

Department of Biology

Field Safety Plan & Itinerary

Leader Signature: _____ Dept. Chair Signature: _____

Date Signed: _____ Date Signed: _____

Please consult [Western's Travel Policy](#), and the [Travel Health & Safety](#) webpage before planning any travel. **Western's Student Code of Conduct and Non-Discrimination/Harassment Policy are in effect AT ALL TIMES.** The information on this form is collected under the authority of The University of Western Ontario Act, 1982, as amended, and is needed for use in the event of a medical or other emergency. If you have any questions about the University's collection, use, or disclosure of this information, please contact the Coordinator, Freedom of Information and Privacy Office, Stevenson Hall, Room 4101, 519-661-2055, privacy.office@uwo.ca.

Part 1: Itinerary and Accommodation

Purpose of Field Trip: _____

Departure Date: _____ Return Date: _____

Meal Plan

Which meals will be provided and which meals are the participants expected to provide/purchase for themselves?

Accommodation and Itinerary

In the table below, please provide the location (nearest community), accommodation plan (hotel/campground name, address and telephone number) and itinerary (brief outline of the planned activities) for each day. The accommodation and itinerary information may be attached as a separate document.

Activity	Start Date	End Date	Location	Accommodation	Nearest Emergency Services

Part 2: Leader and Participant Information

University Contacts: Brenda Beretta 519-661-2111 x8255; Campus Police 519-661-3300

Leader 1

Name	e-mail	supervisor	office phone	cell phone	Driver's Lic. #

Medical conditions First Responders should be aware of (diabetes, epilepsy, etc.). If there is nothing to report please enter "None".

First Aid Qualifications: None Standard 1st Aid Wilderness 1st Aid Other:

Emergency Contact:

Name	e-mail	supervisor	office phone	cell phone

Leader 2

Name	e-mail	supervisor	office phone	cell phone	Driver's Lic. #

Medical conditions First Responders should be aware of (diabetes, epilepsy, etc.). If there is nothing to report please enter "None".

First Aid Qualifications: None Standard 1st Aid Wilderness 1st Aid Other:

Emergency Contact:

Name	e-mail	supervisor	office phone	cell phone

Leader 3

Name	e-mail	supervisor	office phone	cell phone	Driver's Lic. #

Medical conditions First Responders should be aware of (diabetes, epilepsy, etc.). If there is nothing to report please enter "None".

First Aid Qualifications: None Standard 1st Aid Wilderness 1st Aid Other:

Emergency Contact:

Name	e-mail	supervisor	office phone	cell phone

Leader 4

Name	e-mail	supervisor	office phone	cell phone	Driver's Lic. #

Medical conditions First Responders should be aware of (diabetes, epilepsy, etc.). If there is nothing to report please enter "None".

First Aid Qualifications: None Standard 1st Aid Wilderness 1st Aid Other:

Emergency Contact:

Name	e-mail	supervisor	office phone	cell phone

Leader 5

Name	e-mail	supervisor	office phone	cell phone	Driver's Lic. #

Medical conditions First Responders should be aware of (diabetes, epilepsy, etc.). If there is nothing to report please enter "None".

First Aid Qualifications: None Standard 1st Aid Wilderness 1st Aid Other:

Emergency Contact:

Name	e-mail	supervisor	office phone	cell phone

Part 3: Transportation & Equipment

Transportation

Please review [Western's Corporate Insurance](#) policy before renting or borrowing vehicles. New employees must [register with the Corporate Insurance Office](#) before they are permitted to drive University-owned vehicles. Vehicles may only be rented by University employees (including graduate students and undergraduate research assistants) who are over the age of 21. Vehicles may be rented for a maximum duration of 30 consecutive days.

Remember to submit a [Vehicle Rental Registration Form](#) to the Department office for each rental. **Print the form BEFORE clicking "Submit"**. Western students are only covered in Western registered or owned vehicles when they are driven by a Western employee.

Number of vehicles rented:

Number of Western-owned vehicles used:

Other forms of transportation:

Start Date	End Date	Departure Location	Destination	Service Provider

Part 4: Detailed Risk Assessment and Risk Management Plan

Provide a complete list of potential hazards that may be encountered in the field and, where appropriate, the risk-management measures planned for mitigating those risks. Some examples are provided but it is the trip leader's responsibility to anticipate, identify and describe all such hazards and plan accordingly.

It is the leader's responsibility to ensure that this safety information is addressed in the **mandatory safety briefing** prior to departure, and that all participants sign the participants list confirming that they have attended the briefing and understand the potential safety risks.

Alcohol, Drugs and Sleep:

No alcohol will be consumed prior to (i.e. within 8 hours) or during field work. Similarly, no alcohol will be consumed prior to or while driving vehicles. In order to ensure proper focus, a good night's sleep is highly recommended! **Intoxication is a safety risk, and will not be tolerated.** If you are unable to conduct focused work activities the day after alcohol consumption, you run the risk of endangering yourself or the people around you. **Anyone deemed unable to fully function as a result of intoxication will not be allowed to participate in field activities; this will be reflected in the student's grade for those activities.** The Department Chair will be notified of any infractions, and may choose to impose additional academic sanctions.

Driving & Vehicles

Driving is often the highest risk activity associated with field excursions. Passengers and drivers must wear seat belts at all times when the vehicle is in motion. The vehicle driver must be alert and well rested; passengers must also ensure their driver is alert and well rested. Drivers may not operate any handheld devices while driving, and must not be distracted in any other way. Drivers must be treated with consideration - their wishes take precedence when selecting music/radio stations etc.

First Aid:

Ensure First Aid kit(s) are available in vehicles and/or on site. Ensure trip leaders and/or others are trained and certified first aiders. Ensure first-aiders are aware of the location and contact details for nearest emergency services (from Page 1 of this form).

Footwear:

Appropriate footwear should be worn in the field. Be sure to "break in" new footwear before the trip! Participants without adequate footwear may not be allowed to participate in field activities due to risk of injury.

Human Relationships:

Always treat others with consideration! **Remember you are an AMBASSADOR for Western, and the code of conduct and non-discrimination/harassment policy is in effect at all times.**

The following sections require answers.

Altitude:

Are any of the field sites at extreme elevation (>2400m or 8000ft.)? If so, describe the effects of altitude sickness and any measures that should be taken to avoid or recover from it.

Activity Level:

Will this field trip require high levels of exertion? Please describe the expected level(s) of physical intensity. Describe the symptoms of over-exertion and tips to aid in recovery.

Air Quality:

Are there any potential hazards related to air quality? E.g. smoke, smog, volcanic gases, chemical, fumes, vehicle exhaust, etc.

Clothing & Weather:

What weather conditions are likely to be encountered (min/max temperatures; heavy rain/snow; high winds, etc.). How should participants dress to ensure comfort and safety?

Orienteering:

Will the group be have access to GPS units/coverage? Reading maps? What to do if a member gets lost?

Traffic:

Will the field trip participants need to cross busy roads, travel along snowmobile trails, or otherwise encounter traffic-related hazards?

Vegetation:

Is the group likely to run into any poison ivy patches? Other poisonous plants? Dense vegetation?

Wildlife:

Is the group likely to encounter any dangerous animals (bears, etc.)? What precautions will be taken?

Heat:

Please review the policy on [Working in Hot Environments](#). Will participants be working in hot environments (air temperature > 31°C, or > 34°C with humidex) or otherwise be at risk of heatstroke? What risk management measures should be taken?

Working near water:

Please review the policy on [Working Near Water](#). Will the group be working on or near water (ocean, lakes, rivers, etc.)? Will participants potentially exposed to the hazard of falling into water of a depth of more than 75 centimeters (29.5 inches) at any point? What safety equipment should be used (boats, flotation devices, etc.)? What safety procedures are to be used when crossing streams?

Other safety items pertinent to this trip:

It is the Leader's responsibility to ensure all risks are identified, and that appropriate risk management strategies are in place.

Examples not covered above: Equipment safety (chain saws, geophysical equipment, etc.), exposure to cold, safety when hunters are nearby, forest hazards (dead trees, poison ivy, wasp nests, etc.), safety when thunder/lightening storms are nearby.

Required vaccines:

The [Middlesex London Health Unit's Travel Immunization Clinic](#) provides personalized risk assessments, on-site immunizations and prescriptions for preventative medications; and is a Public Health Agency of Canada approved Yellow Fever Immunization Centre. Schedule an appointment 6 - 8 weeks before departure by emailing travel@mlhu.on.ca (preferred) or by phoning 519-663-3395.

Recommended vaccines:

Travel Insurance (for out of province travel):

Is travel insurance required for this course? **It is the travellers' responsibility to ensure they have sufficient coverage.** Check with your insurance provider to review the details of your plan, notify them of any pre-existing conditions, and have a phone number to call in case of emergency.