

SALA Fieldwork Safety Plan

LOW RISK FIELD ACTIVITY DOES NOT REQUIRE THIS FORM.

Low risk is defined as activities that entail hazards no greater than those typically encountered by participants in their everyday lives. E.g. Travel to conferences, seminars, academic visits to institutions, or local field trips of short duration in urban setting. This may also include visits to industrial or construction sites on guided tours or where suitable on-site supervision exists.

HIGHER RISK FIELD ACTIVITY REQUIRES THIS FORM TO BE FILLED OUT AND SUBMITTED TO THE SCHOOL'S SAFETY MANAGER.

Higher risk fieldwork is defined as those involving remote or isolated locations, extreme weather conditions, hazardous terrain, harmful wildlife or the lack of ready access to emergency services. Any situation that exposes participants to significant risks to their health, safety or well-being and occur at locations outside the direct supervisory control of the Department or University. Examples include but are not limited to:

- Fieldwork at remote sites or industrial operations such as factories, mining operations and construction sites where on-site supervision is not adequate.
- Activities which require specialized safety training and/or certification in the use of personal protective or safety equipment, (boating, fall protection, SCUBA diving, etc.).
- Work at sites with hazardous substances.

FIELDWORK INVOLVING TRAVEL ABROAD

The participants must be registered for travel abroad. Students should use the UBC Student Safety Abroad Registry. Faculty and staff can use the Foreign Affairs and International Trade Canada [Registration of Canadians Abroad](#), a free service that keeps travellers connected to Canada in case of an emergency abroad, such as an earthquake, civil unrest or an emergency in Canada

MORE INFORMATION

[UBC Travel & Field Safety](#)

PLEASE PRINT AND SUBMIT THE FOLLOWING PAGES (LEAVE OUT THIS COVER PAGE)

THIS DOCUMENT, SUBMITTED IN CONFIDENCE, CONTAINS PROPRIETARY INFORMATION WHICH SHALL NOT BE REPRODUCED OR TRANSFERRED TO OTHER DOCUMENTS OR DISCLOSED TO OTHERS OR USED FOR MANUFACTURING OR ANY OTHER PURPOSE WITHOUT PRIOR WRITTEN PERMISSION OF UBC.

SALA Fieldwork Safety Plan

This form may be used by the Principal Investigator (PI), Lead Instructor, or Field Team Leader to develop a Safety Plan. **The completed Safety Plan must be shared with all the members of the fieldwork team and kept on file with the SALA Safety Manager.**

Multiple trips to the same location can be covered by a single Safety Plan.

The Safety Plan must be revised whenever a significant change to the location or scope of fieldwork occurs.

Principal Investigator/Lead Instructor/Field Team Leader Contact Information:

Name:

Phone Number:

Email Address:

Dates of Travel: *(List multiple dates if more than one trip is planned.)*

Location of Fieldwork:

Country:

Geographical Site:

Nearest City:

(Name, distance from site)

Nearest Hospital:

(Name, distance from site, phone number)

Type of fieldwork: (Please include a brief description of the type of work to be performed.)

University Contact:

Name and Phone Number:

Local (Field) Contact

Name and Phone Number:

Communication Plan: (Describe planned communication, including frequency of contact with university and local contacts.)

Emergency Procedures: Please include detailed plans for field location, including evacuation plans and emergency communication. (Emergency contact information must be included for each participant in the participant list provided below.)

First Aid Training: (Please list any team members who are trained in first aid and the type of training received.)

Physical Demands: (Please list any physical demands required for this field research; e.g., diving, climbing, high altitude.)

Risk Assessment: Please list identified risks associated with the activity or the physical environment (e.g., extreme heat or cold, wild animals, endemic diseases, travel risks, rough terrain, firearms, explosives, violence). List appropriate measures to be taken to reduce the risks. *Add additional rows or include a separate sheet if necessary.*

Identified Risks

Controls

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Travel Immunizations: (Please list required immunizations/prophylaxis.)

Field Team Membership: (Please list the names, UBC ID numbers, and emergency contact information for all members of the field team, and identify the Field Team Leader.)

Participant name	UBC ID#	Emergency Contact Name	Emergency Contact Phone number

Safety Plan Authorization:

By signing below the Principal Investigator, Lead Instructor, or Field Team Leader verifies that he or she has shared the contents of this safety plan with all team members and that they are familiar with the risks, prevention measures, and emergency plans. The completed form is to be submitted to the Safety Committee for review and authorization by Civil Engineering’s Head Designate for Safety.

Signature	Printed Name	Date
Head Designate for Safety Signature	Printed Name	Date