

University of Alberta Field Research and Teaching Activities

ALES Field Activity Safety Plan (FAP) Submission Procedure

Final Update – September 27, 2021 – Effective October 1, 2021

U of A Field Research Office (FRO)

The UofA Field Research Office (FRO) is your 'go to place' for information and support when your research takes you away from campus. FRO aims to facilitate off-campus research activities, including all types of field, archival, library or other research, as well as field trips and field schools, carried out nationally or internationally.

Website: <https://www.ualberta.ca/vice-president-finance/environment-health-and-safety/field-research-office/index.html>

FRO provides the following services:

- Advice and information for field operations and/or safety plans so that they are compliant with U of A Policy and Operational Health & Safety (OHS) Legislation
- Advice and information on mitigation/control of hazards – eg. Standard Operating Procedures, PPE, etc
- Field Activity Safety Plan (FAP) Templates and Instructions
- Training Sessions – eg. quad, bear safety etc,
- Volunteer registry for Emergency Alerts
- Equipment rentals at cost-recovery (satellite communication devices, AEDs and Medical First Aid Kits)
- Connections to other field researchers within the U of A community
- Newsletters to keep you up-to-date

As a Faculty, ALES supports the work of FRO in ensuring that Researchers meet their obligations to provide a safe fieldwork environment for their staff and students according to UofA policy and OHS legislation.

Research Field Activity Safety Plan (FAP)

FAPs are the responsibility of every Faculty member as a Researcher/PI and apply to all research projects that require research teams to conduct research on UofA agricultural lands, provincial/national parks, provincial land, public waterways, or any other private or public facilities off campus.

- Similar to Standard Operating Procedures for a safe laboratory environment, all Faculty members are required to have in place a **Field Activity Safety Plan (FAP)** for a safe fieldwork environment.
- A **Field Activity Safety Plan (FAP)** can be applied at the research program or project level.
- Review the Field Research Office Pre-Planning Guide to Field Research - [10 EASY PRE-PLANNING STEPS FOR FIELD RESEARCH](#)
- Use the FAP templates provided FRO website, contact FRO for any questions and/or support in identifying potential hazards and associated controls.
- The FAP encompasses similar research locations with similar potential hazards and associated safety controls and must include all research personnel (including PIs) who will be involved in the program/project.

- FAPs can be for an entire field season or for a specific trip which is reflected in the start and end dates contained in the FAP.
- FAPs must be updated to reflect changes to UofA Covid protocols.
- For programs/projects with an extended field season, FAPs need to include varied weather conditions and associated hazards/controls (otherwise more than one FAP is required for summer vs winter).
- For programs/projects that have substantial deviations in terms of location and associated hazards create a FAP for each location.
- **FAPs need to be updated at a minimum on a yearly basis at the start of field season.** However, throughout the field season, FAPs should be updated to reflect changes in the hazards and if necessary, the controls.
- **It is the Faculty member's responsibility to:**
 - Encourage their research team to attend field research training organized by the FRO.
 - Keep the FAP relevant to the research and research location.
 - Ensure the FAP is reviewed with the research team each time they travel for field research.
 - Ensure the research personnel for each trip are included in the FAP and that all necessary contact information and training is up to date.
 - Maintain contact with the research team for each trip – including daily check in times

Teaching Field Activity Safety Plan (FAP)

FAPs are the responsibility of every Instructor and apply to all field trips that require students to travel to UofA agricultural lands, provincial/national parks, provincial land, public waterways, or any other private or public facilities off campus.

- The above Research Field Safety Plan protocols and procedures apply equally to all teaching activities that take place off campus. This includes field schools and field trips.
- **FAPs need to be updated at a minimum on a yearly basis at the start of the term.** However, throughout the term, FAPs should be updated to reflect changes in the hazards and if necessary, the controls.

ALES Field Activity Safety Plan (FAP) - Submission Procedure

- Completed FAPs are labeled as:
 - ***Last name of PI FAP - Location(s) – Project Name or Course number - Start Date***
 - eg. Nielsen FAP - Roland Lake - Bison Project - 06-10-2020
 - eg. Gorim FAP - St Albert Farm and Breton Plots - WGRF Project - 04-01-2021
 - eg. Pinno FAP – Whitecourt Alberta - RENR 323 Field Trip – 09-13-2021
- Ensure all participants have read and signed the Field Activity Safety Plan (FAP).

- Register activity with the Field Research Office for emergency alerts - [Voluntary Registration for Field Researchers](#)
- Sign up for the Field Research Office newsletter if you have not done so already - [Field Research Office Newsletter](#)
- Submit FAP via [ALES Field Activity Safety Plan Registry](#) google form (also found on the ALES Faculty and Staff webpage for Research).
- FAPs will be stored in the FAP google drive accessible by the ALES Research Team, ALES Safety Committee, Chairs and Dean in case there is a need for emergency contact with field personnel. However, the official storage and documentation is the responsibility of the Researcher (PI) or Instructor.
- While Field Activity Safety Plans are required for all activities, FAPs will not be reviewed as part of an approval process as of **October 1, 2021**.
- FAPs will be audited on a regular basis throughout the field season to help researchers and research teams develop effective activity safety plans, but the complete identification of hazards and how they are controlled remains the responsibility of the Researcher (PI). You are encouraged to work with the Field Research Office in the development of your FAP. Some details:
 - Audits will be done by members of the Faculty Safety Committee consisting of: ALES Research Station Manager, ALES Research Team representative, Faculty member for the appropriate field of research (environment, agriculture or human) and Field Research Office representative.
 - First time submissions (e.g. new researcher or instructor) will be reviewed and audited to help ensure completeness
 - Each Researcher/Instructor can expect to have one random FAP audit every 2 years
 - Researchers/Instructors that had incomplete FAPs through previous audits, can expect one or more random FAP audit each year until they receive a positive FAP audit.
- If COVID protocols change and Public Health Response Team (PHRT) approval is once again required, an approval step will be added to the procedure and will replace the above audit step for the period of time PHRT approval is required.

International Travel Safety Plans – Research and Conference Travel

The ALES FAP procedure currently applies only to Field Research and Teaching within Alberta and Canada. International Field Research or Travel is continually changing, please keep up to date

Travel Directive <https://www.ualberta.ca/finance-procurement-planning/travel/university-of-alberta-covid19-travel-directive.html#risk-rating>

International Field Safety Plans may still be submitted to the ALES Registry.