

Deliverable #6:

Topics to include in a field/lab/ship safety plan

(scaffolding/framework for creating your lab field/lab/ship safety plan)

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Here we provide a list of topics that need to be addressed in a field/lab/ship safety plan. These topics derive from discussions among faculty members, students, and staff in the Quaternary Research Center (QRC), Biology Department, as well as several examples of codes of conduct or handbooks for the field/lab/ship shared with us by our QRC membership. The list is organized with a focus on field/ship work, but can be adapted for lab work as well.

The list of topics is paired with a folder of these examples with more specific topics and language that our members can use when writing their own handbook or safety plan. Examples range from articles about making fieldwork accessible for BIPOC to a UW Lab Safety Manual. Other resources are listed below our list of topics.

The list (this document) will live on the [QRC web page](#), along with links to the resources and examples.

Pre-Fieldwork

- Rules and guidelines for permitting, including contact info for permitting agencies and local contacts.
- Public relations with local community: list of contacts, protocol for reaching out to local communities (e.g., to prepare them for diverse crew).
- Description of different cultural norms among members of the lab or crew, or relative to local communities--also identify acceptable/non-acceptable behaviors (code of conduct)
- Travel insurance? Travel forms completed, vaccinations

During Fieldwork

Field schedule and logistics

- General overview of purpose of fieldwork/ship work

Life in the field/on ship/in lab

- Rules and guidelines around data collection, storage, how information is kept and shared
- Guidelines for equipment care, how chemicals are handled etc., general PPE use.
- Inventories (chemicals etc.) and packing lists: what equipment and supplies exists or to bring (for work, personal), and whether equipment/supplies can be shared or provided

What to bring to stay safe, healthy, happy

- Weather - what are data sources? What equipment/clothing is needed to be prepared (who supplies it?)

Safety plan

- Group/crew members, with emergency contact, medical information
- Other emergency or safety information, such as nearest hospital, closest road, local emergency contact information, car towing, landmarks etc.
- Roles of different members of the group/crew in lab/field/ship, including chain of command in emergencies etc.
- Safety--description and plan for avoiding or dealing with in the field/lab/ship:
 - Chemical, equipment
 - Animals and plants (e.g., bears, snakes, ticks, poison ivy)
 - Weather
 - Geohazards
 - Diving/swimming/water safety
 - COVID/other diseases in local area
 - Sea-sickness (if applicable)
- Alcohol and other drugs policy – safety and inclusivity

Respect, equity and inclusion plan

- Machismo, sexual harassment
- Guidelines for documentation and reporting if an incident occurs (e.g., microaggression, discrimination, harassment, assault).
- Conflict resolution (in group/crew vs. outside of group/crew) vs. sanctions (if someone breaks the rules, what are sanctions).
- Identity-specific safety and access inside/outside of UW campus relating to racism, sexism, anti-LGBTQIA+ sentiment, xenophobia, and every other kind of intolerance:
 - What unsafe situations may arise and how should they be handled? E.g., have de-escalation plans.
 - What actions/preparation can be taken to increase accessibility and safety? E.g., undergo mandatory racial risk assessment, have bystander intervention training before fieldwork.
 - Ensure that the plan does not put additional burden on URM participants, but instead puts the responsibility on the team as a whole to make the environment as safe and accepting as possible for all participants.

Post-Fieldwork

- Guidelines for documentation and reporting if an incident occurs (e.g., microaggression, discrimination, harassment, assault).
- Conflict resolution (in group/crew vs. outside of group/crew) vs. sanctions (if someone breaks the rules, what are sanctions).

- Debrief/incident report filed

Other, resources:

<https://saraperry.wordpress.com/2018/05/04/fieldwork-code-of-conduct/>

<https://www.geosociety.org/documents/gsa/about/field-safety-policy-and-procedures.pdf>

https://serc.carleton.edu/advancegeo/resources/codes_conduct.html#examples

<https://global.psu.edu/category/emergency-preparedness-workshops>

http://psc.apl.washington.edu/HLD/REIF/RespectandEqualityintheField_DraftRW.html

see REIF report with APPENDIX I: Example of harassment text for a field safety plan, p. 34:

http://psc.apl.washington.edu/HLD/REIF/RespectandEqualityinFieldwork_RecommendationSandReportUW_Jan2018.pdf

UW Travel Medicine Clinic: <https://wellbeing.uw.edu/medical/travel-health/>

Sea-Going Resources:

Shipboard Civility - Fostering a Respectful Work Environment (required UNOLS video)

<https://www.unols.org/document/shipboard-civility-fostering-respectful-work-environment-video>

Sea Talk Resources: <http://psc.apl.washington.edu/HLD/SEATALK/Seatalk.html>