**Workplace Safety Orientation & Training Needs Assessment & Record**

**Field Guide**

**Faculty of Land and Food Systems**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position:

[ ]  Volunteer

[ ]  Undergraduate

[ ]  Visiting Faculty/Student

[ ]  Graduate Student

[ ]  Postdoctoral Fellow

[ ]  Faculty Member

[ ]  Laboratory Assistant

[ ]  Research Assistant

[ ]  Lab Manager

[ ]  Research Associate

[ ]  Staff

[ ]  Other:

Supervisor:

 Name: Phone#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As a new member in the Faculty of Land and Food Systems, you must be provided sufficient information to safely work in our facilities and know how to safely work in field projects. Please make sure you have already read and signed off the LFS General Guide – a comprehensive document that reviews UBC health and safety policies and procedures for all UBC workers.

This Field Guide serves to supplement the LFS General Guide for students, staff and faculty that will be working in a field setting (field settings include but are not limited to: mining sites, farm fields, forested areas, parks, and wildlife areas). All sections in this guide must be read and signed off by both the individual and his/her supervisor or principal investigator (PI) before going to the field.

1. **New Worker Field Orientation Checklist**

[ ]  Please complete a Fieldwork Safety Plan for your project as required by UBC

 Safety and Risk Services. Detailed instruction are located here:

 <https://srs.ubc.ca/health-safety/safety-programs/field-work-safety/>

[ ]  Have access to a physical copy of your Fieldwork Safety Plan for your project

and review before going out to your worksite for the first time and after any extended period of time away from site (3-4 weeks)

 <https://my.landfood.ubc.ca/new-to-lfs/field/>

[ ]  Familiar with the location of a field safety kit (including: emergency medical

 supplies, pylons, booster cables, etc.)

[ ]  Know the location of first responder phone numbers (e.g. Hospital, Security

 and First Aid) and load them into your phone.

[ ]  Have access to Safety Data Sheet (SDS) information if needed

 <https://my.landfood.ubc.ca/new-to-lfs/lab-safety/#ChemicalUsage>

[ ]  Have access to a copy of needed safety manuals (e.g. equipment SOPs,

 Vehicle manual, etc.)

[ ]  Obtain trainings for related activities, including, but not limited too:

 <https://srs.ubc.ca/training-and-general-education-courses/research-safety-training-courses/>

 Tractor Operation Training

 Heavy Equipment Training

 [Bear Awareness Training](https://www.youtube.com/watch?v=Zv5Mqc6yJhI&ab_channel=DepartmentofEnvironment)

 [Wildlife Safety Training](https://www.conservationnw.org/wildlife-safety-101-tips-and-best-practices-for-recreating-near-wildlife/)

[ ]  Have access to the chemical safety manual, biosafety manual,

 radiation safety manual if needed:

<https://riskmanagement.sites.olt.ubc.ca/files/2017/12/Chemical-Safety-Manual_2017.pdf>

<https://riskmanagement.sites.olt.ubc.ca/files/2015/09/Biosafety-Manual-2012.pdf>

https://riskmanagement.sites.olt.ubc.ca/files/2015/09/Radiation-Reference-Manual-2011-1.pdf#page=47

[ ]  Briefed on experimental animal user training if needed:

<https://animalcare.ubc.ca/>

[ ]  Briefed on need for Personal Protective Equipment

[ ]  Perform a daily inspection of your site and provide a tailgate meeting to work

 Members (including: review of site hazards, tasks to be completed, etc.)

1. **Information Regarding Working Alone in the Field**

<https://srs.ubc.ca/health-safety/safety-programs/personal-safety/6969-2/>

Individuals are not permitted to work alone unless they have completed the required training courses. The following guidelines will be applied if a worker must work alone or after hours (evenings and weekends) in the field:

[ ]  No working in the field after hours without clearance from your supervisor

 and site management (ex: park warden, farmer, mine site manager etc.)

[ ]  Minimize working with hazardous chemicals when working alone

[ ]  Worker must set up a buddy or check-in system, so that another person

 is working nearby or they able to contact regularly to ensure they are

 safe in the field

[ ]  Have a contact number of a research colleague, farmer, site supervisor

 etc. readily available

[ ]  Call 911 in case of an emergency

[ ]  Call site owner before entry and inspect site to be aware of all hazards

After reading through the above, meet with your supervisor or PI to discuss any points that are unclear. If necessary, consult with a member of the LST.

<https://my.landfood.ubc.ca/operations/health-safety/>

1. **Hazard and Equipment Assessment**

Together with your supervisor, please identify which of the following will apply to your job/project/thesis and **check all that apply**.

1. **Hazardous Material Types Used**

[ ]  Chemicals

[ ]  Animals

[ ]  Biologicals – RG1

[ ]  Biologicals – RG2

[ ]  Biologicals – Clinical specimens

[ ]  Radioisotopes

[ ]  Nanoparticles

[ ]  Other:

1. **Equipment Used**

[ ]  Tractor

[ ]  Lawn mower

[ ]  Shovel, hoe, rake etc.

[ ]  Gas measuring equipment

[ ]  Sickle

[ ]  Soil push probe

[ ]  Gas tanks

[ ]  Pumps

[ ]  Knives/ Machete

[ ]  Weed trimmer

[ ]  Seeder

[ ]  Tillage implements

[ ]  Pruning shears

[ ]  Soil auger

[ ]  Soil bulk density sampler

[ ]  Nets

[ ]  Generator

[ ]  Compressed gas regulator

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Personal Protective Equipment Required beyond the minimum**

[ ]  Gloves

[ ]  Face Shield

[ ]  Splash Goggles

[ ]  N95 Respirator

[ ]  Half-mask Respirator

[ ]  Hard hat

[ ]  Gloves

[ ]  Ear protection

 [ ]  Safety vest

 [ ]  Steel toed boots

[ ]  Hat

[ ]  Sunscreen

[ ]  Sunglasses

[ ]  Appropriate clothing

[ ]  Bear spray

[ ]  Whistle

[ ]  Rubber boots

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Risk Management Services Courses**

After identifying the equipment and hazardous material types to be used in your job/project/thesis, please identify, together with your supervisor or PI, all the additional laboratory training courses required prior to beginning your job/project/thesis.

Job Specific (Please check all that apply) – all the completion certificates should be uploaded to <https://training-report.landfood.ubc.ca> .

1. **General**

<https://srs.ubc.ca/training-and-general-education-courses/research-safety-training-courses/>

[ ]  Introduction to Lab Safety Course

[ ]  Heat Stress Awareness Training

[ ]  Chemical Safety Course

[ ]  Biological Safety Course

[ ]  Radioisotope Safety Course

[ ]  Laser Safety Course

[ ]  Transportation of Dangerous Goods

 Class 7 (Radioactivity) Receiving

 Course

[ ]  Transportation of Dangerous Goods

 Class 6.2 (Biological materials)

 Shipping Course

[ ]  WHMIS Course

[ ]  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Research Ethics course**

<https://ethics.research.ubc.ca/education-training/online-tutorials-training>

[ ]  Tri-Council Policy Statement (TCPS2)

[ ]  Social Sciences Ethics Training

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Animal Care Courses**

<https://animalcare.ubc.ca/training>

[ ]  Introduction to working with Rodents in Research

[ ]  Rodent Restraint and SC/IP Injections

[ ]  Introduction to Anesthesia of the Laboratory Rodent

[ ]  Introduction to Aseptic Techniques In Rodent Surgery

[ ]  Rodent Oral Gavage

[ ]  Rodent Tail Vein Injection

1. **Standard Operating Procedures**

In addition to the training courses listed above, you must receive training before carrying out a procedure or using specific equipment. Use the following form to record all the training you have received from your supervisor or senior lab technician/member. Attach more pages if needed.

Relevant SOPs should be read by the trainee and then the procedure witnessed by a trainer.

Trainee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| SOP# | Description | Read by trainee | Proficiency Witnessed |
| Initial | Date | Initial | Date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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[ ]  I understand the items that were discussed on this form, the basics of working safely, and the specific safety requirements that must be followed to work in the field.

[ ]  I understand that The LFS General Guide (<https://my.landfood.ubc.ca/new-to-lfs/>) must be read and signed off, in addition to this form.

[ ]  I understand that I have to continue to update Section E – Standard Operation Procedures as I receive training on addition protocols and equipment, and the document should be available in the field (hard copy or online).

**New member:**

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor/Designate:**

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Upon completion of this form, please upload all training completion certificates in Section D, as well as an electronic version of this signed form to** <https://training-report.landfood.ubc.ca>**.**