



THE UNIVERSITY OF THE WEST INDIES
AT ST. AUGUSTINE, TRINIDAD AND TOBAGO

The Occupational Health, Safety and the Environment (OHSE) Unit

Policies & Procedures

(<https://sta.uwi.edu/ohse/PoliciesProcedures.asp>)

FIELD TRIP SAFETY

Safety off campus is as important as safety on campus and field trips are no exception. While a certain amount of excitement surrounds this break in classroom/lab routine, one must always be cognizant of the inherent dangers in being complacent. These procedures were developed to assist you in ensuring that all field trips exercise utmost regard for safety. They are, however, not exhaustive and are simply meant to provide you with the minimum requirements for achieving a safe environment for participants.

I. PARTICIPANT RESPONSIBILITIES

Field Trip Participants Must:

- Be employees of The University of The West Indies participating in an official capacity as part of their employment and possess official authorization from the relevant authorities processed through the appropriate Department office.
- Be students enrolled in the course(s) officially associated with the field trip receiving the relevant authorization.

Friends, Children and pets are specifically prohibited from accompanying participants.

Each Field Trip Participant is Responsible For:

- Following the safety instructions of the field trip leader(s).
- Acting in a manner that is safe for themselves and their fellow participants.
- Using personal protective equipment (PPE) when necessary, when recommended by the field trip leader or on identification of a hazard requiring its use.
- Informing the field trip leader of any personal dietary/medical needs, health risks or physical disabilities that may limit their full participation in the field trip, or that may affect their health and safety or that of other participants.
- Receiving any immunization that may be necessary before the trip.

Field Trip Leaders are Responsible For:

- Preparing a detailed trip itinerary, which includes details of departure and return dates and times, information on who to contact in cases of an emergency and location and route proposed for the trip. This itinerary must be filed with the department prior to departure.
- Ensuring that a qualified first aider is amongst the field trip participants.
- Ensuring that a First Aid Kit is available for the trip and that it contains first aid supplies relevant to the type of risk that may exist on the trip.
- Organizing and Ensuring that participants have received the appropriate training for the environment and tasks as well as those that may be necessary before accessing a facility.
- Setting a good example by working safely, and implementing all field trip safety rules and guidelines as well as other pertinent Campus Safety Policies.
- Restricting trip attendees to authorized personnel only.
- Planning for all aspects of field trip safety, both general and site-specific.
- Obtaining all necessary permission as required.
- Identifying and mitigating hazards as much as possible.
- Enforcing the use of the appropriate Personal Protective Equipment (PPE) by participants (goggles, gloves, footwear, headgear, life jackets etc).
- Taking immediate action to correct any unsafe action or condition.
- Maintaining a communication plan to ensure prompt and effective communication with authorities and medical assistance if and when needed.
- Implementing emergency procedures in the event of an incident, which also requires the leader to submit a completed "Accident /Incident Report Form" as soon as possible to the Safety Officer.
- Knowing the location of emergency health care facilities along the route of the trip and the fastest route to get there. Field trip leaders should recognize and prepare for situations along the trip that may pose special challenges for evacuation (rivers, caves, hills etc.)
- Ensuring that no alcohol or drugs are used on field trips.
- Conducting a pre-start meeting for all participants prior to the trip, which addresses:

- Safety planning for the trip.
- Hazards that could be encountered.
- Physical demands that may be required (i.e. long walks, climbing hills, embankments) which are likely to be excessive or beyond the capacity of some participants.
- Personal Protective Equipment (PPE) that is available/required and how and when it is to be used.
- Forbidden/restricted behaviors/items.
- Procedures to be followed in case of an emergency.
- Compass use and map use as necessary.

Additional Responsibilities for Field Trip Leaders:

Field trip leaders must provide for the safe traverse of all field trip participants from vehicles to sites and back again. Leaders should have “buddy system” procedure in place to ensure that participants stay together and that none are left behind. A designated person should always be at the back of the group, watching for stragglers.

II. VEHICULAR REQUIREMENTS

Transport Vehicles

Cars/buses/maxis driven on University field trips must be properly registered, inspected, **insured**, in safe/legal working condition and carry a fire extinguisher. Drivers must be certified by the Licensing Department as having been qualified to drive the said vehicle possessing a valid driver's license of appropriate class.

Travel Rules

No matter what driving arrangements are used, all field trip drivers must be particularly conscious of their responsibilities for the safe passage of the participants. Drivers will, at all times, drive defensively and safely and must know and comply with all applicable driving laws. Drivers shall be rested and may not be under the influence of alcohol or drugs. The number of passengers in a vehicle must not exceed the number of seats. Off-road travel should not be undertaken alone and should be done in pairs of vehicles. Weather must also be monitored by the trip leader to ensure that weather-induced road conditions like floods etc do not trap field trip participants



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

OFFICE OF THE SAFETY OFFICER, C/O WORKS DEPARTMENT

Telephone: 662-2002, Ext. 3138; Fax: 662-2002, Ext. 3135

Email: yparasramsingh@works.uwi.tt

Web Site: www.uwi.tt/safety

COASTAL SAFETY TIPS

1. Keep an eye on the tides. It is very easy to get cut off by the tide since it may come in much faster than you expect.
2. Check the water conditions before you enter. Check to see if a warning flag is up or check with a lifeguard for beach conditions, or any potential hazards.
3. Wear approved life jackets and do not rely on substitutes such as other floatation devices.
4. Do not go in the water alone especially if you do not know how to swim, as you may need someone to go for help if you get into difficulty.
5. Do not go near piers or rocks. Dangerous currents can develop, and you can get knocked into them very easily.
6. Individuals should know CPR. Knowing these skills can be important around the water.
7. Watch the weather conditions.
8. Stay within the designated area and within visibility.
9. Keep a lookout for aquatic life. Water plants and animals may be dangerous. Avoid patches of plants. Leave animals alone.
10. Know how to swim. If caught in a current do not try to swim against it. Swim gradually out of the current, by swimming across it.
11. Protect your skin: Sunlight contains two kinds of UV rays -UVA increases the risk of skin cancer, skin aging, and other skin diseases. UVB causes sunburn and can lead to skin cancer. Limit the amount of direct sunlight you receive between 10:00 a.m. and

4:00 p.m. and wear a sunscreen with a sun protection factor containing a high rating such as 15.

12. Drink plenty of water regularly and often even if you do not feel thirsty. Your body needs water to keep cool. Avoid drinks with alcohol or caffeine in them.
13. Watch for signs of heat stroke. Heat stroke is life threatening. The victim's temperature control system, which produces sweating to cool the body, stops working. The body temperature can rise so high that brain damage and death may result if the body is not cooled quickly. Signals include hot, red, and dry skin, changes in consciousness, rapid, weak pulse, and rapid, shallow breathing. Move the person to a cooler place. Quickly cool the body by fanning and wrapping with wet sheets. If you have ice packs or cold packs, place them on each of the victim's wrists and ankles, in the armpits and on the neck to cool the large blood vessels. Watch for signals of breathing problems and make sure the airway is clear. Keep the person lying down.
14. Wear adequate foot protection. Many times, people's feet can get burned from the sand or cut from glass in the sand.

9/12/05



THE UNIVERSITY OF THE WEST INDIES
ST AUGUSTINE, TRINIDAD AND TOBAGO
FACULTY OF ENGINEERING
Department of Civil & Environmental Engineering
Telephone (868) 662-2002 Ext: 2500 Fax: (868) 645-7691

General Student Guidelines for Fieldwork

1. All field trips must be authorised by the Department of Civil and Environmental Engineering.
2. Trips must involve authorised personnel, studying in, working with or attached to the Department. External personnel, who are authorised, may be included.
3. Inadequate clothing or footwear is prohibited.
4. Illegal drugs and alcohol consumption are prohibited during the trip.
5. Only authorised vehicles are to be used to transport personnel and equipment to and from sites.
6. Participants on field trips should stay in small groups, especially in remote areas.
7. All personal injury or illness, during the trip, must be reported.
8. Students must sign an agreement form (Appendix A) and return to the field trip leader prior to the field activity. (To increase the efficiency of this procedure, possibly all students are made to sign once during any H&S briefing in Level 1, and stored on file for all field trips)

General Guidelines for Field Trip Leader

1. A pre-departure notification must be completed prior to the field trip and should be done on the form supplied in Appendix B.
2. A comprehensive risk assessment must be done prior to the trip, using the form supplied in Appendix C. This assessment will include identification of all hazards

and proposed mitigation strategies. The trip leader will not be accountable for any circumstances that are deemed unforeseeable.

3. A pre-trip briefing must be scheduled to discuss the trip and disclose any potential hazards to all participating members.
4. A listing of all emergency contact information should be made available to all the participants during the trip.
5. It is desirable that at least one of the participants be a trained first aider.
6. Trip leaders are to ensure that hired vehicles appear to be road-worthy, and that drivers adhere to the prescribed road regulations.

Special Guidelines for Coastal Fieldwork

1. Staff/Students who are unable to swim must not enter the water.
2. It is desirable that at least one of the participants be trained in CPR and other life saving techniques.
3. All students must wear lifejackets when entering the water or on a boat.
4. All students must also be securely tethered to the shore, and monitored while engaged in nearshore activities.
5. Boats used in field activities must be safe and operated by trained personnel.
6. Adequate communication is imperative for all activities on boats.

Appendix A

FIELD ACTIVITIES AGREEMENT FORM

DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING

This form must be lodged with the Department Secretary

**To: Head of Department
Civil and Environmental Engineering
Faculty of Engineering
The University of the West Indies**

I have been given a copy of the policy for field trips at the Department of Civil and Environmental Engineering and have read these and understand them. I agree to abide by these guidelines and any specific procedures provided by the trip leader at all times.

Signed:.....

Name:

Student ID Number:

Date:

Programme:

Relevant medical conditions:

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The name and number of person(s) in case of illness or emergency:

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Appendix B

PRE-DEPARTURE NOTIFICATION FOR FIELD ACTIVITIES

DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING

This form must be lodged with the Department Secretary prior to the trip.

Field Activity: _____

Destination(s): _____ **Date:** _____

Accommodation (if necessary): _____

Participants: (number) *For larger groups please attach a list*

Indicate status of participants (staff member, postgraduate, undergraduate student, visitors)

Names and ID numbers:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Transport: *(complete only if transport used is not hired by the University, in case of University vehicle simply indicate in the boxes provided)*

Vehicle 1

Make: _____ Model: _____

Colour: _____ Registration: _____ Fuel Type: _____

**University
Owned
Vehicle**

☐

Vehicle 2

Make: _____ Model: _____

Colour: _____ Registration: _____ Fuel Type: _____

☐

Designated Safety Officer: _____

Qualified first aiders (name & level):

_____	_____
_____	_____

First aid Equipment required (*tick box and detail*):

First aid kit: ☐ _____

Other: ☐ _____

Communication:

Phone numbers: (1) _____ (2) _____

Trip details

Departure: Time: _____

Proposed Route:

ETA Destination: Time: _____

Proposed Return Route:

Return ETA: Time: _____ Date: _____

Leader's Name: _____

Signature: _____

Date: _____

Appendix C

General Risk Assessment for Field Trips

Name of Department	Civil and Environmental Engineering
Destination:	
Date:	

Brief Description of Activities -

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Sub Task	Hazard(s)	Risk L/M/H	Control Measures- Alternative work methods/mechanical aids/engineering controls etc.	Recommendations- Additional measures required

Personal Protective Equipment: (PPE)

Eye/Face:		Hand/Arm:		Feet/Legs:		Respiratory:	
Body (clothing):		Hearing:		Other (Specify):			

Persons at Risk:

Academic:		Technical:		P'Grad:		U'Grad:	
Contractors:		Visitors:		Others (Specify):			

Additional Information: Identify any additional information relevant to the activity, including supervision, training requirements, special emergency procedures, requirements for health surveillance etc

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Assessment done by:.....

Signature:.....