

Field Activities Plan (FAP)

| | |
|--|---------------------------------------|
| PI/Supervisor's Name: | Dr. Kim TallBear |
| Faculty/Department: | Native Studies |
| Department Contact Name and Contact Number: | Tracy Howlett 780-991-7034 |
| Project Description (brief): | SING Canada Soil Sampling |
| Dates of Research Work: | July 13 to July 22 |

The Field Activities Plan is an all-encompassing template that contains a hazard assessment, the foundation for an effective safety plan. A hazard assessment is required **before** any field research activity and should be reviewed whenever there is a change in activities, location or people that will affect the hazards and controls. **The requirement of a hazard assessment and the Emergency Response Plan is LAW and set out in Part 2 of the *Alberta Occupational Health and Safety Code (AB Reg. 87/2009)*. Also, without doing a proper hazard assessment and failing to assess risk of the field project, adhering to travel warnings, etc. can negatively affect insurance coverage.**

MAKE A COPY of this template and SAVE it in your drive. It is required that researchers make this template on their own.

Please go to the [FRO Pre-Planning web page](#) and follow the steps outlined. If travelling internationally, visit the [International Field Research Tips](#).

1. Project Details

| | |
|---|---|
| Date Prepared | July 11th, 2023 |
| Prepared by | Tracy Howlett |
| Department | Native Studies |
| Principal Investigator (PI) | Kim TallBear |
| Supervisor of Project (if not PI) | Tracy Howlett (for Rick Smith, Warren Cardinal-McTeague, Elizabeth Nelson) |
| Project Description (synopsis of field research activities) | Soil sample collection at 2 sites plus on site microbial analysis |
| Supervisor's Contact Info | Work Ph# 780-991-7034 Alternative Ph# Email: thowlett@ualberta.ca |
| Date of Departure | 2 site visits - July 13, 2023 (2 hours) and July 18, 2023 (7.5 hours) |
| Date of Return | Short visits, return on same day |
| Location of Research (specific –GPS locations, etc.) | kihcihkaw aski (14141 Fox Drive NW) |
| Nearest city/town (EMS) | Edmonton |
| Mapped location | https://www.edmonton.ca/projects_plans/parks_recreation/kihcihkaw-aski-development |

2. Field Researchers, Volunteers and Collaborators

| Name | Position | Emergency Info Form completed | Waiver/Informed Consent completed | Certificate of Insurance obtained |
|---|---------------------|-------------------------------|-----------------------------------|-----------------------------------|
| UAlberta Field Researchers | | | | |
| Kim TallBear | PI | <input type="checkbox"/> | <input type="checkbox"/> | n/a |
| Jessica Kolopenuk | PI | <input type="checkbox"/> | <input type="checkbox"/> | n/a |
| Tracy Howlett | Staff | <input type="checkbox"/> | <input type="checkbox"/> | n/a |
| Non-UAlberta Collaborative Institutions on field research project | | | | |
| Rick Smith | Professor | <input type="checkbox"/> | <input type="checkbox"/> | n/a |
| Warren Cardinal-McTeague | Associate Professor | <input type="checkbox"/> | <input type="checkbox"/> | n/a |
| Laurie Montour | Collaborator | <input type="checkbox"/> | <input type="checkbox"/> | n/a |
| Elizabeth Nelson | Postdoctoral fellow | <input type="checkbox"/> | <input type="checkbox"/> | n/a |
| Cheyenne Thomas | Teaching Assistant | <input type="checkbox"/> | <input type="checkbox"/> | n/a |
| Students | | | | |

| | | | | |
|---------------------|---------|--------------------------|--------------------------|-----|
| Chantel Akinneah | Student | <input type="checkbox"/> | <input type="checkbox"/> | n/a |
| Emily Bayha | Student | <input type="checkbox"/> | <input type="checkbox"/> | n/a |
| Mackenzie Burnstick | Student | <input type="checkbox"/> | <input type="checkbox"/> | n/a |
| Sarah Champman | Student | <input type="checkbox"/> | <input type="checkbox"/> | n/a |
| Kali Dale | Student | <input type="checkbox"/> | <input type="checkbox"/> | n/a |
| Kathy Green | Student | <input type="checkbox"/> | <input type="checkbox"/> | n/a |
| Keara Lightning | Student | <input type="checkbox"/> | <input type="checkbox"/> | n/a |
| Alma Linke Nilsen | Student | <input type="checkbox"/> | <input type="checkbox"/> | n/a |
| Teassa MacMartin | Student | <input type="checkbox"/> | <input type="checkbox"/> | n/a |

3. Hazard Assessment, Control and Safety Inspections

a. Hazard Assessment and Control

You MUST complete a hazard assessment.

You can use either the table below or utilize [EHS's Hazard Assessment Web Application](#) to prepare it. You must make it specific to the location you are going for your field research, the people who are participating in the research and the activities you are conducting. If you use the HAWapp hazard assessment application, you can embed it here or attach to the FAP. Go here to see a sample [eCompliance field hazard assessment](#). Another resource to see examples of hazards and controls: [Field Research Hazard Control library](#).

Please REMOVE examples in the table below and make it your own dependent upon your specific research project. Start with the first thing you do: travel to your research site using air transportation, vehicle, bus, etc. Many leave this activity out.

| Task | Hazards | Control (mitigation) |
|---|------------------------------------|--|
| <i>Travelling to and from site</i> | <i>Vehicle accidents</i> | <i>Ensure drivers have taken appropriate training. Adjust driving speed to weather (raining etc). Be aware of surrounding areas. Obey all road signs.</i> |
| | <i>Pedestrian accidents</i> | <i>Ensure drivers have taken appropriate training. Adjust driving speed to weather (raining etc). Be aware of surrounding areas. Obey all road signs.</i> |
| | <i>Mechanical failure</i> | <i>Make sure vehicle is up to date with safety inspection. Do outside inspection when entering vehicle.</i> |
| <i>Collecting soil samples in open fields</i> | <i>Traversing on uneven ground</i> | <i>Wear protective closed toe footwear. Keep group together. When working near terrain that is muddy and wet, tread carefully to avoid slipping. Awareness of local area is critical.</i> |
| | <i>Severe weather</i> | <i>For extreme heat, team will be prepared with hats, water and sunscreen. We will also have a tent to provide shade. If raining, the team will remain under the tent or in the building on site. Participants will be asked to bring rain gear.</i> |

| | | |
|--|--|--|
| | <i>Insect bites</i> | <i>All participants will be encouraged to long pants/sleeves and bug spray. Spray will be provided on site. Anti-itch medication will be included in the first aid kit.</i> |
| | <i>Other first aid incident - sprains, cuts, falls</i> | <i>A first aid kit is part of the standard field kit and will be accessible. Any incidents will be reported to the site lead right away. There will be at least one person on site trained in first aid. All participants will have access to a cell phone to call emergency services if required.</i> |

b. Daily Field Safety Meetings

You must have daily field safety meetings (a field level hazard assessment) that supplement the FAP. The Daily Field Safety Log Books are used to keep track of the daily field safety “tailgate” meetings. These books should be kept with the department/supervisor for 10 years. Request yours in this [online form](#).

| | |
|---|-------------------------------------|
| Obtained Log Book and had discussion with team about usage: | <input type="checkbox"/> YES |
|---|-------------------------------------|

c. Field Worksite Safety Inspection

It is important that the PI or research supervisor attend at the site and do field worksite safety inspections at regular intervals if research is going on for a period of time. Access a copy of an example inspection form on this [webpage](#) and tailor it to your activities. If a PI is unable to attend, an assessment of the field work site can be done by the researcher who is there.

| Field Worksite Inspector (name) | Date completed: | Inspection Form Attached |
|---------------------------------|-----------------|---|
| Tracy Howlett | July 13, 2023 | <input type="checkbox"/> Notes provided in field activity book. |

d. Waste (hazardous and non-hazardous) Disposal

Researchers must remove any waste created or brought to the field location. Education is key to the removal of hazardous waste and researchers handling hazardous waste in the field should take the [EHS hazardous waste eLearning course](#).

| | | |
|--|------------------------------|-----------------------------|
| Will there be hazardous waste at the field site (s)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If there will be hazardous waste, have researchers taken the EHS eLearning course? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| What is the plan (provide details) for disposal of hazardous waste? | N/A | |

4. Emergency Response Plan

The Emergency Response Plan is a plan to respond to an emergency situation that could arise from hazards that have been identified in section 3. This section is a top level summary of potential

emergencies sustained from the hazards identified. If for security reasons, you do not wish to carry H-FAP in the field, have these emergency contacts on your phone.

a. Emergency Contacts

| | |
|--|---|
| University Specific Contact Info: | |
| Department Contact Name (s) | Tracy Howlett |
| Daytime Department Ph# | 780-991-7034 |
| After hours Dept. Contact # | 780-991-7034 |
| UofA Protective Services | 780-492-5050 |
| STARS (Western Canada only): | 1-888-888-4567, 1-403-299-0932 or #4567 from a cell phone |
| Field Specific Emergency Contact Info | |
| Cell Phone# of researcher(s) | 780-991-7034 |
| Satellite Phone# of researcher (s) | N/A |
| Local Contact/Host Info and Phone Number | N/A |
| Skype ID# | N/A |
| Local Emergency Response Number | 911 |
| Local Police Detachment | Edmonton |
| Other Contacts | |

b. Potential Emergencies and Action Plan

| | |
|---|--|
| Potential serious emergencies | <i>Put in those emergencies most likely to occur.</i> |
| In the event of an incident involving a researcher, who will secure the scene and preserve evidence eg. call emergency services when it warrants. Most EMS will secure the scene. | Tracy Howlett, as site manager, will secure the site as able and call EMS. |
| Procedures for dealing with potential emergencies | <i>Our procedures would depend on the severity of the injury. All members of the research team will know how to contact local emergency response services to arrange for transport to local hospitals. When contacting ERS, the procedure is to give location coordinates first.</i> |
| Identification of location, operational procedures for emergency equipment | Faculty will call 911 |
| Emergency response training requirements | N/A |
| Location and use of emergency facilities | A first aid kit will be part of the field kit. There is a building on site with water and first aid. |
| Fire protection requirements | N/A |
| Alarm and emergency communication requirements | All participants will be equipped with a cell phone. |
| First aid services required and designated first aiders | At least one person has valid First Aid certification. |
| Procedures (rescue and evacuation) and responsible workers | Faculty will call 911 |

c. Emergency Escalation Protocol

Grace period* is: 2 hour(s)
(number of hours)

*Grace period is the period of time before the emergency escalation protocol starts – you wait this long before calling the following:

| | When to Call | Who to Call |
|----|---|--|
| 1. | If after grace period, still no check-in, call: | Name of Supervisor _____ 24/7 Contact Ph: _____ |
| 2. | If #1 does not answer, call: | Department Contact Name: _____ 24/7 Contact Ph: _____ |
| 3. | If #1 and #2 do not answer, call: | UAPS: 780-492-5050 UAPS to contact Department Chair, OEM, EHS |
| 4. | If #1, #2, and #3 do not answer, call: | Local RCMP, Ph: _____ |

This protocol is not applicable - we are a group of 15 and will be together in a public location for 5 hours. There are on site managers who will report if something happens to all 15 of us.

5. Communications for Check-in Procedures

This protocol is not applicable - we are a group of 15 and will be together in a public location for 5 hours. There are on site managers who will report if something happens to all 15 of us.

| With Outside | | | |
|-----------------------|------------------|--|--|
| Device type | Number | Registered with PRCC (yes/no) | Time of day monitored (check-in procedure) |
| Satellite phone (s) | | | |
| Cell phone (s) | | | |
| Radio frequency | | | |
| Alternate device | | | |
| Within Research Group | | | |
| Device type | Number/Frequency | Time of day monitored (check-in procedure) | |
| Satellite phone (s) | | | |
| Cell phone (s) | | | |
| Radio frequency | | | |
| Alternative Device | | | |

6. Permissions Required

| UA Research Ethics Board APPROVALS | | | | |
|------------------------------------|----------|-----------------------------------|----------------|--------------|
| Ethics application title | PI name# | Ethics file # (eg PRO00012345) | Approval Date: | Expiry Date: |
| N/A | | | | |
| | | | | |
| | | | | |

| UA Animal Care and Use Committee APPROVALS | | | | |
|--|----------|------------|----------------|--------------|
| ACUC application title | PI name# | AUC file # | Approval Date: | Expiry Date: |
| N/A | | | | |
| | | | | |
| | | | | |

| Registration certificates for X-ray equipment, Class 3B and Class 4 lasers to be used in the field or off-campus activities | | | | | |
|--|----------------|---------------|----------------------------|--------------------------------------|--|
| Equipment type (X-ray / laser) | Make and model | Serial number | Registration certificate # | Registration certificate expiry date | Registration certificate authorizes field work (yes/no)* |
| N/A | | | | | |
| | | | | | |
| | | | | | |

*If the registration certificate is expired or does not list field operations as authorized location you must apply for a registration certificate or registration certificate amendment. You must have a valid registration certificate to use this equipment in the field locations. Please refer to the [HSE website](#) to obtain more information about the registration process.

| Nuclear substances other than NORM to be used in the field or off-campus activities | | | | | |
|--|---------|----------------|-----------------------------------|--------------------|--|
| source type (sealed / unsealed) | Isotope | Activity (MBq) | U of A Nuclear Substance permit # | Permit Holder name | Permit authorizes field work (yes/no)* |
| N/A | | | | | |
| | | | | | |
| | | | | | |

*There must be a valid Nuclear Substance Permit in place prior to transfer of any radioactive sources off-campus. More information about nuclear substance permits can be found [here](#).

| OTHER PERMISSIONS (e.g. Research permit, land access, etc.) |
|--|
|--|

| Permit/Clearance Description | Authorizing organization/agency | Date Obtained | Expiry Date: |
|------------------------------|---------------------------------|---------------|--------------|
| Permission obtained | IKWC | June 2023 | N/A |
| | | | |

7. Training & Immunizations

Copies of training certificates should be kept with the Field Activities Plan (both in field and with the department contact). For immunizations/vaccines, supervisors should explain the benefit of getting these and employees should confirm if they have received this notification. **Do not put any details about vaccinations/immunizations.**

The [EHS Supervisory Professional Development eLearning Course](#) is required for any who direct work, supervise work and/or control a work site. The [Working Safely at the UofA eLearning Course](#) is required for any worker (supervisor should take Supervisor PD Course above).

| Participant's Name | Training Received | Notification Immunizations/Vaccinations required received by participant |
|----------------------|---|--|
| <i>Tracy Howlett</i> | <i>UofA Defensive Driving and Evaluation Expired Standard First Aid</i> | N/A |
| | | |
| | | |

8. Accommodations & Meals

| |
|---|
| Accommodations |
| <input type="checkbox"/> Hotel/Motor <input type="checkbox"/> Campsite <input type="checkbox"/> Cabin <input type="checkbox"/> Other, specify: |
| Provide name, address & phone of where you are staying: Campus Tower Suite Hotel, Edmonton |
| Meals |
| Self-cooked <input type="checkbox"/> Catered <input type="checkbox"/> Restaurant <input type="checkbox"/> |

9. Transportation

Where possible, include all transportation used in research including air travel, boat, on-road, off-road vehicle, **Please remove the examples if not applicable.**

| Type of transportation (road, air, boat, public transportation, taxi, ride) | Details (license plate, UofA owned, rental car? Air Carrier) | Time of Use/Travel | Location of use |
|---|--|--------------------|-----------------|
| Personal Vehicle | PZU 106 | July 13, 2023 | Edmonton |
| Charter Bus | UofA rented | July 18, 2023 | Edmonton |
| UofA Fleet Vehicle - Truck | Uof A owned | July 18, 2023 | Edmonton |

10. Drivers & Passengers

Please see [University of Alberta webpage on driver authorization](#).

| |
|---------------------------|
| UAlberta Approved Drivers |
|---------------------------|

| Name (Surname, Given name) | License type/class | U of A certified for vehicle type (yes/no)? |
|--|--|---|
| <i>Howlett, Tracy</i> | 161435-771 CI5 | yes |
| Passengers in UAlberta Rented/owned Vehicles | | |
| Name (Surname, Given name) | Affiliation (volunteer, collaborator, staff, etc.) | |
| <i>Rick Smith</i> | <i>Guest Faculty</i> | |
| Cheyenne Thomas | Guest Staff | |
| Passengers in Collaborators' Vehicles | | |
| Name (Surname, Given name) | Certificate of Insurance obtained | |
| N.A | | |
| | | |

11. Equipment

All equipment should be listed in the event equipment is lost, stolen, damaged to assist in insurance claim. Remember to include Personal Protective Equipment. *Note, personal items are not insured by the University.

If using Class 3B or Class 4 lasers or x-ray equipment in your off-campus activities, they must be certified and registered. Please see [HSE webpage](#) for more information.

| Equipment | UofA Owned or Rented? | Standard Operating Procedure (provide link) |
|---|-----------------------|---|
| See SING equipment list | | n/a |
| | | |

12. Insurance/Registration Requirements

Personal property is not insured. Please see [Insurance & Risk Assessment's page on Field Research](#).

| | |
|--|---|
| Off-Campus Equipment inventoried and list created? | <input type="checkbox"/> |
| (link to Equipment List) | SING 2023 Equipment Inventory |

| | |
|--|--|
| <p>Medical Travel Insurance for International Travel</p> <p>UAlberta Students Union Travel Medical Contact Information: Studentcare Member Services Centre at 1 866 795-4430, Mon. – Fri. from 9 am to 5 pm.or Studentcare.ca</p> <p>UAlberta Graduate Students Association Travel Medical Contact Information: Student Care Centre at 825-203-9645, Mon. - Fri. from 9 am to 8 pm</p> | <p>Travellers have actively enrolled and are a policyholder for travel medical insurance as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> UAlberta Students Union Travel Medical Insurance - contact the SU directly to discuss. <input type="checkbox"/> UAlberta Graduate Student Association Travel Medical Insurance. Contact GSA directly to discuss. <input type="checkbox"/> An insured under your parent’s Travel Medical Insurance Policy. What is the insurance company name and policy number: _____ <input type="checkbox"/> If none of the above, make sure you have registered for the University’s Travel Medical Insurance ‘prior’ to travel. |
| <p>Medical Evacuation Insurance obtained, if needed?</p> | <p><input type="checkbox"/> Yes, I require this insurance and it has been obtained.</p> |
| <p>If international research, travellers have registered in UGo and have uploaded their signed waiver?</p> | <p><input type="checkbox"/> “Yes I have registered in UGO and uploaded my signed waiver”</p> |

13. Document Management

Copies of the FAP, Waiver Forms, and Training Records to be kept in the field and with:

| | |
|-----------------------|---|
| Faculty.Dept. Contact | Tracy Howlett |
| Contact’s Email | thowlett@ualberta.ca |
| Contact’s Phone # | 780-991-7034 |
| Google Link to FAP | Field Activities Plan (FAP) - SING 2023 |

14. Approval

To be completed by the Principal Investigator involved on the project.

I acknowledge that this safety plan has been prepared in keeping with the requirements of the [University of Alberta Off-Campus Activity and Travel Policy](#) and according to my review of [Appendix B \(Risk Assessment Matrix\)](#) and for international research, this [international travel directive](#) for assessing risk during COVID-19 times, consideration of the research personnel, activities that will be performed and the research site, the risk for this FAP is low , medium high or extreme . If your risk is high (during COVID) or extreme, you are required to consult with the Dean or Provost, respectively.

| | | |
|--|-------------------|--------------------------|
| | Signature: | Date (DD/MM/YYYY) |
|--|-------------------|--------------------------|

| | | |
|--|--|----------------|
| Principal Investigator's or Supervisor Name: Kim Tallbear | | .July 11, 2023 |
| If required, Dean/Faculty Approver: Name: Chris Anderson | | |

To be completed by those participating in the research.

By signing below, the following members of the research team have been informed and/or provided with a copy of this Field Activities Plan and any additional procedures/protocols that are attached to form part of the FAP and are aware and in agreement with the hazards identified and the methods used to control or eliminate the hazards.

| Researcher's Name: | Signature: | Date (DD/MM/YYYY) |
|---------------------------|-------------------|--------------------------|
| Jess Kolopenuk | | |
| Rick Smith | | |
| Warren Cardinal-McTeague | | |
| Laurie Montour | | |
| Betsy Nelson | | |
| Tracy Howlett | | |
| Cheyenne Thomas | | |