Summer 2020 Field Research Safety Preparation Checklists

Project Leader

☐ Designate a Trip Leader
☐ Designate a Field Safety Officer
☐ Develop Field Safety Plan for each field trip. The Field Safety Plan includes four key elements:
   1. planning record
   2. communication plan
   3. assessment of risk
   4. emergency response plan
☐ Submit a complete Field Safety Plan to the Department Head or designate two weeks prior to the departure of any trip
☐ In partnership with Safety Officer, determine which field safety training (e.g., Wilderness First Aid, Industrial First Aid, Bear Awareness Training, Firearms Safety) is required by participants and arrange for their participation
☐ In partnership with Safety Officer, determine which safety equipment is required for the field trip and arrange for its procurement and distribution
☐ Complete safety training for self, if going on trip
☐ Complete Participant Form for self (safety training must be complete before Participant Form is done)
☐ Review completion of participant forms and training
☐ Review Department of Botany Field Safety Policy
☐ Review UBC policy on Accident/Incident Reporting, Investigation and Recording Procedures, and in the event of an incident, submitting a completed online CAIRS incident report form as soon as possible. Refer to the UBC Incident Site Investigation Guide for details.

Trip Leader checklist

☐ Thoroughly review and study the Field Safety Plan
☐ Complete safety training for self
☐ Complete Participant Form for self (safety training must be complete before Participant Form is done)
☐ Thoroughly review Department of Botany Field Safety Policy
☐ Review UBC policy on Accident/Incident Reporting, Investigation and Recording Procedures, and in the event of an incident, submitting a completed online CAIRS incident report form as soon as possible. Refer to the UBC Incident Site Investigation Guide for details.

Safety Officer checklist

☐ Thoroughly review and study the Field Safety Plan
☐ Complete Participant Form for self
☐ In partnership with Project Leader, determine which field safety training (e.g., Wilderness First Aid, Industrial First Aid, Bear Awareness Training, Firearms Safety) is required by participants and arrange for their participation
☐ In partnership with Project Leader, determine which safety equipment is required for the field trip and arrange for its procurement. Ensure all necessary safety equipment and an adequate first aid kit
are available for the duration of the trip. A list of recommended first aid supplies can be found at https://travelfieldsafety.ubc.ca/firstaid/.

☐ Give safety lectures to all participants prior to trip departure. This includes an orientation lecture that makes all participants aware of the Department of Botany Field Safety Policy, gives an overview of planned activities and the trip Safety Plan, and reviews forms to be completed by participants. Prior to commencing activities in the field, this includes reviewing any safety themes and providing task-specific training on safety protocols for tasks about to be undertaken.

☐ Review participant form responses and prepare a sealed copy to bring into the field with any pertinent medical information (e.g., activity restrictions, allergies)

☐ Review UBC policy on Accident/Incident Reporting, Investigation and Recording Procedures, and in the event of an incident, submitting a completed online CAIRS incident report form as soon as possible. Refer to the UBC Incident Site Investigation Guide for details.

Participant (Student/Trainee/TA) checklist

☐ Complete required field safety orientation and training activities
  1. review the Department of Botany Field Safety Policy
  2. complete any safety trainings required by the Project Leader
  3. understand any safety lectures delivered by the Field Safety Officer

☐ Participant Form (*safety training must be complete first). The Participant Form includes three key elements:
  1. critical data
  2. consent for use of personal data
  3. acknowledgement of risk

Volunteer checklist

☐ Complete required field safety orientation and training activities
  1. review the Department of Botany Field Safety Policy
  2. complete any safety trainings required by the Project Leader
  3. understand any safety lectures delivered by the Field Safety Officer

☐ Participant Form (*safety training must be complete first). The Participant Form includes three key elements:
  1. critical data
  2. consent for use of personal data
  3. acknowledgement of risk

☐ Volunteer Waiver