Introduction – Planning and Preparing for Field Activities

- Planning and preparation for field activities is a vital part of doing a job right. The planning process includes techniques and procedures for:
  - Researching and identifying the potential for occupational hazards and risks
  - Evaluating risks/hazards and minimizing the potential for exposure
  - Selecting and maintaining appropriate protective equipment, clothing, and other hazard control measures.

Learning objectives

- At the end of this module, you will be able to :
  - Identify key elements that must be considered when planning and preparing for field activities
  - Conduct on-site evaluations to minimize hazards
  - Identify emergency services.

Planning for Field Activities

- The following sections outline the planning process for field activities:
  - Using the team approach
  - Conducting pre-field activity evaluation
  - Conducting on-site evaluation
  - Identifying emergency services.

The Team Approach: In Contrast to Working Alone

- Whenever possible, the planning and execution of field activities should be a team effort. By drawing on the experience and training of fellow team members, a safer, more comprehensive plan can be developed. Working alone can be dangerous if unexpected problems such as injury, fire or chemical emergencies occur.
- It is understood, however, that many field activities are conducted by individual employees. When working alone, it is especially important to thoroughly evaluate the potential risks and hazards before and during the field activity.
- A field activity checklist should be used to plan for work activities.

Team Selection

- The following are guidelines for team selection:
- 1 Select qualified and experienced members
- 2 Select physically qualified personnel
- 3 Select the appropriate number of individuals to accomplish the job safely.

The Team Approach: Assessment of Potential Hazards

- Prior to the field activity, team members should participate in group discussions about the site assignment. These discussions are held to :
  - Identify potential hazards
  - Suggest alternatives
  - Propose controls to minimize exposure
  - Incorporate suggestions into a site-specific planning guide.

Group Discussion

- The process for discussion is as follows:
  - Select one member to be responsible for summarizing, in writing, the suggestions of team members.
  - Ask team members to briefly outline their field experiences, as well as the training they have received.
  - Ask team members to discuss their past experiences at that location or similar locations.
  - Organize discussions along some prearranged and flexible format.
  - Appoint a team member to get any further information needed and relay it to the person responsible for writing that summary.

Test your knowledge

- The planning and execution of field activities should be a team effort

  - True

  - False

Pre-Field Activity Evaluation

- Prior to each field activity, a planning guide should be completed by the field team leader (for designee) to enable each person to effectively prepare for a variety of situations.
- The team leader is responsible for ensuring that a copy fo the planning guide, as well as pertinent medical records information, is taken along for reference. A second copy of the records should be filed with a supervisor before leaving for the location.

Test your knowledge

- Prior to each field activity , team members should pick up an official planning guide from their team leader.

- True
- False

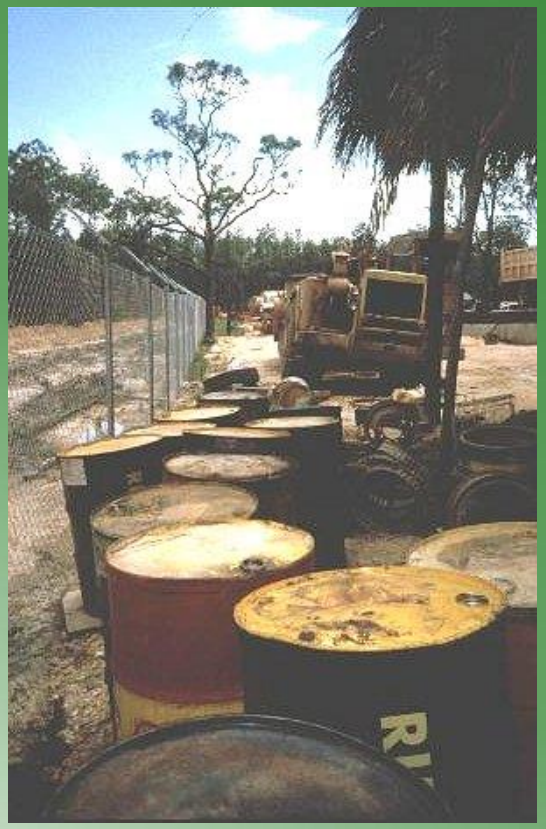
On-Site Evaluation

- To minimize hazards, conduct the following steps before beginning a work routine:
  - Health and safety briefing orientation
  - Walk-through survey
  - Unplanned/unexpected hazards record
  - Buddy system implementation.

On-Site Evaluation (Step 1): Health and Safety Briefing/Orientation

- Include the following in the health and safety briefing/orientation:
  - Presentation of the site health and safety policy and procedures
  - Description of the known hazards and their locations
  - Information on evacuation routes, warning signs, medical staffing, and other on-location emergency help
  - Location of on-site emergency and rescue equipment.

On-Site Evaluation (Step 2): Walk-Through Survey



- During a tour of the location, be extremely alert for the following hazards:
  - Broken railing or ladders
  - Dangerous or unprotected/unguarded machinery
  - Low or heated pipes
  - Unstable construction
  - Open trenches, excavations or unsafe scaffolding
  - Natural physical hazards
  - Unusual vapors, gases, odors, or fumes
  - Overhead hazards
  - Walking/work surfaces for slips, trips, and falls.

On-Site Evaluation (Step3): Unplanned/Unexpected Hazards

- Record unexpected hazards encountered during the work on the planning guide as well as instructions on how these hazards should be avoided and controlled.

On-Site Evaluation (Step 4): Buddy System

- Whenever possible, conduct field activities in pairs. When entering a suspected hazardous environment, one team member should always remain behind with constant visual or voice communication with the second. If assigned alone to a location, an employee should request to be accompanied by an on-location employee who is familiar with the area.

Test your knowledge

- Information on evacuation routes , warning signs, medical staffing, and other on-location emergency help is part of the _____.

- Walk thru survey

- Buddy system

- Health and safety orientation

Identifying Emergency Services

- All emergency services should be identified and contacted to inform them of the date and time the field activity will occur at the location.
- The following are some examples of the emergency services that should be contacted:
  - Fire
  - Police
  - Rescue
  - Medical
  - Hazardous material response.

Site Safety and Health Plans for HAZWOPER

- Hazardous waste site or emergency response operations (HAZWOPER) require a site-specific health and safety plan (SSHP). The EPA's Emergency Response Team (ERT) has developed the Health and Safety Planner (HASP), a software system containing a generic health and safety plan. This menu-driven system is designed to assist health and safety officers in designing, implementing, and updating SSHPs.

Summary

- There is no substitute for effective planning when performing field activities:
- It is crucial the health and safety of personnel to organize your activities in advance.
- Do not participate in any field activity with out devoting adequate time and anticipate and plan for hazards and emergencies
- Prior to engaging in field activities, you should be familiar with the process for accessing the potential hazards, including a pre-field and on-site evaluation.
- The types of information which should be part of the evaluation include:

    - Location
    - Historical information
    - Personal productive equipment
    - Transportation
    - Equipment and supplies
    - Communications
    - Walk-through survey information
    - Emergency signals, services, and telephone numbers.

- You have completed Module: Planning and Preparation for Field Activities