**UBC Field Work Safety Plan – Completion Checklist**

The following checklist is designed to confirm if your UBC Field Work Safety Plan has all the necessary information required by UBC. This checklist is not mandatory to complete and submit.

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|  | **UBC Field Work Safety Plan – Completion Checklist Criteria** |  |
| 1 | **Course Information** – are the following items in the plan?   * Faculty * Department * Course (Name and Number) * Course Instructor Name * Number of UBC Participants on site * Field Work Activity Summary * Site Supervision Summary |  |
| 2 | **Field Work Site Information** – are the following items in the plan?   * Date of departure * Date of return * Number of days on site * Name of Field Work Site * Address of Site or GPS Location * Description of Site |  |
| 3 | **Field Work Participant Contact Information**  Does the plan detail name, position, email address and phones number for each UBC participant on site? |  |
| 4 | **Accommodations and Meals**  Does the plan detail the accommodation name, type, address/GPS, phone number? |  |
| 5 | **Transportation**  Does the plan detail mode of transportation, details of the vehicle and source of transportation to/from site and also on site? |  |
| 6 | **Communications**  Does the plan detail mode of communication, the “phone number” or equivalent and frequency of communication with the group on site and with “outside”? |  |
| 7 | **Field Work Itinerary**  Does the plan detail a breakdown of how the time will be spent (getting to site, on site and coming home) |  |
| 8 | **Training Requirements**  Does the plan document the training courses and safe work procedures reviewed by the participants? |  |
| 9 | **Equipment**  Does the plan detail the equipment/tool/materials to be used and whether standard operating procedures are available? |  |
| 10 | **Other Important Information**  Does the plan detail how incidents will be reported within 48 hours if internet is not readily available and CAIRS cannot be used? |  |
| 11 | **Risk Assessment**  Does the plan detail a risk assessment for all key activities/tasks complete with a re and post control risk rating? |  |
| 12 | **Emergency Contact Information**  Does the plan detail UBC specific and Field Site specific emergency contact information? |  |
| 13 | **First Aid**  Does the plan detail the names of First Aid attendants and their level of training? |  |
| 14 | **Emergency Procedures**  Does the plan detail a list of potential emergencies and outline a procedure for each? |  |
| 15 | **Safe Work Procedures**  Does the plan detail 1) before commencing work at the site procedure, 2) Commencing work/work procedure and a 3) post work procedure? |  |
| 16 | **Signatures**  Has the plan been signed off by the supervisor, department head and all participants? |  |