



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

Field Safety Document Review Team Process and Set-up Guide

EHSMS Element: Field Safety

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1. FIELD SAFETY DOCUMENT REVIEW TEAM PROCESS AND SET-UP GUIDE

Faculties may consider implementing a Field Safety Document Review Team to assist in performing a rigorous review of Field Safety Planning documents prior to submission to the Department Head for review and approval. This will help ensure documentation is both complete and thorough and a second set of eyes may identify hazards or controls that may have been missed.

The development of a Field Safety Document Review Team is optional, it is not required.

1.1 PURPOSE OF THE FIELD SAFETY DOCUMENT REVIEW TEAM

- Act as delegates for department heads in ensure field safety protocols are followed
- To review FLHA for field research activities
- To ensure consistency and compliance with legislative requirements
- To enable tracking of documentation
- To ensure easy access to documents for Department heads (and Department Admins)
- To provide oversight for the Dean's ELT

1.2 REVIEW TEAM REPRESENTATION, NORMS AND EXPECTATIONS

- Departments with research field activities should have representation
- Each Review Team member is responsible for completing the review process as described for the Department they represent and be a backup to others
- Each Review Team member should receive training on assessing and reviewing Field Safety Standard and Pre-Trip Plans from EHS
- Each Review Team member is expected to work collaboratively with other members of the Review Team
- Good communication is expected to ensure members can back each other up during absences.
- All are equally accountable to completing the process and ensuring gaps or issues are identified.
- Review Team members will work patiently and respectfully with researchers and instructors to ensure completeness of the documentation.
- Non-compliance or disrespectful behavior during this review process should be reported to the appropriate Department Head, who will ensure this mandatory review and approval process is both supported and adhered to.

1.3 TECHNICAL REQUIREMENTS

- Setup a faculty specific designated email account with an option to have separate designated email accounts as deemed appropriate specific to:
 - Field Research
 - Field Schools
- Each team member must be given access to the account
- Daily monitoring of email account is required
- Ensure all emails are responded to from the designated email account
- Use department or trip specific email files as appropriate
- Access to Faculty level centralized file storage required
 - Access required to all by review Team
 - *Department specific access*
 - Department Heads

- Department Admins
 - Dean's ELT team requires access to all
- Centralized digital Faculty Storage should be organized in such a manner that identify:
 - Department
 - Field Research
 - Field School
- Directory structure under each Department to be specified and ensure ease of identifying specific trip files in case of an emergency.
 - Consider using yyyy-mm-dd-department-trip identifier
- Every trip file will include the following completed documents:
 - Pre-Trip plan with Department Head signature of approval
 - Participant Emergency Information Forms for all participants
 - Pre-Trip meeting document with signatures
 - All On-Site Daily Briefing FLHAs with employee signatures
 - Post-Trip Debrief document
- It is recommended that a field activity tracking spreadsheet be incorporated at the department level so that groups that are away from campus, are easily identified.
- Documents must be retained for a minimum of 3 years
 - Documents contain personal information and once obsolete must be archived or disposed of in a secure manner.
 - All Participant Emergency Information Forms are to be shredded upon group's return to campus.

1.4 SUGGESTED INSTRUCTIONS FOR USERS

Consider posting instructions on faculty or department website as appropriate.

Domestic Travel:

1. Complete the Field Safety Pre-Trip plan a minimum of **10 business days in advance** of your trip.
2. Submit the above documents for initial review to designated email account. Insert your home department in the subject line of the email.
3. Feedback and/or a request for further details (as appropriate) may be requested to ensure this documentation is completed and thorough.
4. Once documentation requirements have been satisfied, the Review Team will respond, forwarding documents to the department head with a recommendation for final approval.
5. Department Head will review and approve documents and will return signed document to the Review Team and the trip leader.
6. Review Team will name and file documents in a designated centrally located file folder.
7. Trip Leader must schedule a Pre-Trip meeting where all trip participants review the approved Pre-Trip Plan and sign the Pre-Trip Meeting document
8. Trip Leader will upload signed Pre-Trip Meeting document to the trip file folder.

International Travel:

1. Register all international travel for university business (including research, fieldwork, conferences, and business trips/meetings) at ucalgary.ca/risk/risk-management-insurance/travel **3-4 weeks in advance of travel.**
 - a) Registration is mandatory.

- b) Travel to high-risk regions may require additional approval.
2. Notify the Department Head and faculty international coordinator, initiating a discussion to assess the risks.
3. Consult the international travel restrictions info at (<https://www.ucalgary.ca/risk/risk-management-insurance/travel/covid-19-international-travel>)
4. Complete the Field Safety Pre-Trip Plan.
5. Submit the Field Safety Pre-Trip Plan for initial review to designated email account. Insert your home department in the subject line of the email.
6. Feedback and/or a request for further details (as appropriate) may be requested to ensure this documentation is completed and thorough.
7. Once documentation requirements have been satisfied, the reviewer will respond, forwarding documents to the department head with a recommendation for final review and approval.
8. Department Head will review and approve documents and will return signed document to the Review Team and the trip leader.
9. Review Team will name, and file approved Pre-Trip Plan in a designated centrally located file folder.
10. Trip Leader must upload approved Pre-Trip Plan to the Travel Registration system (<https://iac01.ucalgary.ca/RiskMgmt/>)
11. Trip Leader must schedule a pre-Trip meeting with all trip participants to review the approved Pre-Trip Plan and sign the Pre-Trip Meeting document.
12. Trip Leader will upload the signed Pre-Trip Meeting document to the trip file folder.

Suggested Workflow Process for Review Team

1. Email from research group received in the designated email account.
2. Research Team members identify which Department the email is from or assign to Review Team member.
3. Reviewer moves the email to their department folder while reviewing
4. Key points for reviewing process
 - a) Ensure completeness of documentation
 - b) Identify specific process and training requirements and verify compliance
 - c) Review specific details for rigor and thoroughness
 - i. Hazard Assessment and Control
 - ii. Communication Plans
 - iii. Emergency Response Plans
5. Issue identified, loop back to sender to provide more information or corrections
6. Once the review of the documents is completed and deemed compliant
 - a) Email completion status to PI and cc Department Head with recommendation for final review and approval (this may be a standardized email)
 - b) Move the email thread to the appropriate email folder in the designated email account.
 - c) Place a copy of the approved documents in the appropriate centralized file folder ensuring the trip file has been appropriately named.
 - d) Enter information in the Field Activity Tracking spreadsheet for appropriate Department

Figure 1: Field Activity Tracking Spreadsheet Example

Field Activity Tracking Spreadsheet						
Department:			Department Head:		Department Admin:	
File Name	Leave Date	Return Date	Location	Supervisor	Participants	Reviewed By:

For more information contact:

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