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

**Field Safety Pre-Trip Meeting Procedure and Agenda**

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# PRE-TRIP MEETING WITH ALL PARTICIPANTS

For many, this may be their first experience doing field research, going on a field school related excursion, or participating in a team building activity. It may be their first time in a remote, isolated or wilderness location or in a foreign city. Ensuring the safety and confidence of every participant is crucial and a necessary part of a successful field experience. A Pre-Trip Meeting provides the opportunity to review and discuss the Pre-Trip Plan with all participants, as well as discussing any other questions or concerns that may arise.

Review of hazards (existing and potential) and the controls, with all participants is a legislative requirement. This discussion must include a review of the destination’s local news to identify any items which could potentially impact health and safety during the trip. Emergency response plans and communication plans are to be reviewed as well as any other pertinent documents related to the planned activities, such as Safety Data Sheets (SDSs) or Standard Operating Procedures (SOPs).

All members of the University Community have the right to learn, work, and live in an environment where they are free from harassment, discrimination, and violence. Boundaries exist in many forms: physical, emotional, spiritual, intellectual, sexual, as well as those related to time and technology. Each participant must define and maintain their healthy personal boundaries and learn to respect others’ boundaries as well as learning to recognize the subtle ways in which someone might indicate their boundaries. A discussion regarding fitness to participate (physical, mental, and emotional health), psychological safety and reporting of hazards and concerns must be included in the pre-trip meeting.

The supervisor(s) must always use respectful and inclusive language with participants and local community members. Define roles and responsibilities, discuss reporting structure and authority, workload, and behavioural expectations. It should be noted that all University of Calgary policies apply while away from campus on university business.

This meeting is an opportunity to build collaborative and trusting relationships between participants prior to leaving and while on site. Encourage open, respectful dialogue that promotes inclusion and a sense of self worth among participants.

The Pre-Trip Meeting Agenda below is to be used to guide your conversation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Trip Name:** Click or tap here to enter text. | | | **Supervisor:** Click or tap here to enter text. |
| **Date:**Click or tap to enter a date. | | **Start Time:** Click or tap here to enter text. | **End Time:** Click or tap here to enter text. |
| **Agenda** | | | |
| **1** | Review the approved Pre-Trip Plan   1. Discuss the hazards and controls in depth 2. PPE 3. SOPs 4. WHMIS SDS or PSDS | | |
| Concerns and/or items that require follow up: Click or tap here to enter text. | | | |
| **2** | Review Emergency Response Plans (ERPs) and Communication plans   1. Provide copies of ERPs 2. Review communication device operation if applicable | | |
| Concerns and/or items that require follow up: Click or tap here to enter text. | | | |
| **3** | Preparing for the trip   1. Weather expectations 2. Check destination local news for advisories and items of concern (boil water advisories, wildfires, flooding, political unrest, health advisories or outbreaks, etc.) 3. Travel Documents 4. Training requirements 5. Vaccination requirements 6. Equipment and clothing 7. Medications, food, water, etc. | | |
| Concerns and/or items that require follow up: Click or tap here to enter text. | | | |
| **4** | Discuss the work plan and objectives | | |
| Concerns and/or items that require follow up: Click or tap here to enter text. | | | |
| **5** | Roles and responsibilities   1. Certified First Aiders 2. Reporting structure, authority 3. Reporting hazards and concerns | | |
| Concerns and/or items that require follow up: Click or tap here to enter text. | | | |
| **6** | Discuss expectations regarding behavior, work ethic, and creating a safe work and learning environment   1. Provide direction and identify boundaries for all participants 2. The remote worksite is still considered a University of Calgary worksite, and all University of Calgary rules and policies apply 3. Ensure all participants understand their value to the success of the activities and their rights to a respectful and safe workplace 4. Review the various avenues for reporting concerns | | |
| Concerns and/or items that require follow up: Click or tap here to enter text. | | | |
| **7** | Other Questions and/or Concerns: Click or tap here to enter text. | | |

**Signatures of all participants**

Document must be signed using wet ink only to indicate that all participants have:

* reviewed the Pre-Trip Plan
* understand the hazards associated with the travel and field activities.
* agree to use the controls identified in the Pre-Trip Plan
* have participated in the Pre-Trip Meeting

|  |  |  |  |
| --- | --- | --- | --- |
| **Participant’s name** (Print) | **Signature** | **Participant’s name** (Print) | **Signature** |
| Click or tap here to enter text. |  | Click or tap here to enter text. |  |
| Click or tap here to enter text. |  | Click or tap here to enter text. |  |

By signing this form, the Supervisor acknowledges that all participants have reviewed the Pre-Trip Plan and participated in the Pre-Trip Meeting and that all outstanding items identified have been addressed.

|  |  |
| --- | --- |
| **Supervisor Name:** Click or tap here to enter text. | **Date:**Click or tap to enter a date. |
| **Signature:** | |

This document is to be uploaded into the trip file upon completion.

Participants’ signed waivers, informed consents, etc., must be collected during the Pre-Trip Meeting and verification of collection documented on the Pre-Trip Plan. Scanned copies are to be uploaded to the trip file.

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)

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