



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

## **Field Safety Daily Briefing Checklist**

**EHSMS Element:** Field Safety

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## 1. DAILY BRIEFING CHECKLIST

Field activities by their very nature introduce a daily review of the day's tasks, hazards, and controls must be completed with all participants. If any new hazards, required controls or changes in activities are identified, these must be discussed and documented on the FLHA template. If there are no changes, this should be noted.

Things to consider during the daily briefing include but are not limited to:

- Health and wellness check for all participants
- Identify participants with existing conditions that may be affected by field activities (allergies, asthma, diabetes, etc.) Be aware of symptoms, medication/EpiPens, treatment, etc.
- Review and confirm all Pre-Trip Plan hazards and safety precautions with all participants.
- Discuss specific equipment that may be used, and activities planned for the day and review Standard Operating Procedures (SOPs).
- Review any travel document requirements.
- Identify any new or changed hazards and appropriate controls:
  - Weather forecast for the day – identify appropriate gear
  - Air quality or forest fire threats if applicable
  - Road conditions if traveling, travel route, mode of travel
  - Environmental conditions and terrain if walking /hiking (boggy, insects, snow, following pathways/bushwhacking, etc.)
  - Wildlife sighted in your area. Review Wildlife Encounter Risk Matrix.
  - Are there other people in the area to be aware of? (Construction work, forestry trucks, hunters, etc.)
- Verify that all participants have the appropriate PPE for the day's activities.
- If firearms will be carried, review safe practices, license, storage of ammo, etc.
- Conduct a daily vehicle inspection and complete the appropriate form.
- Ensure all necessary equipment is packed
- Identify Certified First Aiders, muster points, location of first aid kits and survival packs.
- Remind participants about:
  - incident reporting requirements
  - environmental impact and stewardship.
- Review Communication Plan and define check in times.
- Review Emergency Response Plans.

Include a daily reminder that reporting of hazards and concerns is recommended and indicate how participants can report any concerns.

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

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

All daily FLHAs must be retained and uploaded into the trip file upon return to campus.

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