

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

## Field Safety Checklist

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## 1. FIELD SAFETY CHECKLIST

The following checklist is designed to confirm if the University of Calgary Field Safety Pre-Trip Plan has all necessary information included and that you are prepared for the Pre-Trip Meeting, onsite activities and Post-Trip Debrief. It may also be utilized by document review teams.

This checklist is not mandatory to complete.

Supervisor \_\_\_\_\_ Name of Trip File \_\_\_\_\_

Task/Activity	Completion Date	Notes
Complete Pre-Trip Plan Activity Details page		
Complete Pre-Trip Plan Hazard Assessment and Control		
Complete Location and Accommodation Details <ul style="list-style-type: none"> <li>• International Field Research location and accommodation details are registered with RMI Travel Registry</li> <li>• International Field School location and accommodation details are registered with Global Learning-Study Abroad</li> <li>• Domestic travel to remote, isolated or wilderness locations has been registered with RMI Travel Registry using GPS coordinates</li> <li>• Location and accommodation details recorded on Pre-Trip Plan</li> </ul>		
Hiring Contracted Services using SCM approved vendors or international SOS recommended vendors including: <ul style="list-style-type: none"> <li>• Travel Services</li> <li>• Accommodations</li> </ul>		
Driving <ul style="list-style-type: none"> <li>• All drivers are registered with RMI as University of Calgary approved drivers</li> <li>• All drivers have completed safe driver training as per Vehicle and Driver Safety Standard</li> <li>• Journey Management plan has been completed</li> </ul>		
Equipment <ul style="list-style-type: none"> <li>• Required research equipment has been identified and listed               <ul style="list-style-type: none"> <li>○ Additional tools, batteries, SOPs, etc. have been identified and packed</li> </ul> </li> <li>• Appropriate communication device has been identified and provided               <ul style="list-style-type: none"> <li>○ extra batteries, subscriptions are provided</li> <li>○ Any required settings have been completed</li> </ul> </li> <li>• Emergency equipment has been inspected and packed</li> <li>• PPE has been provided for all participants</li> </ul>		

<p>Hazardous Materials</p> <ul style="list-style-type: none"> <li>• Identified and packaged for transport suitable for TDG requirements</li> <li>• SDS, PSDS, permits, SOPs, etc. are up to date and available</li> <li>• Spill kit provided</li> <li>• Waste procedures have been planned</li> </ul>		
<p>Training</p> <ul style="list-style-type: none"> <li>• All training requirements have been identified and listed</li> <li>• Verification that all participants have completed required training</li> <li>• Certified First Aiders have been clearly identified</li> </ul>		
<p>Communication</p> <ul style="list-style-type: none"> <li>• On site check in process established</li> <li>• Scheduled check in with Campus delegate</li> <li>• Emergency Communication Plan developed, and appropriate contacts identified</li> <li>• Communication device subscription/SIM card requirements met</li> <li>• Required pre-programming for emergency escalation complete</li> </ul>		
<p>Emergency Response</p> <ul style="list-style-type: none"> <li>• 3 emergency response plans developed</li> <li>• Missing person/missed contact plan is accessible</li> </ul>		
<p>Required Documentation</p> <ul style="list-style-type: none"> <li>• Collected/verify all required documents have been provided by all participants           <ul style="list-style-type: none"> <li>○ RMI waivers/informed consent documents provided to participants</li> <li>○ Required travel documents available</li> <li>○ Travel insurance in place</li> <li>○ Required vaccinations completed</li> <li>○ Participant Emergency Information Form collected</li> </ul> </li> <li>• Ensure all permits, protocols and authorizations required for the trip have been completed and are available</li> <li>• Volunteers must be registered, trained, and complete a waiver of liability</li> </ul>		
<p>Pre-Trip Plan has been approved by Department Head</p>		
<p>File Documents</p> <ul style="list-style-type: none"> <li>• Copy of the approved Pre-Trip Plan has been filed centrally</li> <li>• Copy of Participant Emergency Information Forms filed centrally</li> </ul>		
<p>Pre-Trip Meeting</p> <ul style="list-style-type: none"> <li>• Scheduled</li> <li>• Documented</li> <li>• All participants have signed</li> <li>• All signed waivers/informed consent documents collected</li> </ul>		

<ul style="list-style-type: none"> <li>• Upload Pre-Trip Meeting documentation and waivers to trip file prior to leaving campus</li> </ul>		
Daily On-Site Activities <ul style="list-style-type: none"> <li>• Prepare appropriate number of FLHA templates for the trip</li> </ul>		
Post Trip <ul style="list-style-type: none"> <li>• Upload completed daily FLHAs to the trip file</li> <li>• Destroy all Participant Emergency Information Forms</li> <li>• Schedule Post-Trip Debrief or send out survey</li> </ul>		
Post-Trip Debrief <ul style="list-style-type: none"> <li>• Document meeting and attendance and upload to trip file</li> </ul> Or <ul style="list-style-type: none"> <li>• Collect and summarize survey responses and upload to trip file</li> <li>• Identify lessons learned to be applied to future trips</li> </ul>		

For more information contact:

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