**MINISTRY OF NATURAL RESOURCES AND FORESTY HEALTHY AND SAFE WORKPLACE**

***Northwest Zone, Ontario Parks***

***Provincial Services Division***

**WINTER FIELD OPERATIONS SAFE OPERATING**

**PROCEDURE**

*Issued By:*

NWZ Health & Safety Team:

Effective Date: December 10th, 2014

New: Revision:

Version #: **1.0**

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### INTRODUCTION

Personnel at Ontario Parks, NWZ (OPNWZ) conduct a variety of field work as part of day to day operations, planning, research, inventory, monitoring and assessment programs. These programs are conducted across a diverse array of ecosystems and under a wide variety of weather conditions in all seasons of the year, including winter.

Winter weather conditions present additional safety hazards associated with cold temperatures, ice, and snow, as well as exacerbating existing hazards by concealing treacherous conditions, slowing response times, and reducing worker mobility. **These conditions are also accompanied by markedly shorter daylight hours that can curtail emergency response operations that might be required.**

### PURPOSE

To provide OPNWZ staff and supervisors with information and direction on the safe performance of planned field operations under winter conditions.

To take reasonable precautions to protect worker safety as required by the Occupational Health and Safety Act.

### APPLICATION and SCOPE

This SOP applies to all OPNWZ employees engaged in winter field operations (generally defined as when working temperature falls below 4o C and the ground is either frozen or partly frozen or snow covered).

This SOP also applies to all volunteers, partners and collaborators engaged in winter field operations under OPNWZ supervision. Where services are procured through outside providers, this SOP will be provided and the mandatory procedures or equivalent safety controls will apply.

This SOP specifically addresses the hazards posed by winter conditions. It may be necessary to consult other SOPs in order to identify additional controls for specific tasks and the use of specific equipment (e.g. the operation of a snowmobile, working on ice, winter driving and flying or communications safety policy). In practice, the planned activities and controls will be identified in a safety plan. **Any work conducted under this SOP must be approved by the employee’s immediate supervisor or designate.**

### DEFINITIONS

|  |  |
| --- | --- |
| Cold Stress | The response of the body to cold conditions including the constriction of vascular tissues to preserve core temperature, shivering, etc. |
| Frost Bite | Localized damage caused to skin and other tissues caused by freezing. |
| GPS | Global Positioning System – a handheld device that calculates precise geographic coordinates and displays them as a position on a map. |
| HT1250 | Motorola hand-held two-way radio with a restricted suite of channels for communicating within MNRF. |
| Hypothermia | A condition in which core body temperature drops below the required temperature for normal [metabolism](http://en.wikipedia.org/wiki/Metabolism) and body functions which is defined as 35.0 °C (95.0 °F). |
| JOHSC | Joint Occupational Health & Safety Committee. |
| Li-Ion | Lithium-Ion rechargeable batteries. |
| MNRF | Ministry of Natural Resources. |
| OPNWZ | Ontario Parks, Northwest Zone. |
| NiMH | Nickel-metal hydride rechargeable batteries.

|  |  |
| --- | --- |
| OPNWZ | Ontario parks, Northwest Zone. |

 |
| PCU | Provincial Communication Unit operates a 24-7 emergency contact service for MNRF staff. |
| PPE | Personal Protective Equipment. |
| SOP | Safe Operating Procedure. |
| SPOT | Personal GPS Emergency Location device that sends one of 4 geo- coded messages. |
| Wind Chill | The effective temperature experienced by exposed [skin](http://en.wikipedia.org/wiki/Human_skin) due the combined effects of low ambient air temperature and wind. |

### MANDATORY REQUIREMENTS

**Minimum Training Requirements**

* Mandatory in-house training (forms, sign out board, vehicle circle checks, safety kits, etc.).
* Training on the operation of communication equipment including SPOT units, satellite phones, and HT1250 handheld radios.
* MNRF Communications Safety Policy and PCU Staff Details Form.
* Standard First Aid & CPR-C.
* Review of SOP for Winter Field Operations.
* Review of safety bulletins on *Winter Hazards & Cold Stress* and *Slips & Falls.*
* Review Safety Requirements for Winter Flying
* Working on Ice (WOI) training for staff working on or across frozen water bodies.

### Injuries

In the event of an injury, first aid is to be provided as quickly as possible and to the extent that training will allow, and the Supervisor is to be advised. Seek medical aid immediately.

### Accident Reporting

Any accident or incident (near miss) whether injury has occurred or not, is to be reported to your immediate supervisor without delay. Supervisors will follow the *OPS Guidelines on Workplace Accident Reporting*. For critical injuries and fatalities, supervisors should refer to the *Internal Protocol for Communicating a Fatality or Critical Injury in MNRF*,

PM 2.27.01.

### Safety Plan & Communications

OPNWZ staff are responsible to ensure that prior to engaging in field operations, regardless of season and weather, that a safety plan (Appendix C) has been developed and approved by their supervisor. This requires in general that:

* OPNWZ staff are signed out on local sign-out board.
* OPNWZ staff have established appropriate check-in procedures such as logging-in and logging-out with the PCU.
* Personnel / supervisors in office are knowledgeable about the planned whereabouts of the crew.
* OPNWZ staff are equipped with appropriate emergency communication equipment (cell phone, satellite phone, SPOT unit, HT1250) and are trained in the use of that equipment.

### PROCESSES / PROCEDURES

### Location and Time of Work

* Winter field operations may take place anywhere in Ontario on almost all terrain conditions, during the winter months (roughly November through March). While most fieldwork is conducted during daylight hours, some activities may take place at night.

### Minimum Protocol

* **In order to conduct winter field operations or travel** a safety plan must be in place with specific measures that address frequent and reliable voice communications. Employees at a minimum must:
1. Have access to a means of communications to enable them to reach help if they are injured or otherwise require assistance, and
2. Use a check-out/check-in system (e.g. PCU or ability to respond within a reasonable time frame)
3. For work that is routine in nature (such as snow plowing or snow station readings) employees must complete a blanket safety plan annually

**Employees must forward their safety plan to their immediate supervisor or designate who must confirm receipt prior to engaging in the activity.**

### Pre-Departure Protocol

Prior to departing for the field, OPNWZ staff must ensure that all pre-departure tasks associated with safe winter field operations are completed.

Weather Check

The OPNWZ staff will check on the daily weather forecast prior to departing. Particular attention should be paid to weather alerts issued by Environment Canada. OPNWZ staff should also note specific information about low temperatures, wind speeds, wind chill, and forecasted precipitation. Environment Canada uses three types of alerts;

* + **Special Weather Statements** are the least urgent type and are used to identify that conditions may be unusual and could cause concern.
	+ **Weather Watches** are used to alert the public of weather conditions that may lead to a storm or severe weather.
	+ **Weather Warnings** are issued when severe weather is either occurring or will occur. Field operations will **NOT** be conducted in severe weather.

When a weather watch or warning has been issued for the work area, the crew and their supervisor/manager should assess the potential risks associated with working outdoors and be prepared to implement control measures that might in some cases include deferring the activity until more suitable conditions prevail.

Weather information can be obtained by several means including; The internet: <http://www.weatheroffice.gc.ca/warnings>.

The PCU: Request a weather update when checking in from remote locations.

Park/Zone Office: Request an update when checking in or consult the daily forecasts for the region posted by the checkout board.

Check-Out/Check-In System

OPNWZ staff are required to use a check-out/check-in system prior to commencing field operations. PCU is recommended for this purpose. If field work requires staying at remote camps, OPNWZ staff will notify the PCU at the end of each day that they have safely returned to camp and will ‘extend’ until the following morning when they will again check-in with the PCU. See the MNRF Communications Safety Policy and PCU Staff Details Form for further details.

### Note that in mid-winter day light hours are significantly reduced and field work should be planned accordingly. Any response to a failed check-in (air or ground search) is partly governed by available daylight – be prepared to survive overnight.

Safety Check List (Appendix B)

*Navigation & Communication*

OPNWZ staff will bring appropriate equipment into the field with them and be familiar with its use. If crew members split up for short periods of time in the field, frequent communications must be established between individuals. Navigation and communication equipment includes:

* + - Satellite phone (1 / crew)
		- Cell phone
		- SPOT unit (1 / crew)
		- HT1250 hand-held radio (1 / crew)
		- Spare batteries for communication equipment
		- GPS units loaded with local maps (1 / crew)
		- Compass and relevant maps for local area

**Each individual/crew undertaking winter field work will carry a personal safety or survival kit with them into the field in addition to the required communications equipment.** The kits and their contents should be checked prior to departure. Kits may be augmented as deemed necessary, but must contain at a minimum:

*Personal Safety/ Survival Kit (Winter)*

* + - Flashlight (waterproof with spare batteries)
		- Lighter and waterproof matches
		- Fire starters or tinder
		- Candles
		- Foil emergency blanket
		- Whistle
		- Flares or signaling mirror
		- Spare clothing (extra socks, mitts, sweater/jacket)
		- Knife
		- Multi-purpose tool
		- High energy food
		- Chemical hand/body warmers
		- Wire or Folding Saw
		- Duct tape
		- Tin can/cooking container
		- First aid kit

*Vehicle Safety Supplies (Winter)*

* + - First Aid Kit
		- Sleeping Bag
		- Spare Clothing
		- Emergency Food Rations
		- Candle / Tin / Matches
		- Knife
		- Flashlight and extra batteries
		- Window Scraper with snow brush
		- Shovel
		- Tow Rope
		- Sand or Vehicle Traction Aid
		- Booster Cables
		- Gas line antifreeze
		- Extension cord for block heater
		- If operating in remote areas with a single vehicle consider carrying a charged booster pack to start a vehicle with a dead battery

\* note that additional checklists may be required for specific activities covered by other Safe Operating Procedures (e.g. Working on Ice, Winter Flying, Snowmobiles, etc.).

### In-Field Procedures

Cold Temperature, Wind Chill Index and Safety

Cold related injuries result from exposure to cold air temperatures, wind, and water (wet clothing, cold water immersion). Each individual has a different tolerance to cold depending on their physical make-up, medical history, and their previous acclimation to cold. As a result, only general guidance can be provided regarding when and how long individuals should work out of doors during cold weather.

Workers with medical conditions that increase their susceptibility to cold and cold injuries

(e.g. circulatory diseases, previous cold injury, prescription medications, Raynaud’s phenomenon, etc.) should self-identify the details to their supervisor so that appropriate

accommodations can be put in place.

Wind chill can play a major role in cold related injuries because it speeds up the rate at which your body loses heat which contributes to the development of frost bite and hypothermia. The table below provides a rough guide to estimating wind chill. A more precise determination of the wind chill index can be obtained using the *Wind Chill Calculator* at [http://www.ec.gc.ca/meteo-weather/default.asp?lang=En&n=0F42F92D-1](http://www.ec.gc.ca/meteo-weather/default.asp?lang=En&amp;n=0F42F92D-1).

|  |
| --- |
| Estimating Wind Chill Index |
| WindSpeed | What to Look for WhenEstimating Wind Speed | Temperature oC |
| **0** | **-5** | **-10** | **-15** | **-20** | **-25** | **-30** | **-35** | **-40** | **-45** |
| 10 | Wind felt on face; wind vane begins to move. | -3 | -9 | -15 | -21 | -27 | -33 | -39 | -45 | -51 | -57 |
| 20 | Small flags extend | -5 | -12 | -18 | -24 | -30 | -37 | -43 | -49 | -56 | -62 |
| 30 | Wind raises loose paper,large flags flap, small branches move | -6 | -13 | -20 | -26 | -33 | -39 | -45 | -52 | -59 | -65 |
| 40 | Small trees begin to sway,large flags extend and flap strongly | -7 | -14 | -21 | -27 | -34 | -41 | -48 | -54 | -61 | -68 |
| 50 | Large branches move,telephone wires whistle, hard to use an umbrella | -8 | -15 | -22 | -29 | -35 | -42 | -49 | -56 | -63 | -69 |
| 60 | Trees bend and walkingagainst the wind is hard | -9 | -16 | -23 | -30 | -36 | -43 | -50 | -57 | -64 | -71 |

\*adapted from *Canada’s Wind Chill Index*. Environment Canada.

In general, when wind chill index is warmer than -25, there are few limitations to conducting field work. Proper clothing, staying reasonably active and being alert to the possibility of frost bite and the onset of hypothermia are the primary safety precautions.

Once air temperature alone or wind chill index exceed -25, more sedentary forms of field work (e.g. creel census, etc.) will likely require the provision of a heated shelter to allow crew members to periodically take shelter and warm themselves.

At wind chills between -25 and -35 serious consideration should be given to limiting the length of exposure for outdoor work, confining that work to the warmest part of the day, and ensuring frequent checks for signs of frost bite and hypothermia.

When either air temperature alone or the wind chill index exceeds -35 there is a very high risk of frost bite (exposed skin can freeze within 2-5 minutes) and the risk of hypothermia is serious. All non-emergency field work will be deferred until conditions are more suitable.

Personal Protective Equipment / Recommended Clothing

* Dress warmly and stay dry.
* Wear several layers of clothing;
	+ Air captured between layers acts as insulation, and layered clothing provides an opportunity to adjust to changing temperatures.
	+ Wear synthetic fabrics such as polypropylene next to the skin to wick away sweat.
	+ Additional layers should provide adequate insulation, be easy to open or remove to prevent sweating during strenuous activity.
	+ Outer jackets should have the means of closing and opening the waist, neck, and wrists to help control heat retention.
	+ For work in wet and windy conditions, ensure the outer layer is wind and water resistant.
* Wear a warm hat that covers ears to prevent heat loss.
* Wear appropriate, warm and waterproof footwear, preferably with neoprene or rubber soles to reduce risk of slipping;
	+ Leather topped, felt lined boots are best suited to most winter work.
	+ 2 pairs of socks, loose to maintain circulation.
* Wear protective sunglasses to protect eyes from UV rays and glare from snow, blowing ice crystals, etc.
* Wear protective gloves and/or mitts as appropriate for the conditions
	+ Inner gloves, gloves, mitts.
* Wear high visibility outerwear to ensure you can be seen by others.
* Do not forget to use sunscreen in winter.

Work Practices

* Plan field work to account for reduced daylight hours.
* Be prepared to survive overnight – any response to a failed check-in (air or ground search) is partly governed by available daylight.
* Work in warmest part of the day whenever possible.
* Avoid exhaustion & fatigue.
* Avoid direct skin contact with metal or liquids, especially those that readily evaporate

(e.g. gasoline, alcohol, cleaning fluids, etc.).

* Work at a rate that does not result in heavy sweating.
* Remove outer layers or open your coat if you are sweating.
* Stay dry!
* If your clothing becomes wet, take the first opportunity to change into extra (dry) clothing.
* Consider road conditions and visibility that might impair braking and appropriate response of drivers when working near roads.
* Pay attention to the surface you are working on and be aware of hidden ice under snow;
	+ Be particularly aware of parking lots and roadsides where puddling and freezing is more common.
	+ If you encounter icy surfaces, walk slowly, take shorter steps, lean forward slightly, and avoid carrying heavy objects that can impede your balance.

Equipment

The reliability and ease of use of most field equipment decreases as cold temperatures become more severe.

* Carry extra batteries for all electronic equipment and where possible keep batteries and equipment close to the body to keep them warm.
* Consider rechargeable NiMH or Li-Ion vs. alkaline batteries – cold has less effect and batteries last longer.
* Never attempt to warm batteries or equipment by placing them near or over a fire, or any heat source within a vehicle, including leaving them in direct sunlight on the

dash.

* Provide insulated wraps or covers for the handles of any metal equipment.
* Whenever possible, minimize using tools that cause vibration to the hands during cold weather as this exacerbates nerve damage and chronic conditions such as

white finger disease.

* Where possible, minimize the use of equipment requiring fine finger dexterity in cold weather. Make sure equipment can be used while wearing gloves.

Provision of Shelter

When winter field work is more sedentary or when wind chill exceeds -35, the provision of temporary shelter and warmth should be considered. This may involve retreating to a nearby running vehicle, the erection of a canvas tent and propane heater, or the erection of a simple windscreen and the lighting of a small open fire.

In providing heated shelter employees must:

* Ensure that any wood burning stoves, propane heaters, etc. are positioned away from flammable surfaces (e.g. tent walls).
* Ensure adequate venting to avoid the concentration of carbon monoxide and other harmful vapours.
* Ensure that any propane devices are functioning properly prior to use.
* Ensure an operating CO2 and smoke detection device is used.
* When using vehicles as temporary shelters, ensure the vehicle exhaust is clear of obstruction from any snow or ice, and keep a window cracked to provide ventilation.

### COMPLIANCE

* Supervisors will check to ensure that all mandatory training has been completed prior to employees engaging in winter field operations.
* The OPISS Training Records Database will be maintained as a permanent record of all safety training received and completed.
* Employees will review this SOP and indicate their understanding of its contents and the training required using the Agreement of Compliance (Appendix A).

### RESPONSIBILITIES

**OPNWZ Managers** are responsible for:

* Ensuring that all employees who are involved in winter field operations are aware of and adhere to this policy.
* Ensuring that required personal protective equipment is provided in the

workplace.

* Providing the local Joint Health and Safety Committee with a copy of this policy.

**OPNWZ Supervisors** are responsible for:

* Ensuring that all staff who may be involved in winter field operations are provided instruction on this safe operating procedure.
* Ensuring all staff involved in winter field operations use personal protective equipment as prescribed.

**OPNWZ Workers** are responsible for:

* Acting in accordance with this safe operating procedure and the direction of their supervisor.
* Reporting damaged or missing safety equipment and unsafe work conditions.

**Joint Health & Safety Committee** is responsible for:

* Monitoring the application of this policy as part of conducting regular committee duties or workplace inspections.

### REFERENCES

* + Canada’s Wind Chill Index. Environment Canada

[http://www.ec.gc.ca/meteo-weather/default.asp?lang=En&n=5FBF816A-1](http://www.ec.gc.ca/meteo-weather/default.asp?lang=En&amp;n=5FBF816A-1)

* + Cold Stress. Construction Safety Association of Ontario

<http://www.elcosh.org/en/document/428/d000420/cold-stress.html>

* + Cold Stress. Centre for Disease Control and Prevention

<http://www.cdc.gov/niosh/topics/coldstress/>

* + Northeast Science & Information Section Field Safety & Communications Protocol: April 2010
	+ <http://MNRonline.MNR.gov.on.ca/Document/view.asp?Document_ID=21215&Attac> [hment\_ID=44697](http://mnronline.mnr.gov.on.ca/Document/view.asp?Document_ID=21215&amp;Attachment_ID=44697)
	+ Winter Hazards: Cold Stress. OPS Safe & Healthy Workplace Bulletin: December, 2010 [http://intra.ops.myops.gov.on.ca/cms/tiles.nsf/(vwReadResourcesByRefId\_Conte](http://intra.ops.myops.gov.on.ca/cms/tiles.nsf/%28vwReadResourcesByRefId_Content%29/whw2010.11.23.13.10.43.PBR_res/%24File/Cold_Stress_Bulletin.pdf) [nt)/whw2010.11.23.13.10.43.PBR\_res/$File/Cold\_Stress\_Bulletin.pdf](http://intra.ops.myops.gov.on.ca/cms/tiles.nsf/%28vwReadResourcesByRefId_Content%29/whw2010.11.23.13.10.43.PBR_res/%24File/Cold_Stress_Bulletin.pdf)
	+ Winter Hazards: Slips & Falls. OPS Safe & Healthy Workplace Bulletin: December, 2010 [http://intra.ops.myops.gov.on.ca/cms/tiles.nsf/(vwReadResourcesByRefId\_Conte](http://intra.ops.myops.gov.on.ca/cms/tiles.nsf/%28vwReadResourcesByRefId_Content%29/whw2010.11.23.13.10.10.PBE_res/%24File/Slips_Falls_Bulletin.pdf) [nt)/whw2010.11.23.13.10.10.PBE\_res/$File/Slips\_Falls\_Bulletin.pdf](http://intra.ops.myops.gov.on.ca/cms/tiles.nsf/%28vwReadResourcesByRefId_Content%29/whw2010.11.23.13.10.10.PBE_res/%24File/Slips_Falls_Bulletin.pdf)
	+ MNRF Communications Safety Policy

<http://MNRonline.MNR.gov.on.ca/Document/View.asp?Document_ID=14309&Attachment_ID=28691>

* + OPS Working Alone Guideline

<http://intra.ops.myops.gov.on.ca/cms/tiles.nsf/vwReadPagesByRefId_content/whw2014.10.14.09.17.46.HLN_page>

* + Safety Requirements for Winter Flying

<http://intra.net.gov.on.ca/mnraffes/aviation-services/>

### RELATED INFORMATION

* MNRF Working on Ice Policy

<http://MNRonline.MNR.gov.on.ca/Document/View.asp?Document_ID=14309&Attachme> [nt\_ID=28741](http://mnronline.mnr.gov.on.ca/Document/View.asp?Document_ID=14309&amp;Attachment_ID=28741)

* NESI Snowmobile Operations SOP

[NESI Snowmobile Operations SOP](http://mnronline.mnr.gov.on.ca/Document/view.asp?Document_ID=24193&amp;Attachment_ID=48915&amp;Target=_Blank)

* PCU Staff Details Form

<http://MNRonline.MNR.gov.on.ca/Document/View.asp?Document_ID=18280&Attachment_ID=39298>

### CONTACT

Please contact your Joint Occupational Health and Safety Committee, your manager, or any member of the NWZ Health & Safety Team should you have any questions or require further information about this Safe Operating Procedure.

### DISTRIBUTION OF COPIES:

* OPNWZ employees expected to be engaged in winter field operations
* Workplace supervisors of affected employees
* Joint Occupational Health & Safety Committee
* Posted on local Healthy & Safety Workplace Boards

### DOCUMENT AUTHORIZATION

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### DOCUMENT REVISION STATUS:

|  |  |  |
| --- | --- | --- |
| Version | Date | Reason for change |
| **Revision 0** | **10-12-2014** | **New** |
| **Revision 1** |  |  |
| **Revision 2** |  |  |
| **Revision 3** |  |  |
| **Revision 4** |  |  |
| **Revision 5** |  |  |

Note: *Record and maintain document history information in the above table. The Document Revision Status provides a history of revisions of the document with a comment indicating the reason for the revision. The Document Title and the Document Control Number should not be changed on revision.*

### Appendix A: Agreement of Compliance

**Winter Field Operations**

I have read, understand and will comply with the requirements of the Winter Field Operations Safe Operating Procedure.

I will contact my supervisor if any uncertainties, concerns, clarifications or questions arise regarding the requirements of the Winter Field Operations Safe Operating Procedure after reviewing this document.

Name

Signature

Date

### Appendix B: Winter Field Operations Safety Checklist

Name(s):

Note: This is a generic checklist for winter field operations conducted by OPNWZ staff. Customizing the checklist based on the individual details of a particular project may be necessary as directed by the supervisor for the circumstances at hand.

This checklist must be completed prior to conducting winter field operations.

|  |  |  |  |
| --- | --- | --- | --- |
| **Co** | **mmunications & Navigation**  Safety Plan Weather Check / ForecastPCU Log-inSatellite Phone (charged) SPOT Units HT 1250 Radio (charged)Spare batteries for comm. equipmentGPS Units (charged & loaded w/ maps) Compass & Maps |  | **Individual Survival Kits**Spare ClothingTin can (water pot/ kit container) Fire starters or tinderLighter / waterproof matchesCandles Knife Multi-toolHigh energy foodCompass |
|  |  |  | Wire or Folding Saw |
| **Vehicle Emergency Equipment / Supplies*** First Aid Kit
 |  | Duct TapeWhistle |
|  | Sleeping BagSpare Clothing Emergency Food Rations Candle / Tin / Matches KnifeFlashlight & spare batteries |  | Flares/signaling mirrorFlashlight & spare batteries Disposable hand warmers Foil Emergency Blanket First aid kit |
|  | Window scraper w/ brush |  |  |
|  | Shovel |  |  |
|  | Tow Rope |  |  |
|  | Booster Cables |  |  |
|  | Gas line antifreeze |  |  |
|  | Extension cord |  |  |
|  |  |  |  |

DATE

NAME

SIGNATURE

### Appendix C: Field Operations Safety Plan Template

|  |
| --- |
| **Trip Details (summary of trip schedule including departure and return time and vehicle information)** |
|  |
| **Contact** |
| The crew will carry a satellite phone. In a situation where the crew needs assistance, the crew will consult with [insert name, position and contact telephone number], who will then coordinate the appropriate action.The satellite phone number is [insert number] however the phone will only be on when calling out. If you wish to phone the crew directly on the satellite phone, please use the two-stage process:1. Call 1 (480) 768-2500 (Arizona Dispatch), followed by our number
2. [insert number]
 |
| **Crew Emergency Contact Information** |
| **Employee Name** | **PCU ID Number** | **Employee Cell Number** | **Employee Emergency Contact** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| For PCU call 1-**416-246-7081 (or when line is not available 1-705-946-6565 – only for emergencies)** For OPP Emergencies call **1-888-310-1122** or **911** |
| **Frequency of Contact** |
| Employee will contact the supervisor (or designee) at the following times/time intervals (e.g., every x minutes, every x hours, beginning and end of shift, other): |  |
| **Protocol for Failed Check-In** |
| *If the employee fails to check-in as designated above, follow these steps:* |
| **Step #1** | Supervisor (or designee) will make attempts to contact the employee directly (e.g. on cell phone). |
| **Step #2** | If necessary, supervisor (or designee) will make attempts to contact the employee through any available individuals who can carry out a physical/visual check on the employee (e.g., security guard at the site, a contact at a neighbouring store/site, a fellow OPS employee working relatively nearby). |
| **Step #3** | If the employee remains unaccounted for, the supervisor (or designee) will initiate an emergency response, as follows: |
| *Insert emergency contact information and/or reference appropriate emergency response procedures/protocol.* |