**Field Safety Plan – Farmer’s Field**

***Use of this template:*** *All light italicized grey font are instructional and must be removed before final copy is approved. Management of the work must review and approve of this plan.*

**PURPOSE**

This field work safety plan will provide assistance for supervisors who wish to conduct field work activities. This plan will include a review of operational activities to ensure effective controls are in place to prevent incidents.

This document describes safe work procedures for working in a farmer’s field.

**SCOPE**

*In 1-2 sentences, describe the field work activities that will be carried out at the site. Identify who this document applies to: faculty, staff, paid students, volunteers, visiting researchers, etc.*

*e.g. Please provide basic information about the trip and whom it applies to (who will travel, by what means, to where, when).*

Please complete this section

|  |
| --- |
| This document applies to all UBC employees (faculty, staff, paid students, and volunteers). |

**REGULATIONS**

*See* [*Field Work Safety Plan Guidance Document*](https://srs.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/) *Appendix A for guidance*

* [Workers Compensation Act](http://www.bclaws.ca/Recon/document/ID/freeside/96492_00)
* *Append relevant guidance documents or resources used for your work space plan.*
* Please complete this section

**DEFINITIONS**

* ***Administrative Controls:*** The modification of work processes or activities to minimize risk
* ***Engineering Controls:*** The modification of the physical work environment to minimize risk
* ***Hazard:*** A potential source of harm to a person that can lead to a risk of injury or occupational disease
* ***Risk:*** The chance of injury or occupational disease
* ***Risk Assessment:*** The process where hazards are identified, their risk evaluated, and controls for the risk are determined to eliminate the hazard or minimize the risk
* ***Supervisor:*** The person directly responsible for overseeing the tasks of the worker
* ***Worker:*** All employees of UBC including faculty, staff, and paid students

**RESPONSIBILITIES**

**Department Head**

* Review and approve safe work procedures outlined in this document prior to their implementation

**Supervisor**

* Conduct a risk assessment to identify the potential hazards associated with a particular job and their associated risks
* Implement controls using the hierarchy of controls to minimize the risk due to the hazard
* Complete a safe work procedures to accompany the risk assessment for a particular job by using this template
* Ensure proper training has been provided to workers PRIOR to commencing work (e.g. safe work procedures, use of equipment or tools, personal protective equipment requirements, identifying and reporting hazards, etc.) and that the training has been documented
* Ensure workers have access to and understand any required documentation such as manuals, Safety Data Sheets (SDS) etc.
* Educate workers on emergency procedures, contacts and numbers. If emergency contact information is not posted at the workplace, provide the worker with a copy to carry with them. The worker must know what to do in case of emergency/injury
* Ongoing consultation with Joint Occupational Health and Safety Committee in the review and revision of this procedure to ensure the content is adequate and relevant to current research
* Communicate risks that may arise outside of those that are predetermined
* Complete necessary insurance requirements
* Consult with participants regarding relevant medical and physical requirements or concerns

**Workers**

* Understand and follow this safe work procedure
* Complete the required training for the task
* Use proper personal protective equipment
* Report any unsafe conditions to their supervisor
* Report all incidents in [CAIRS](http://www.cairs.ubc.ca) within 48 hours of the occurrence of the incident

**Other Persons**

Please complete this section if there are other categories of workers/supervisors that have distinct responsibilities (if required) e.g. Spotter, Field Supervisor etc.

**SITE AND CONTACT INFORMATION**

**Table 1: Names and Contact Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Direct Supervisor of workers** | **Title of Direct Supervisor of workers** | **Contact Number** | | **Email** |
| *Add rows as needed* |  |  | |  |
| **Name of on-site Supervisor(s)**  **(If different than the direct supervisor)** | **Title of on-site Supervisor(s)**  **(If different than the direct supervisor)** | **Contact Number** | | **Email** |
| *Add rows as needed* |  |  | |  |
| **Name of Onsite Trained Subject Specialists** | **Area of Trained Speciality** | **Contact Number** | **Email** | |
| *Add rows as needed* | *e.g. Sailing, Rock climbing* |  |  | |
|  |  |  |  | |
| **Name of Worker** | **Title of Worker** | **Contact Number** | **Email** | |
| *Add rows as needed* |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |

**Table 2: Working groups and Supervision**

|  |  |
| --- | --- |
| **Minimum Crew Size based on site specific risks** |  |
| **Name of Spotter if required**  **(e.g. bear encounters, exposed shorelines)** |  |
| **Level of supervision provided**  **(e.g. check in with workers at beginning and end of shift, working alongside workers etc.)** |  |

**Table 3: Itinerary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Select the destination type for field work** | | | |
| *For more information, visit* [*UBC Travel Safety*](https://finance.ubc.ca/travel) | | | |
| * Domestic - In BC | | * Domestic - In Canada | * [International](https://finance.ubc.ca/travel/plan/travel-safety) |
| **Start Date and Time** | | **End Date and Time** | **Accommodation Location/Address** |
|  | |  |  |
| **Outline of Activities that will occur from Start to End Date/Time** | | | |
| **Date** | **Time** | **Activity** | |
| *e.g. Jan 1* | *e.g. 8:00am* | *e.g. Leave UBC by car and drive to Location X* | |
| *e.g. Jan 1* | *e.g. 1:00pm* | *e.g. Arrive at Location X* | |
| *e.g. Jan 1* | *e.g. 1:30pm* | *e.g. Conduct site activities (set up equipment and collect samples)* | |
| *e.g. Jan 1* | *e.g. 4:00pm* | *e.g. Return to UBC by car* | |
| *Add rows as needed* |  |  | |

**Table 4: Site Information**

|  |
| --- |
| **Names, addresses, and locations (e.g.. Cliff-side, mountain-side, ocean-side) of all sites visited** |
|  |
| **Mode of Communication appropriate to the location (e.g. Two way radio, mobile phones)** |
|  |
| **Grid References and Maps** |
| *Grid references and maps can be used to identify specific site location(s) of work for orientation and emergency contact needs.* |

**TRAINING REQUIREMENTS**

*UBC* [*Mandatory Safety Courses*](https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/) *must be completed prior to work activities. Document all safety-related training courses completed including site specific training on procedures required for the task or emergency response. See* [*Field Work Safety Plan Guidance Document*](https://srs.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/) *Appendix B for guidance*

**Table 5: Specific Training Courses**

|  |  |  |
| --- | --- | --- |
| ***Course*** | **Name of Worker** | **Date Completed** |
| *Add trainings as needed (yellow are necessary)* |  |  |
| New Worker Safety Orientation |  |  |
| Violence in the Workplace |  |  |
| Preventing and Addressing Bullying and Harassment |  |  |
| Privacy and Information Security Fundamentals Training Part I |  |  |
| Privacy and Information Security Fundamentals Training Part II |  |  |
| Safety Supervision at UBC |  |  |
| Bear Awareness Training  (<https://www.youtube.com/watch?v=z5TFw6utz3g>) |  |  |
| Safe Driving Manual Training  (<https://www.icbc.com/driver-licensing/Documents/driver-full.pdf>) |  |  |
| Truck and Trailer Safety Tips  (<https://www.icbc.com/driver-licensing/Documents/towing-trailer-full-guide.pdf>) |  |  |
| ATV Safety Tips  (<https://myhealth.alberta.ca/Alberta/Pages/all-terrain-vehicle-atv-safety.aspx>) |  |  |
| Farm Machinery Safety Tips  (<https://www.worksafebc.com/en/health-safety/tools-machinery-equipment/tractors-pto>) |  |  |
| Soil push probe training |  |  |
| Soil auger training |  |  |
| Soil bulk density training |  |  |

**Table 6: Specific Procedure(s)Review**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Procedure Name** | **Read by Trainee** | | | **Proficiency Witnessed by Supervisor/Trainer** | | |
| **Full Name** | **Initials** | **Date** | **Full Name** | **Initials** | **Date** |
|  |  |  |  |  |  |  |
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**OTHER IMPORTANT INFORMATION**

*Identify other important information that can help protect staff against injury and damage. You can modify the steps listed below to suit your needs*

* Health screening and vaccine consultation can be done through [UBC Occupational Preventive Health](http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/occupational-preventive-health/)
* If workers will be [Working Alone or in Isolation](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-04-general-conditions#SectionNumber:4.20.1), the appropriate [documentation](http://rms.ubc.ca/health-safety/safety-programs/personal-safety/6969-2/) needs to be completed
* If the worker may be exposed to the hazard of [Workplace Violence](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-04-general-conditions#SectionNumber:4.27), a [Workplace Violence Risk assessment](http://rms.ubc.ca/health-safety/safety-programs/personal-safety/workplace-violence-prevention/#What%20are%20supervisor/department%20responsibilities%20for%20workplace%20violence?) needs to be completed
* In the event of a sudden deterioration of safe conditions, field work may need to be stopped until which time it is safe to continue
* All Incident/Accident will be reported onto [CAIRS](https://www.cairs.ubc.ca/) ([www.cairs.ubc.ca](http://www.cairs.ubc.ca)) or if internet access is not readily available the process below will be used (Note: incidents need to be reported within 48 hours of the occurrence of the incident:
  1. Identified process here if required
* Please complete this section (if required)

**MATERIALS/EQUIPMENT**

*See Field Work Safety Plan Guidance Document Appendix C for guidance. All equipment should be listed in case equipment is lost, stolen, damaged to assist in* [*insurance claim*](https://srs.ubc.ca/insurance/)*. Remember to include Personal Protective Equipment (PPE). It is recommended to track the owner of the equipment.*

*Manuals/Instructions/Documents should be available.*

Please complete this section

|  |
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| Personal PPE for All seasons:   * Sunglasses or protective eye equipment * Steel toed boots and/or boots with ankle protection   Personal PPE for Summer:   * Sunscreen (SPF 50+) * Hat * UV protective clothing   Personal PPE for Winter:   * Rain boots with steel toe if possible * Warm clothing * Water resistant clothing   Various other equipment that may be needed:   * All your field equipment for the day (sampling equipment, shovels, measuring tape, coolers, bags etc.) * Backpack * Cart * Buckets * Cellphone * Bear spray / bear banger * Whistle * Gloves * Backup battery storage * Water * Non-perishable food * Jumper cables * Change of clothes or additional clothing |

**Table 7: Transportation**

|  |  |
| --- | --- |
| **Mode of transportation to and from site** | **Mode of transportation on site (if applicable)** |
|  |  |
| **Driver(s) of transportation to and from site** | **Driver(s) of transportation on site (if applicable)** |
|  |  |

**RISK ASSESSMENT**

*See* [*Risk Assessment Guidance Document*](http://rms.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/) *for support.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Key Activity/Task** | **Hazards and possible outcomes** | **Pre-Control Risk** | | | **Controls** | **Post-Control Risk** | | |
| **Consequence** | **Likelihood** | **Risk Level** | **Consequence** | **Likelihood** | **Residual Risk Level** |
| Aquatic plant sampling via canoe | Canoe tip over during sample retrieving resulting in drowning risk | Major | Moderate | Medium | Life jackets (PFD);  Rescue procedures and training;  Work in pairs | Moderate | Unlikely | Low |
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| *Add rows as needed* |  |  |  |  |  |  |  |  |

**Emergency Rescue and Evacuation Procedures**

**Table 8: Emergency Provider Locations**

|  |  |
| --- | --- |
| **Nearest Local Hospital Name and Address** |  |
| **Nearest Local Police Station Address** |  |

**Table 9: Emergency Contact Information**

*List all relevant emergency agencies and associated number to summon them.*

|  |  |
| --- | --- |
| **Police, Fire Department, Ambulance** | 911 |
| **Canadian Coast Guard – If applicable** |  |
| **Name and Number of UBC Emergency Contact (this person should not be at the field with you)** |  |
| **Mode of UBC Emergency Communication** |  |
| **Name and Number of local Emergency Contact (if other than the UBC Emergency Contact) – If applicable** |  |
| **Mode of local Emergency Communication – If applicable** |  |

**Table 10: First Aid** [**Requirements**](https://travelfieldsafety.ubc.ca/firstaid/)

|  |  |
| --- | --- |
| **Number of workers who may require first aid at any time** |  |
| **Nature and extent of the risks and hazards in the workplace (low, moderate or high risk of injury)** |  |
| **Types of injuries likely to occur** |  |
| **Any barriers to first aid being provided to an injured worker** |  |
| **Time that may be required to obtain transportation and to transport an injured worker to hospital**  **(< 20 minutes or > 20 minutes)** |  |
| **Type and quantity of equipment, supplies, facilities, first aid attendants and services as required by** [**Schedule 3-A**](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-03-rights-and-responsibilities#Schedule3A) **First Aid Risk Assessment results** |  |

**Table 11: First Aid Attendants**

|  |  |
| --- | --- |
| **Name of Attendant** | **Type of First Aid Training** |
| *Add rows as needed* |  |

**Emergency Procedures**

*List procedures associated with all reasonably possible emergencies. See* [*Field Work Safety Plan Guidance Document*](https://srs.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/) *Appendix D for guidance.*

*Note: Detailed emergency requirements for remote field work involving difficult terrain and wilderness, thermal exposures, working on, near or over water, and air transport restrictions, can be found in “*[*Remote Off-Campus Emergency Procedures*](https://srs.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/)*”.*

**SAFETY PLAN**

*The following are general procedures and practices in safety plans. Please provide all steps to safely perform task in this section*

COVID-19 AMMENDMENTS TO FIELD WORK SWP

1. Daily self-assessment: All students, faculty, staff, and others must assess themselves daily for COVID-19 symptoms prior to engaging in in-person UBC activities.
2. Active Self-Assessment – supervisors are responsible to confirm daily self-assessment with all employees and participants.
   1. Self-assess at start of day on the day of the field work event (and do not attend if experiencing Covid-19 symptoms)  
      See: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>  
      See:<https://bc.thrive.health/covid19/en>  
      See: <https://srs.ubc.ca/health-safety/ubc-safe-vancouver-app/>
   2. State explicitly that field team members will stay home in advance of field work when sick and will follow guidance about self-isolation
   3. A 14-day self-isolation protocol will be followed for those that report or demonstrate symptoms, or are returning from outside the country
   4. Maintain safe physical distance of 2 metres at all times and wherever possible.
3. Wear non-medical masks in transport (where applicable), when indoors or if the 2 meter distance between participants may not be ideally maintained in the field
4. Plan to sanitize frequently touched surfaces and objects and specify the product used, frequency of use, areas where it will be used.
5. Participants will:
   1. maintain personal hygiene throughout the day – wash and/or sanitize hands regularly
   2. avoid touching their face,
   3. cough or sneeze into elbow
   4. keep personal items with them at all times
   5. abide by all the guidelines in this safety plan
6. Before heading out to the field, assess whether additional training would be recommended. Beyond the training that may be required as part of normal field safety plan, PIs will need to ensure that field teams receive appropriate guidance and training in COVID-19 safety protocols. They should plan on discussing this as a team in advance of the field work. Training could include but is not limited to:
   1. Bear Awareness and Wildlife Safety
   2. Safe Driving Manual and Tips
   3. Truck and Trailer Safety Training
   4. ATV safety Training
   5. Farm Machinery Training
7. The advisability of including undergraduate students in field teams should be considered carefully.  Please consult your Associate Dean Research with any questions.
8. Location and Evacuation Planning
   1. Safety and evacuation plans will vary depending on the location of the fieldwork.  Projects undertaken in the Greater Vancouver region will have a lower risk threshold.  The same is true for UBC-O researchers conducting work in the Kelowna region.  Projects requiring a return journey over eight hours will need to consider the appropriate course of action if a team member develops COVID-19 symptoms.  In these cases, researchers should both identify a credible evacuation plan as well as provide a list of local hospitals near the field site, should they be instructed by public health authorities to self-isolate in place.  A copy of this plan should be provided to each team member with an additional copy stored in field vehicles.
   2. In the event of evacuation, team members should maintain physical distance, sanitize vehicles and put on non-medical masks.  Please note, at this time non-medical masks are best acquired at UBC through central procurement.
9. Local Communities
   1. Public health authorities have identified the potential health and resource burden that a COVID-19 outbreak triggered by visitors could place on remote communities.  Field work plans must carefully explain how interaction with local communities will be avoided and how food, housing and fuel needs will be handled to minimize in-person interactions. When this is not possible, field work should not be conducted.
10. Travel and Accommodation
    1. Transport to and from the site will vary depending on the project.  One person per vehicle should apply where possible and if the team must be physically distanced.  If the safety plan calls for more than one person per vehicle because of road or remote conditions, then the vehicle must be large enough to accommodate 2m between occupants and team members should employ non-medical masks.  Please see the [resources page](https://srs.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/) for further guidance.
    2. Accommodation should be arranged to minimize potential interaction with local communities.
    3. To support physical distancing, team members should have separate accommodation or separate rooms and account for how sanitization of common spaces will be implemented.
    4. Food should be prepared by each individual separately or by one person.  Those preparing foods should wash hands before and after using any equipment.  Each person should bring their own cup and containers from home. No sharing of kitchen dishware/utensils should occur unless an adequate means of sanitization (such as a dishwasher) is available.
11. Share Equipment
    1. Identify all shared equipment.  Identify how equipment (whether shared or not) will be sanitized. If appropriate, identify how physical distancing measures will be implemented when using shared equipment.

**Before Commencing Work At The Site:**

*Outline steps associated with personal protective equipment, equipment set up, meetings that occur before work commences, etc. You can modify the steps listed below to suit your needs*

1. Conduct a Pre-job briefing outlining:
   1. Hazards and associated risks as per the completed risk assessment
   2. Review maps/charts of the area
   3. Environmental conditions for the day
   4. Itinerary of the day
   5. Reminder for all to carry their communication devices on them all the time
   6. Mandatory Personal Protective Equipment required
   7. Accident/Incident reporting
   8. Emergency Procedures
   9. Level of supervision to be adhered to (appropriate to the experience of the individual participants)
2. Call the farmer a couple of days prior to sampling. Make sure to ask whether they will be in the field with any large equipment, if they will be spraying pesticides (re-entry times for pesticide spraying vary widely), and if there will be any other issues with being in their field.
3. Check the weather forecast for your sampling day and prepare necessary.
4. Please add more steps (if required)

**Commencing Work/Work Procedure:**

*Outline the methodology used to carry out your task in a clear systematic process. Translate each row on your Risk Assessment into 1-2 steps that incorporate the task, hazards and controls.*

1. Confirm minimum crew size and sufficient supervision for the workers
2. Take a walk around the vehicle you will be using to get into the field. Ensure that there is no damage to the outside of the vehicle, none of the tires are looking low, all equipment is strapped down and will not be moving around.
3. Make sure the vehicle is set up for you comfortably, so that you can reach all the pedals and can see all mirrors
4. Pay attention to road conditions and drive accordingly.
5. When you get to your site, make sure you are able to pull over completely and get off the road entirely when possible.
6. Take a quick scan around your site for new potential hazards – such as unexpected vehicles, farm equipment, evidence of wildlife etc. Think about how this new hazard will affect your work for the day – what extra precautions you can take, if you will be able complete your field work that day, and how you can better prepare for next time.
7. Wear all your PPE for the day, and carry heavy items you will need with you in a backpack or cart.
8. Keep good posture when taking your samples or completing field work to limit strain to muscles.
9. Return samples back to the vehicle when you have a manageable amount, and don’t take heavy loads.
10. Take small breaks, stretch, and drink throughout the day to preserve energy, prevent strain, and stay hydrated .
11. Try to take turns with your co-worker. Doing different tasks will prevent you from getting a repetitive movement sprain.
12. When you head back from your site, tie down all of your equipment and samples to make sure they don’t move around or get damaged.
13. Working outside in summer – before leaving vehicle or shelter, apply sunscreen, wear proper foot protection, put on hat and sunglasses.
14. Working in farmers fields – call farmer day before to confirm work and ask about any new hazards (equipment in area, pesticides, animals, hunting, etc.), wear appropriate footwear, safety vests/high visibility clothing,
15. Working near wildlife – google search park or area to see if there are any wildlife warnings, carry bear spray, speakers, and make noise in the field.
16. Working with sampling probes, shovels, spades, tools – wear gloves and maintain good form while using equipment, take short breaks.
17. Working with farm equipment or machinery – read safe operation guide for equipment/receive training, wear appropriate PPE (gloves, hard hat, ear protection, high visibility vest etc.)
18. Driving to and from field – google the road and traffic conditions ahead of time, wear sunglasses if necessary, do a quick walk around the vehicle to ensure it is in good condition, tie all equipment down, take breaks, maintain conversation, follow defensive driving tips
19. Working in the fall/winter in inclement weather – wear appropriate clothing (boots, sweater, parka, rain coat etc.), use a backpack or cart to keep hands free to catch yourself in a fall
20. Carrying heavy equipment – use a backpack, cart, or buckets, carry smaller loads, ask for help
21. Please Add/delete more if required

**Post-Work Procedure:**

*Outline items related to methods of disposal, expectations of housekeeping, etc. You can modify the steps listed below to suit your needs E.g. Field personnel to debrief on any considerations for future safety at the field site*

1. Assess your physical and mental state before driving back. Alternate driver from morning if possible.
2. Put away samples in the correct location to ensure preservation until analysis can be run.
3. Clean and put away equipment that could carry pathogens.
4. Please add/delete as needed

**DOCUMENT APPROVAL SIGNATURES**

This Field Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan. Append sign off.

*This signature confirms that this document has been reviewed and approved as per the process detailed in Figure 1 of the Field Work Safety Plan Guidance Document*

|  |
| --- |
|  |
| Name of Supervisor |
|  |
| Name of Department Head |

|  |
| --- |
|  |
| Signature of Supervisor |
|  |
| Signature of Department Head |

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| Date |
|  |
| Date |

**Appendix A: Pre-Site Arrival Field Safety Plan Completion Checklist**

The following checklist is intended to help verify contents of the Field Safety Plan are completed and reviewed.

**Before Arriving to Site:**

* Review responsibilities
* Complete site and contact information
* Complete training requirements
* Ensure adequate insurance is obtained where necessary (e.g. travel, activity, vehicle, medical)
* Confirmed participants have met medical requirements and are physically able to carry out required activities
* Ensure all materials/equipment listed above are reviewed, packed, all electronics have full battery, and complete Table 7: Transportation
* Complete a Risk Assessment and review controls as applicable
* Complete emergency procedures
* Complete [*Remote Off-Campus Emergency Procedures*](https://srs.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/) if applicable
* Confirm minimum crew size based on site specific risks
* Confirm there is sufficient supervision for the workers
* Check the weather forecast to ensure the intended study site is safe under the current conditions
* Complete additional procedures
* Reviewed Field Safety Plan with Administrative Head of Unit
* Reviewed Field Safety Plan with Joint Occupational Health & Safety Committee
* Please add more steps (if required)

**Appendix B: Document Confirmation of Understanding**

**To be completed by each participant:**

By confirming below, the following participants have been informed of and/or provided with a copy of this Field Safety Plan and any additional procedures/protocols and are aware and understand and agree with the hazards identified and the methods used to control or eliminate the hazards. The following participants, by signing, also confirm that they have discussed with responsible persons relevant medical and physical requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| **Participant’s Name** | **Email** | **Signature** | **Date** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| *Add rows as necessary* |  |  |  |