**UBC Field Work Safety Plan – Farmers Field Template – Your Name**

This field work safety plan will aid supervisors who wish to conduct field work activities. This plan will include a review of operational activities to ensure effective controls are in place to prevent incidents.

***Use of this template:*** *All light italicized grey font are instructional and must be removed before final copy is approved. Management of the work must review and approve of this plan.*

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| 1. **COURSE INFORMATION**
 |
| **Date Field Work Safety Plan Prepared** |  |
| **Faculty** | Land and Food Systems |
| **Department** |  |
| **Course (Name and Number)** |  |
| **Course Instructor Name** |  |
| **Number of UBC Participants on site** |  |
| **Field Work Activity Summary**  | What kind of field work are you doing? |
| **Site Supervision Summary** | Who will be supervising in the field? |

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| 1. **FIELD WORK SITE INFORMATION**
 |
| **Date of Departure**  |  |
| **Date of Return** |  |
| **Number of Days on Site** | If repeated field work, approximately how many days and which days? |
| **Name of Field Work Site** |  |
| **Address of Site or GPS Location** |  |
| **Description of Site (cliffside, mountainside, oceanside etc.)** |  |

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| 1. **FIELD WORK PARTICIPANT CONTACT INFORMATION**
 |
| **Name** | **Position (instructor, supervisor, student)** | **Email** | **Contact Number (cell)** |
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| 1. **ACCOMODATIONS AND MEALS**
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| **Accommodation Type (e.g. tent, cabin, trailer, hotel/motel)** |  |
| **Accommodation Name (e.g. campground name)** |  |
| **Accommodation Address or GPS Locations** |  |
| **Accommodation Phone Number** |  |
| **Meal Type (e.g. self cooked, catered, restaurants)**  |  |
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| 1. **TRANSPORTATION**
 |
|  | **Transportation to/from site** | **Transportation on site** |
| **Mode of transportation**  |  |  |
| **Details of transportation vehicle** |  |  |
| **Source of transportation (UBC, rental, other)** |  |  |

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| 1. **COMMUNICATIONS**
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|  | **Communication with group on site** | **Communication with “outside”** |
| **Mode of communication (cell phones, satellite phones, radio frequency etc.)** |  |  |
| **“Phone” (or equivalent) Number** |  |  |
| **Frequency of Communication**  |  |  |

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| 1. **FIELD WORK ITINERARY**
 |
| **Date** | **Time** | **Activity** |
| *e.g. Jan 1* | *e.g. 8:00am* | *e.g. Leave UBC by car and drive to Location X* |
| *e.g. Jan 1* | *e.g. 1:00pm* | *e.g. Arrive at Location X*  |
| *e.g. Jan 1* | *e.g. 1:30pm* | *e.g. Conduct site activities (set up equipment and collect samples)* |
| *e.g. Jan 1* | *e.g. 4:00pm* | *e.g. Return to UBC by car* |
| *Add rows as needed* |  |  |

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| 1. **TRAINING REQUIREMENTS**
 |
| **Name** | **Position** | **Name of Course, specialized training (e.g. first aid) or safe work procedure** | **Training Completed/Procedure Reviewed** |
| New Worker Safety Orientation |  |  |[ ]
| Violence in the Workplace |  |  |[ ]
| Preventing and Addressing Bullying and Harassment |  |  |[ ]
| Privacy and Information Security Fundamentals Training Part 1 |  |  |[ ]
| Privacy and Information Security Fundamentals Training Part 2 |  |  |[ ]
| Bear Awareness Training(<https://www.youtube.com/watch?v=z5TFw6utz3g>) |  |  |[ ]
| Safe Driving Manual Training(<https://www.icbc.com/driver-licensing/Documents/driver-full.pdf>) |  |  |[ ]
| Truck and Trailer Safety Tips(<https://www.icbc.com/driver-licensing/Documents/towing-trailer-full-guide.pdf>) |  |  |[ ]
| ATV Safety Tips(<https://myhealth.alberta.ca/Alberta/Pages/all-terrain-vehicle-atv-safety.aspx>) |  |  |[ ]
| Farm Machinery Safety Tips(<https://www.worksafebc.com/en/health-safety/tools-machinery-equipment/tractors-pto>) |  |  |[ ]
| Insect Trap Training |  |  |[ ]
| Soil Equipment Training |  |  |[ ]
| Add more as required |  |  |[ ]
|  |  |  |[ ]
|  |  |  |[ ]
|  |  |  |[ ]

*UBC* [*Mandatory Safety Courses*](https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/) *must be completed prior to work activities. Document all safety-related training courses completed including site specific training on procedures required for the task or emergency response.*

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| 1. **MATERIALS/EQUIPEMNT**
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| **Equipment/Tool/Material/Personal Protective Equipment (PPE)** | **UBC/Rental/Other** | **Standard Operating Procedure Available? (Y/N or N/A)** |
| Sunglasses |  |  |
| Protective eyeglasses |  |  |
| Steel Toe Boots |  |  |
| Sunscreen |  |  |
| Hat |  |  |
| UV Protective Clothing |  |  |
| Rain boots |  |  |
| Warm Clothing |  |  |
| Water Resistant clothing |  |  |
| Backpack |  |  |
| Cart |  |  |
| Buckets |  |  |
| Cellphone |  |  |
| Bearspray |  |  |
| Whistle |  |  |
| Gloves |  |  |
| Phone battery backup |  |  |
| Water |  |  |
| Food |  |  |
| Jumper cables |  |  |
| Change of clothes, additional clothes |  |  |
| First Aid Kit |  |  |
| Add more as required |  |  |
|  |  |  |
|  |  |  |

*All equipment should be listed in case equipment is lost, stolen, damaged to assist in* [*insurance claim*](https://srs.ubc.ca/insurance/)*. Remember to include Personal Protective Equipment (PPE). Manuals/Instructions/Documents should be available.*

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| 1. **OTHER IMPORTANT INFORMATION**
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*Identify other important information that can help protect staff against injury and damage. You can modify the steps listed below to suit your needs*

* Health screening and vaccine consultation can be done through [UBC Occupational Preventive Health](http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/occupational-preventive-health/)
* If workers will be [Working Alone or in Isolation](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-04-general-conditions#SectionNumber:4.20.1), the appropriate [documentation](http://rms.ubc.ca/health-safety/safety-programs/personal-safety/6969-2/) needs to be completed
* If the worker may be exposed to the hazard of [Workplace Violence](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-04-general-conditions#SectionNumber:4.27), a [Workplace Violence Risk assessment](http://rms.ubc.ca/health-safety/safety-programs/personal-safety/workplace-violence-prevention/#What%20are%20supervisor/department%20responsibilities%20for%20workplace%20violence?) needs to be completed
* In the event of a sudden deterioration of safe conditions, field work may need to be stopped until which time it is safe to continue
* All Incident/Accident will be reported onto [CAIRS](https://www.cairs.ubc.ca/) ([www.cairs.ubc.ca](http://www.cairs.ubc.ca)) or if internet access is not readily available the process below will be used (Note: incidents need to be reported within 48 hours of the occurrence of the incident:
* Please complete this section (if required)

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| **RISK ASSESSMENT** |
| **Key Activity/Task** | **Hazards and possible outcomes** | **Pre-Control Risk** | **Controls** | **Post-Control Risk** |
| **Consequence** | **Likelihood** | **Risk Level** | **Consequence** | **Likelihood** | **Residual Risk Level** |
| Soil or Insect Sampling | Sunlight, exertion, insect stings, pinch points, cuts/scrapes | Minor | Moderate | Low | Check forecast, Sunscreen, work in pairs, bring sufficient water, wear a hat, bring antihistamines, wear gloves | Minor | Unlikely | Low |
| Driving to field | Vehicle collision, traffic, construction, strain on eyes | Major | Unlikely | Medium | Following speed limits, circle check vehicle, practice defensive driving, check routes before starting trip, switching drivers when tired, wearing sunglasses | Moderate | Unlikely | Low |
| Walking in and around Farmers Fields | Uneven surfaces, drainage ditches, farm machinery, pesticide spray | Moderate | Moderate | Low | Walk along paths, wear appropriate footwear, wear bright clothing or safety vest, contact farmers to determine what activities they are doing in the field | Minor | Unlikely | Low |
| Interacting with public | Workplace violence or conflict | Moderate | Rare | Low | Working in pairs, follow conflict de-escalation techniques (<https://hsi.com/resources/conflict-de-escalation-techniques>) | Minor | Rare | Low |
| Add more as required |  |  |  |  |  |  |  |  |

*See* [*Risk Assessment Guidance Document*](http://rms.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/) *for support.*

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| 1. **EMERGENCY CONTACT INFORMATION**
 |
| **UBC Specific Contact Info** |
| **Department Contact Name (this person should not be at the field site)** |  |
| **Department Contact’s Phone Number** |  |
| **UBC Safety & Risk Services**  | 604-822-2029 |
|  |  |
| **Personal Emergency Contact Info** |
| **Worker 1 Personal Emergency Contact Name (this person should not be at the field site)** |  |
| **Contact’s Phone Number** |  |
| **Worker 2 Personal Emergency Contact Name (this person should not be at the field site)** |  |
| **Contact’s Phone Number** |  |
| *Add more as needed* |  |
|  |  |
| **Field Site Specific Emergency Contact Information** |
| **Local Contact Name** |  |
| **Local Contact’s Phone Number** |  |
| **Local Emergency Response Number** | 911 available [ ]  |
| **Local RCMP Detachment**  |  |
| **Nearest Hospital to the Site** |  |
| **Canadian Coast Guard (if applicable)** |  |

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| 1. **FIRST AID**
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| **Number of UBC participants (workers, students)** |  |
| **Hazards in the workplace (low/moderate/high risk of injury)** |  |
| **Types of injuries likely to occur** |  |
| **Barriers to providing first aid to an injured worker**  |  |
| **Transportation to hospital (< 20 minutes or > 20 minutes)** |  |
| **Supplies, equipment and facilities required (**[**Schedule 3-A**](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-03-rights-and-responsibilities#Schedule3A)**)** |  |
| **Name(s) of First Aid Attendants (Level of Training)** |  |

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| 1. **COMMUNICABLE DISEASE PREVENTION**
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*A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a work, research or academic environment from one person to another (i.e. influenza, COVID-19, norovirus)*

|  | **Yes** | **No** | **N/A** | **Details** |
| --- | --- | --- | --- | --- |
| **Have communicable disease entry/exit requirements been identified and addressed?**  |[ ] [ ] [ ]  **If yes, list requirements here:** |  |
| **Have all participants been directed complete a daily health check, wash hands, not attend activities if symptomatic?** |[ ] [ ] [ ]  **If no or N/A, describe why** |  |
| **If a participant at the field site develops symptoms, is there a plan to ensure the worker/student is cared for or safely transported home**  |[ ] [ ] [ ]  **Describe the plan or why there isn’t a plan** |  |
| **Will there be access to testing kits and /or required vaccination records for any applicable communicable diseases?** |[ ] [ ] [ ]  **If yes, describe** |  |
| **Is self-isolation or quarantining required for any communicable disease?** |[ ] [ ] [ ]  **If yes, how will you manage this?** |  |

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| 1. **EMERGENCY PROCEDURES**
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| **List of Potential Emergencies** | #1 Hot weather leading to heat stress |
|  | #2 Injury from scratch, cut, scrape, fall |
|  | #3 Vehicle collision |
|  | #4 Exposure to chemical |
|  | #5 Interaction with hostile public person |
|  | Add more as needed |

*List procedures associated with all reasonably possible emergencies. Note: This Plan may defer to the specific facility’s response procedures if contractually provided. See “*[*Remote Off-Campus Emergency Procedures*](https://srs.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/)*” for examples.*

**Procedure for dealing with Potential Emergency:**

1. Hot weather leading to heat stress
	1. Drink plenty of water
	2. Use SPF protection, wear protective clothing, sunglasses
	3. Take breaks in shaded area, cooled public space, or vehicle
	4. Seek medical attention if feeling unwell.
2. Injury resulting from scratch, cut, scrape, fall
	1. Gauge severity of injury
	2. Notify co-worker of injury
	3. Obtain first aid or call 911 for emergency help
3. Vehicle collision
	1. Refer to instructions in glove compartment of LFS Vehicle.
4. Exposure to chemicals
	1. Remove yourself from the exposure area
	2. Refer to MSDS for proper exposure protocols
	3. Call Poison Control immediately at **1-800-567-8911** toll-free in B.C. or **604-682-5050** in Greater Vancouver
5. Interaction with hostile public person
	1. Make contact with other field personnel and get into a pair/group
	2. Remain calmly and explain what you are doing in the field and that you are there with permission from the landowner
	3. Maintain distance and have an exit plan formulated
	4. Call 911 or local police if the situation escalates or you feel you may be in danger

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| 1. **SAFE WORK PROCEDURES**
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*The following are general safe work procedures and practices to be incorporated in your safety plan. Please provide all steps to safely perform tasks in this section.*

**Before Commencing Work At The Site:**

*Outline steps associated with personal protective equipment, equipment set up, meetings that occur before work commences, etc. You can modify the steps listed below to suit your needs*

1. Confirm medical and physical requirements are in good standing to perform work activities
2. Conduct a pre-job briefing outlining:
	1. Hazards and associated risks as per the completed risk assessment, and respective controls
	2. Review maps/charts of the area
	3. Environmental conditions for the day
	4. Itinerary of the day
	5. Reminder for all to carry their communication devices on them all the time
	6. Mandatory Personal Protective Equipment required
	7. Accident/Incident reporting
	8. Emergency Procedures
	9. Level of supervision to be adhered to (appropriate to the experience of the individual participants)
3. Call the farmer or organization 1-2 days ahead of sampling and ensure it will be safe to enter (no pesticides or equipment being used)
4. Check the weather forecast prior to working in the field and adjust equipment you will be using or dates for field work.
5. Please add more steps (if required)

**Commencing Work/Work Procedure:**

*Outline the methodology used to carry out your task in a clear systematic process. Translate each row on your Risk Assessment into 1-2 steps that incorporate the task, hazards and controls. Existing written procedures can be appended or referred to here.*

1. Confirm minimum crew size and sufficient supervision for the workers
2. Take a walk around the vehicle you will be using to get into the field. Ensure that there is no damage to the outside of the vehicle, none of the tires are looking low, all equipment is strapped down and will not be moving around.
3. Make sure the vehicle is set up for you comfortably, so that you can reach all the pedals and can see all mirrors
4. Pay attention to road conditions and drive accordingly.
5. When you get to your site, make sure you are able to pull over completely and get off the road entirely when possible.
6. Take a quick scan around your site for new potential hazards – such as unexpected vehicles, farm equipment, evidence of wildlife etc. Think about how this new hazard will affect your work for the day – what extra precautions you can take, if you will be able complete your field work that day, and how you can better prepare for next time.
7. Wear all your PPE for the day, and carry heavy items you will need with you in a backpack or cart.
8. Keep good form when taking your samples or completing field work to limit strain to muscles.
9. Return samples back to the vehicle when you have a manageable amount, and don’t take heavy loads.
10. Take small breaks, stretch, and drink throughout the day to preserve energy, prevent strain, and stay hydrated .
11. Try to take turns with your co-worker. Doing different tasks will prevent you from getting a repetitive movement sprain.
12. When you head back from your site, tie down all of your equipment and samples to make sure they don’t move around or get damaged.
13. Working outside in summer – before leaving vehicle or shelter, apply sunscreen, wear proper foot protection, put on hat and sunglasses.
14. Working near wildlife – google search park or area to see if there are any wildlife warnings, carry bear spray, speakers, and make noise in the field.
15. Working with farm equipment or machinery – read safe operation guide for equipment/receive training, wear appropriate PPE (gloves, hard hat, ear protection, high visibility vest etc.)
16. Working in the fall/winter in inclement weather – wear appropriate clothing (boots, sweater, parka, raincoat etc.), use a backpack or cart to keep hands free to catch yourself in a fall
17. Carrying heavy equipment – use a backpack, cart, or buckets, carry smaller loads, ask for help
18. Please Add/delete more if required

**Post-Work Procedure:**

*Outline items related to methods of disposal, expectations of housekeeping, etc. You can modify the steps listed below to suit your needs E.g. Field personnel to debrief on any considerations for future safety at the field site*

1. Assess your physical and mental state before driving back. Alternate driver from morning if possible.
2. Secure samples to ensure they do not move around during travel or have the potential to cause injury.
3. Clean and put away equipment that could carry pathogens.
4. Record vehicle mileage and inform lfs.vehicle@ubc.ca if there are any issues with vehicles.
5. Please Add/delete more if required
6. **DOCUMENT APPROVAL SIGNATURES**

This Field Work Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff/Faculty can either provide a signature or email confirmation that they have received, read and understood the contents of the plan. Sign off when complete. Note: Participant confirmation can be documented below.

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|  Name of Supervisor  |
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|  Name of Department Head |

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| Signature of Supervisor |
|  |
| Signature of Department Head |

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|  |
| Date |
|  |
| Date |

**Participant Document Confirmation of Understanding**

**To be completed by each participant:**

By confirming below, the following participants have been informed of and/or provided with a copy of this Field Work Safety Plan and any additional procedures/protocols and are aware and understand and agree with the hazards identified and the methods used to control or eliminate the hazards. The following participants, by signing, also confirm that they have discussed with responsible persons relevant medical and physical requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| **Participant’s Name** | **Email** | **Signature** | **Date** |
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| *Add rows as necessary* |  |  |  |

**Appendix A: Definitions and Responsibilities**

**DEFINITIONS**

* ***Administrative Controls:*** The modification of work processes or activities to minimize risk
* ***Engineering Controls:*** The modification of the physical work environment to minimize risk
* ***Hazard:*** A potential source of harm to a person that can lead to a risk of injury or occupational disease
* ***Risk:*** The chance of injury or occupational disease
* ***Risk Assessment:*** The process where hazards are identified, their risk evaluated, and controls for the risk are determined to eliminate the hazard or minimize the risk
* ***Supervisor:*** The person directly responsible for overseeing the tasks of the worker
* ***Worker:*** All employees of UBC including faculty, staff, and paid students

**RESPONSIBILITIES**

**Department Head / Local Safety Team Chair**

* Review and approve safe work procedures outlined in this document prior to their implementation

**Supervisor**

* Conduct a risk assessment to identify the potential hazards associated with a particular job and their associated risks
* Implement controls using the hierarchy of controls to minimize the risk due to the hazard
* Complete a safe work procedures to accompany the risk assessment for a particular job by using this template
* Ensure proper training has been provided to workers PRIOR to commencing work (e.g. safe work procedures, use of equipment or tools, personal protective equipment requirements, identifying and reporting hazards, etc.) and that the training has been documented
* Ensure workers have access to and understand any required documentation such as manuals, Safety Data Sheets (SDS) etc.
* Educate workers on emergency procedures, contacts and numbers. If emergency contact information is not posted at the workplace, provide the worker with a copy to carry with them. The worker must know what to do in case of emergency/injury
* Ongoing consultation with Joint Occupational Health and Safety Committee in the review and revision of this procedure to ensure the content is adequate and relevant to current research
* Communicate risks that may arise outside of those that are predetermined
* Complete necessary insurance requirements
* Consult with participants regarding relevant medical and physical requirements or concerns

**Workers**

* Understand and follow this safe work procedure
* Complete the required training for the task
* Use proper personal protective equipment
* Report any unsafe conditions to their supervisor
* Report all incidents in [CAIRS](http://www.cairs.ubc.ca) within 48 hours of the occurrence of the incident

**Other Persons**

Please complete this section if there are other categories of workers/supervisors that have distinct responsibilities (if required) e.g. Spotter, Field Supervisor etc.