



Health & Safety Field Research Safety Agreement Guidelines - 2013

Safety is the responsibility of everyone participating in research, either in the lab or in the field. Please make yourself familiar with the resources available on the Faculty of Forestry's Safety Committee website <http://www.forestry.utoronto.ca/index.php/safety/>. All of the resources listed below can be found on this page. If you have any safety concerns, please contact your supervisor promptly. You can also contact a member of the Safety Committee with any concerns.

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Field Research

Field research consists of work activities conducted for the purpose of study, research or teaching which are undertaken by faculty, staff or students of the University at a location outside the geographical boundaries of the University campuses. Field research activities can expose participants to significant risks to their health, safety or well-being, at locations outside the direct supervisory control of the University.

The University, and the Faculty, have provided guidelines to ensure that prior to undertaking field research:

1. All concerned parties are aware of their responsibilities for field research
2. A risk assessment is carried out to identify potential hazards associated with the field research and to establish appropriate controls to eliminate or minimize such hazards
3. All participants have an informed understanding of the associated risks and provide their consent to the means for dealing with such risks.

Under normal circumstances these guidelines are not intended for organized off-campus activities such as travel for conferences, seminars, meetings or visits to other institutions, or for study or work placements at a designated and approved placement centre. If you are uncertain whether your activities constitute field research, please contact the committee to be advised.

Before participating in field research you should read and be familiar with the following documents:

University Guidelines for Safety in Field Research

<http://www.forestry.utoronto.ca/internal/safety/Guidelines%20for%20Safety%20in%20Field%20Research.pdf>

Forestry Guidelines for Safety in Field Research

<http://www.forestry.utoronto.ca/internal/safety/Field%20Safety%20Guide.pdf>

Field Research Safety Planning Record (valid for one year from submission):

<http://www.forestry.utoronto.ca/internal/safety/Field%20Research%20Safety%20Planning%20Record.pdf>

Vehicle Guidelines

If you will be driving a Faculty owned or rented vehicle, the following information must be submitted to the Ian Kennedy:

1. A list of names of everyone who will be driving the vehicle, and their driver's license numbers. Please note that if you have resided in Ontario for more than 60 days, you need to possess a valid Ontario Driver's License. G license only. G1 or G2 are not acceptable.
2. The names of all vehicle occupants and their emergency contact information.
3. A copy of your up-to-date OMT Driver's Record/or be on the Faculty list of approved drivers.

Before driving a Faculty vehicle, consult the *Faculty of Forestry Vehicle Use Policy* available online at: <http://www.forestry.utoronto.ca/pdfs/Vehicle%20Policy%2001-05-07.pdf>

In the event of an accident, the Driver's Report of Accident form must be submitted within 24 hours. The guidelines on how to report an automobile accident claim are available online at: <http://www.insurance-risk-mgmt.utoronto.ca/Claims.htm#Automobile%20Accidents>

The *Driver's Report of Accident* form is available online at: http://www.insurance-riskgmt.utoronto.ca/Assets/nts_riskmanagement/assets/Drivers_Report_of_Accident.pdf

Accident Reporting

Accidents or incidents that occur during the course of classroom, laboratory or field work which result in, or have the potential to result in personal injury or property damage, must be reported within 24 hours of the incident.

Accident Reporting guidelines and forms are found online at: <http://www.ehs.utoronto.ca/resources/wcbproc.htm>

For vehicle accident reporting, see section above.

Haliburton Forest

All Haliburton Forest researchers, summer employees, internships and volunteers who will be spending time in Haliburton Forest (including Bone Lake) are required by Haliburton Forest & Wildlife Reserve, **to check in on each visit** with the main office/front gate before proceeding into any property owned and operated by Haliburton Forest & Wildlife Reserve (including Bone Lake). The front office staff will supply forms for you to fill in and submit to them before you will be allowed to enter their property. *Failure to register with Haliburton Forest and Wildlife Reserve could result in a Trespass Violation and you would be asked to leave their property immediately.*

Before going to Haliburton Forest to do research you should read the safety guidelines specific to Haliburton Forest Research Group on the Safety Committee webpage at:
<http://www.forestry.utoronto.ca/internal/safety.html>.

Laboratory Safety

All researchers working in a laboratory setting should be aware of the guidelines and resources available on the Safety Committee website, under Laboratory Safety:
<http://www.forestry.utoronto.ca/internal/safety.html>.