

FIELDWORK SAFETY AWARENESS AND RISK ASSESSMENT TRAINING

Health, Safety & Wellness



Introduction

Fieldwork is an imperative part of research at the University of Regina. This guide will help you analyze the activities that all field researchers are required to do to ensure they are prepared for fieldwork. Also, specific hazards that may be associated with your research will be described by identifying the cause, symptoms, and preventable measures you can take. This tool will be used to develop a safety plan for each of your respective activities.

Remember, it is impossible to list all the hazards you may encounter so additional research is required by you to understand the specific hazards of each scenario.

This information will cover the following:

- Knowing your rights as a student, supervisor, and worker,
- Planning and Risk Assessments process and how to work these into your research, and
- Introduction to Hazard Specific Risks, such as;
 - Geographic hazards
 - Weather considerations
 - Summer risks
 - Hot weather clothing and gear
 - Sun protection factors and UPF Ratings
 - Wildfire risks
 - Water safety
 - Boating safety
 - Wildlife safety
 - Conducting fieldwork in alignment with COVID-19 requirements

Fieldwork FAQ's

Q. *What types of activities are considered fieldwork?*

A. Fieldwork is any work directed by and undertaken off campus to gather data or information. *This does not include conferences, meetings, or any similar form of leave.*

Q. *Do I need to perform a risk assessment for all fieldwork activities?*

A. It is a University of Regina requirement to conduct a risk assessment for all fieldwork regardless of the degree of risk.

Q. *Am I allowed to undertake my fieldwork alone?*

A. A supervisor must only approve competently skilled and experienced staff and students to carry out independent fieldwork activities. In this situation, a more detailed fieldwork plan must be developed. ***High-risk fieldwork must never be carried out alone.***

Know Your Rights

Right to know...

You have the right to know what hazards are present, and be given the information, training, and supervision you need to protect yourself.

Right to Participate...

You have a right to participate in contributing to keeping yourself and those around you healthy and safe. This includes selecting or being a health and safety representative or Health and Safety Committee member. You also have the right to report unsafe conditions and practices.

Right to Refuse...

You can refuse work/activities that you believe to be dangerous to yourself or those around you. When you exercise your right to refuse, you must follow proper procedures.

**These rights apply to all jurisdictions throughout Canada*

Saskatchewan Employment Act OH&S Regulations

Saskatchewan's occupational health and safety legislation consists of acts, regulations and codes of practice.

While conducting fieldwork, the University of Regina applies the Saskatchewan Employment Act and OHS Regulations as though you are a paid worker - just as they would if you were working for an employer in the classical sense.

The regulated requirements of working safely, knowing the hazards, and being properly trained must be followed.

<https://www.saskatchewan.ca/business/safety-in-the-workplace>

Legislation 101

Employer = University of Regina

General duties of employers

The duties of an employer at a place of employment include:

- (a) the provision and maintenance of plant, systems of work and working environments that ensure, as far as is reasonably practicable, the health, safety and welfare at work of the employer's workers;
- (b) arrangements for the use, handling, storage and transport of articles and substances in a manner that protects the health and safety of workers;
- (c) the provision of any information, instruction, training and supervision that is necessary to protect the health and safety of workers at work;

Legislation 101

Worker = you (all faculty, staff, students)

General duties of workers

A worker shall:

- (a) use the safeguards, safety appliances and personal protective equipment provided in accordance with these regulations and any other regulations made pursuant to the Act; and
- (b) follow the safe work practices and procedures required by or developed pursuant to these regulations and any other regulations made pursuant to the Act.

Legislation 101

Training of workers

An employer shall ensure that a worker is trained in all matters that are necessary to protect the health and safety of the worker when the worker:

- (a) begins work at a place of employment; or
- (b) is moved from one work activity or worksite to another that differs with respect to hazards, facilities or procedures.

Planning & Risk Assessments

The new standard outlines the requirements to conduct activities outside of the campus physical environment. Fieldwork varies in nature and duration.

- ✓ Visits to rural and remote areas/communities,
- ✓ Water, agricultural, surveying, and construction activities,
- ✓ Research activities, including conducting interviews, geological, environmental, or biological sampling.

This information is not relevant for

∅ Conferences, seminars, or training courses,

∅ Student work placement activities,

∅ Teaching at other institutions,

∅ Working from home...



Planning & Risk Assessments

All fieldwork activities must be risk assessed.

This is not to hinder your performance or disallow you to inhibit your research, but to inspire you to make safety a priority. Making calculated and meaningful decisions when preparing is something that I want you to not only make part of your research, but to make this part of your risk assessment process for years to come.

Planning & Risk Assessments

Risk Assessment – the continuous process of identifying hazards, assessing risk, taking action to eliminate or reduce risk, monitoring/reviewing, in a continuous and rapidly changing circumstance.

Fieldwork - Work undertaken off campus to gain data/information.

Fieldwork Leader - An individual who has been assigned by the supervisor as the person in charge in the field. They should have been assigned the role by virtue of their skills, knowledge and experience in the particular field operation. The Fieldwork Leader may be a member of staff, post graduate, research student, volunteer, or collaborator.

Planning & Risk Assessments

Fieldwork participant - An individual who is undertaking fieldwork, at any level of responsibility including Volunteer, student or Fieldwork Leader.

Remote Fieldwork - Remote fieldwork is defined as being work carried out in locations where it is difficult to summon help and/or where emergency assistance is expected to be more than one hour away.

Safety Contact - Is a person who has specific roles and responsibilities related to the safety of the field team. They maintain contact with the field team and can initiate an emergency response in case of no contact or missed contact.

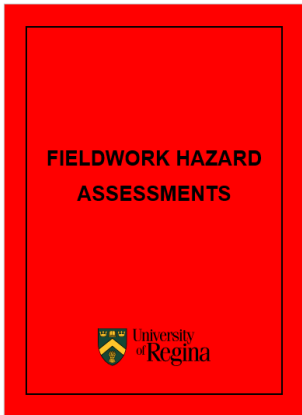
Supervisor - A faculty member who is responsible for the overall safety of all participants in the field and who has the authority to direct and influence actions of all participants in the field. For students this is generally the academic supervisor or the teaching staff member directing the fieldwork. The Supervisor is not be present on fieldtrips.

Fieldwork Hazard Assessments

A hazard assessment is the process of identifying hazards, assessing risk, and taking action to eliminate or reduce risk, while monitoring and changing when the circumstance does. It is a requirements and best-practice that this is documented.

Available for all Fieldwork Teams are ready-to-use Fieldwork Hazard Assessment Booklets.

Fieldwork Hazard Assessments



FIELDWORK HAZARD ASSESSMENT

Project: _____ Date: _____
Fieldwork Location: _____
FHA Completed by: _____

Itemized Daily Tasks

- _____
- _____
- _____
- _____
- _____
- _____

Hazards Associated with the Tasks

- _____
- _____
- _____
- _____
- _____
- _____

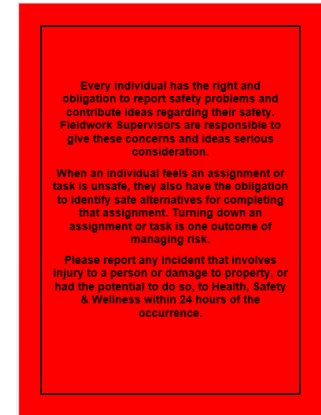
Hazard Controls

- _____
- _____
- _____
- _____
- _____
- _____

Continue on back page...

NOTES:

Fieldwork Participant Signatures:



A hazard assessment should be completed at the beginning of each day or activity, or as conditions change.

These booklets are available through your Faculty.

Fieldwork Hazard Assessments

FIELDWORK HAZARD ASSESSMENT

Project: Water Sampling Date: June 01, 2020

Fieldwork Location: Diefenbaker Lake

FHA Completed by: Doug Schmidt

Itemized Daily Tasks

1. Drive to Lake
2. Launch boat
3. Drive boat to location
4. Take water samples
5. Load boat
6. Return to Uni

Hazards Associated with the Tasks

1. Vehicle/Road conditions
2. Launching boat
3. Driving boat on open water
4. Working off boat
5. Loading boat
6. _____

Hazard Controls

1. Do walk-around of vehicle
2. Follow safe work procedure on launching boat
3. Trained boat operator drives. Weather Check.
4. Lifejackets worn at all times
5. Follow safe work procedure to load boat
6. Maintain contact with fieldwork supervisor

Continue on back page...

NOTES:

We all felt confident in our abilities and
knew how to do our work safely – good
thing we took that Fieldwork Safety
Awareness and Hazard Assessment
training from Health Safety and Wellness!

Fieldwork Participant Signatures:

D. Schmidt

Ryan King

Tianna Young




Fieldwork Planning Assessments

To ensure your safety, another document that needs to be completed is the ***Fieldwork Planning Assessment***. This document helps coordinate the specific details of the fieldwork you are about to conduct, and it asks questions that may have been skipped, such as

- ✓ Where are you going?
- ✓ What vehicle are you using?
- ✓ How will you maintain communication?
- ✓ What emergency equipment do you have?
- ✓ What are your emergency procedures?
- ✓ What is the contact party for those involved?
- ✓ Who authorized the fieldwork?

Fieldwork Planning Assessment


University of Regina

FIELDWORK PLANNING ASSESSMENT

FIELDWORK DETAILS

Brief description of fieldwork:

Date/Time of Departure: _____ Date/Time of return: _____

Location: Provide route of travel, GPS coordinates, or attach a map.

FIELDWORK COORDINATION

Fieldwork Supervisor: _____

Fieldwork Leader: _____

Safety Contact: _____

Home/Other important numbers: _____

Name of qualified first aider(s): _____

Contact information of accommodation provider: _____

Contact information of nearest hospital: _____

VEHICLE DETAILS (*Automobile, ATV, boat, etc.*)

Make	Model	License Plate/Reg. #

COMMUNICATIONS (*Two different forms must be used*)

Mobile Phone _____

Satellite Phone _____

UHF Radio _____

Other _____

EMERGENCY EQUIPMENT


First Aid Kit _____


Survival Kit _____

Wildlife Repellant _____

Other _____

Health, Safety & Wellness
 Phone: 306-585-4776
 Fax: 306-585-5232
www.uregina.ca/hr/hsaw
 E-mail: health_safety@uregina.ca

Continue to the next page...  Page 1/2


University of Regina

FIELDWORK PLANNING ASSESSMENT

ADDITIONAL EMERGENCY PROCEDURES

NAMES AND CONTACT NUMBERS OF FIELDWORK PARTICIPANTS

Name	Contact

SUPERVISOR APPROVAL

This must be read and signed by your supervisor. Note to supervisors – please ensure all details listed above are completed, correct, and match the trip details.

Name: _____

Signature: _____

Date: _____

Health, Safety & Wellness
 Phone: 306-585-4776
 Fax: 306-585-5232
www.uregina.ca/hr/hsaw
 E-mail: health_safety@uregina.ca

Page 2/2



University of Regina



Health, Safety & Wellness

Human Resources

HR Home > HSW Home > Travel, Fieldwork & Work-based Learning

Travel, Fieldwork & Work-based Learning

Definitions

Travel is the movement of persons and/or equipment to locations beyond the **geographic boundaries of the University of Regina**.

Fieldwork collectively means any work, study, teaching or research activity occurring beyond the geographic boundaries of the University of Regina undertaken by employees or students of the University and includes travel to these locations. Fieldwork activities can expose participants to significant risks to their health, safety or well-being, for this reason, the [Travel and Fieldwork Procedures](#) (256 KB) have been created.

The Travel and Fieldwork Process must be completed **prior to travel**, please contact health.safety@uregina.ca for assistance.

- [Procedures for Faculty and Staff](#) (Note that this links to the intranet.)

Forms

- [Travel and Fieldwork Risk Assessment Form](#) (72 KB)
- [Travel and Fieldwork Risk Assessment Form](#) (27 KB)
- [Fieldwork Planning Assessment](#) (129 KB)

Work-based Learning Forms

- [Student Work Placement Health & Safety Checklist](#)
- [Safety and your cooperative work experience information sheet](#)

Health, Safety and Wellness

Report an Incident, Illness, or Safety Concern >

Prepare for Emergencies >

Personal Safety/Work Refusal >

Hazardous Materials & Equipment Safety >

Health and Wellness >

Safety Training >

Safety Advisories

Travel, Fieldwork & Work-based Learning >

1.



2.



University of Regina

Fieldwork Specific Hazards and Considerations

- ✓ **WORKING REMOTELY**
- ✓ **WORKING ALONE/IN ISOLATION**
- ✓ **WEATHER**
- ✓ **TERRAIN**
- ✓ **METHOD OF TRAVEL**
- ✓ **WILDLIFE**
- ✓ **WORKING ON WATER**
- ✓ **QUADS, ALL TERRAIN VEHICLES**
- ✓ **WILDFIRE**

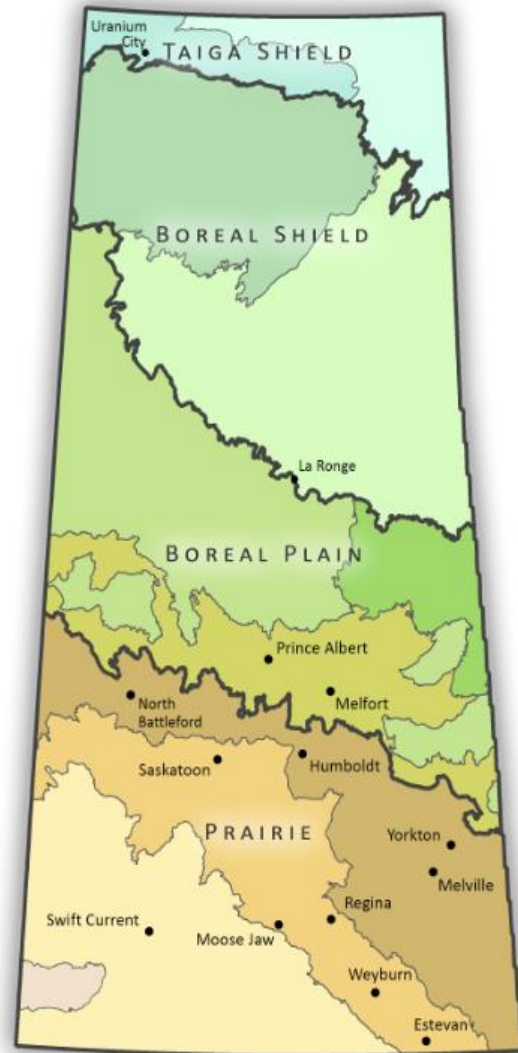
Fieldwork Specific Hazards and Considerations

Saskatchewan is amazingly diverse.

Throughout over 65 million hectares, we have 29.5 million hectares of forest, and just over 1.6 million hectares of Parks and Protected land, and over ten thousand lakes.

On the map, you can see four different eco-zones, with 11 unique regions within.

- Total Area: 65,228,439 ha
- Forested: 29,585,627 ha
- Protected Areas/Parks: 1,684,582 ha
- Four eco-zones with 11 diverse regions.



Weather

Given Saskatchewan's dramatic landscape, extreme weather goes hand in hand.

Extreme temperatures have been recorded as 45 degree Celsius in Yellow Grass, to -56 degrees Celsius in Prince Albert.

With these extremes, special considerations are often required.



Summer Weather

Thinking about when and where you will be conducting fieldwork is key in planning a successful venture in hot weather. It can take 10 days to two weeks to acclimatize to high heat, so being cautious and taking it slow entering the summer fieldwork season is critical.

Avoid the hottest part of the day: The hottest time of day is usually around noon to 3pm. On excessively hot days, it can be recommended to avoid being outdoors all together. If you must be outdoors in the warmest hours, try to plan your trip so you'll be in the shade or near a body of water during that time.

Lightning

Know local weather patterns, especially in summertime.

Plan turnaround times (the amount of time you need to get back) in lightning-prone areas, based on your research, and stick to the plan.

Follow the 30-30 rule: start counting after you see a lightning flash. If you hear thunder in less than 30 seconds, lightning is sufficiently close that you should swiftly proceed indoors. Then wait at least 30 minutes until the storm ends to go back outside

Lightning

If you are on or in the water, get to land as quickly as possible at the first sign of a storm.

- ✱ Small or open boats with no cabin are especially at risk. Sudden strong winds, waves and fast moving storms can make it difficult to reach shore safely so you need to have a plan to reach safety well before a storm strikes.
- ✱ Once ashore, seek a safe location either in a building with wiring and plumbing or an all-metal vehicle.
- ✱ If caught outside far from a safe location, stay away from tall objects, such as trees, poles, wires and fences. Take shelter in a low lying area.
- ✱ There is no safe place outside in a thunderstorm. So remember: ***“When thunder roars, go indoors”*** and stay there for 30 minutes until after the last rumble of thunder is heard.

Tornados

Approximately 80 tornados are reported annually.



Southern Ontario and Southern Saskatchewan are the highest rates of tornados occurring.

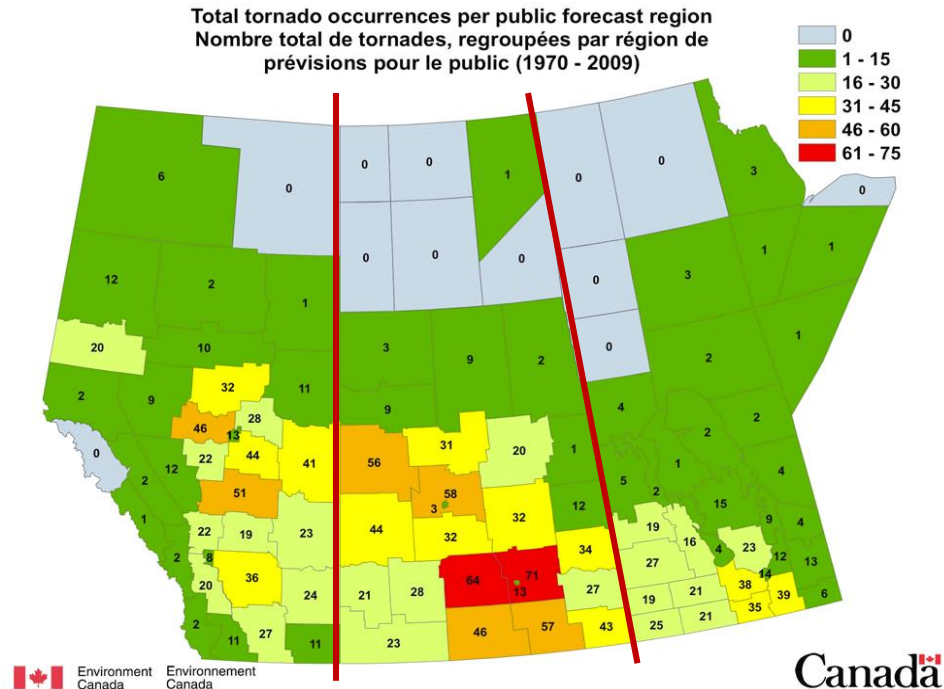
Last year a tornado hit the Manitoba-Sask border and brought winds up to 310 km/hr. It was on the ground and led to one fatality.

Be aware of summer heat and high humidity for tornadoes to form.

Tornados

If time permits, go to the nearest solid shelter. If not, take cover in a low lying area such as a ditch and protect your head. Beware of flooding and downpours and be prepared to move.

Do *not* take shelter under a bridge as winds can accelerate.



Clothing and Gear Tips for Hot Weather

Dressing appropriately can make or break you.

Choose light colors: wearing light colors reflect the sun's rays rather than absorb them and keeps you cool. Stick to shorts, shorts, and pants in white, tan, or khaki.

Wear Loose, breathable clothing: Lightweight, loose-fitting clothing that breathes well will help your body regulate temperature (nylon and polyester are recommended).

Choose UPF-rated clothing: All clothing blocks the sun's rays to a certain extent, but clothing that has a UPF rating is guaranteed to provide protection. Common ratings include UPF 15, UPF 30 and UPF 50+.

Clothing and Gear Tips for Hot Weather

Cool your neck: A bandana, sun-protective neck gaiter or other lightweight cloth can be dunked in water and worn over your head or around your neck to keep the back of your neck cool and covered while the water evaporates. Special polymer-crystal filled neck scarves maintain the moisture for even longer periods of time.

Wear the right socks: Never wear cotton socks (choose wool or synthetic instead) and make sure they fit well. Socks that are too big can have wrinkles that rub and socks that are too small can create pressure points and sock slippage.

Carry a hydration pack: It might seem like a small difference, but having a sip tube always at the ready will make you more likely to hydrate frequently than if you have to reach for a water bottle.

UPF Ratings

UPF-rated clothing enhances everyone's protection against UV-related health risks, but it is especially helpful for:

Sun-sensitive people: People with fair skin that burns easily are more vulnerable to UV rays.

People at high elevations, in equatorial regions, or on snow or water: Sun intensity is greater in each of these environments.

People taking medications: Sun sensitivity is increased by a wide range of drugs, including acne treatments, antihistamines, antibiotics, certain anti-inflammatories, even herbal supplements. Double-check all your medications for cautions about the sun.

UPF Ratings

UPF is the rating system used for apparel. Think of it as SPF (Sun Protection Factor). UPF gauges a fabrics effectiveness against both ultraviolet A (UVA) and ultraviolet B (UVB) light.

UPF Rating	Protection Category	Effective UV Transmission %
15, 20	Good	6.7 – 4.2
25, 30, 35	Very Good	4.1 – 2.6
40, 45, 50, 50 +	Excellent	Less than 2.5

Health Concerns for Hot Weather Fieldwork



Sunburn, dehydration, heat cramps, heat exhaustion and heat stroke are some of the most common health concerns.

Sunburn

Sun-protection clothing is one good line of defense against the sun, but don't forget to put sunscreen on exposed skin to help prevent sunburns. Sunscreen is absolutely essential for summer fieldwork. Always read the directions on your bottle of sunscreen.

For exposure lasting longer than 2 hours, choose sunscreen that is SPF 30 or higher.

Apply sunscreen liberally 15 minutes before sun exposure

Reapply after 40 or 80 minutes of sweating, or at least every 2 hours.

Sun Protection Factor

SPF is a number that indicates how well a sunscreen shields unprotected skin from damage caused by a particular type of UV radiation: sunburn-causing, skin-cancer-promoting UVB rays.

The scale isn't simple and intuitive, though:

SPF 15 blocks 93% of UVB rays

SPF 30 blocks 97% of UVB rays

SPF 50 blocks 98% of UVB rays

SPF 100 blocks 99% of UVB rays

Health Concerns for Hot Weather Fieldwork

Dehydration

How much you need to drink depends on a number of factors, such as the activity you're doing, intensity level, duration, weather, your age, your sweat rate and your body type.

Drink half liter of water per hour of moderate activity in moderate temperatures. Increase as the temperature and intensity of the activity rise.

(ex. strenuous hiking in high heat may require that you drink 1 liter of water or more per hour.)



Health Concerns for Hot Weather Fieldwork

Over hydration - in hyponatremia, sodium levels in the blood become so diluted that cell function becomes impaired. In very extreme cases, hyponatremia may cause coma and even death.



Heat Cramps - Heat cramps are painful muscle contractions that can happen suddenly during exercise in hot weather. It can be helpful to view heat cramps as a warning that you're pushing your limits and that you need to slow down.

Heat Exhaustion - Heat exhaustion is your body's inability to cope with the stress of heat. It can occur after lengthy exposure to high temperatures and is often accompanied by dehydration.

Health Concerns for Hot-Weather Fieldwork

Heat Stroke - Heat stroke occurs when your body literally overheats. It is a serious medical condition that can strike fast and requires immediate medical attention. If you see a fieldwork participant displaying symptoms of heat exhaustion combined with a change in mental status, he or she may have heat stroke. Pay particular attention to these signs:

- Throbbing headache
- Dizziness
- Nausea and vomiting
- Confusion
- Disorientation
- Anxiety
- Body temperature of 104-degrees-Fahrenheit or higher (if you have a way of measuring body temperature)

Health Concerns for Hot-Weather Fieldwork

Treatment for heat stroke:

Cool down: It's necessary to rapidly cool a person with heat stroke. Lay the hiker down in the shade, remove extra clothing and use cool water and fanning to lower their temperature. If you're near a lake or stream, you can attempt to lay the hiker down in the water, taking care to keep their airway clear. Also, be aware that rapid cooling can cause hypothermia.

Hydrate: If the hiker is alert enough to hold a water bottle, get them to drink water.

Evacuate: Heat stroke can cause internal organ damage, so get the hiker out as soon as possible and head straight to the hospital for further evaluation.

Wilderness First Aid

If you find yourself in an emergency, follow the three basic emergency action principles: **check – call – care**. These principles will help guide you in caring for the patient and ensure your own safety.

Check – call – care



CHECK THE SCENE, THE RESOURCES, AND THE PERSON

CHECK the Scene

- ✓ Establish control and recognize the emergency.
- ✓ CHECK the scene before you approach to make sure it is safe for you, the person, other members of the group and any bystanders.
- ✓ Follow standard precautions to prevent disease transmission.
- ✓ Obtain consent from a conscious patient or, if a minor, from the parent or guardian. If the patient is unconscious, consent is implied.
- ✓ CHECK for clues about the mechanism of injury (MOI) or nature of the illness. Move the patient only if necessary to prevent additional harm

Check *THE SCENE*, *THE RESOURCES*, *AND THE PERSON*

Identify available resources, including materials and additional trained responders.

Always have an inspected first aid kit, someone who is trained in first aid, and download the Red Cross First Aid app.



First Aid Kit Contents

Required Contents of First Aid Box

Amounts or quantities of the following supplies and equipment adequate for the expected emergencies, contained in a well-marked container:

- Antiseptic, wound solution or antiseptic swabs
- Bandage – adhesive strips and hypoallergenic adhesive tape
- Bandage – triangular, 100-centimetre folded, and safety pins
- Bandage – gauze roller, various sizes
- Dressing – sterile and wrapped gauze pads and compresses, various sizes including abdominal pad size
- Dressing – self-adherent roller, various sizes
- Pad with shield or tape for eye
- Soap
- Disposable latex or vinyl gloves
- Pocket mask with disposable one-way rebreathe valves
- Forceps – splinter
- Scissors – bandage.

If you are unsure about your First Aid kit, the contents, or how to use it, it is YOUR responsibility to tell your supervisor.

Water Safety

No matter how much experience you have, it's always a good idea for everyone to review boating safety rules before departures.

1. Know the weather.
2. Follow a pre-departure checklist.
3. Ensure the operator is trained.
4. Use your senses.
5. Always wear a lifejacket.
6. Plan, plan, plan!



Water Safety

Be Weather-wise

Always check local weather conditions before departure- TV and radio forecasts can be a good source of information. If you notice darkening clouds, volatile and rough changing winds, or sudden drops in temperature, play it safe by getting off the water

Follow a Pre-Departure Checklist

Proper boating safety means being prepared for any possibility on the water. From compliance with fire safety regulations to tips for fueling up, following a pre-departure checklist is the best way to make sure no boating safety rules or precautions have been forgotten.



Water Safety

Get your Pleasure Craft Operator Card

Your Pleasure Craft Operator Card (PCOC) is a bit like a driver's license and once you have your PCOC it's yours for life. The PCOC is mandatory for anyone operating a pleasure craft with any type of motor, and the operator should be sure to have their original PCOC card "on board". There are a lot of options for your get your PCOC card and you can find a list by using [this link](#) to get to a current list of Transport Canada approved course providers. You can take the test from any of these approved companies and once you pass, they will provide you with your PCOC.



Water Safety

Use Common Sense

One of the most important parts of boating safety is to know the rules and to use your common sense. This means operating at a safe speed at all times, especially in crowded areas. Be alert at all times, and steer clear of large vessels and watercraft that can be restricted in their ability to stop or turn.

Make Proper Use of Lifejackets

Did you know that the majority of drowning victims resulting from boating accidents were found not to be wearing a lifejacket (also called a personal flotation device or PFD)?

Important Safety Equipment for Boating

- ✓ One lifejacket or PFD for each person on board
- ✓ One re-boarding device
- ✓ One buoyant heaving line – 15m or longer
- ✓ One watertight flashlight OR three flares of type A, B, or C
- ✓ One manual propelling device OR one anchor
- ✓ One bailer
- ✓ One sound signaling device
- ✓ On 5CB fire extinguisher

Operating a small boat for research

In November 2010, new legislation was introduced that affects anyone operating a “small commercial vessel”, ie. a boat under 15 tons, generally under 12 metres, that is not a fishing vessel* or a pleasure craft.

This category also includes boats operated by government agencies and volunteer organizations, which, although not operated for profit, still fall under the “commercial” umbrella because they are not being operated solely for pleasure.

Now, anyone operating a small commercial vessel must have either a:

PCOC (Pleasure Craft Operators Certificate)

SVOP (Small Vessel Operator Proficiency) Certificate

Operating a small boat for research



or

Transport Canada / Transports Canada

PROTECTED A (WHEN COMPLETED) / PROTÉGÉ A (LORSQUE REMPLI)

TRAINING CERTIFICATE / **CERTIFICAT DE FORMATION**

Certificate no. / N° du certificat	IL30051017	
This is to certify that - Les présentes attestent que (Surname and given names - Nom et prénom)	CDN No. - N° de CDN (if applicable - si applicable)	Date of birth (dd-mm-yyyy) / Date de naissance (j-mm-aaaa)
DOUGLAS W.D. SCHMIDT		13-06-1985
Successfully completed the - A terminé avec succès le		
SMALL VESSEL OPERATOR PROFICIENCY		
(Type of training or course - Genre de formation ou de cours)		
Approved by Marine Safety - Approuvé par le Sécurité maritime		
Name and address of school - Nom et adresse de l'école	From (dd-mm-yyyy) / Du (j-mm-aaaa)	28-05-2010
SAPER OCEAN SYSTEMS 214 PRIDEAUX STREET NANAIMO, BC V9R 2N1	To (dd-mm-yyyy) / Au (j-mm-aaaa)	30-05-2010
A total of <u>26</u> hours of instruction was given covering all sections of the approved syllabus for		
Au total il a été donné _____ heures d'enseignement portant sur toutes les parties du programme approuvé de		
SMALL VESSEL OPERATOR PROFICIENCY COURSE		
(Description of the level of the accepted training or approved course of study) / (Description du niveau de la formation acceptée ou du cours approuvé)		
DOUGLAS W.D. SCHMIDT	Signature of holder - Signature du titulaire	Date (dd-mm-yyyy) / j-mm-aaaa)
Name of holder - Nom du titulaire		21-06-2010
PETER JONKER	Signature of principal and/or examiner - Signature du Directeur étui de l'examinateur	Date (dd-mm-yyyy) / j-mm-aaaa)
Name of principal and/or examiner - Nom du Directeur étui de l'examinateur		21-06-2010

83-0460 (0708-04) DISTRIBUTION = ORIGINAL: HOLDER / TITULAIRE COPY / COPIE SCHOOL / ÉCOLE

A85350

Canada

Driving Safety

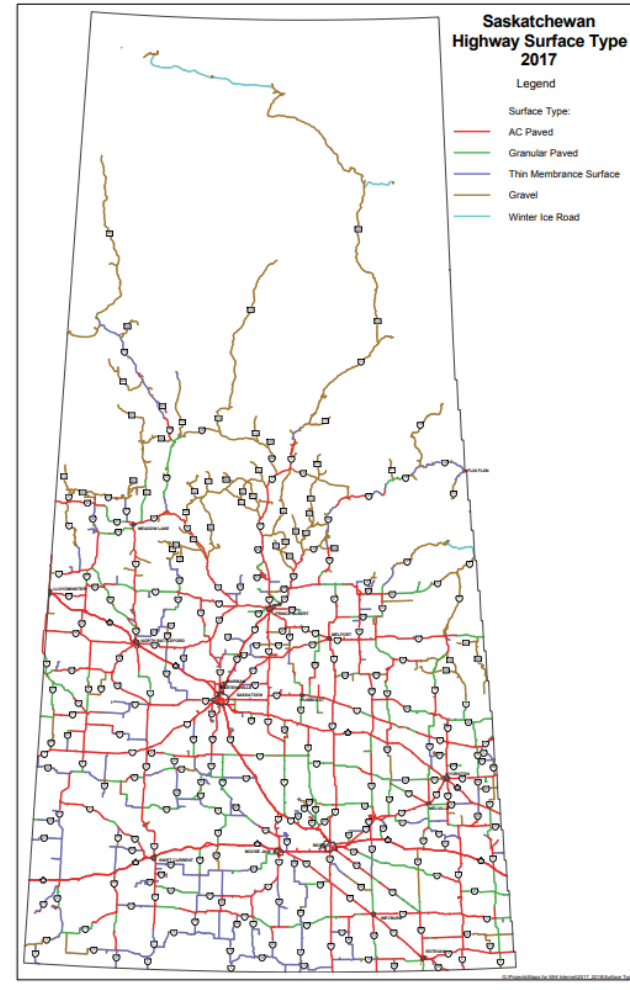
As a fieldwork researcher, the longest part of your day may be getting to and from your research activity.



In Saskatchewan there are over 26,000km of highways, 800 bridges, 12 ferries, and one barge. Additionally, there are 9,000km of asphalt, 5,000km of granular pavement, 7,000km of thin surface membrane, and 5,600km of gravel roads.

Driving Safety

In Saskatchewan there are over 26,000 km of highways, 800 bridges, 12 ferries, and one barge. Additionally, there are 9,000 km of asphalt, 5,000 km of granular pavement, 7,000 km of thin surface membrane, and 5,600 km of gravel roads.



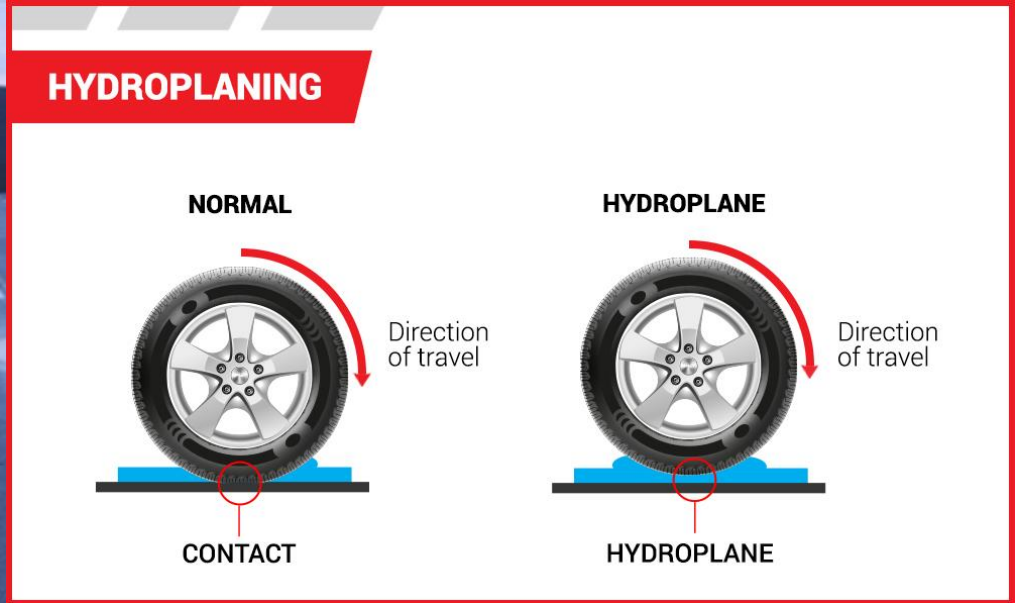
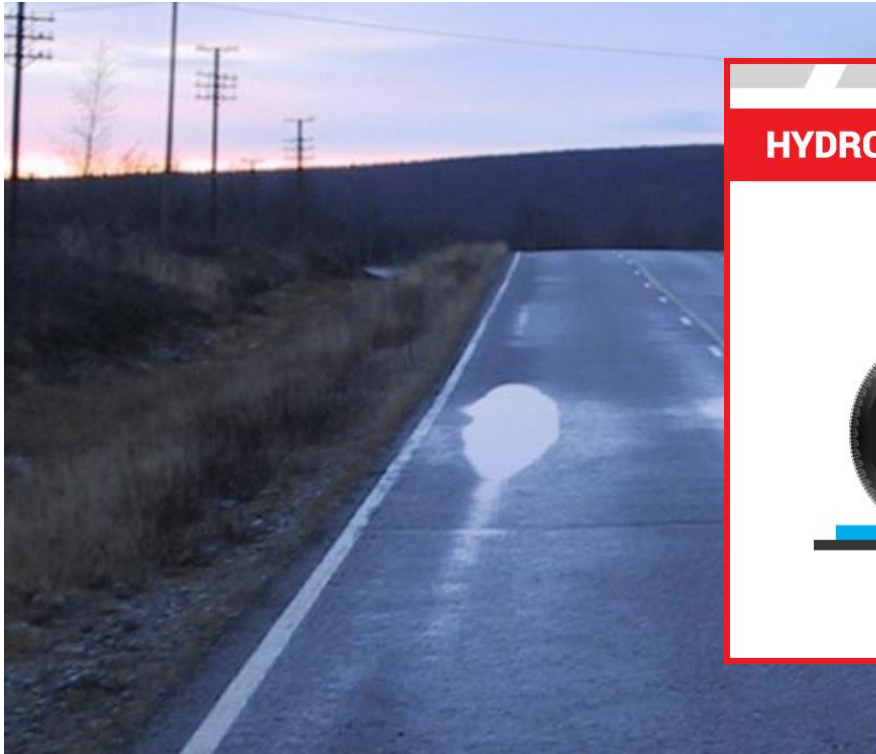
Driving Safety – Wet Conditions

Seeing as road transportation is the primary means that we receive goods, our highways take a beating. A very common thing you will encounter on our roadways is ruts.

When the water pools, you will encounter hydroplaning. This is when your tire loses contact with the road surface and essentially floats across a layer of water. When this happens, you lose control of your vehicle.

DO NOT HIT YOUR BRAKES AND DO NOT USE CRUISE CONTROL when driving on wet roads or when it is raining. Simply ease off the gas and steer straight ahead with both hands. **If you hydroplane, it means that you are driving too fast.**

Driving Safety – Wet Conditions



Driving Safety – Difficult/Unknown Terrain



Driving Safety – Difficult/Unknown Terrain

Before operating any vehicle, you must understand its limits and appropriate use in various conditions. While driving off-roads or on tracks that are not maintained, you should walk the path you want to drive on to observe the conditions of the ground. Look for the driest, most stable ground.

Remember, take your time, and know the vehicles and your limits/capabilities.

Wildlife Safety

Moose

Stay at least 50ft away from moose.

Never, ever get between a mother moose and her calves.

If you are charged by a moose, RUN! RUN! RUN!



Bear

stay calm – don't run!

Make a wide detour, calmly back away, speak in low tones, and don't look directly at the bear.

Never feed or approach a bear or cubs.

Move toward a tree or rock.

As a last resort, drop articles to distract the bear.

In most cases, black bears will threaten but not attack.

If attacked – defend yourself – DO NOT PLAY DEAD.



Wildlife Safety

Cougar

Stay calm – don't run!

Make sure the cougar knows you are not potential prey – stand up, make yourself appear as large as possible, shout loudly and throw something to distract the animal.

Back away to a safe distance while maintaining eye contact with the cougar.

If a cougar does make contact, fight back. Use any weapon that you can and don't give up.

Never play dead with a cougar.

After the cougar has left, keep watching for it until you reach a place of safety.



Wildlife Safety

Wolves and Coyotes

Whenever you encounter a wolf, do not run or turn your back on it and do not approach or chase it.

Face the wolf, stand tall, raise your arms to increase your stature and keep your eyes on it. Wolves, like dogs, do not like to be stared at. This will help to discourage a possible encounter.

Look for an open area if necessary, and move to it. Wolves like to use concealment to approach.



Wildlife Hazards



Kenton Joel Carnegie

- Kenton was 22 year old geological engineering student from Ontario (University of Waterloo) who died in a predatory animal attack while he was walking near Points North Landing, SK.
- Investigations did not reach a consensus about whether his death was caused by timber wolves or black bears.

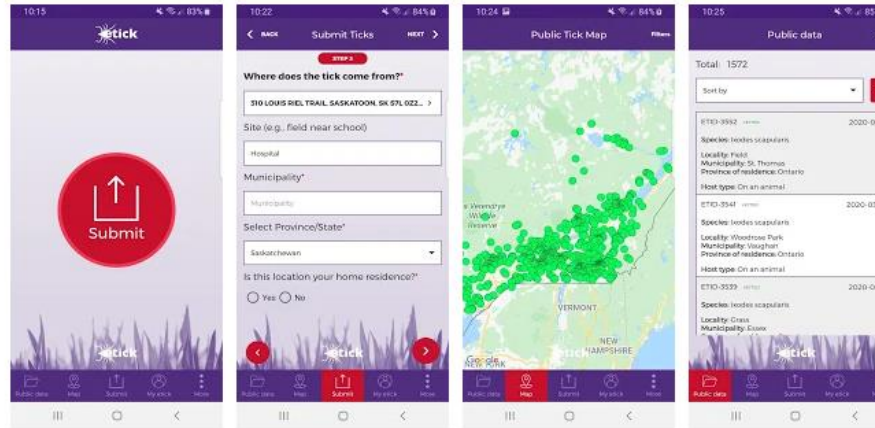
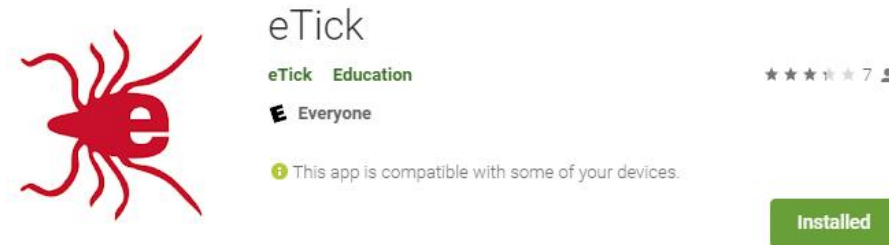
Insect Considerations



Ticks

- Tuck your pant legs into your socks, and duct tape to seal it closed.
- Wear light colored clothing and hat if possible, as it makes ticks easier to see.
- The international travel clinic recommends the use of DEET insect repellent. A higher concentration of DEET is recommended as being more effective than lower concentrations.
- The international travel clinic and the CDC also recommend applying a Permethrin insecticide designed for clothing and other gear for greater protection.
- Ticks arrive in Saskatchewan when the temps hit around 4 degrees and show up with migratory birds.
- The American Dog Tick is the most common tick, and does not carry Lyme Disease. Although Lyme disease is reported in Saskatchewan.

Insect Considerations



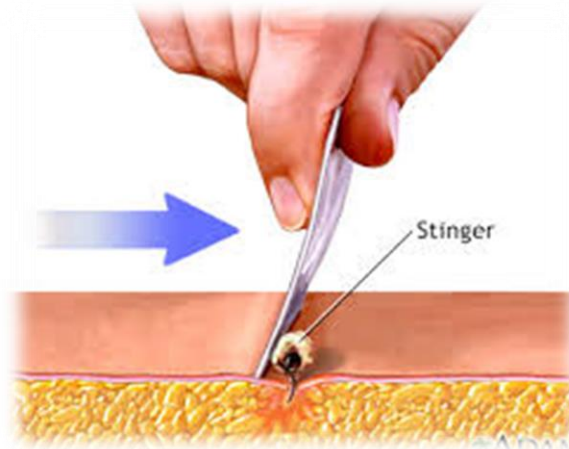
The emergence of Lyme disease and the rapid geographical range expansion of certain tick species in Canada are important issues for public health authorities and the public in general. A citizen science project called eTick invites the public to participate in the monitoring of ticks in Canada by submitting tick photos via a mobile application or a web site (eTick.ca) for identification by trained personnel. The identification results (usually returned within 1 business day) appear in real time on a public interactive map so that visitors can visualize all entries for a specific area and/or examine individual submissions. All eTick products and services (application download, image identification, consultation of public data) are free of charge.

Removing a Tick

- **Do NOT just grab** onto the largest part of the body, as this squishes the contents of the tick into the wound.
- **Do NOT force it** to back out by using Vaseline, nail polish remover, matches, etc., as it will regurgitate bacteria and disease into the wound.
- Using fine tooth tweezers, grasp the tick as close to your skin as possible, and then firmly pull it up and out. A tick key also works.
- Place the tick in a sealed container, or between two strips of clear tape. Then submit the tick for testing, or use the Etick App!

Bee & Wasps

Carefully remove the stinger with tweezers or scrape it away from the skin using your fingernail or a plastic card (e.g., a credit card).



Wasps do not lose their stinger.

If you use tweezers, grasp the stinger, not the venom sac. Wash the site and cover it to keep the site clean. Apply cold to the area

Wildfires and Grassfires

- Wildfires are a natural hazard in any forested or grassland region. Saskatchewan is home to both grasslands and boreal forest, therefore in the highest risk zone.
- In 2017 there were 353 wildfire starts in Saskatchewan
- Approximately 8,000 wildfires occur each year in Canada.
- The average area burned in Canada is 2.5 million ha/year.
- Fires caused by lightning represent 45% of all fires, but because they occur in remote locations and often in clusters, they represent 81% of total area burned.
- Human-caused fires represent 55% of all fires.

Land Access

Legislation has recently changed regarding how private land is accessed.

The responsibility was on the land owner to post trespassing signs, but that is no longer.

Land access must be by permission of the land owner. You can get this access this information from RM and Town offices.



Incident and Near Miss Reports

The screenshot shows the University of Regina website. At the top, there is a navigation bar with links for Directories, Library, UR Self-Service, UR Courses, Webmail, and Academic Calendars & Schedules. Below this is a search bar with the text 'Find a Person | Search Classes & Build Schedule' and a search input field labeled 'SEARCH U of R'. The University of Regina logo is on the left. A large banner image shows a view of the university campus buildings. Below the banner is a yellow bar with the text 'Health, Safety & Wellness' and a grey bar with 'Human Resources'. The main content area has a breadcrumb trail: 'HR Home > HSW Home > Report an Incident, Illness, or Safety Concern'. The main heading is 'Reporting an Incident' with a sub-heading 'Faculty or Staff'. The text describes the reporting process, including a 24-hour deadline and contact information for the Human Resources office. A 'Student, visitor or contractor' section follows. A 'Quick Links' sidebar on the right contains 'External links' and 'UR Source - HR'. A sidebar on the left lists various safety and wellness topics. A thank-you message is centered at the bottom of the main content area.

Directories | Library | UR Self-Service | UR Courses | Webmail | Academic Calendars & Schedules

Find a Person | Search Classes & Build Schedule

SEARCH U of R

University of Regina

Health, Safety & Wellness

Human Resources

HR Home > HSW Home > Report an Incident, Illness, or Safety Concern

Reporting an Incident

Faculty or Staff

Report any incident that involves injury to a person or damage to property, or had the potential to do so, to Health, Safety & Wellness, Human Resources, **within 24 hours of occurrence**. After completing and signing the Incident Form, give the form to your supervisor immediately.

After your supervisor has reviewed and signed the Incident Report, submit to health.safety@uregina.ca or stop by the Human Resources office (AH 435) and drop it off at the front counter

Student, visitor or contractor

Complete an Incident Report Form and submit to health.safety@uregina.ca

Please see the section "Complete an Incident Report" for full procedure details, forms, and Worker's Compensation information.

Thank you for helping to keep our university a safe place to live, learn and work!

Health, Safety and Wellness

- Report an Incident, Illness, or Safety Concern
 - Complete an Incident Report
 - Report a Safety Concern
- Prepare for Emergencies
- Personal Safety/Work Refusal
- Hazardous Materials & Equipment Safety
- Health and Wellness
- Safety Training
- Safety Advisories

Quick Links

- External links
- UR Source - HR

To be completed by individual(s) directly involved with the unsafe situation or injured in the incident within 24 hours of occurrence

Instructions for completion:

1. **Faculty or Staff:** After completion, sign and give this form to your supervisor immediately.
2. **Student, visitor or contractor:** Please send completed form to Health, Safety & Wellness (complete page 1 only).
3. **Supervisor/Manager:** Please complete the supervisor's/manager's section found on page 2. Sign and submit the completed form to your AVP/Dean/Director.
4. **AVP/Dean/Director:** Review the incident report form and actions recommended by the supervisor. Sign and submit to Health, Safety & Wellness.

Name: _____	Student/Faculty/Staff ID #: _____
Current Address: _____	Title/Occupation: _____
City/Postal Code _____	Department/Faculty: _____
Home phone: _____	Supervisor Name: _____ <small>(Required for Faculty (Staff Only))</small>
Work phone: _____	Supervisor Phone: _____ <small>(Required for Faculty (Staff Only))</small>
Employment category: <input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Visitor <input type="checkbox"/> Contractor	
Occurrence Date: _____	Time: _____ am <input type="checkbox"/> pm <input type="checkbox"/>
Location: _____ <small>(building or location)</small>	_____ <small>(room description or room number)</small>

Please describe the unsafe situation or how the incident occurred: (If more room is required, please attach a word document to incident report):

Details of injury/illness & treatment (e.g. body part involved, cut, strain, bruise, illness, symptoms and date of onset, etc.):

Was medical treatment received? University Health Clinic Family physician Hospital Other No*
*Seek medical attention if symptoms arise or persist and ensure Health, Safety and Wellness department is notified.

Did this incident/injury cause you to miss time from your studies or from work? Yes No

- If yes, dates you missed time from your studies or from work _____
- If yes, have you returned to work Yes No

Signature _____ Date _____

SUPERVISOR'S/MANAGER'S SECTION

To be completed by the supervisor within 24 hours of incident/accident

What do you believe were the causes of the unsafe situation or incident, and what preventative measures will be or have been taken to avoid a reoccurrence of this incident?

Action by: _____ Action will be completed by: _____
(Name) (Date)

Supervisor's/Manager's Name: (please print) _____

Supervisor's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

Manager's Name: (please print) _____

AVP/DEAN/DIRECTOR SECTION

Additional comments, if any

AVP/Dean/Director Signature: _____ Date: _____

Upon completion, submit this form either by email or delivery to:

Health, Safety & Wellness, Human Resources (AH 435)
Health.Safety@uregina.ca

Office Hours: Monday to Friday – 8:15 am to 4:30 pm

Fieldwork and COVID-19

Special considerations must be taken to ensure we do not transmit respiratory illness to anyone involved in fieldwork, or activities related to fieldwork.

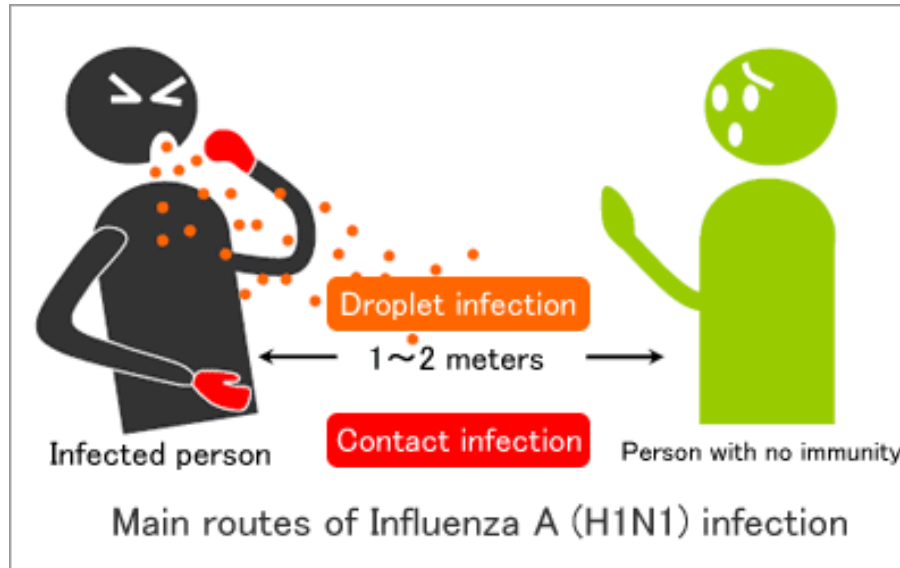
We must include this in our daily hazard assessment, and think about all people and items we come in contact with, as well as the current state of our personal well-being.

If you are ill, **DO NOT PARTAKE IN FIELDWORK.**



Exposure

People can catch COVID-19 if they **breathe in droplets** from a person with COVID-19 who coughs out or exhales droplets. This is why it is important to stay more than 2 meters (6 feet) away from a person who is sick. Unless you give them a mask to wear.



Main routes of COVID-19 infection*

* https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.mhlw.go.jp%2Fenglish%2Ftopics%2Finfluenza_a%2Fgeneral_info.html&psig=AOvVaw33L9wWT2iuLNHn9D3qWqS6&ust=1583432816602000&source=images&cd=vfe&ved=0CAIQjRxfwoTCNDAu6u_gegCFQAAAAAdAAAAABAK

Exposure Control

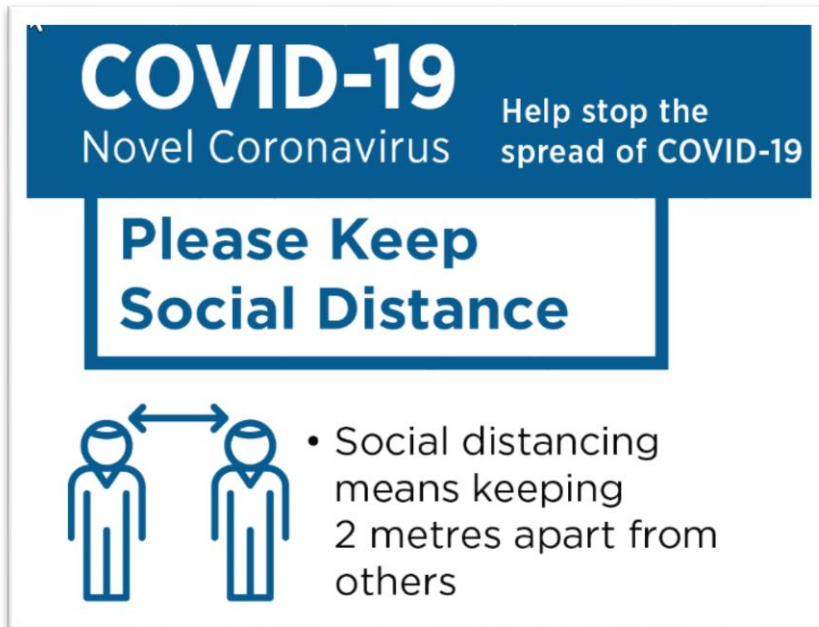
Standard Precautions

- If you have health related questions, speak with a well informed and educated person, like a medical professional.
- Take a moment to clean and disinfect items and areas like your cell phone, desk, tools, keys, flashlights, etc.

In the event of a **known or suspected exposure**:

- All areas, equipment, and clothing must be **decontaminated** with a Health Canada approved disinfectant (see future slides).
- Discard material soiled with blood and body fluids in a sealed plastic bag.
- Wash contaminated clothing separately in hot soapy water and dry in a hot dryer.

Reducing community spread of COVID-19



COVID-19
Novel Coronavirus

Help stop the spread of COVID-19

Please Keep Social Distance

• Social distancing means keeping 2 metres apart from others

Take steps to protect yourself and others:

- COVID-19 is spread person-to-person or by touching contaminated surfaces.
- No vaccine is currently available.
- **Asymptomatic** individuals can spread the disease.
- Avoid being exposed by practicing social distancing.

As **asymptomatic** individuals can spread the disease, when applying precautionary measures everyone should be considered to potentially be infected.

Fieldwork Considerations

You must disinfect the vehicle prior, during, and after use.
You will be provided with Oxivir-TB wipes.

Follow the instructions outlined on the container.

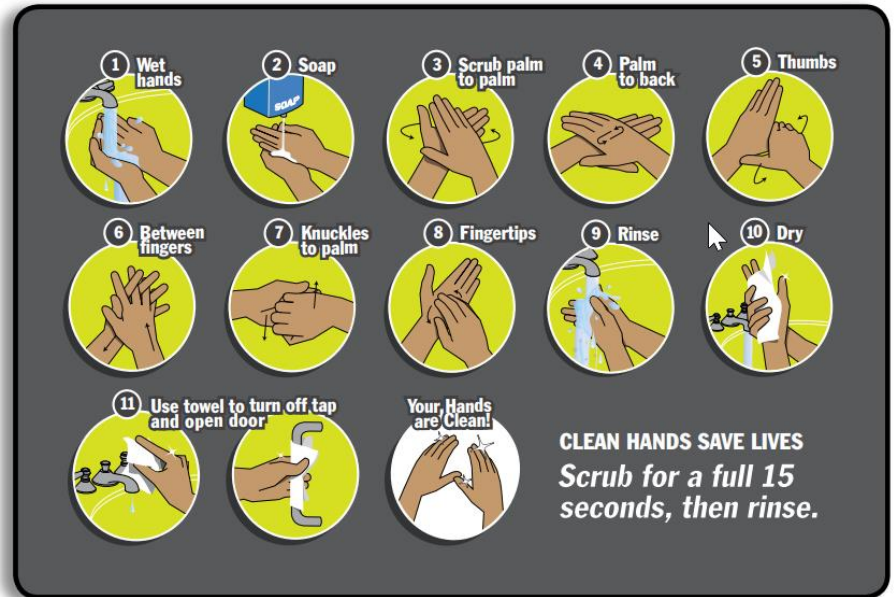
You must not share personal items or tools without disinfecting properly.



Health and Safety Precautions

Use the recommended hand hygiene practices.

- Wash your hands frequently using proper handwashing technique for at least 15-20 seconds.
- Avoid touching your face.



Visit www.germSMART.ca to view a video

demonstrating proper technique for handwashing with soap and water.



University
of Regina

Health and Safety Precautions



Hand Sanitizer

- Use hand sanitizer (with >60% ethanol/>70% isopropanol) when handwashing isn't possible.
- Is not a replacement for hand washing.
- It kills germs but does not remove them.

Alcohol based hand sanitizer may be available at UR Stores (RI 110 or GG 119)

Health and Safety Precautions

Practice Respiratory Etiquette

- Cough/sneeze into your elbow or
- Cover nose/mouth with a tissue.
- Use disposable tissues and discard after use.
- Use good hand hygiene after having contact with respiratory secretions or using a tissue.

[Respiratory Etiquette](#)



Health and Safety Precautions

Evaluate workspaces for frequently touched items and clean often.

- Work teams must clean surfaces, laptops, etc. with regular disinfectants or soap and water.
- Custodial Services disinfects frequently touched surfaces in common areas, such as door handles, railings and elevator buttons.

Minimize sharing of items as much as possible. Clean items/workstations between use by different staff.

- E.g. laptops, phones, workstations, pens.

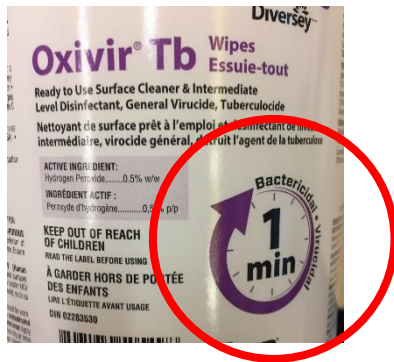
Cleaning Vs. Disinfection

There is a **BIG** difference!

Cleaning: Removal of dirt, organic matter, dust, etc. from a surface or object. Cleaning works by using soap and water to physically remove dirt from surfaces. This process does not kill germs.

Disinfection: Kills germs on surfaces or objects by using chemicals. This process does not necessarily clean dirty surfaces.

It is very important to understand the chemical disinfectant you are using and how to use it properly. A heavily soiled surface may need to be cleaned before disinfected. A disinfectant requires sufficient contact time to properly disinfect a surface.



Note all directions found on a disinfectants label, including the required contact time. Many disinfectants must be applied generously and allowed to air dry.

OxivirTb wipes are available at UR Stores and have been approved by the Saskatchewan Health Authority as an **effective disinfectant for COVID-19.**

Cloth Masks

Information about cloth masks.

- **Meant to protect others** in case you are infected.
- People may choose to wear if they feel it offers additional protection.
- Cloth masks are not standardized or tested.
- Unknown effectiveness and limitations.
- Medical masks and respiratory personal protective equipment is reserved for medical and healthcare workers.



Cloth Masks



Benefits

- Using a mask may reduce frequency that a user touches their nose or mouth.
- When used by an ill person with a cough or sneeze, the mask helps contain droplets and particles carrying the virus, limiting their dispersion.

Cloth Masks

Risks

- These masks have not been tested for effectiveness.
- They may not block virus carrying particles that can be transmitted by coughing, sneezing, or contact.
- These masks are not designed for proper fit or form.
- Wearing a mask may create a false sense of security.
- If the user adjusts, touches or removes the mask often, it decreases effectiveness by increasing the number of contacts to the face.

Cloth Masks

For those who elect to use a cloth mask, here are [instructions](#) for making cloth masks coverings.

Should:

- Fit snugly but comfortably against face.
- Be secured with ties or ear loops.
- Preferably include multiple layers of fabric (2+).
- Allow for breathing without restriction.
- Be able to be laundered and machine dried on high.



Cloth Masks

Cleaning instructions for cloth masks



- Do not touch eyes, nose, or mouth when removing cloth masks.
- Masks should be changed when saturated from condensation, are wet, or after an event that may cause contamination.
- Cloth masks should be routinely washed in a washing machine.
- **Wash hands with soap and water or apply hand sanitizer before and after removing cloth masks.**

Important Notes

Cloth masks are a ***voluntary public health measure***.

Cloth masks are meant to protect others in case you are infected.

Cloth masks have not been tested for effectiveness.

Cloth masks should be routinely washed in a washing machine and dried on hot.

Wash hands before and after donning and doffing masks.



PPE Refresher: Doffing Gloves

As a refresher – remember to use the proper glove removal technique to prevent cross contamination



- Grasp the outside edge near your wrist.
- Peel away from your hand turning the glove inside-out.
- Hold in opposite gloved hand.
- Slide ungloved finger under the wrist of the remaining glove.
- Peel off from inside, creating a bag for both gloves.
- Discard gloves in garbage.

PPE Refresher: removing PPE

Removing PPE Order:



Gloves

then
→



Glasses

then
→



Wash

Remember:

Always use proper glove procedures to avoid cross contamination.

Always take off gloves before leaving work areas and after completing tasks.



Exposure and Suspected Exposure

If you:

Have been exposed to a confirmed positive case;

Suspect exposure to a confirmed positive case; or

Develop symptoms listed on the self-monitoring check-list notify your supervisor immediately.

The plan for post-exposure investigation and follow-up will ensure that:

- Measures taken to minimize the risk of your infection;
- Exposure is investigated and documented;
- You receive timely medical evaluation or medical intervention if required.

For more information or useful links visit the University of Regina [COVID-19 Page](#)

If you have any questions about this module forward them to Health, Safety & Wellness (Health.Safety@uregina.ca)

Additional Information

For fieldwork questions, comments, or concerns, contact Health, Safety, & Wellness at 306-337-2370, or at health.safety@uregina.ca

Thank you!