

Field Work Safety Plan



- Individuals leaving UNBSJ to work in a rural location must complete this form.
- A copy of the Form is to be left with the Individual's Supervisor or Security & Safety Department before departure.

**Upon return check in with either Supervisor or Security depending on where plan has been filed. Generally if one is returning after hours, plan will be in Security office.**

Supervisors are responsible for ensuring individuals are informed of location of nearest Emergency Care Facility before departing the University.

<b>Supervisor's Name:</b>		<i>Field Leader's Name:</i>	
		<i>Home Phone Number:</i>	
<i>Name of Researcher if different than supervisor:</i>			
<b>Student's ID Number:</b>		<b>Home Phone Number:</b>	
		<b>Cell Phone Number :</b>	
<b>Last Name:</b>		<b>First Name:</b>	
DESTINATION:			
Will boat be used?	Yes	No	Boat Model:
Date of departure from Campus:		Date of return:	
Time of departure from Campus:		<b>ESTIMATED</b> return time to Campus:	
Mode of Transportation:		License Plate Number:	
Route taking to destination:			
<ul style="list-style-type: none"> <li>• List any <b>MEDICAL CONDITION(S)</b> which the Field Leader should be aware of.</li> </ul>			
<p><b>Family member to contact IN CASE OF EMERGENCY! - complete information below.</b>                  Provide this information for <b>EACH PARTICIPANT</b></p>			
Name:			
Address:			
Phone Number:		Relationship:	
<b>Authorized by:</b>			
<p>Your Supervisor <b>must</b> be informed of any modifications to this plan. Supervisor <b>must</b> inform Security &amp; Safety of any changes if plan is on file in Security Office. <b>Phone 506-648-5675.</b></p>			

**Field Work Safety Plan****INTENT**

To provide self reliance and preparedness for field work activity.

To ensure individuals involved in field work activity are aware of their responsibilities with respect to protecting their well being as well as the well being of others.

To ensure individuals are aware of their right to refuse hazardous work or work under adverse conditions as stated under Section 19 of the Occupational Health and Safety Act.

**SCOPE**

Any work or study at remote or outside locations which warrant special considerations for risk management and supervisory due diligence.

Examples are - but not limited to:

All activities on all waterways;

Field work at aquaculture sites;

Field work in extreme weather conditions;

Estuary mud flat;

Coastal cliffs or shore line;

Mountainous area;

Field work at night.

---

**RESPONSIBILITIES**

Individuals responsible for organizing field work or field courses must ensure they are familiar with the hazards which may be encountered in the particular area they are planning on visiting and that persons taking part in the trip are adequately informed of the risks and are prepared to cope with the hazards. To accomplish this a risk assessment must be made during the planning phase of the proposed field work.

1. One member of the field party shall be identified as Field Leader.
2. Ensure "Remote Location Plan" is filed with Supervisor or Security Department.
3. The supervisor/organizer must consider in advance the procedure to be followed in case of an accident or other emergency.
4. Ensure a means of communication is carried with the party and all members are aware of its location, the phone number if it is a cell phone and how to use it if it is a marine radio set, etc..
5. Ensure one member of the field party has up to date First Aid training and a fully-equipped First-Aid kit accompanies the party.
6. Ensure all members of the party have proper clothing, footwear to suit the expected conditions. Persons presenting themselves on the day of the trip who do not have the proper clothing and footwear will not be permitted to participate in the field trip if the Field Leader so decides.
7. Establish a plan should a member of the group get separated from the group.
8. Establish if any member of the party has any medical conditions which may be an issue if the trip runs overtime or if conditions are adverse, e.g. asthma, diabetes, hypoglycemia, etc. Remember to check for signs of frost bite, hypothermia, fatigue, heat exhaustion, dehydration, ticks. All personal injury incidents must be reported at the earliest convenience to the Manager of Security & Safety on an Accident Report Form.
9. Ensure there is ample potable water, food supplies and matches in case return trip is delayed. Ensure proper refrigeration of food stuffs.
10. Establish a break time as staff are required to have a 30 minute break after 5 consecutive hours of work under Section 8 of the Occupational Health & Safety Act, General Regulation 91-191.
11. All participants must be aware they are expected to conduct themselves in a proper responsible manner and to adhere to the instructions of the Field Leader.
12. Anyone planning on using a boat in their field work - refer to Safety Policy #7842 and Boat Safety Procedures.

*Revised November 2004*