



Field Safety Plan

This template is provided as a guide to assist faculty, staff and department leaders with developing safety plans for field research and related off-campus activities. Your field safety plan should be used in conjunction with the UVic [Off-Campus Activity Risk Management Policy](#), and can be modified to reflect the risks and unique hazards associated with your project. The field supervisor should complete the plan in advance of the project, review it with all participants and provide a copy to their department for record-keeping and any approvals, as appropriate.

1A. Field Supervisor

Name:	<input type="text"/>	Email:	<input type="text"/>	
Position:	<input type="text"/>	Department:	<input type="text"/>	
<u>Telephone</u>	Home: <input type="text"/>	Office: <input type="text"/>	Cell: <input type="text"/>	In the field: <input type="text"/>

1B. Alternate Field Supervisor

Name:	<input type="text"/>	Email:	<input type="text"/>	
Position:	<input type="text"/>	Department:	<input type="text"/>	
<u>Telephone</u>	Home: <input type="text"/>	Office: <input type="text"/>	Cell: <input type="text"/>	In the field: <input type="text"/>

2A. Project Description

Include activity and purpose:	<div style="border: 1px solid black; min-height: 100%;"></div>
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2B. Diving/Boating

<input type="checkbox"/> Will scientific diving be a component of the project? <input type="checkbox"/> Will boating be a component of the project? <input type="checkbox"/> N/A	If yes, please review the requirements for boating or diving at https://www.uvic.ca/ohse/research/index.php or contact OHSE at ohs@uvic.ca
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2C. Field Activity Location(s)

Location 1 (address or latitude/longitude):			
Nearest city/town:		Country:	
Expected arrival date:		Expected departure date:	
<input type="checkbox"/> Attach map or satellite photo, as appropriate			

If applicable, please use the table below for listing multiple locations or legs of trip:

Location 2:	Expected Arrival Date:	Expected Departure Date:
Location 3:	Expected Arrival Date:	Expected Departure Date:
Location 4:	Expected Arrival Date:	Expected Departure Date:
Location 5:	Expected Arrival Date:	Expected Departure Date:
Location 6:	Expected Arrival Date:	Expected Departure Date:
Location 7:	Expected Arrival Date:	Expected Departure Date:

3. Field Participants & Emergency Contacts

Name of participant	Contact number	Position/Duties (e.g. grad student)	Emergency Contact Name	Emergency Contact number

7. Emergency Response Planning

Response Steps:

1. Contact 9-1-1 for first responder dispatch, or local authorities directly.
2. Notify UVic department contact as soon as possible.

UVic department contact: Name, Position, Department, Work phone, Home phone, Cell

RCMP/Local Police: Name, Location/address, phone number

Review health authority website of appropriate region to complete the following:

Nearest hospital (with 24-hour emergency department): Name, Location/address, Phone number

Nearest medical centre (if different than nearest hospital): Name, Location/address, HOURS, Phone number

Others (Park Officer/Manager, Coast Guard, commercial operations nearby, etc.):

Describe self-evacuation plan and route in case first responders are unreachable (attach map)

8. Incident Reporting

All accidents, injuries, and near-misses must be reported as soon as possible to a supervisor. UVic faculty and staff should document the incident using the [Departmental Incident and Hazard Report form](#), which may also result in a WorkSafeBC claim and/or follow-up investigation upon return to the campus. Students conducting field activities should also document any incidents on this form, and ensure that their supervisor follows-up with any corrective actions.

9. Notes/Supplemental Info (attach additional pages as needed)