SLCC Geosciences Field Safety Plan
Updated 5/6/21.

There is a need at SLCC to work with the Risk Assessment Department on developing a field and lab safety plan. The Geosciences Department has scheduled a meeting with the Dean and Provost to discuss how to work with Risk Assessment on this issue. This draft plan can serve as a starting point.

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[1] Purpose of Plan
This plan is for planning and implementation of field activities for the Salt Lake Community College (SLCC) Geosciences Department. This might include class field trips, field work for research, field camp, field outreach programs, or other activities conducted off a SLCC campus. This plan is to ensure a safe, accessible, and inclusive environment for all participants.

All SLCC employees shall abide by SLCC Policies and Procedures pertaining to Employee Conduct:
http://www.slcc.edu/policies/policies/people_and_workplace_culture/4.5.030.aspx

All SLCC students shall abide by the SLCC Code of Student Rights and Responsibilities:

In addition to the above policies, participants in SLCC Geosciences Field activities shall abide by the following Code of Conduct.

1. Participants will always behave in a professional and courteous manner when in the field. Each participant is expected to conduct themselves in a spirit of cooperation, respect and thoughtfulness for other students, drivers, staff, instructors, and for the environment.
2. SLCC Geosciences is committed to creating a safe, diverse and inclusive work and learning environment free from unlawful discrimination, harassment and violence. Discrimination, harassment, and violence will not be tolerated.
3. SLCC hold the values of Inclusivity, Community, and Trust. Participants should not engage in behavior that is homophobic, biphobic, racist, transphobic, ableist, sexist, or otherwise prejudiced.
4. Participants will abide by all rules and regulations set forth by the field leader or other SLCC faculty or staff.
5. If participants observe anything that is unsafe, unlawful, or unethical they have a right and responsibility to report it as soon as possible to the field leader or other SLCC faculty or staff.
Health and safety in the field should be a top priority. The following procedures should be followed when possible, to help maintain a healthy and safe working environment when in the field.

- **Driving Hazards:** If students are driving alone on field trips, State of Utah Driver Safety Training course isn’t required but they should be reminded to drive more cautiously than normal, stay 3 seconds behind other vehicles, not use their cell phone, and to be careful when pulling out into traffic. Be careful not to just blindly follow the car ahead when pulling out into traffic.

- **Driving a SLCC Vehicle:** If driving an SLCC vehicle or carpooling with other students, the State of Utah Driver Safety Training course is required.

- **Right-of-Way (street or road shoulder):** Every effort should be made to stay out of the Right-of-Way, which includes road shoulders. If participants need to be on a road shoulder or other Right-of-Way area, everyone including the professor should wear orange reflective vests and orange cones should be placed on the edge of the road.

- **First Aid Kits:** Instructors should bring a first aid kit and have critical and commonly used materials such as Benadryl, moles skin, athletic tape, triple antibiotic ointment, Ibuprofen, and Tylenol.

- **Medical Conditions:** The instructor should ask anyone if they want to share with the group or professor any known medical conditions such as diabetes or allergies.

- **Safety Glasses:** When using rock hammer, you and everyone around you must have on safety glasses since rock or metal splinters can fly off. Its best to not “wack” the rock with the hammers. Use them for scrapping instead.

- **Acid Bottles:** Wear safety glasses or sunglasses when using and removing the cap of diluted (10%) hydrochloric acid in the field and inform the professor if any gets in your eye.

- **Wild Hazards:** Be on the lookout for poison ivy/oak, rattlesnakes, cactus, and loose sharp rocks.

- **Buddy System:** if separating from the group, always have a buddy within eyesight of you and let the professor know. Never do field work alone.

- **Exposure:** Exposure to extreme heat, cold, or sun can be serious. Always bring a sun hat, sunscreen, sunglasses, warm and cool weather clothes, at 2 liters of water, and some food.

- **Hiking Shoes/Boots:** Using hiking shoes or boots, or another type of athletic shoe helps ensure you don’t slip on rocks or roll an ankle.

- **Bathrooms:** Efforts will be made to make regular stops at gas station or restaurant bathrooms. Some environments only have vault toilets (aka pit toilets) at trailhead or campgrounds, and these have no running water, so hand sanitizer is recommended.

- **Alcohol:** SLCC policy states that alcohol is not allowed on SLCC events and is not able to be transported in state vehicles.

[4] Reporting Procedures & Incident Response

Reporting and incident response is broken down into three categories. 1. Immediate life-threatening emergencies. 2. Non-life-threatening situations. 3. Reporting processes once you have returned from the field. The instructor or SLCC staff will have a first aid kit available, but participants may choose to bring their own first aid kit if they choose. Additional resources are available at #SLCCSAFE https://www.slcc.edu/safe/index.aspx
1. Immediate Life-threatening Emergencies
   a. **CALL 911**
   b. Stay with the patient and follow all instructions from emergency personnel.
   c. If there are others present have them notify the instructor or SLCC staff.
   d. If phone service is not available immediately notify the instructor or SLCC staff of the emergency and follow their instructions.

2. Non-life-threatening Situations
   a. If there is any threat to health or safety immediately notify the instructor or SLCC staff.
   b. For first-aid situations you may assist the patient up to your level of training (Good Samaritan Law).
   c. Follow all instructions from the instructor or SLCC staff.
   d. For situations such as witnessing or being the victim of unsafe behaviors, conduct against the rules, harassment, or bullying, you should also notify the instructor or SLCC staff as soon as possible.
   e. Document the event, if possible, with descriptive notes that include dates and times.

3. Reporting processes once you have returned from the field.
   a. You can always report to the instructor or SLCC staff leader. However, in some situations you may prefer reporting to one of these other individuals:
      i. Adam Dastrup, Geosciences Department Coordinator, adam.dastrup@slcc.edu
      ii. Jonathan Barnes, Associate Dean of Natural Sciences and Engineering, jonathan.barnes@slcc.edu
      iii. Ken Stonebrook, Dean of Students and Assistant Vice President, Title IX Coordinator, ken.stonebrook@slcc.edu, 801-957-5027
      iv. Mikel Birch, Director of Risk Management, Risk Management Office, mikel.birch@slcc.edu
   b. SLCC also has details online for reporting the following.

   i. Reporting a Crime
   ii. Reporting Hate or Bias
   iii. Reporting Sexual Misconduct
   iv. Reporting Student Misconduct
   v. Reporting Student Disturbances
   vi. Reporting Misc Complaints
   vii. Reporting Maintenance, Lighting or Grounds Issue