

Department of Biology, Memorial University

Safety Policy for Academic and Research Field Work

April 2024

INTRODUCTION

The term "field work" is to be interpreted broadly and will include, for example, work aboard ships, field studies, and work at field stations. It also includes components of student laboratories that take place outdoors and off-campus. These can be for part of a day or extended over several weeks or months.

All individuals conducting field work should complete this form.

PERSON-IN-CHARGE

Normally fieldwork will be organized and supervised by a faculty member and/or graduate student.

It is the responsibility of the person-in-charge to take all reasonable steps to ensure that:

- (1) an assessment of known and potential risk has been conducted;
- (2) each participant is informed of the known risks and of the physical requirements of the fieldwork. The participant must acknowledge receipt of the information and agree to participate in the activity;
- (3) the academic portion of the work is conducted safely, including the determination of appropriate safety equipment and clothing and the instruction of participants in use and maintenance of these;
- (4) a written travel plan (**Appendix 1**) or itinerary is left with the relevant department before departure;
- (5) before leaving campus, participants provide (a) contact information for next of kin, and (b) information about any relevant health issues (**Appendix 2**).

WILDERNESS, REMOTE OR HAZARDOUS AREAS

In the case of fieldwork in remote areas where there is limited access to medical support, the person-in-charge should consider:

- (1) having at least one participant trained in first aid and CPR;
- (2) providing a communication link to a central station;
- (3) conducting area familiarization trips before work has started;
- (4) leaving details of travel plans with local authorities before leaving;
- (5) having a procedure for contacting local authorities or police who will organize a search for missing people.

VEHICLES

University owned and rental vehicles must be acquired and operated in accordance with Memorial University Policy and Procedures regulations V-2: Vehicles - University Owned or Leased and T-1: Travel Guidelines - General. See: <https://www.mun.ca/risk/driving/>

Only qualified drivers who meet the Memorial University requirements may drive university vehicles and only those considered qualified by the rental company may drive rental vehicles.

ATVs, SIDE-BY-SIDES, and SNOWMOBILES

Training is required for the use of such off-road vehicles, and can involve in-house or external training (e.g., https://safetynl.ca/course_category/off-road-vehicle-safety-training/). Operators are expected to follow provincial regulations and those that apply in the jurisdiction where they plan to use such vehicles.

BOATS

Federal Transport Canada Small Vessel regulations require that all operators of all boats have a licence to operate. It is the responsibility of the person-in-charge to ensure that all safety precautions are taken, operators are licensed, that boats are in good repair and carry legally required safety equipment. It is expected that the master of the vessel will inform everyone of safe operating practices and what procedures to follow in the case of an accident. For more information please see: https://www.mun.ca/health_safety/health-and-safety-management-system/boating-/

DIVING

For underwater research, refer to the Memorial Scientific Diving requirements here: https://www.mun.ca/health_safety/health-and-safety-management-system/scientific-diving/

PHYSICAL DEMANDS (circle from list): Other (specify): Diving and other Underwater Activities Climbing High Altitude Remote Area				

Biology Department, Memorial University
FIELD RESEARCH SAFETY PLANNING RECORD

Part 2 of 3

RISK ASSESSMENT: (Complete to the extent that it is appropriate for your circumstances.) List identified risks associated with activities or environment (e.g. extreme heat or cold, wild animals, endemic disease, firearms, explosives, violence), and measures for eliminating or reducing risks to acceptable levels. Use section 10 if you need to expand on one or more items. Attach additional pages if the space is insufficient.

RISK	PRECAUTION
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

Biology Department, Memorial University
FIELD RESEARCH SAFETY PLANNING RECORD
 Part 3 of 3

EMERGENCY PROCEDURES

Detailed Emergency Plan for Research location (Attach additional page if necessary):
 (Include information on communication and evacuation plans.)

University Contact & Phone No. for the group.

Local Contact and Phone No. (if available at or near the site of research) for the group.

Note: Each member of the group should fill out, and have on file, the form for recording personal contact numbers and other information such as the medical care registration number (page 4).

I, the undersigned, acknowledge that:

- (a) I have been fully informed of the risks of this field research and that I accept them;
- (b) I will comply with the established safety procedures;
- (c) I am in a satisfactory state of health to undertake the research; and
- (d) I have received all of the prescribed immunizations.

ACKNOWLEDGEMENT OF TEAM MEMBERS:

NAME (Please Print)	SIGNATURE	DATE
1		
2		
3		
4		
5		
6		

7		
Signature of Department Head (or equivalent) I acknowledge receipt of this document.		
Name (please print) Signature Date		

APPENDIX 2

Biology Department, Memorial University Individual Personal Contact Number(s) and Medical Care Information

Give your name and MUN employee number, or student number, as appropriate:

Each member of the research team should provide as much of the following information as appropriate for the occasion:

- 1 Name, number and expiry date on your Newfoundland Medical Care Commission Registration Card (Your M.C.P. No.).
- 2 Name and number for your medical care card if other than M.C.P. Also, state the name of the plan.
- 3 Complete the following travel immunization/prophylaxis record for your current status. Indicate if you do not currently meet requirements for the area in which you wish to travel and whether or not you intend to meet the requirements by the time of travel. Note that having up to date immunizations, such as for tetanus, may be relevant for individuals working and traveling in Newfoundland and Labrador. That is, the list should not be seen as relevant only to people who expect to travel outside of the country.

TRAVEL IMMUNIZATION/PROPHYLAXIS REQUIREMENTS (circle those required):

Diphtheria Polio
 Hepatitis A Rabies
 Hepatitis B Rubella
 Japanese encephalitis Tetanus
 Malaria Typhoid
 Measles Yellow Fever

- 4 List the names and contact numbers (phone, e-mail, etc.) for people close to you whom you may wish to have contacted in case of an emergency.

Name	MCP (or name and number of healthcare plan)	Travel Immunisations	Emergency Contact (name, phone number, relationship)

