**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>**.**