

*Responsibilities of the Haliburton Safety Coordinator:*

There are nine general responsibilities outlined in the Haliburton Safety Guide:

- 1) ensuring that every researcher (including Academic supervisors) has read the Haliburton Safety Guide and signed all the required safety forms
- 2) Establishing the chain of command and designating the Bone Lake Camp Coordinator
- 3) Ensuring that the chain of command remains operational throughout the field season (in particular making sure the Bone Lake Camp coordinator does his/her job).
- 4) Reporting any safety incidents (including “near misses”) to the head of the Faculty of Forestry safety committee
- 5) Reporting any safety incidents that involve Haliburton Forest staff or the public to the Haliburton Forest Liaison
- 6) Ensuring that safety concerns raised by any team member or the Liaison are resolved in a timely manner
- 7) Providing the Bone Lake Camp Coordinator and Academic Supervisors with emergency phone numbers
- 8) Maintaining regular contact with the Team Leaders, the Bone Lake Camp Coordinator, and the Haliburton Forest Liaison
- 9) Reprimanding anyone who does not follow safety procedures (including unsafe driving).

In addition, there are several short-term duties that need to be carried out soon:

- 1) Establish a website for posting safety forms
- 2) Establish a procedure for notifying supervisors and collecting safety forms
- 3) Purchase a cell phone for Bone Lake Camp
- 4) Develop and implement a on-campus field safety training session
- 5) Obtain certification as a lift safety trainer