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1. PURPOSE AND APPLICABILITY

The purpose of this Field Safety Plan is to describe the procedures, equipment, training, and documentation needed to ensure the safety of field maintenance crews during site maintenance visits.

2. SUMMARY

UC Davis field technicians visit each IMPROVE monitoring site at least once every two years. This document describes the steps to be taken to ensure their safety both at the site and during travel to and from the site. Also addressed is the safety of visitors who might accompany them to the site. Training and documentation required to enhance safety are also described in this Technical Information (TI) Document.

3. CAUTIONS

All UC Davis employees making site visits will be required to read this document and to complete the prescribed training and documentation before embarking on a site visit trip.

4. EQUIPMENT AND SUPPLIES

The following safety-related equipment should be available for the site maintenance crew:

- Ladder or other safe roof access
- Safety harness to wear while working on the roof
- First aid kit
- SPOT GPS
- Personal protective equipment for power tools (safety glasses, gloves)
- Cell phone
- Closed-toed shoes
- Drinking water
- Insect repellant and mesh hood
- List of nearest emergency room for each site

5. FIELD SAFETY PROCEDURES

5.1 Travel

1) To prevent fatigue field crews should avoid working more than 12 hours on any given day, including on-site time, travel time, and lunch time. An exception is made for air travel days. The limit for these exceptions is 16 hours and if it must be exceeded, the traveler must make an effort to limit the drive from the airport to the hotel to one hour.

2) Drivers should not drive more than two hours before taking a break or switching driving with their trip partner.

3) Texting while driving is not allowed under any circumstances. Not only is it generally unsafe, it is also expressly forbidden by our Federal contract. Drivers will pull over if they need to send or receive a text message.
4) Making or receiving phone calls without a hands-free set while driving is not allowed under any circumstances. Drivers will pull over if they need to use their cell phones.

5) Be sure to rent an off-road vehicle (from Hertz and Dollar/Thrifty whenever possible, otherwise first obtain prior approval from Risk Management at 530-752-2629) if you need to visit sites requiring off-road access. Drive the off-road vehicle in a safe, responsible manner. Do not travel to off-road sites in a standard passenger vehicle.

6) Do not offer rides to non-UC Davis employees such as friends or hitchhikers. Site operators or other local IMPROVE employees may ride to and from the sites with the UC Davis field crew.

5.2 On-Site Maintenance Work

1) Electrical Safety – No damaged or frayed electrical equipment should be used. Electrical equipment should not be used around water nor during adverse weather conditions such as thunderstorms.

2) Using Tools – Apply the safety precautions associated with any tools that are used. Do not use tools that are broken or that may otherwise be unsafe. Wear appropriate personal protective equipment for each type of tool.

3) Working on the Roof – Caution should always be exercised when working on the roof of a shelter. Access the roof only with a ladder or other safe device. Do not climb on unsafe equipment such as chairs or stacked concrete blocks. If there is no safe roof access then do not perform the roof-related tasks such as servicing the stacks.

   Wear a harness if the roof seems to be especially high or steep. Secure the harness to something stable such as a railing or post.

4) Footwear – Closed-toed footwear should always be worn when working on-site. Sandals or other open-toed footwear are not allowed.

5) Weather Restrictions – Do not work during weather conditions that may be unsafe. During thunderstorms, in particular, stay indoors until conditions become safe.

5.3 Safety for Site Operators and Other Guests

1) Inform all non-UC Davis personnel that safety is a priority during maintenance visits and that they must follow all safety instructions given by the UC Davis staff.

2) The roof restrictions are the same for non-UC Davis personnel as they are for UC Davis staff. Namely, the roof must be accessed only by a ladder or other safe route, and a safety harness must be worn if the roof seems especially high or steep.

3) Non-UC Davis personnel are to use tools only at the direction of UC Davis staff. Personal protective equipment must be worn if required for the type of tool.

5.4 General Safety

1) Know the location of the nearest emergency room. When planning the trip obtain this information from the local operator at each site and compile a list including all of the sites on the trip.

2) Carry a first aid kit.
3) Carry a SPOT GPS so you can report your exact location for evacuation or roadside assistance in case of an emergency. Travelers should send a SPOT “We are OK” update when they arrive at the site and a second update when they leave the site.

4) If in a foreign country, know the location and contact information for the nearest U.S. Consulate.

5.5 Environmental Safety

1) Be aware of the effects of heat. Drink plenty of water throughout the day to remain hydrated.

2) Pace yourself when working at high altitude. Stop and take a break if you feel dizzy or short of breath.

3) Be prepared for insects, especially flying insects. Carry insect repellent and a mesh hood to use when insects are bothersome.

4) Be alert for snakes. Do not step or place your hand where you cannot see.

5) Be alert for bears or other large animals. Make plenty of noise as you approach any secluded location so the animals will not be surprised by your arrival. Most animals will flee if they can sense that you are coming.

5.6 Training

1) All UC Davis field staff are required to undertake field maintenance training prior to going on a maintenance trip. SOP 226 (Site Maintenance) and its associated TI documents form the basis for this training. The training is conducted and supervised by experienced members of the UC Davis field staff.

2) First Aid, CPR, and Wilderness training are strongly recommended for field staff. This training is offered on campus through UC Davis Campus Recreation and Unions. Information on classes and schedules can be obtained through the UC Davis Outdoor Adventures website:
   http://cru.ucdavis.edu/outdooradventures

5.7 Documentation

1) Field staff supervisors should maintain a list of the location of the nearest emergency room to each site. This list should be updated as needed based on information obtained from the site operators during the trip planning stage.

2) Travelers should prepare a trip plan for each trip, to be filed with their supervisor prior to departure. The plan should include:
   a. Where you will be each day (sites visited and planned hotel)
   b. The location of the nearest emergency room each day
   c. Cell phone numbers for each traveler
   d. Emergency contact information for each traveler
Guidance on preparing a trip plan can be found on the UC Davis Safety Services website:
   http://safetyservices.ucdavis.edu/ps/rm/rmr/fieldOperationalPlanner
Click on the active link titled “Access the FSTOP System” to log in and receive personal trip planning guidance.
3) Prior to each trip each traveler should register for UC traveler insurance coverage and should print out the insurance card. Details and registration information can be found on the UC Risk Services website:

4) Travelers should obtain the rental car contract and keep it in the rental car at all times.