

## **Geophysics Field School (Geoph 436) Policies and Rules**

### **The objectives of these policies are to:**

- 1) Ensure the safety of all participants and minimize risks to the Department and the University.
- 2) Provide a supportive and professional learning environment
- 3) Maintain a good relationship with the communities where the field school is held

To meet these goals, everyone involved in the field school must be aware of and comply with the policies and rules described below. Read them carefully and be prepared to sign a waiver in which you agree to follow them. These rules will be strictly enforced and violations will result in penalties up to and including expulsion from the course and disciplinary action under the Code of Student Behavior.

### **Registration:**

Students will not be allowed to attend field school unless they have completed the following to the Department of Physics:

- payment of school fees.
- signed waiver form
- obtained travel insurance

### **General Conduct:**

1. Safety is essential at all times. Behavior that threatens your own safety or that of others, or causes damage to property, is unacceptable. The primary responsibility for safety rests with you and is largely a matter of common sense. Before doing anything, ask yourself about the potential end result. If there is a possibility that damage or injury may result, then do not do it. Instructors will reinforce safety issues daily.

Please see specific policies in the Safety in the field section below.

2. Consumption or possession of alcohol or recreational drugs in the field or in university vehicles is prohibited. This rule applies throughout field school, from the moment of departure from the University of Alberta for the field school site.

Please see Appendix A for the Policy on Alcohol/Drugs and Vehicle Use.

Alcohol consumption is permitted after the field work day is declared over by the field leader. The field leader is responsible for ensuring that there is one designated individual that **cannot** drink before or during the timeframe where alcohol is consumed. The designated non drinker must be able to control the situation and handle any incidents that arise.

No alcohol may be consumed for at least 10 hours before beginning fieldwork (i.e. no alcohol after 10:00 p.m. of any day)

3. All field school participants have the right to an environment conducive to learning. Disruptive behavior will not be tolerated at any time. No noise is allowed at the community hall site after 11:00 p.m.

4. Possession of weapons, firearms or hazardous materials (e.g. fireworks) is absolutely prohibited and will result in immediate expulsion.

5. The University of Alberta and the Department of Physics regulations require that all students travel in university vehicles while participating in the field school. Only designated university drivers may drive the university vehicles (a list of such drivers issued by the University Fleet Safety officer can be obtained from one of instructors in the field).

Using personal vehicles in the field is prohibited. Exceptions must be approved by the field leader in advance of travel.

If participants use a personal vehicle to travel to the field school site, it must be parked for the duration of field school with the keys left for safe-keeping by the instructors.

***The University insurance policies do not provide coverage for personally owned vehicles. Your personal automobile insurance policy is considered primary and would respond to any claims arising from accidents regardless of the fact that it was on University business.***

6. Access to the field school site requires continued good relationships with the local community and landowners. Ask for permission before entering private land and the rights of others. Remember that at all times you represent our Department and the University of Alberta; you may be the only exposure to Geophysics that someone has so act accordingly. Take the time to discuss what you are doing if local people stop to ask.

7. Do not do anything which might damage University vehicles or equipment. The vehicle interiors must be cleaned completely prior to departure from field school on the last day. Any damage must be reported to the Field Leader.

See Appendix B – Collision Damage.

8. Participants must comply with all relevant laws, imposed bans, and regulations (e.g. obey fire bans, do not remove rocks or fossils from public lands)

9. Respect the environment and minimize your impact on it. Do not litter. Do not feed or annoy animals. Do not remove natural materials. Avoid driving on natural grasslands and take extreme care to check under university vehicles for potential fire sources.

10. Inform your trip leader of any conditions, such severe allergies, which might require emergency medical attention.

11. Immediately report any safety hazards, accidents or injuries, health problems, malfunctioning equipment or other issues to one of the field instructors. A designated supervisor will be on site at all times.

## **Safety in the field**

Always act safely and in a responsible manner, exercising good judgment to prevent harm to yourself and others.

Fieldwork begins at 8:00 a.m. and ends when your vehicle returns to the camp at the end of the afternoon and the field leader has declared “end of day”. At all times attendees are required abide by the following:

1. All safety procedures, instructions, and warnings given by the instructors and the teaching assistants.

2. Proper field and safety equipment must be used at all times.
3. Be properly equipped with appropriate clothing for the circumstances we will face. Temperatures can range wildly even within a given day but you should be prepared to be out in hot and dry conditions for the most part. Be aware of the danger of exposure, particularly if you should be immobilized by an accident.
4. Concentrate on the job at hand but also be aware of other people and of your surroundings, This is especially important when you are on roads with vehicular traffic or on scree slopes or other areas with loose rock.  
  
Be careful on the roadside along highways: do not stand on the road; stay a safe distance from the road; only cross roads when all traffic is at a very safe distance (look both ways, even on a divided highway!); cross promptly in groups rather than straggling across the highway one at a time. Do not expect vehicles to stop for you, even if you are with a group.
5. Do not wear headphones or use personal entertainment devices such as an I-Pod while we are in the field.
6. Working alone is prohibited. You must be within sight of your group partner(s) at all times.
7. Only venture into areas which you judge to be safe. Cliff-climbing and caving are prohibited.
8. Never throw or roll rocks down cliff faces or exposures. Even if no one is in sight, refrain from this activity -- rocks bounce in unpredictable ways.
9. Hammering on outcrops and removing samples are prohibited within parks and other designated natural areas we may visit. In other locations, use caution when hammering on rocks. Certain rocks (especially fine-grained quartz-rich samples) have a tendency to splinter. Never hammer on rocks at eye level, or at the eye level of other people in the group. Never strike a hammer with another hammer. Wear safety glasses to protect your eyes, whenever possible, and ask others to stand well away.
10. Southern Alberta is normally an extremely dry and windy area, particularly at the time of the field school. Smoking in the field, open fires, and use of fire works are expressly forbidden as they can easily lead to large grass fires that can cover many square kilometers.
11. Be aware that lightning storms can build up very rapidly. Should a storm approach find shelter within one of the field school vehicles.
12. Be aware of wild and farm animals. A rattle snake bite will be painful and could lead to further medical complications. If entering an area with cattle, be extremely cautious of bulls. They may see you as a threat to their territory.

### **Conduct at the field camp site**

The Department has enjoyed a good relationship with the local Allerston community and our access to the Community Hall depends on this. We are not the only users of the community hall and we must be considerate, not only of other students and instructors, but also of the owners.

- a) Noise will not be tolerated after 11:00 p.m., your instructors and fellow students are entitled to peace and quiet so they can sleep.
- b) Incidents that result in property damage will not be tolerated.
- c) The Community Hall must be cleaned completely prior to our departure from field camp on the last

day.

d) Camp fires at the Community Hall are not allowed due to county fire restrictions. Fire works are expressly forbidden. Safety extends to the field camp, particularly for the cooks.

e) The University is not responsible for the loss or damage to personal possessions.

### **Volunteers**

Volunteers must complete and sign a waiver form and abide by the conduct and safety rules.

## **Appendix A**

### **Policy on Alcohol/Drugs and Vehicle Use**

<http://safety.eas.ualberta.ca/node/11>

Drivers cannot operate a U of A vehicle, leased/rented or owned, under any circumstances and consume alcohol.

Drivers cannot operate a University vehicle, leased/rented or owned, within (10) hours of having consumed an alcoholic beverage.

Alcohol for consumption cannot be transported in U of A vehicles owned/rented or leased. Alcohols such as Ethanol or Methanol to be used in experiments can and will be allowed to be transported. (TDG laws must be followed if you transport controlled products.)

Illegal drugs cannot be transported in U of A vehicles owned/rented or leased.

Care should be taken when consuming prescription drugs when you are required to drive.

Any fines or penalties imposed by law on any driver relating to drugs and alcohol will be the responsibility of the person operating the vehicle. Any traffic violation is the responsibility of the driver.

## Appendix B

### Collision Damage

<http://www.uofaweb.ualberta.ca/driving/nav01.cfm?nav01=65905>

1. Report to local the law enforcement agency and Campus Security Services (780-492-5252) when:

- collision results in injury or death  
(do not move your vehicle unless directed to do so by police)
- collision is due to a hit and run  
(do not move your vehicle unless directed to do so by police)
- collision is due to any criminal act  
(ie:impaired driver, criminal negligence etc.)
- Collision damage exceeds \$1000  
(police may direct you to drive or tow your vehicle to a police station to report the collision, exchange information with the other driver and proceed as directed)

Call 9-1-1 for emergency response

In Edmonton call 780-423-4567 for Edmonton Police Service non-emergency response

2. Damage less than \$1000

- Advise Campus Security Services (780-492-5252 24 hrs) of the collision and location
- Exchange the following information with the other driver;
  - name
  - address
  - phone number
  - driver's licence number
  - birth date
  - vehicle make
  - vehicle model
  - license plate
  - vehicle identification number
  - insurance company
  - insurance broker
  - insurance policy number
  - insurance policy expiry date
- Obtain any available witness information;
  - name
  - address
  - phone number

- where they were when the collision occurred
    - whether they were driving(what type of vehicle and color) or a pedestrian (where)
  - Take pictures of the other vehicle(s), road, skid marks with the supplied camera kit
  - Report to Campus Security Services and provide information exchanged at the collision scene
  - Give the camera to Campus Security Services
3. Report to Campus Security Services (780-492-5252) regardless of the extent of damage
- Campus Security will attend collision scenes on campus or,
  - request the University vehicle be driven or towed to the Campus Security Services office
  - complete a report at the Campus Security Services office
4. Towing
- Contact the Vehicle Pool (780-492-1920) between 08:00 and 16:00 to arrange for a tow truck
  - Contact the University of Alberta Control Centre before 08:00 or after 16:00 to arrange for a tow truck

### **Other damage**

Report all damage caused to University vehicles to Campus Security Services