Safety Plan

General Safety Plan

- Please see Appendix for ways to report complaints, bias, microaggressions, harassment, and overt racism anonymously.
- All lab/field work participants will be required/encouraged to complete safety training through in person or virtual EH&S courses (Lab safety, CPR, First Aid)
  - Training: UNCW Environmental Health & Safety
- UNCW’s online safety training provider offers an extensive catalog of courses and include modules in general safety and specific areas of laboratory and research safety. Faculty, staff, and student employee can select appropriate Vivid learning training (Lab Safety, Field Safety, Risk Assessment) through the links below:
  - Vivid Learning (uncw.edu)
  - Course Availability: course titles ehs online training.pdf (uncw.edu)
- DEI and Harassment training options are also available.
  - SkillPort Virtual Learning: Employee Leadership, Learning and Engagement: UNCW Programs: Diversity, Equity & Inclusion: HR: UNCW

As an URGE pod, we discussed the need for our DEI and Laboratory Training to be coalesced into a total package and not presented in an isolated format. Future work is needed to see this goal brought to completion.

Additional discussions were raised with the possibility of creating safety modules for our courses that could be a component of our science course introduction and growth in the discipline over time.

Laboratory Safety Plan

UNCW provides Lab Safety training through both Vivid Learning and in-person training. The lab safety training covers policies and practical information for all employees and students engaged in the laboratory use of hazardous materials including Radiation Awareness. Training topics include descriptions of chemical and other hazards in the workplace, basic toxicology, exposure prevention and detection and laboratory waste disposal. Required training is provided to faculty, staff, teaching assistants, and laboratory technicians. Taught in conjunction with the Formaldehyde class. Students are encouraged to attend.

What can instructional lab coordinators/participants do to minimize risks?

- Set precedent with TA training
- Serve as a role model and mentor in lab safety
- Provide documents and experiences that have been reviewed with a DEI and human respect lens.
• Set the stage for university discipline expectations and future career holders in the field

Field Safety Plan

Awareness:

• Acknowledge
• State risks: before field work,
• Minimize conflict or unsafe situations.
• Be prepared and provide student details about the experience and what to expect in advance.

Action:

What can fieldwork participants do to minimize risk?

• Talk with supervisors/team leaders about risk concerns.
• Learn about potential risks at field sites, and have contacts of people at or near fieldwork site whom team members can turn to for help, and contacts of local police department and/or coast guard if on coastal waters.
• Introduce yourself to all team members, neighbors surrounding fieldwork site, people at or near fieldwork site etc.
• Report your itinerary and daily schedule to team leaders/supervisors.
• Take advantage of training opportunities provided by the department/institution to increase field safety and promote awareness of potential safety risks.
• Know culture, demographics, and politics of the field site.
• Suggestion to have North Carolina license plate while performing fieldwork in rural areas of NC
• Do not carry out fieldwork alone.
• Create sign and/or note to display organizational affiliation contact information
• Carry ID, passport, collection permits and field permits
• Wear or display university clothing, magnets...

What can supervisors do to support at-risk individuals?

• Prior to fieldwork, contact relevant institutional offices (Office of Risk Management) for risk management on how to best manage risk in the field.
• Contact others that have previously used a field site at a location to check the history of risk at this site and suggestions for safe housing, dining.
• Have itinerary of all fieldwork participants, including their arrival and departure dates, addresses, and phone numbers. If possible, also collect schedules for each day, for example, daily field work location, approximate time of heading out to field and return to housing, and maintain regular contact with team leaders.
• Collect fieldwork participants’ medical precautions which may related to fieldwork safety, for example, very bad seasick history.
• Have pre-departure checklist of discussions within the field team, including discussions of potential risks, identifying local resources/contact information at the field site, including contacts of people at or near fieldwork site who team members can reach if necessary, contacts of the local police department or coast guard if on coastal water local safe housing and dining areas, as well as participants’ check-in/check-out arrangements.
• Make plan readily available to fieldwork participants, including contact information of people for help, access to report procedures, etc.

What can departments/institutions do to support as-risk individuals?
• Document all known cases of risk for a field site, which would provide a good reference for other researchers in the future.
• Conduct accessibility assessment.
• Review plan (yearly?)
• Provide resources, plan, training and reporting procedure prior to fieldwork and in advance of risk.
• Set times to discuss field safety plans and periodical reviews.
• Create official letter of support for the work being performed by the researcher.
• Standardize procedures to report complaints, bias, microaggressions, harassment, and overt racism (Please see appendix at the end of the document for ways to report).
• Create a code of conduct to be shared at departmental or lab orientation

Items to include:
• Know culture, demographics, and politics of the field site.
• Suggestion to have North Carolina license plate while performing fieldwork in rural areas of NC
• Do not carry out fieldwork alone.
• Create sign and/or note to display organizational affiliation contact information
• Carry ID, passport, collection permits and field permits
• Wear or display university clothing, magnets...
• Provide training opportunities for safety
• Be willing to discuss progress and needs for modifications based on safety risks.
• Develop field risk management plan
• Secure safe housing, travel to & from site, access to food and local contact prior to field experience.
• Provide 2-way radio for remote areas

International
• Know local and international laws in advance
• Understand the local culture and customs
• Understand the degree of law enforcement
• Understand the political situation of the country and regions
• Make contact with someone who has worked in the area previously
• Make contact with local representatives
• Establish emergency contingency plan
• Provide direct number of local emergency agency


Appendix
Ways to report (from Deliverable 2):

奋进 What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?
Title IX
☞ Who are the designated individuals/positions for reporting incidents? All university employees are mandatory reporters, but anyone can report
☞ Can reports be made online?
   https://cm.maxient.com/reportingform.php?UNCWilmington&layout_id=40
   □ Anonymously? Yes
☞ Who do in-person and online reports go to? Who has access to see reports? If the report concerns students, a staff member from the Office of Title IX and Clery Compliance, CARE, and the Office of the Dean of Students receives that information in order to provide resources to the complainant. If the report concerns faculty or staff, the Office of the Dean of Students is no longer notified. Instead, Human Resources receives the reports along with CARE and the Office of Title IX and Clery Compliance.
☞ Are police included in the process? No, unless they are the submitters or there is something reported that falls into a serious/emergency category
Non-Title IX

- Who are the designated individuals/positions for reporting incidents? *Reports can be made to the Dean of Students or the Office of Human Resources*

- Can reports be made online? *Currently using the same reporting system as Title IX*
  - Anonymously? Yes

- Who do in-person and online reports go to? Who has access to see reports? If the report concerns students, a staff member from the Office of Title IX and Clery Compliance, CARE, and the Office of the Dean of Students receives that information in order to provide resources to the complainant. If the report concerns faculty or staff, the Office of the Dean of Students is no longer notified. Instead, Human Resources receives the reports along with CARE and the Office of Title IX and Clery Compliance.

- Are police included in the process? *No unless they are the submitters or there is something reported that falls into a serious/emergency category*

**What are the outcomes or consequences for reported individuals?**

- Follow-up by supervisor, training (bias, etc.), disciplinary action, termination.

- Who decides the outcomes/consequences? What is the process? *Office of the Dean of Students, Student Housing, Bias incident response*

- Are reports tracked? Yes. How are they tracked? *Tracking is required to be undertaken by University units (e.g. College of Arts and Sciences). The full list is given here for student complaints: [https://uncw.edu/aa/policies_reports/studentcomplaintspolicy.html](https://uncw.edu/aa/policies_reports/studentcomplaintspolicy.html). By who? University units (colleges)*

- Are repeated complaints escalated to a disciplinary board? What is the process? *Action against repeat complaints is determined on a case by case basis through the unit leadership team.*

**What resources are available for individuals reporting?**

- CARE: [https://www.uncw.edu/care/](https://www.uncw.edu/care/)
- Counseling Center: [https://www.uncw.edu/counseling/](https://www.uncw.edu/counseling/)
- Student Health: [https://www.uncw.edu/healthservices/](https://www.uncw.edu/healthservices/)
- [https://uncw.edu/diversity/index.html](https://uncw.edu/diversity/index.html)
- [https://uncw.edu/odos/index.html](https://uncw.edu/odos/index.html)