



Each trip leader (who is in effect, the Field Safety Officer for that particular trip), will submit a \_\_\_\_\_ that is specific to each field trip. This plan will include the following elements:

- a) Phone numbers for leaders' emergency contact people (contacts are expected to be reachable at this number). All trip leaders must carry the Department phone number to contact in the event of an emergency. This number will be listed on the Field Safety Plan & Itinerary.
- b) An itinerary listing all the dates and locations of all sites to be visited.
- c) Location, address, phone number, and means of access to the hospital nearest to each field site.
- d) If road transportation is not available, another method of transport must be identified and phone numbers for local air and water transportation companies must be provided.
- e) A list of potential hazards specific to the field trip and appropriate safety measures.
- f) Field Safety participant acknowledgement sign-off sheet (see section on Field Briefing below).

The A&AoR forms will be retained by the Department and a copy will be provided to the leader before departure. A list of all pertinent details from Safety Away will also be provided before departure. Failure to submit relevant A&AoR documents may result in field trip cancellation.

In the event of an accident, the leader must complete an \_\_\_\_\_ and email it to the Health & Safety Coordinator as soon as possible. This form must be submitted to Western's Occupational Health & Safety office within 24 hours of the incident

At, or prior to the first stop on the trip, the leader will give a verbal Safety Briefing, and will require each participant to sign a sheet confirming that they have received the Safety Briefing and understand the potential safety risks. These pages will be submitted to the office after the group returns if completed off campus.

Each participant will be provided with a copy of this section of the Field Safety Plan & Itinerary at this meeting. The Trip Leader will make it clear that any member of the field trip group who is unable to participate fully in class or research activities due to the effects of excessive alcohol consumption or use of other drugs may be refused permission to participate in that day(s) activities. Similarly, anyone who causes damage to property (e.g. vehicles, hotel) as a result of intoxication will be held fully responsible for the cost of repairing such damage. They will also be reported to the Department Chair who may impose additional disciplinary measures.

Before departure, the leader will check that safety equipment (e.g. hard hats, safety goggles) issued to participants is in a serviceable condition. A first aid kit must be carried by each field party.

All trip leaders must have First Aid certification.

Failure to comply with any of these items is a breach of the Department's safety procedures.

Teaching Assistants have a position of considerable responsibility, commonly being expected to drive vehicles, assist with instruction, and act as exemplary role models for undergraduates. TAs are expected to set a good example for undergraduates, including showing a responsible attitude to alcohol, being considerate of others, and demonstrating a strong work ethic. All TAs are also expected to comply with the conditions outlined under 'Responsibilities of Students' below.

Although trip leaders take every reasonable

Failure to adhere to any of these responsibilities may result in your removal from the trip and loss

