



Rite in the Rain®

ALL-WEATHER
FIELD BOOK

PS-430



**UNIVERSITY OF
ALBERTA**

**DAILY FIELD SAFETY
LOG BOOK**

Name: _____

Project: _____

Date: _____

FRONT:Outside

BACK:Outside

DAILY FIELD SAFETY LOG BOOK

This *Daily Field Safety Log Book* has been designed to aid researchers with the task of identifying and controlling hazards encountered during their field activities – hazards that, given the realities of fieldwork, can vary significantly from day to day due to changing research activities, locations, personnel, and conditions. For decades, University of Alberta researchers have been performing safe, effective fieldwork. This speaks to the fact that safety has long been considered an important component of field research. Today, field research is subject to the same legislation that governs most other vocations. The Alberta Occupational Health and Safety Legislation sets the minimum requirements for health and safety for workplaces (including field sites) in the province. While other legislation is in force in other jurisdictions, the requirements set in Alberta's OHS legislation provide a useful starting point for developing a field safety program.

Part 2, §7(1) of the *Alberta Occupational Health and Safety Code 2009* states: "An employer must assess a work site and identify existing and potential hazards before work begins at the work site [...]." This section of the code motivates the University of Alberta's *Field Activities Plan (FAP)*, which provides a template for identifying potential hazards associated with performing planned fieldwork, for specifying the controls that will be used to mitigate these hazards (e.g. through training and/or safety equipment), and for designing an emergency response plan. Part 2, §7(4) of the same code states: "An employer must ensure that the hazard assessment is repeated (a) at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions, (b) when a new work process is introduced, [or] (c) when a work process or operation changes [...]." Given this requirement, the current best practice in many industries is to conduct daily 'tailgate' safety briefings, during which the day's activities, hazards associated with those activities, and hazard mitigation measures (e.g., practices and safety equipment to be employed) are discussed. This *Daily Field Safety Log Book* was jointly developed by the University of Alberta's Department of Environmental Health and Safety and the Field Research Office in order to facilitate daily safety briefings and allows in-the-field documentation of these briefings.

INSTRUCTIONS

This *Daily Field Safety Log Book* is designed to simplify the task of assessing and controlling the hazards faced by field researchers. Performing a safety briefing at the start of each day (or whenever significant changes in research location, activities, personnel, and/or working conditions change) ensures that workers are made aware of the particular hazards associated with that day's activities and that protocols aimed at minimizing these hazards are established. Daily safety briefings should be conducted by the supervisor of the field site and/or the leader of each field crew.

The following pages include:

- (1) A Daily Field Safety Checklist. This checklist should be reviewed daily as part of the safety briefing
- (2) Emergency Contact Information. This list includes space to include names and contact numbers of specific use to the field researcher(s).
- (3) Information on steps to be taken In Case of an Incident; this includes information on reporting required following an incident or near-miss.
- (4) Space to briefly describe the field sites or sites at which research activities will take place and the research activities that will be performed there. Having certain information handy (such as coordinates and/or directions; site characteristics; significant landmarks) might reduce the length of time it takes for Emergency Medical Services to locate the site.
- (5) Additional space to define commonly-used abbreviations and make additional notes (e.g., a maintenance log).
- (6) Daily Field Safety Briefing Log forms. These forms provide space to document the specific hazards associated with the day's travel, research location, and research activities. Many of these hazards (and their mitigations and controls) will have been defined in the *Field Activities Plan*; here the goal is to identify those hazards likely to be encountered on a particular day and to identify new hazards not anticipated in the FAP. Any new hazards, and their controls, should be documented, as should unresolved issues or concerns from previous days.
- (7) Incident and Near-Miss Documentation Forms. These forms should be filled out as soon as practicable after an incident or near-miss. This will aid you in (a) improving your field safety protocols and (b) satisfying any required reporting (e.g., by sending a digital image of the completed form via satellite phone).

DAILY FIELD SAFETY CHECKLIST

Please review this checklist during your daily field safety briefing, and indicate that this checklist was reviewed by checking the box provided on the Daily Field Safety Briefing Log.

- Research Team Briefing
 - Identify any new hazards; discuss and review controls
 - Travel route, terrain, and conditions
 - Mode of travel (e.g., via foot, helicopter, ATV/snowmobile)
 - Individual wellness
 - Other considerations (e.g., potential for overnight stays)
- Changes in normal procedures due to weather, road/trail conditions
- Vehicle/Equipment/Tool Inspection
 - Condition, proper operation, necessary fluids, etc.
- Firearms
 - Keys, ammunition, permits, storage location
- Camp or vehicle security (e.g., firearms, fire extinguishers, clean camp?)
- Communications
 - Changes in communication equipment, protocols, or numbers
 - Define any scheduled check-in times
 - Are emergency phone numbers stored with device and given to camp contact?
 - Are batteries charged and/or spares available?
- Essential pack items
 - First aid kit
 - Weather-appropriate clothing
 - Map, compass, GPS
 - Communication equipment
 - Survival gear (knife, fire starter, extra food, emergency shelter)
 - Sun protection (hat, sunscreen, sunglasses)
 - Personal Protective Equipment (e.g., gloves, safety glasses, fall protection gear)
 - Wildlife encounter prevention and self-defense: behavior (e.g., awareness, noise) and equipment (e.g., bear spray, firearm)
- Clean, delineate, and secure any airplane/helicopter/boat landing sites (as needed)
- Document the following items if they occur:
 - Incidents and near misses
 - Hazardous situations
 - On-site training or safety instructions given to team members
 - Aircraft logistical arrangements
 - Any discharge of, damage to, or maintenance of firearms

EMERGENCY CONTACT INFORMATION

NOTE: 911 might not work properly if you are calling from a satellite phone. Get local emergency contact numbers for your location and, if possible, program these numbers into satellite and/or cellular phones prior to leaving for the field.

STARS (within Canada)	1-403-299-0932
UAlberta Protective Services	1-780-492-5050
UAlberta Field Research Office	1-780-492-8981
UAlberta Environmental Health and Safety (EHS)	1-780-492-1810
UAlberta Office of Insurance and Risk Assessment	1-780-492-8886
UAlberta Fleet Safety Officer	1-780-492-1233
UAlberta Worker's Compensation Board Reporting (Human Resources)	1-780-492-0207
Departmental Contact <i>Name:</i>	
Local Emergency Contact <i>Name:</i>	
Collaborator or Leaseholder Contact <i>Name:</i>	
Transport/Helicopter Contact <i>Name:</i>	

Team Member Emergency Contacts

IN CASE OF AN INCIDENT

1. Perform any needed first aid.
2. Contact the appropriate Emergency Medical Services (e.g., local ambulance, STARS) if necessary for assistance and/or evacuation.
3. In case of a serious incident, call UAlberta Protective Services at 1-780-492-5050. This line is monitored 24/7 and accepts collect calls. Protective Services will provide assistance in contacting others (e.g., the University emergency response team, Environmental Health and Safety, emergency contact numbers, etc.)
4. Whether serious or not, incidents and near-misses must be reported to the following entities (phone numbers on previous page):
 - Environmental Health and Safety. An incident report must be submitted within 48 hours of an incident or near-miss. Reports may be submitted electronically to general.safety@ualberta.ca.
 - UAlberta Workers' Compensation Board Reporting (Human Resources). Both the Worker's Report and Employer's Report must be submitted within 72 hours. Forms may be submitted electronically to hpaws@hrs.ualberta.ca.
 - In the case of a motor vehicle accident, report the incident to local authorities and to UAlberta Fleet Safety Officer as soon as practicable.
 - If the incident involves 3rd-party injuries or damages, notify the Office of Insurance and Risk Assessment and follow the Loss Reporting Procedure (available online at UAPPOL).
 - Incidents involving firearms must be reported to local authorities (e.g., RCMP/police, local Department of Fish and Wildlife) and UAlberta Protective Services.

DESCRIPTION OF FIELD SITE

A large, empty rectangular box with a blue border, intended for a detailed description of the field site.

ABBREVIATIONS USED IN THIS NOTEBOOK

An empty rectangular box with a blue border, intended for listing abbreviations used in the notebook.

ADDITIONAL NOTES

An empty rectangular box with a blue border, intended for additional notes or observations.

DAILY FIELD SAFETY BRIEFING LOG

Using the checklist provided at the front of this log book as a guide, describe the hazards likely to be encountered in the day's research activities and the controls (i.e., procedures and equipment) used to mitigate them.

Daily Field Safety Checklist Reviewed?

Supervisor's Signature: _____ Date and Time: _____

Team Members' Initials:

DAILY FIELD SAFETY BRIEFING LOG

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Daily Field Safety Checklist Reviewed?

Supervisor's Signature: _____ Date and Time: _____

Team Members' Initials:

INCIDENT AND NEAR-MISS DOCUMENTATION

Type of occurrence:

<input type="checkbox"/> Injury	<input type="checkbox"/> Spill/Environmental Release
<input type="checkbox"/> Property/Vehicle Damage	<input type="checkbox"/> Near Miss

Person(s) Involved

<i>Name</i>	<i>Time and Date</i>

Describe the sequence of events leading to the incident, where it occurred, the activity being performed, any equipment or other personnel involved, and any conditions and/or actions that might have contributed to the occurrence:

Describe actions necessary to prevent reoccurrence:

Prepared By:

Date:

INCIDENT AND NEAR-MISS DOCUMENTATION

Type of occurrence:

<input type="checkbox"/> Injury	<input type="checkbox"/> Spill/Environmental Release
<input type="checkbox"/> Property/Vehicle Damage	<input type="checkbox"/> Near Miss

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Describe actions necessary to prevent reoccurrence:

Prepared By:

Date:

INCH

MEASUREMENT CONVERSIONS

U.S. to METRIC

inch x 2.54 = centimeter
 foot x 0.3048 = meter
 yards x 0.914 = meter
 mile x 1.609 = kilometer
 quart x 0.946 = liter
 gallon x 3.785 = liter
 ounce x 28.349 = grams
 lbs x 0.454 = kg
 mpg x 0.245 = km/ltr
 mph x 1.609 = km/hr
 °F to °C (F - 32) x .555

METRIC to U.S.

centimeter x 0.394 = inch
 meter x 3.28 = foot
 meter x 1.094 = yards
 kilometer x 0.621 = mile
 liter x 1.057 = quarts
 liter x 0.264 = gallon
 grams x 0.035 = ounce
 kg x 2.205 = lbs
 km/ltr x 2.354 = mpg
 km/hr x 0.621 = mph
 °C to °F (C x 1.8) + 32

ENGLISH LINEAR MEASUREMENTS

12 inches = 1 foot
 36 inches = 1 yard
 3 feet = 1 yard
 1,760 yards = 1 mile statute
 2,026.8 yards = 1 mile nautical
 5,280 feet = 1 mile statute
 6,060.4 feet = 1 mile nautical
 63,360 inches = 1 mile statute
 72,963 inches = 1 mile nautical

MAP SCALES—ENGLISH & METRIC

SCALE	1 INCH =	1 CENTIMETER =
1:10,000	833.33 feet 254 meters	328.1 feet 100 meters
1:25,000	2,083.3 feet 635 meters	820.2 feet 250 meters
1:50,000	4,166.7 feet 1,270 meters	1,640.4 feet 500 meters
1:63,360	5,280 feet 1,609.3 meters	2,078 feet 633.6 meters
1:100,000	8,333.3 feet 2,540 meters	3,280.8 feet 1,000 meters
1:250,000	20,833 feet 6,350 meters	8,202 feet 2,500 meters
1:500,000	41,667 feet 12,700 meters	16,404 feet 5,000 meters

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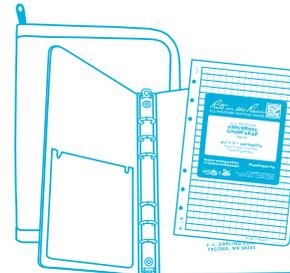
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 for Outdoor writing people



Copier & Ink-Jet Paper



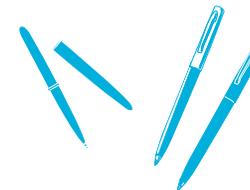
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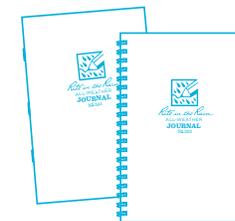
Loose Leaf
 with Ring Binder



Memo Books



All-Weather Pens



Notebooks

RiteintheRain.com

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