



Working at the Ponds Safe Work Procedure

Purpose

This document describes safe work procedures for working within the UBC Experimental Ponds Facility (4069 Wesbrook Mall, University of BC, Vancouver, BC V6T 1W5). Working at or near water is associated with risks related to outdoor conditions and proximity to water.

Scope

This document applies to all UBC employees (faculty, staff, paid students and volunteers) who have been assigned to work at the ponds facility, either at the main hut/trailer or around the ponds.

Regulations

WorkSafeBC OHSR Section [8.26\(1\)](#), [4.13\(1\)\(e\)](#)

Responsibilities

Department Head

- Review and approve safe work procedures outlined in this document prior to their implementation into the field

Supervisor

- Read, understand and follow UBC's travel and field guide <https://travelfieldsafety.ubc.ca/about/>
- Identify all field personnel who work at the ponds facility, either at the trailer or around the ponds.
- Ensure safe work procedures are documented.
- Ensure proper training has been provided to field personnel PRIOR to commencing work (e.g. safe work procedures, use of equipment or tools, personal protective equipment requirements, identifying and reporting hazards etc.).
- Ensure field personnel have access to and understanding of any required documentation such as manuals, Safety Data Sheets (SDS) etc.
- Educate field personnel on emergency procedures, contacts and numbers. Provide the worker with a copy of this information (can be found on the gate at entrance to facility).
- All personnel must be adequately educated and trained to carry out their roles.

Field Personnel

- Read, understand and follow UBC's travel and field guide <https://travelfieldsafety.ubc.ca/about/>
- Understand and follow this Safe Work Procedure.
- Ensure the communication tool is operable.
- Use proper Personal Protective Equipment (PPE).



Risk Assessment

Working near/around the large ponds

- Minimum crew size is two people. Working alone is not permitted.
- Have proper safety equipment (life preserver, ring buoy nearby).
- At least one person out of water and on shore, with communication device available.

Working at the cattle tanks (ponds < 1000L).

- Note: cattle tanks are > 10 metres from nearest pond
- If electrical work is required (changing heating system), minimum crew size is 2 people.
- If work is restricted to observing tanks and routine sampling of ongoing experiments, working alone is permitted with regular check-ins (**UBC policy is every 30 minutes**).

Working at the trailer only

- Note: trailer is 50 metres from nearest pond.
- Working alone is permitted with regular check-ins (**UBC policy is every 30 minutes**).

Materials/Equipment

- Ring buoy next to every pond.
- Clothing appropriate to the conditions: Personal protective equipment, waders, boots, sandals, sun protection, raingear, etc.
- Adequately charged communication equipment e.g. cell phones or radios (include waterproof storage).
- A Good Samaritan Kit is located in the trailer and UBC's First Aid number is 604-822-4444.

Work Procedures

Before arriving to site:

- Ensure all materials/equipment listed above are packed.
- Understand that UBC CAIRS is the Centralized Accident Incident Reporting System (www.cairs.ubc.ca).
- Supervisor to confirm minimum crew size based on site specific risks and location of work within the facilities (working near/around the ponds or working at the trailer only).
- Check weather conditions that might involve heavy wind, rain or extreme temperatures. Plan accordingly, or reschedule to avoid extreme or dangerous conditions.

Before Commencing Work at the site:

1. Familiarize yourself with the layout of the pond facilities, take note of the location of the ponds and their ring buoys, the emergency contact numbers posted on the gate.
2. If cell phones are used as the communication device, new personnel visiting the site must check their cell phone reception by placing a call to a lab member or by checking their voicemail.
3. Personnel are instructed and will wear the required PPE for the task.
4. If you are working near the Cattle Tanks, take note of electrical system for heating ponds.



Commencing Work/Work Procedure:

1. Check in with designated contact at pre-established intervals (**UBC policy is every 30 minutes**) if working alone.

Post Procedure:

1. Check out with designated contact if working alone
2. Waste and recyclables can be disposed of in the bins next to the trailer

Emergency Procedures

A medical emergency can be comprised of any number of things, think heart attacks, broken bones, loss of consciousness etc. If you find yourself in a medical emergency situation:

1. Call 911 immediately
2. Clearly answer any questions the phone operator asks you
3. Then call 604-822-4444 or 2-4444 (UBC landlines 24/7) as the Occupational First Aid team will likely arrive on scene before an ambulance
4. If you are unsure about whether a situation requires the emergency services follow the above steps. It is better to be safe than sorry.
5. Follow UBC incident reporting procedures (www.cairs.ubc.ca).

Training Requirements


Minimum training required:

- Field personnel have access to and are familiar with site specific safety and emergency procedures and contact information.
- Training on this Safe Work Procedure.

Review and Retention

This SWP is reviewed annually or whenever deemed necessary by the responsible departmental representative.

Document Approval Signatures

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|-------------------------|---|------------|
| Dolph Schluter |  | 2020/10/26 |
| Name of Supervisor | Signature of Supervisor | Date |
| | | |
| Name of Department Head | Signature of Department Head | Date |

This signature confirms that this document has been reviewed and approved by the signatories.