

ALES Field Activity Safety Plan (FAP) Protocol

Updated April 3, 2024

U of A Field Research Office (FRO)

Field Activity Safety Plans (FAPs) apply to any field research off North Campus or outside of South Campus main facilities. South Campus main facilities have safety plans and orientations to cover individuals working or volunteering within the facilities. Anything that does not fall in this specific designation will need a Field Activity Plan completed and submitted.

The UofA [Field Research Office \(FRO\)](#) is your 'go to place' for information and support when conducting field research / field trips. [Field Research Pre-Planning Page](#) outlines the steps needed to be completed for a successful field season.

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 [Occupational Health & Safety \(OHS\) Legislation](#)
- Advice and information on mitigation/control of hazards – eg. Standard Operating Procedures, PPE, etc.
- Training Sessions
 - Examples: FAP eLearning, Wilderness First-Aid, Chainsaw Certification, Bear Awareness and Safety, Provincial Radio Control Centre (PRCC) / Working Alone Safety, etc.
- [Equipment rentals](#) at cost-recovery
 - Satellite communication devices, Automated External Defibrillator (AED), and Medical First Aid Kits
- Connections to other field researchers within the U of A community

Field Activity Plans (FAP):

FAPs are the responsibility of every **Faculty member as a Researcher / Primary Investigator (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.

During 2023, ALES trialed a 'compliance approval' process in order to help researchers and their teams develop effective safety plans that will keep them safe in the field and provide the required documentation to meet provincial and university safety standards.

Dr. Maya Bhatia passed away on August 16, 2023 while conducting field research in Nunavut. The University of Alberta was tasked with implementing 14 corrective actions from the Workers' Safety and Compensation Commission (WSCC). This resulted in many positive changes being implemented for the 2024 Field Season outlined below.

As a Faculty, ALES supports the work of FRO and HSE in ensuring that researchers meet their obligations to provide a safe fieldwork environment for their staff, students, and volunteers according to UofA policy and current OH&S legislation.

How to create and submit your Field Activity Safety Plan:

Step 1:	Take the mandatory Field Research Safety Training This training is mandatory for anyone going into the field.	Field Activity Plan Training In-person FAP Training Google Form
Step 2:	Determine your risk level Risk Ranking is determined by; A) What you are doing, B) Where you are doing it, and C) Who is doing it	Risk Matrix Examples Approvals and Actions
Step 3:	Complete your Field Activity Plan Start early , submission of completed FAPs is 10 business days prior to field activity risk ranked 1, 2, and 3. Is 20 business days for field activities ranked 4 and 5. A new FAP is required when: <ul style="list-style-type: none"> • Research locations have changed, hazards and safety controls have changed drastically, internal training requirements have changed, emergency contact information / escalation have changed, personnel attending has changed, and annually (at a minimum). 	FAP Template H-FAP Template FAP Addendum FAP Instruction Sheet
Step 4:	Submit your FAP to the Central Registry	Central Registry Daily Field Log Book
Step 5:	Complete Emergency Information Forms for everyone going These forms will accompany the research team into the field and should be placed in a sealed envelope and accessed if/when an emergency occurs	Emergency Information Form
Step 6:	Complete the ALES Trip Notification Form every time you travel under an reviewed & signed-off FAP	ALES Trip Notification Form
Step 7:	Sign up for FRO Newsletter for the most up to date information, lessons learned, FRO delivered training and many more items.	Field Research Office Newsletter
Step 8:	Additional Helpful Links	Field Researcher FAQs - this is updated regularly as new questions are received.

		<p>Meeting and Conferences - Field Activity Traveler Checklist</p> <p>Hazard Assessment Control Library</p> <p>HSE Physical Hazards</p> <p>Guideline for Working On or Near Water</p> <p>Summer Considerations: Wildfire, Fire Ban,</p> <p>Winter Considerations: 511 Roads, Avalanche Canada</p> <p>Alberta Emergency Alerts</p> <p>ALES Incident Reporting Guidelines</p> <p>Reporting Structures at the University of Alberta</p> <p>Canadian Centre for Occupational Health and Safety (CCOHS)</p>
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International Field Research:

Step 1:	Follow all the outlined steps in the first table and on the Field Research Pre-Planning Page	Field Research pre-Planning Page
Step 2:	Assess your GAC Rating	GAC Rating
Step 3:	Access the International SOS for hazards in the associated country you are planning on traveling to.	International SOS Travel Health Notices
Step 4:	Payment for travel and other expensable purchases	Travel Management Program
Step 5:	Check the Visa Requirements	Visa Requirements
Step 6:	Funds to a Foreign Country	Travel Card Procedure SMS Payment Methods Travel Processes and Expense Procedure
Step 7:	Traveling or shipping Field Equipment	Customs - Exporting Goods from Canada Customs FAQ

Field Schools:

ALES completes a variety of field schools throughout the year. Field Schools have unique safety considerations that will be discussed with HSE and the Faculty Safety Advisor.

Field Trips:

Field Trips completed at the UofA fall within the category of a Field Activity and require a Field Activity Safety Plan to be completed and submitted through the central registry.

The exception would be undergraduate students that are going on day field trips in the surrounding metropolitan area (Edmonton) where risk is assessed as **LOW**. In the specific case of a Field Trip, if the risk level is low, even if undergraduate students are travelling, NO training is required, but as Program Lead, you must complete the [Field Trip Travel Checklist](#).

Regardless of who creates the FAP for the Research Team, it is the Faculty member's responsibility to:

- Have their research team attend field research training.
- 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 hard copies of the FAP are kept in all research vehicles traveling to the field.
- Ensure the research personnel for each trip are included in the FAP and that all necessary contact information and training is up to date with expiry dates indicated.
- Maintain contact with the research team for each trip – including daily check in times

Risk Management (RM)

Risk Management oversees the university insurance program and covers the faculty, staff, volunteers, and registered University of Alberta students while they are performing field research as part of regular studies, a university approved activity, and directly connected to the university.

Provides the following services:

- Field Research [Insurance Information](#)
 - Outlining exceptions to University Insurance
 - Who to [contact at Risk Management](#)
 - General Liability
 - Medical, Health & Travel (Contact ERM10@ualberta.ca for this request)
 - Property
 - University owned or legally-leased equipment
 - Types of property not covered
 - Vehicles : [Authorized Driver](#) & Vehicle Rentals - [Our Fleet](#)
 - Workers Compensation
 - [Staff WCB Coverage](#) & [Student WCB Coverage](#)
 - [Waiver Request Form](#)
 - [Certificates of Insurance](#) - these are required when we are working with industry collaborators and other institutions.
 - [Volunteers](#) need to sign waivers and the PI or research group need to register their volunteer hours

Additional safety information can be found on the [ALES Safety Webpage](#). Contact the ALES Safety Advisor for any comments, questions, and/or concerns at alesrst@ualberta.ca. Contact the Field Research Safety Advisor at fieldoff@ualberta.ca.