Respectful Workplace and Learning Environment Policy / Violence Prevention Policy?

Other Hazards/Protective Measures/Comments: _____

Working Alone (see University of Regina's Working Alone Policy)

Yes No N/A

			Will any participant be working alone? (See Working Alone Policy: http://www.uregina.ca/presoff/vpadmin/policymanual/hr/2010540.pdf)
			Has an effective communications system been established (e.g. radio, walkie-talkies, phones, whistles, air horns, flares, frequent and scheduled contact)? Describe system:

What other means can be employed to reduce the risk to a participant when working alone?

Yes No N/A

			Limitations or prohibitions on certain activities while alone
			Provision of emergency supplies
			Establishment of minimum training or experience or other standards of competency before working alone
			Other:

Other Hazards/Protective Measures/Comments: _____

Remote Hazardous Areas (see Appendix 3)

What communication systems will be employed?

- | | | |
|--|---|---|
| <input type="checkbox"/> Cell Phones | <input type="checkbox"/> Leaving Planned Itinerary at Base Camp | <input type="checkbox"/> Whistles/Air Horns |
| <input type="checkbox"/> Radio or Walkie-Talkies | <input type="checkbox"/> Leaving Itinerary at Base Camp | <input type="checkbox"/> Scheduled contacts |
| <input type="checkbox"/> Other: _____ | | |

How will participants remain orientated to their location?

- | | | |
|--|---|--|
| <input type="checkbox"/> Provision of maps | <input type="checkbox"/> Compass/Map Training | <input type="checkbox"/> Identification of safest routes |
| <input type="checkbox"/> Compass Provision | <input type="checkbox"/> Local guides | <input type="checkbox"/> Area familiarization trips |
| <input type="checkbox"/> Other: _____ | | |

What procedures have been established in the case participant(s) become lost?

- Participant training on remaining at location, use of emergency alarms, use of emergency survival gear
- Provision of survival gear
- Procedure for organized search
- Precautions against fire
- Precautions in the event of extreme weather conditions
- Other Hazards/Protective Measures/Comments: _____

Wildlife

Yes No N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have participants been adequately trained in the handling, capture and restraint of study species?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will participants be administering drugs/anaesthetics or obtaining biological samples? If so, have they been trained in techniques appropriate to the species and in how to manage disposal of waste or surplus materials?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have participants been instructed on techniques to avoid unexpected encounters with potentially dangerous wildlife?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	What possible diseases may be carried by wildlife in the study area (e.g. rabies, hanta virus)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are participants familiar with the methods of contraction of disease from wildlife in the area?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the species of study potentially carry zoonosis?

Other Hazards/Protective Measures/Comments: _____

Chemicals and Hazardous Materials

Yes No N/A

			Is each controlled product properly identified with a supplier and workplace label?
			Will Material Safety Data Sheets for each controlled product used be readily available to participants?
			Do participants have current certification in Workplace Hazardous materials Information System (WHMIS) and Transportation of Dangerous Goods (TDG)?
			Will appropriate materials be available to adequately handle hazardous materials, spills, leaks or releases? Describe materials and attach to form.
			Will radioisotopes be transported or used in the field? If so, have participants been trained to safely use, store and transport the material in accordance with legal requirements and licence conditions? (see Radiation Safety Policy http://www.uregina.ca/presoff/vpadmin/policymanual/hr/2010560.pdf)

Other Hazards/Protective Measures/Comments: _____

Safe Use of Equipment and Work Processes

Yes No N/A

			Are participants trained to operate the equipment safely and in compliance with regulatory standards?
			Have employees been trained in safe work procedures?

List Powered or Hazardous Equipment:

List Hazardous Procedures:

Some equipment and processes to which specific regulatory standards apply include:

- | | |
|---|---|
| <input type="checkbox"/> Chain Saws | <input type="checkbox"/> Explosives |
| <input type="checkbox"/> Compressed Air | <input type="checkbox"/> Fall Protection above 1.2 metres |
| <input type="checkbox"/> Confined Space | <input type="checkbox"/> Flammable substances |
| <input type="checkbox"/> Diving | <input type="checkbox"/> Ladders |
| <input type="checkbox"/> Excavation/Trenching/Tunnelling | <input type="checkbox"/> Lifting Devices and Hoists |
| <input type="checkbox"/> Noise exposure above 85dBA _{lex} | <input type="checkbox"/> Scaffolds |
| <input type="checkbox"/> Powered saws, grinders & planers | <input type="checkbox"/> Travel on Ice over Water |
| <input type="checkbox"/> Powered Mobile Equipment (i.e. roll over protection, seatbelts, competent operators) | |
| <input type="checkbox"/> Minimum Distances from exposed energized conductors (e.g. power lines) | |

REQUIREMENTS

Travel Immunization/Prophylaxis Requirements:				
<input type="checkbox"/>	Diphtheria	<input type="checkbox"/>	Polio	<input type="checkbox"/> Other (specify below): _____ _____ _____
<input type="checkbox"/>	Hepatitis A	<input type="checkbox"/>	Rabies	
<input type="checkbox"/>	Hepatitis B	<input type="checkbox"/>	Rubella	
<input type="checkbox"/>	Japanese Encephalitis	<input type="checkbox"/>	Tetanus	
<input type="checkbox"/>	Malaria	<input type="checkbox"/>	Typhoid	
<input type="checkbox"/>	Measles	<input type="checkbox"/>	Yellow Fever	

Equipment

All equipment to be taken on fieldwork must be checked by a qualified person to ensure that it is in good condition, complete and safe (before removal from the campus). Documentation of this pre-trip assessment of the equipment is advised. Individuals operating the equipment must be trained in the proper use of the equipment.

Clothing

Fieldwork participants should be informed of the appropriate clothing to be worn while conducting their work. The appropriate clothing may have to be provided by the University or the worker may have to provide his or her own clothing, depending on requirements.

It should be identified whether or not there is special protective gear to be used while conducting the particular fieldwork and where necessary, this protective clothing must be used and the appropriate training provided in the proper use and maintenance of the personal protective equipment.

When extreme weather conditions can be anticipated or are known, clothing appropriate to the situation should be taken on the fieldwork excursion.

Fieldwork participants must employ common sense in terms of clothing worn on the fieldwork excursion. Participants inappropriately attired or without the correct PPE will not be allowed to participate in the fieldwork.

First-Aid Kits

First-aid kits are required for all off-campus operations. It is the responsibility of the Project Director to provide and ensure that the kit is maintained. Prior to the departure for fieldwork the Project Director is responsible to document the presence of a first-aid kit for the trip and any other required first-aid supplies. Refer to <http://www.labour.gov.sk.ca/ohs-publications/> for First Aid Requirements as required by *The Occupational Health and Safety Regulations*.

Emergency Preparedness and First Aid

Yes	No	N/A	
			Has itinerary been left with responsible person at the University?
			Will itinerary be left with responsible local authority?
			Are emergency contact numbers for local emergency assistance known?
			Are emergency contact numbers for each participant known? List or describe location of list:

Yes No N/A

			Are Saskatchewan Health Insurance Numbers (or equivalent) for each participant available? List or describe location of list:
			Is first aid kit complete (see Appendix 12)?
			Are all participants familiar with the location of first aid kit and its contents?
			Has nearest medical facility been identified? Include Name, Location, & Distance from fieldwork site:
			Is a first aid attendant required (see Appendix 12)? Name(s) of attendant(s):
			Are additional first aid supplies required? List:
			Is there means to summon assistance in case of emergency? Describe:
			Are participants familiar with the University of Regina's Incident Reporting Process? (See Human Resources website under forms)

Other Hazards/Protective Measures/Comments: _____

EMERGENCY PROCEDURES

Emergency Plan for Research Location: include information on communication, equipment, local emergency contacts, emergency U of R contacts, etc. (attach copy to form)

University Contact and Phone #	Local Contact and Phone #
1.	1.
2.	2.
3.	3.
4.	4.

Equipment Requirements:

<input type="checkbox"/>	Specialized Clothing – describe: _____	
<input type="checkbox"/>	PPE (respirator, eye/face protection/head protection/footwear/high visibility wear) - describe: _____	
<input type="checkbox"/>	Training on safe use procedures for power equipment	<input type="checkbox"/>
<input type="checkbox"/>	Other training	<input type="checkbox"/>
<input type="checkbox"/>	Communication devices (e.g. whistles, 2-way radios)	<input type="checkbox"/>
<input type="checkbox"/>	First Aid kit	<input type="checkbox"/>
<input type="checkbox"/>	First Aid attendant (see Appendix 12)	<input type="checkbox"/>
<input type="checkbox"/>	Licenses (e.g. vehicle/boat/diving equipment)	<input type="checkbox"/>
<input type="checkbox"/>	Other: _____	<input type="checkbox"/>

RISK ASSESSMENT:

List identified hazards related to activities or environment (i.e. extreme heat or cold, wild animals, endemic disease, firearms, explosives, violence), and chosen available measures for eliminating or reducing risks to acceptable levels:

RISK	PRECAUTIONS TO BE IMPLEMENTED
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

I, the undersigned, acknowledge that, in keeping with the University of Regina's Travel and Fieldwork Safety Policy:

- (a) I have been fully informed of the risks of this fieldwork and that I accept them;
- (b) I am aware of and will comply with the established safety procedures and my duties as a participant as set out in the U of R's Travel and Fieldwork Safety Policy, including my duty to take reasonable care for my health and safety and the health and safety of others who may be affected by my actions;
- (c) I am in a satisfactory state of health to undertake the travel and fieldwork;
- (d) I have received all of the prescribed immunizations;
- (e) I am aware of limitations of insurance coverage; and
- (f) I am aware that I may be subject to academic discipline should I fail to comply with the Travel and Fieldwork Safety Policy and established safety procedures.

ACKNOWLEDGMENT OF PARTICIPANTS:		
NAME (print)	SIGNATURE	DATE
1.		
2.		
3.		
4.		
5.		
6.		

