

**SITE VISIT AND FIELDWORK SAFETY PLAN**

# Name of Project

# Location of Project

**Last Revised: Date**

# GENERAL INFORMATION

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| **1. GENERAL INFORMATION** |
| Pursuant to the University of Saskatchewan’s [Fieldwork and Associated Travel Safety Policy](http://www.usask.ca/university_secretary/policies/health/3_13.php), this Site Visit and Fieldwork Safety Plan has been developed to ensure site work is completed in a safe manner. Accomplishing this involves the recognition and control of specific site hazards through inspections. In addition, thisplan addresses emergency prevention, preparedness and response.*Insert and identify responsible parties for administering safety policy – contractors and companies operating work sites off campus will have their own protocols and procedures that should be followed, in addition to U of S and CGEE protocols.*As all field conditions cannot be fully known or anticipated beforehand, safe work practices and hazard assessments will be discussed and adapted as needed with site personnel each day, as each new type of work is planned, or as conditions change. |
| **LEAD INVESTIGATOR(s):****Name 1, Name 2, etc.** |
| **NATURE OF SITE WORK:** Main tasks are as follows* Ex. Mobilizing earthworks equipment to site
* Ex. Excavation work
* Ex. Installing instrumentation by accesing bridge deck
* Ex. Etc.
 |
| **2. MAP OF AND/OR DIRECTIONS TO OFF-CAMPUS VISITS** |
| The site is located …Figure 1 attached details the site location, referenced to Sometown, SK on a Google satellite photo.  |

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# MANAGING SAFETY

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| **HEALTH AND SAFETY MANAGEMENT OFF-CAMPUS**  |
| The University of Saskatchewan aims to provide safe learning environment and have zero injuries. To accomplish this, it is important to work diligently at maintaining a safe learning environment. All students, staff and faculty are to sign this document to verify that they understand how to safely conduct their off-campus work and how to respond appropriately in the event of an emergency. It is expected that all personnel drive themselves and that they are responsible for making their own travel arrangements. Upon arriving at the test site, Geransky Bros. safety policy will dictate specific policy and procedures. In **Saskatchewan,** **The** **Traffic Safety Act (2010)** is the law governing safe driving. Contact Campus Safety with any questions or to review the Traffic Safety Act: <http://www.usask.ca/campussafety/safety/traffic-safety/index.php>All participants shall endeavour to recognize hazards, control hazards and prevent emergencies, and understand that emergencies can and do occur even with the best training in place.  |
| **GENERAL MODEL FOR SITE VISIT RISK ASSESSMENT** |
| Use the hierarchy of hazard controls below when deciding on appropriate preventive and protective measures for the hazards and risks you face while visiting sites off-campus. Each hazard and risk should be managed at the highest possible level on the hierarchy.  In most cases, a combination of measures will be necessary to effectively control the hazards and risks. 1. ***Eliminate the hazard;*** do the visit another way or do the visit at a time when conditions do not present an additional hazard.
2. ***Substitute;*** always use the least hazardous option whenever possible.
3. ***Use Engineering Controls***; never circumvent or disable safety devices on equipment.
4. ***Use Administrative Controls***; schedule visits appropriately.
5. ***Use Personal Protective Equipment***; when all else has been considered and a hazard still exists then use the necessary PPE (e.g. gloves, safety glasses, hardhat, boots, etc.)
 |
| **OCCUPATIONAL HEALTH AND SAFETY LEGISLATION** |
| http://www.pch.gc.ca/pgm/ceem-cced/symbl/101/images/saskatchewan_flag.jpg **Saskatchewan** Health and Safety legislation website: <http://www.lrws.gov.sk.ca/ohs>**Know and exercise your Three Basic Rights under OHS Legislation:**In Saskatchewan every worker has the same three basic rights, or responsibilities, which are:**1.** The right to **KNOW,** meaning they know the hazards of the work and they have been trained to understand how to do the work safely.**2.** The right to **PARTICIPATE,** meaning all workers have the right to bring forward any concerns, suggestions or questions relating to their work to ensure they are confident in their role prior to commencing with work activities.**3.** The right to **REFUSE,** meaning workers MUST refuse to do any work they feel is unusually dangerous, or if they have not been appropriately trained to conduct the work.  |

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# EMERGENCY PREPAREDNESS FOR OFF-CAMPUS SITE WORK

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| All team members have the authority and responsibility to stop if they feel unsafe. The time lost and costs associated with an injury can be significant. Before any visit is undertaken, every member must know how they are expected to react in the event of an emergency. Communicate openly about all known hazards, risks and control measures; look out for each other; raise all concerns; report all injuries; and bring forward all suggestions for improvement.Team members are expected to have provided emergency contact information to the CGEE department office, each team member, technician, and on PAWS. |

# EMERGENCY CONTACT INFO

**Medical, Fire, Police 911**

General Office Dept. of Civil Geo & Enviro Engineering: 306 966 5339

Investigator 1 306 xxx xxxx

Researcher 1 306 xxx xxxx

Researcher 2 306 xxx xxxx

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| **JOB SAFETY ANALYSIS and SITE INSPECTIONS** |
| Formal safety meetings (including ‘toolbox’ meetings) and site inspections will be conducted daily or more often, as needed. This process is important to recognize the existing hazards, and to then plan for and ensure any hazards are properly addressed or mitigated. These meetings will be documented onsite in a logbook. Formal inspections and safety meetings will be conducted with the personnel onsite before each new type of work starts, as conditions change, and documented accordingly. Job Hazard Assessments (JSA) and Standard Operating Procedures will become part of this fieldwork safety file as they are completed and implemented with personnel onsite.A general site JSA is found below for this site work. |

# GENERAL SITE JOB SAFETY ANALYSIS

*(Please fill in below, examples provided)*

| **ACTIVITIES** | **RELATED HAZARDS** | **HAZARD CONTROLS** |
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| **Driving onsite** | * Equipment and personnel will be located throughout site
 | * Designated parking spot for passenger vehicles to minimize traffic in work zone
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| **Working outdoors** | * Sun and heat exposure
* Dehydration
* Bugs – mosquitos and ticks
 | * Heat breaks as needed (vehicles or feedlot offices)
* Drink lots of fluids
* Bug spray; long pants to minimize tick exposure
* Sunscreen
 |
| **Working near construction equipment** | * Serious Injury from contact with equipment
 | * Make eye contact (and verbal contact if possible) with operator when passing near equipment
* Establish commands and hand signals when working with operator
 |
| **Operating hand and power tools** | * Pinch points, cuts
* hand/body injury
* flying debris
 | * Proper PPE – safety glasses, work gloves, long pants
* No loose or hanging clothes or hair
* Proper techniques
 |
| **General Work Onsite** | * Slips trips and falls
* Power cords
* Excavation and slopes
 | * Proper housekeeping
* Arrange tools and cords to minimize slips and trips
* Stay back from excavation work; only approach slopes and trench when necessary
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| **Lifting Activities** | * Lifting injuries
 | * Use as many people as necessary to lift or move gear
* Use power equipment when needed
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# EMERGENCY RESPONSE PLAN

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| 1. **On Site Injury, Serious Reactions, Illness**

**For Emergency or Paramedic Dispatch call 911.** |
| In the event of an injury requiring more than minor first aid, or any employee reporting symptom(s) of illness, or exposure to hazardous substances, immediately take the victim to: |
| **Hospital Name:**  | **Address:**  |
| **Other:**  |  **Address:** |
| **B. Reporting incidents of injury and emergency situations to the University’s Incident Reporting System:** |
| In the event of an accident or near miss, inform the technician and faculty advisor. The Safety Resources Incident Report Form (fillable pdf) must be downloaded from Blackboard and completed. It is to them be emailed to the technician, your team faculty advisor, and Cynthia Hanke (Cynthia.Hanke@usask.ca) as soon as possible.  |
| **C. Important Local Emergency Response Contact Numbers** |
| Local ambulance service | 911 |
| Fire department | 911 |
| RCMP or local police service | 911 |

# GENERAL PERSONAL PROTECTIVE EQUIPMENT REQUIRED ONSITE

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| **For an off-site visit to the location of a team’s project, identify required Personal Protective Equipment (PPE).** |
| **PPE and Equipment** | **Requirements:** | **Note:** |
| Hard Hat |  |  |
| Eye Protection |  |  |
| Hearing Protection |  |  |
| Hi-Visibility Vest |  |  |
| Rain Gear |  |  |
| Boots (steel toe) |  |  |
| Work Gloves |  |  |
| First Aid Kit |  |  |
| Drinking Water |  |  |
| Communication Equipment (cell phones) |  |  |
| Sun Screen |  |  |
| Bug Spray |  |  |
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# SITE VISIT AND TRAVEL SAFETY PLAN APPROVAL

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| **DEPARTMENT/COLLEGE ACKNOWLEDGEMENTS – AUTHORIZING THE USE OF THIS PLAN** |
| **I, the undersigned:** Have reviewed this Site Visit and Fieldwork Safety Plan and authorize its use. |
| **Title** | **Name (printed)** | **Signature** | **Date** |
| Department Head | Amin Elshorbagy | **x** |  |
| Principal Investigator/Faculty |   | **x** |  |

# ACKNOWLEDGEMENT LOG – Page 1 of 6

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| **ACKNOWLEDGEMENTS – FOR PARTICIPATING IN THE FIELD RESEARCH, FIELD SCHOOL OR OUTREACH** |
| **I, the undersigned, acknowledge that:** (a) I am fully informed of the risks off-campus site work, including travel, and I accept these risks; (b) I will comply with the established safety and emergency response procedures, will endeavour to continually improve procedures and I will use all necessary personal protective equipment (PPE) when conducting site visits; (c) I am in a satisfactory state of health to undertake site work;(d) I know I am to contact my faculty advisor, site superintendent or site coordinator to discuss any questions, suggestions or concerns I have; and,(f) I have read and I accept this site visit and travel safety plan. |
| **NSID** | **Name (printed)** | **Signature** | **Date** |
| 1 |  | **x** |  |
| 2 |  | **x** |  |
| 3 |  | **x** |  |
| 4 |  | **x** |  |
| 5 |  | **x** |  |
| 6 |  | **x** |  |
| 7 |  | **x** |  |
| 8 |  | **x** |  |
| 9 |  | **x** |  |
| 10 |  | **x** |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |