



THE UNIVERSITY OF
WINNIPEG

Fieldwork Research Safety Plan
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Approved by: Workplace Safety and Health

In accordance with the University of Winnipeg's Guidelines for Safety in Field Research, this form must be completed by the faculty supervisor and submitted to the department chair and safety office before starting field research. One form can cover multiple trips to the same site or group of sites. The form is valid for one academic year, and a new form must be completed each year.

Faculty: _____

Department: _____

Phone and Email: _____

Faculty Supervisor: _____

Location of Field Research (Region/Province): _____

Date of Departure: _____

Date of Return: _____

Introduction and Scope:

In line with the University of Winnipeg's Health and Safety Mission, related University policies, and the overarching principles of the applicable occupational health and safety regulations, the University is dedicated to ensuring the health and safety of its employees and students through every reasonable precaution.

The scope of academic activities conducted by the University is as diverse as the interests across its various teaching and research disciplines. These activities may occur anywhere inside the University, in other institutions, and in the field. Managing the risks associated with these activities poses unique challenges, especially since safety and emergency response services available on campus may not be accessible in all locations. Therefore, it is crucial for those supervising and participating in such projects to be highly skilled and prepared to handle risks independently. This is especially important for those working in remote areas where emergency support and medical facilities may be limited or where environmental conditions and safety regulations might not meet Canadian, provincial, or University standards.

This questionnaire/checklist must to be filled out by each participant-supervisor pair for every field season or expedition involving field work conducted outside of the University of Winnipeg. Field work is defined as research activities taking place away from the University. The completed and signed checklist must be submitted to the Safety Office at least 30 business days before the participant leaves for the field, and a copy should accompany the participant during their fieldwork.

Responsibility:

At the University of Winnipeg, safety responsibility starts with the individuals directly involved in the project. Oversight of safety in field research falls to those who supervise and conduct the research. This approach is in line with the University's Health and Safety Internal Responsibility System, which ensures oversight, responsibility, and accountability for health and safety regardless of the location.

Those in charge are expected to be well-prepared and to apply principles of due diligence to their work. This includes carefully assessing the risks associated with each field research location and type, as well as developing contingency plans for potential emergencies. Additionally, participants must be thoroughly informed about the risks and must consent to the measures in place to manage those risks.

Planning and Preparation:

1. Fieldwork Information: Provide a summary listing the below:

- List all geographical sites you will be visiting during this fieldwork
- Include a map showing approximate area of each site.
- Attach a copy of your fieldwork research protocol, if available
- Do you have any previous experience with the fieldwork location, if yes, in what capacity?
- What living arrangements have been made for individuals participating in the fieldwork activity?
- Is there anyone first aid trained in the group?
- What are the safety precautions that will be taken?
- Is the team exposed to wild animals, water, confined areas etc.?
- How will participants call for immediate assistance if they require medical care, security services, or are experiencing violence, harassment, etc.?
- Are participants aware of Health and Safety, Sexual Violence and Harassment policy?
- Are participants aware of the reporting procedure?
- How have the participants made aware of the reporting procedure, share the copy of training record with the Safety office.

	Geographical sites	Permit	Map	Duration of stay	Activities conducted
1					

2					
3					

2. Fieldwork Participants: List the names of all those participating in the fieldwork, their contact information, and the names of their emergency contacts.

	Name	Staff, or Student	Phone	Emergency contact name and relationship	Emergency contact phone
1					
2					
3					
4					
5					
6					

3. Check In: It is essential for someone to be aware of your and/or your team's whereabouts and schedule during daily fieldwork. We strongly advise that you check in with this designated person at the beginning and end of each day, as well as at regular intervals throughout the day. Additionally, you must notify the check-in person(s) of any changes to your plans.

- Name of check-in person(s): _____
- Phone: _____
- Relationship: _____

4. First Aid, Medical and Emergency Information:

- First aid trained individual: _____
- Contact information: _____
- Medical materials and safety devices brought to site: _____
- Documents for medical services (e.g. insurance): _____
- Immunizations or prophylaxis required: _____

Participants with known medical conditions (e.g. allergies), or other conditions, are encouraged to self-declare such conditions to their supervisor to assist the participant and the fieldwork supervisor in ensuring the participant's health and safety during the fieldwork.

5. Training Required:

Name	Type of training (wilderness first aid, CPR, boating license etc.)	Expiration Date

6. Physical Demands:

- Working at night
- Extreme temperatures
- High altitudes
- Working alone
- Walking for long periods
- Confined space
- Sun Exposure
- Other
- Lifting heavy materials
- Diving
- Unclean water

7. Social Environment:

- Violence
- Insects
- Working under stress
- Dangerous plants
- Dangerous animals
- Other

8. Travel Itinerary:

Include all dates and modes of transportation, including (where applicable) the carrier and flight number.

9. Dangerous Situation Evacuation Procedure:

List reasonably foreseeable situations in which an evacuation from the fieldwork site would be required:

	Situation	Detailed Evacuation Plan
1		
2		
3		
4		
5		

10. Hazard Identification and Risk Assessment: Using the following table, identify foreseeable hazards and describe how the hazard will be controlled and/or mitigated.

Hazard Identification	Risk Assessment and Mitigation
<p>Example Hazard</p> <p>1. Drowning – a boat can tip and a person may drown.</p>	<p>Actions to Reduce Probability of an unforeseen event:</p> <ul style="list-style-type: none"> • All our researchers will need to wear a life jacket before they board a boat. • A person with lifeguard training will be accompanying large groups on a field trip.
<p>Hazard:</p>	<p>Actions to Reduce Probability of an unforeseen event:</p>
<p>Hazard:</p>	<p>Actions to Reduce Probability of an unforeseen event:</p>
<p>Hazard:</p>	<p>Actions to Reduce Probability of an unforeseen event:</p>

11. Safety Checklist: Create and attach a safety checklist that applies to your fieldwork and send it to the Safety Office for review. Examples are:

- I've checked in to let someone know when and where I will be doing research today
- Self check - life jacket tied correctly
- Partner check – life jacket tied correctly
- Boat gas tank is full
- Radio
- Permits to area of research
- Equipment
- First aid kit
- GPS
- Water and food
- Protective equipment

12. Acknowledgement:

I certify that this fieldwork form accurately represents the scope of the activity, identifies potential hazards, and outlines the measures implemented to manage the associated risks. I affirm that I will ensure participants are thoroughly briefed and trained prior to engaging in the activity, in line with the Fieldwork Safety Guidelines.

If I am participating in the off-campus activity, I acknowledge that:

- I am aware of the potential risks involved and consent to assume them.
- I am in good health to undertake the off-campus activity and have received all required immunizations.
- I will conduct myself in a safe and responsible manner throughout the activity, adhering to provided instructions and considering the well-being of others.
- I have been fully informed of the risks of this field research and I accept them.
- I will comply with the established safety procedures.

Principal Investigator:

Name: _____ Signature: _____

Participants:

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Safety and Health Manager:

Name: _____ Signature: _____

Department Chair:

Name: _____ Signature: _____