

Woods Hole Diversity Deliverable

Updated: April 16, 2021

Guidelines: Develop and publish a safety plan specific to your pod (lab, university, organization). This safety plan should include a code of conduct as well as a process for reporting violations, as covered in your Complaints and Reporting Policy deliverable from Session 2. Outline training resources that are available and requirements for antidiscrimination, bystander intervention, and de-escalation training. For field work, include a racial risk assessment of sites, a pre-departure checklist of discussions within the field team, procedures for documenting incidents in the field, as well as additional required or supported training.

Examples: This safety plan can (and should be) a work in progress that is revisited and refined.

- *Example Safety Plan: (Demery & Pipkin, 2021) www.preprints.org/manuscript/202008.0021/*
- *Example Code of Conduct: Basin Research Group (under "Inclusivity and Diversity")*
- *More Resources: https://serc.carleton.edu/advancegeo/resources/field_work.html*

Scope: Woodwell Climate has numerous components for which a safety plan could be applied. Examples include the laboratory on Woodwell campus, as well as multiple field sites in Woods Hole, Alaska, Siberia, Amazon, and others.

Campus Laboratory

Items available on lab website include: user agreement, safety orientation checklist, detailed chemical hygiene plan, emergency response flowchart

User agreement:

Environmental Chemistry Laboratory User Agreement

July 20th, 2017

- Use of Laboratory is not permitted until appropriate safety training is completed (as indicated by signature of the Chemical Hygiene Officer (CHO) below)
- Notify CHO of any problems or safety issues in laboratory
- No food or drink in lab
- Appropriate clothing and footwear should be worn (if in doubt, ask CHO or supervisor)
- Laboratory doors should be kept closed
- Interior doors should be closed when the Soil Room is not actively being used
- All drawers and cabinet doors (wood or glass) should be kept closed
- All instruments (including computers) should be turned off when not in use
- All solutions, reagents, and chemicals should be labeled with the full chemical name, initials of the user, dated, and properly stored
- All samples should be properly labeled and stored
- Leave the lab as clean, or cleaner, than when you started
- Communication with the Lab Manager or Fred Palmer about lab needs, requests, or other issues will be through the Laboratory Committee.

Signatories agree to have read, understand, and abide by all the rules listed above.
Signatories agree to certify that the user has received the appropriate safety training.

Safety Orientation Checklist:

As part of my orientation with the laboratory operation I am familiar with the contents (and location) of:

- The OSHA Laboratory Standard
- The Laboratory
- SDS for lab chemicals

I have been instructed on:

- The chemical hazards in the lab
- Laboratory-specific policies The relevant exposure limits [PELs (OSHA), TLVs (ACGIH), etc.]
- The signs and symptoms associated with exposures to hazardous chemicals used in the lab
- The physical hazards of the laboratory (heat, electrical, mechanical, etc.)

Reviewed the laboratories emergency procedures, including:

- Emergency phone numbers
- Procedures for uncontrolled releases Evacuation routes
- Safety equipment failure procedures Review location and use of chemical spill kits
- Laboratory exhaust failure procedure The location of emergency equipment:
- Fire extinguishers Eye wash stations
- Safety showers First-aid supplies

I have been made familiar with routine operations of the laboratory, including:

- Lab cleaning and maintenance rules Waste handling procedures
- Proper use of PPE Chemical procurement practices
- Chemical storage policies for the lab The proper use of chemical fume hoods

Option to add additional items.

Signatories agree to complete all of the above items.

Detailed Chemical Hygiene Plan

Created: January 2016 and Revised/Posted on January 12, 2018
(78 pages long so not copied here..)

Detailed powerpoint for working with Phenol (30 slides not copied here)

Emergency Response Plan

[Flowchart](#) for discovery of a spill, release, or other potential emergency

Woodwell Climate's guiding principles for working in local northern communities

- While working respectfully in northern regions Woodwell Climate researchers should abide by these principles:
 - Researchers should abide by international, federal, state and local laws and regulations, and follow any existing research protocols while working in U.S. and international northern environments.
 - Thorough community contact and communication throughout the entirety of research (which includes proposal-writing and pre-planning) with local city, corporation, tribe, and additional other relevant entities throughout the entirety of research (including proposal-writing and pre-planning) is strongly advised to allow for transparency and as a form of respect
 - Respect is at the heart of all northern cultures and ethnicities. Working in northern regions requires mutual respect for and willingness to listen to unfamiliar cultural practices, languages, norms, traditions, and ways of life.
 - Researchers should familiarize themselves with local cultures, land ownership/use, historical events, and relevant entities before traveling to northern environments.
 - Include travel support in your research proposals for attending state/local conferences and workshops to share your research, to network with appropriate entities, and to build relationships.
 - Researchers should take into account the knowledge and experience of the people, and respect any sharing of such knowledge and experience in the research process. The incorporation of relevant traditional knowledge into all stages of research is encouraged.
 - Researchers should provide financial compensation for local people/elders for any time, energy, input, and/or contributions made during the research project.
 - Any locals who contributed and/or helped in any way should be given appropriate credit and recognition on any research products, including in publications and presentations.
 - Guarantee confidentiality of any surveys and/or sensitive material.
 - Explanations of both on-going and final research objectives, methods, findings and their interpretation should be made available to the community, and in a language that is easily understood and applicable (i.e., not just a copy of the published paper).
 - The research itself must never be exploitative, in any way, of traditional and sacred land, its resources, or its inhabitants.
 - While working in the U.S., traditional Indigenous land acknowledgments should be at the beginning of any presentation, discussion, and publication as a form of respect and visibility.

Field Safety working group

List of documents in prep (not published but general themes summarized here):

- Hazard and training document:
 - Fieldwork, Wildlife, Transport, field camp
 - Training includes first aid, wilderness, etc.
- Checklist for field work :
 - Clarity, back-up plans, testing equipment, health problems, trial runs, prepare for the unexpected
 - Amazon-specific: sufficient drivers, vehicle condition, packing list, checklist, communication plan
- Plethora of external resources (preliminary glance suggested racism and related may not currently be included

URGE Suggestions

Code of conduct: The guiding principles document is helpful for working in the North, but code of conduct could be added to the lab and other field endeavors.

Reporting Violations: not currently included in my preliminary assessment

Training Resources: lots of first aid, CPR, field logistics, etc.

Antidiscrimination: some examples of code of conduct that touch on discrimination but I didn't see explicit training for this in my preliminary assessment

Bystander Intervention: not currently included in my preliminary assessment

De-escalation training: not currently included in my preliminary assessment

Racial Risk Assessment: not currently included in my preliminary assessment

Pre-departure checklist: yes for lab and select locations in field safety working group

Documenting incidents: not currently included in my preliminary assessment