**UNIVERSITY OF CALGARY** | VP SERVICES | Environment, Health and Safety

**Field Safety On-Site Field Activities Procedure and FLHA Template**

**EHSMS Element:** Field Safety

**Document Number:** EHSMS-ST-0001-PR-03

**Document Custodian:** Environment, Health and Safety

|  |  |  |
| --- | --- | --- |
| **Change Control** | | |
| **Version** | **Description** | **Effective Date** |
| 2 | Author’s alterations based on end user feedback. | 2022.11.02 |
| 1 | Document published. | 2022.09.06 |

# Table of Contents

Table of Contents 2

4. ON-SITE FIELD ACTIVITIES 3

# ON-SITE FIELD ACTIVITIES

Field activities by their very nature introduce new activities and new worksite conditions daily and a daily review of the day’s tasks, hazards, and controls is a legislative requirement that must be completed. If any new hazards, required controls or changes in activities are identified, these must be documented and discussed with all participants. If there are no changes, this must also be documented. If conditions change during the day, any newly identified hazards and controls must be discussed with all participants.

Use the provided Daily Briefing Checklist to help identify any new tasks, existing or potential hazards each day. Hazards may be associated with people, equipment, materials, environment, or processes. Use the Daily Briefing - Field Level Hazard Assessment (FLHA) template to document this discussion.

For every hazard identified, appropriate controls must be identified and utilized to reduce the risk to a manageable and appropriate level. Refer to the Field Safety Hazard Assessment and Control Library to assist with this process. Use the hierarchy of controls as outlined below:

1. Eliminate the hazard if possible (e.g., substitution, avoidance)
2. Engineering – control the hazard at the source (e.g., guardrails, local exhaust system, isolation, etc.)
3. Administrative – control the hazard along the path between the hazard and workers (e.g., procedures, training, supervision, job rotation, alarms, etc.)
4. Personal Protective Equipment (PPE) – control the hazard at the worker (e.g., cut-resistant gloves, helmet, eye protection, reflective vest, etc.)

A combination of multiple control methods described above may be used.

Table may be expanded as necessary.

|  |  |  |
| --- | --- | --- |
| Trip Name: Click or tap here to enter text. | | Supervisor/Instructor: Click or tap here to enter text. |
| Date: Click or tap here to enter text. | Worksite: Click or tap here to enter text. | Location: Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| **Tasks**  (List all tasks/activities; consider emergency conditions | **Hazards**  (List both health hazards and safety hazards and consider surrounding area) | **Plans to eliminate/control**  (List the controls for each hazard: Eliminate, Engineering, Administrative, Personal Protective Equipment) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Record other information applicable to the day’s activities and location, and review communication plan and emergency response plans with all participants:

|  |  |  |
| --- | --- | --- |
| **Applicable written Standard Operating Procedures (SOPs) have been reviewed including:** (list all that apply)  Click or tap here to enter text. | **The following individuals are the designated Group Leaders:** (list all names)  Click or tap here to enter text. | **Designated Muster Point:**  Click or tap here to enter text. |
| **Emergency equipment required on site and location:** (list all that apply)  Click or tap here to enter text. | **The following individuals are the designated First Aiders:** (list all names)  Click or tap here to enter text. | **On-Site Communication Check-in Schedule and method:**  Click or tap here to enter text. |

**For field research and team building events with a completed and approved Pre-Trip Plan,** once complete and reviewed, the daily briefing - FLHA must be dated, and signed by all participantsprior to the commencement of activities each day. All daily briefing - FLHAs must be retained and uploaded into the trip file upon return to campus.

**For field school trips with a completed and approved Pre-Trip Plan,** employees must participate in the completion of the daily briefing - FLHA and sign to verify participation and understanding. Discussion of identified hazards and controls must be included as an agenda item in the scheduled daily meeting with all participants.

All volunteers and visitors must review and sign the daily briefing – FLHA.

Signatures on this document may be provided as “wet ink” or “electronic”.

**Employees and Participants:** By signing this form, you acknowledge that you have participated in the onsite daily briefing, understand the hazards, and agree to apply the methods to eliminate or control the hazards that have been identified in the Field Level Hazard Assessment.

By typing your name in the table below, you are electronically signing this form.

|  |  |  |
| --- | --- | --- |
| **Participant’s signature** | **Participant’s signature** | **Participant’s signature** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |
|  |  |  |

**Supervisor Sign-off: \_\_**Click or tap here to enter text.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

By typing your name in the above ‘Sign Off’, you are electronically signing this form.

**Planned check in with University Campus**

Make scheduled check-ins with designated contact on main campus.

**Incident Reporting**

Reporting an incident in the Online Accident Reporting System (OARS) shall be done by the supervisor. If this is not possible due to technical restraints, record specific details of the incident on the Incident Information Collection for 3rd Party Reporting and contact the department for assistance in entering the data.

When an incident, injury or illness occurs that is attributed to field research activities, team building activities or credit course activities the supervisor must submit an OARS report within 24 hours. If medical attention (physician, hospital, etc.) is required or require time off beyond the day of injury is required, a WCB report must be initiated within 72 hours.

For more information contact:

Environment, Health and Safety

E-mail| [ucsafety@ucalgary.ca](mailto:ucsafety@ucalgary.ca)

URL | [www.ucalgary.ca/safety](http://www.ucalgary.ca/safety)

University of Calgary

2500 University Drive NW

Calgary, AB, T2N 1N4