**Field Work Participant Pre-Departure Briefing**

THIS CONTENT TO BE DELETED: Prior to departure for any authorized fieldwork information should be clearly documented and distributed to participants. This template can be used to develop a briefing plan.

*The information to be included in this form will vary depending on the type and duration of the activity. Further guidance for organizers of Field Work activities is available in the* [*Field Work Planning Guidelines*](https://uwaterloo.ca/safety-office/occupational-health-safety/fieldwork/planning)*.. The below list is not exhaustive and is to provide guidance only. Further guidance may be requested from the Safety Office.*

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| --- |
| Field Work activity:  |
| Field Work location: |
| Date(s) of activity: | Course (if applicable):  |
| Responsible Department: |  |
| Field Work type: Undergraduate Graduate Research Other:  |
| Field Work Supervisor:  | Contact No:  |
| Field Work Leader:  | Contact No:  |

**Suggested information headings**

1. Fieldwork description and general information
2. Travel arrangements
3. Catering information
4. Accommodation arrangements
5. Expected weather conditions
6. Equipment, PPE and any specialist safety equipment
7. Clothing and special needs relevant to conditions
8. Hazard management
a. Overall level of WHS risk associated with activity: High Medium Low

b. Hazards associated with the field activity and control methods

 9. First Aid information

 10. Communication systems [Mobile phone / Satellite phone / Signalling device]

 11. Reporting and contact procedures for remote fieldwork

 12 Student or volunteer responsibilities

 13. Alcohol and smoking rules

14. Exclusion policy for unsafe behaviour

15. Emergency response procedures [Inc. A/hrs / Emergency Contact Person: Contact No:]

16. Suggested relevant vaccinations

17. Mandatory qualifications, licences and training

18. Other relevant WHS procedures.