

# SPES Health & Safety Manual



**STANLEY PARK**  **ECOLOGY SOCIETY**

Last Updated November 2019

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## Field Safety Protocols

Field research and study are an integral part of the Conservation Programs. Frequently, the nature of data collection or study requires staff and volunteers to encounter physical and biological hazards as part of their fieldwork. Recognizing the inherent hazards associated with field work can help prevent injuries and illnesses associated with the tasks and result in a successful collection or field study. This document, written by the SPES Conservation Programs Department and based on similar programs, is intended to prevent illness and injury associated with field work and to serve as a guideline for all field work and research conducted through the Department.

### ***Before Entering the Field***

Safety must be considered as an integral component of any outdoor program. The staff person overseeing the work is ultimately responsible for safety. Volunteer team leaders or other designated persons present in the absence of a staff person may be designated as supervisor and will be directly responsible for general prudence ensuring proper safety practices under these guidelines.

Before taking visitors, volunteers, or students into the field or allowing them into the field without direct supervision, consider hazards that will be encountered, including terrain, biological hazards, weather, crime, or disease. Follow the protocols included in this document along with any other specific procedures identified in site-specific or program-specific plans (See Appendix 6 - 8). Consider the participants' (and your own) relative fitness level before sending them on arduous tasks. During summer, consider heat stroke, heat stress, and dehydration. During winter or in areas of water saturation, consider hypothermia.

Be sure to check in at the SPES office or with Nature House staff before leaving, and be sure to inform them of your contact information and locations where you will be working. Emergency contact information must be collected from each volunteer / participant beforehand (See Appendix 2) and kept with the leader/staff person along with emergency contact numbers (See Appendix 3). Volunteers / participants should be queried regarding special conditions (visible or hidden disabilities), special medical conditions (e.g., diabetes, allergies, epilepsy, etc.), or special accommodations. Basic first aid kits must be carried in the field to treat small injuries that may be encountered, but for any serious injuries always call 911. All SPES staff involved in field work and outdoor education are trained in First Aid and should be contacted for help if they are available.

Always consult the Health & Safety checklist (See Appendix 1) to ensure all information and equipment are accounted for and always bring the emergency contact sheet. If an incident occurs such as an injury, accident, or other safety concerns, an Incident Report Form (Appendix 4) must be completed and given to a staff supervisor (or put in the safety binder in the office).

- Volunteers must work in groups of at least 2 people. At least one person on shift should have a cell phone.
- Volunteers must check-in before and after every shift and indicate where they will be working and what cell numbers they have, so that staff knows who is working in the Park.

## ***Safety Equipment***

Safety equipment may vary according to the work, but in general, should always include:

- Proper clothing
- First aid kit
- Cell phone
- Emergency contact sheet

Each staff member or team leader should check the equipment and safety checklist specifically designed and routinely modified for the project. Specialized equipment may include: GPS, compass, flashlight, latex gloves, sharps container, whistle, etc.

## ***Working in the Field***

Use teamwork or, at minimum, the buddy system for all field surveys or research. Know your own and your partner's limits and do not exceed them. One injured, ill, or seriously exhausted team member can reduce the performance of the entire team. You should never be alone in the field. If you get separated, retrace your steps back to the start point if necessary, until you find your group. Volunteers are to tell their supervisor where they are working and should stick to their prescribed routes or locations.

ALL VOLUNTEERS MUST GO OUT WITH A PARTNER for SAFETY REASONS.

- Dress for the weather: Rain gear for wet conditions, or sunscreen and hats if otherwise, and wear sturdy footwear. Long sleeves/pants are also recommended.
- Bring plenty of water and a light snack: Especially if you get hungry from doing hard work!
- Pay attention to the terrain: As you will be working out in the forest, please keep in mind that you might encounter the following: uneven ground, slippery surfaces (such as wet logs and mud) and dead trees (aka wildlife trees). The best way to deal with these concerns is to be careful when you are walking in the forest and get to know the area you are working in.
- Be mindful that this is an urban Park: Because Stanley Park is located in an urban area, there are extra considerations to be aware of compared to working in a typical natural area: sharp objects (broken glass, needles), automobile traffic, and other park users. We provide you with gloves and safety vests to help make sure you are safe. Work carefully (take in your surroundings before you start working), walk on trails and stay in groups.
- Communicate with your team: Doing physical work in close groups can sometimes be a challenge. Always be aware of where others are around you, and remember to communicate with each other!
- Work within your limits: If you need a break, take one. We want to make sure that you have a safe and enjoyable experience! Should other concerns arise, please let SPES staff know immediately.

## ***Conduct of Students and Workers***

Dangerous horseplay, or other risky behaviors not related to research/surveys (e.g., rock climbing, placing oneself in other harmful situations unnecessarily), will not be tolerated. The use of alcohol and non-medicinal drugs during SPES business is prohibited.

## ***Dealing with the public***

Staff and volunteers must never get into verbal or physical fights with any member of the public. If a conversation escalates, leave the situation immediately. Do not touch members of the public to get their attention or emphasize a point. Be aware of people's need for space, especially if tension is present. If pursued by an individual, dial 911.

## ***Inclement Weather***

Field staff and team leaders must pay attention to weather conditions. See further in this manual for wind safety guidelines.

## ***Medical and First Aid***

Standard first aid with CPR C training is recommended for all volunteers and is required for all staff conducting work in the field or Nature House. Environmental conditions such as exposure, dehydration, heat stroke and heat exhaustion must be considered in advance. CPR C may be upgraded every other year.

First aid kits should be checked prior to field work. Pre-existing conditions placing field workers at risk, or those under medication that may affect their ability in the field, must be identified to the field supervisor in advance.

- In case of serious accidents or injuries to volunteers or the public, call 911, then call the Stanley District Ranger at 604-830-4136, and then call your SPES staff supervisor or Nature House staff.
- Minor injuries to members of the public should be reported upon returning from your shift. For minor injuries close to the beach in the summer, you can also contact the Lifeguards at Second Beach at 604-738-8535 -

Lifeguard Dispatch, Kits Tower or the Ranger Bicycle Patrol:  
604-861-[2924][2951] or [4131] for other locations in the Park

- Volunteers are issued a first aid kit for themselves and team members only.
- Volunteers are NOT responsible for issuing first aid to the public, although if they have training they should use their best judgment based on their training.

## ***Communications***

Staff and volunteers should always bring a cell phone for communication and emergencies. An emergency contact list should always be on hand as well as all participants' emergency contact sheets collected just prior to leaving for the field (See Appendix 2 and 3). In areas of poor communication (such as near Prospect Point), or during a field emergency, one person should be appointed as the communications liaison. If necessary, a runner can be used to go get help.

## ***Personal Safety***

Areas with dangerous activities should be approached with prudence. Some areas, although normally safe, can be potentially dangerous when alone or if working at night. If a threatening condition occurs, relocate to a safer location if possible, such as a locked car, populated area, or well-lit area. Refer to Section 3 for detailed personal safety information. Keep belongings, particularly small and expensive items (e.g., cameras, instruments, backpacks, etc.), locked up or with you at all times.

- If a Park visitor becomes aggressive and/or abusive and you feel your or the Park visitor's personal safety is being threatened, leave and contact the police immediately at 911.
- Notify Park Rangers and Nature House host/Eco Ranger Coordinator.
- Fill out an incident report when you return to the Nature House or SPES office.

### ***Vehicle Safety***

Staff and volunteers taking their own vehicle or driving others in their personal vehicles are responsible for the welfare of all passengers. Vehicle load limits apply and seat belts must be available for each person. Any driver of the SPES van must first have completed the van orientation with their supervisor, have a valid BC driver's license, and follow all vehicle safety laws. Drivers will use common sense and operate their vehicles in a safe manner. Drivers should constantly remember their responsibilities and that their actions could affect the safety and lives of their occupants. The speed limit throughout Stanley Park is 30km/hr.

### ***Minors***

Any minors must receive written parental or guardian consent before participating in field-related exercises. A copy must be on file with the program supervisor before field activities occur.

### ***Insurance***

All staff, volunteers or participants are covered under SPES's insurance through the Vancouver Parks Board when conducting field work on behalf of SPES.

### ***Reporting Injuries/Workers Compensation***

All injuries must be reported to the program supervisor using an Incident Report Form (Appendix 4). Serious injuries to staff requiring ongoing treatment require the completion of a Workers' Compensation form, located in the First Aid binder in the SPES office.

### ***Special Field Considerations***

Staff and volunteers need to be aware of the potential for encounters with dangerous plants (i.e. stinging nettle, giant hogweed, etc) and animals (i.e. raccoons, jelly fish, etc.) when undertaking work in the park. Special considerations for all animal sampling, trapping and handling techniques are included in protocols specific to those surveys; these should be read and understood prior to conducting the work. Also consider risks and take care to avoid communicable diseases (e.g., hanta virus, rabies, Lyme disease, etc.) when dealing with wildlife.

### ***General***

Prior to volunteering, check in at the SPES office or with Nature House staff before leaving and inform them of your contact information and the locations you will be working. Emergency contact information must be collected from each volunteer / participant beforehand and kept with the leader/staff person, along with a copy of the Emergency Contact Numbers and Emergency Procedures. Volunteers / participants should be queried regarding special conditions (i.e., visible or hidden disabilities), special medical conditions (e.g., diabetes, allergies, epilepsy, etc.), or special accommodations. Basic first aid kits must be carried in the field to treat small injuries that may be encountered, but for any serious injuries always call



911. All SPES staff involved in field work and outdoor education are trained in First Aid and should be contacted for help if they are available.

## Water Hazards

Working around water increases the potential for accidents to occur. Aside from wearing proper gear, such as boots and waders, please follow the safety tips listed below.

- When working in water over 1m depth, Personal Flotation Devices (PFDs) should be made available to volunteers.
- At least one team member working in water bodies should have first aid training with CPR.
- If wading in Beaver Lake or Lost Lagoon, be aware that drop-off and sinkhole areas are common. Use a pole to balance, poke ahead of you to test the depth, and to reach out to someone if you become stuck.
- Waders are a useful tool, but can increase the risk of drowning. If you are using waders please review the following information:
  - Safe wading of lakes/lagoons requires concentration on and awareness of below surface conditions and others around you at all times. Often in the excitement of the moment our concentration lapses. This is when accidents are most likely to happen. Please stay focused on the surrounding conditions and use caution.
  - Most SPES waders are rubber traditional chest waders - they are the cheapest option, are heavy, lack buoyancy, and provide a 'snug' fit. The rubber boot soles work best on sand and silt, but can be slippery on grassy banks, rocks, and logs. These should be worn with a 'snug' fitting wading belt. This may minimize the amount of water entering the waders and provide some buoyancy below the belt should you fall in. A jacket or waistcoat over the chest waders will also help prevent water entering waders.
  - Always know where you are going to enter and exit the water. Choose the safest place (e.g., gradual slope, smooth surface) and remember that conditions can change quickly.
  - Avoid working in areas that have tree roots, snags, and large rocks and use a wading stick (e.g. an old ski pole or stick) to test for underwater conditions.
- Working on beaches is relatively safe, but be cautious of tide changes, weather conditions, and terrain. The most common hazard is likely slipping on loose or slippery surfaces, so proper footwear is essential.

## Wind Hazards

### Wind Safety in Stanley Park

Wind is a weather related hazard to be aware of in Stanley Park. Programs occasionally have to be cancelled due to high winds, and it is the program manager's responsibility to make this call.

We can check the wind speed in a few ways:

- Gastown Weather Forecast, The Weather Network:

<https://www.theweathernetwork.com/ca/hourly-weather-forecast/british-columbia/gastown>



- Environment Canada website [http://www.weatheroffice.gc.ca/city/pages/bc-74\\_metric\\_e.html](http://www.weatheroffice.gc.ca/city/pages/bc-74_metric_e.html)
- The Jericho Sailing Centre also has a helpful tool on their site. <http://jsca.bc.ca/services/weather/> They track the wind over time so you can see trends, whereas Environment Canada is a forecast.
- You can use the Beaufort scale to use observations of your surroundings to understand current wind speed.

As a guideline, field **activities should cease when wind speeds or gusts exceed 40 km per hour**, which is between a 5 and a 6 on the Beaufort scale.














- Beaufort scale 5 (small trees swaying) = 19-24 miles/h = 30-38.64 Km/h (time to check the forecast!)
- Beaufort scale 6 (large branches in motion, whistling heard) = 25-31 miles/h = 40-49 Km/h

A helpful tip from Bill Stephen is that if the tips of Douglas fir branches are starting to fall, it is definitely time to go inside.

Anita spoke with Brian Quinn in April 2013 who says they start to worry with sustained winds over 50 km/ hour. There is apparently a Ministry of Transportation anemometer on the Lions Gate Bridge that he has access to, but I'm not sure how we would access that.

If uncertain about cancelling a program, err on the side of safety, but also ask for a second opinion. Ask a SPES manager or ED, and or call Bill Stephen, Tree Hazard Inspector with the Park Board at 604-257-8580 or on his cell at 604-861-1753.

## Beaufort Scale

Beaufort number	Wind Speed (mph)	Seaman's term		Effects on Land
0	Under 1	Calm		Calm; smoke rises vertically.
1	1-3	Light Air		Smoke drift indicates wind direction; vanes do not move.
2	4-7	Light Breeze		Wind felt on face; leaves rustle; vanes begin to move.
3	8-12	Gentle Breeze		Leaves, small twigs in constant motion; light flags extended.
4	13-18	Moderate Breeze		Dust, leaves and loose paper raised up; small branches move.
5	19-24	Fresh Breeze		Small trees begin to sway.
6	25-31	Strong Breeze		Large branches of trees in motion; whistling heard in wires.
7	32-38	Moderate Gale		Whole trees in motion; resistance felt in walking against the wind.
8	39-46	Fresh Gale		Twigs and small branches broken off trees.
9	47-54	Strong Gale		Slight structural damage occurs; slate blown from roofs.
10	55-63	Whole Gale		Seldom experienced on land; trees broken; structural damage occurs.
11	64-72	Storm		Very rarely experienced on land; usually with widespread damage.
12	73 or higher	Hurricane Force		Violence and destruction.

## Snow Hazards

Snow collecting on branches of trees can cause weak or loose branches to fall from trees. Cancellation of programs due to snowfall is made based on the discretion of the program manager. SIRT will typically cancel events when heavy snowfall occurs even if Environment Canada has not released a snowfall warning, particularly if it is the first snowfall of the season.

**If environment Canada issues a snowfall warning, programs should be cancelled** (due to increased chance of tree falling and hazardous road conditions). Environment Canada will issue a snowfall warning for British Columbia Southern and Central Coast regions if 10 cm or more snow falls within 12 hours or less OR 5cm or more falls within 6 hours or less.

<https://www.canada.ca/en/environment-climate-change/services/types-weather-forecasts-use/public/criteria-alerts.html#snowFall>

## Air Quality

Air quality is often a problem for Metro Vancouver in the summer because of wildfire smoke though this is not the only season when air quality can be an issue. Poor air quality is a much higher risk for members of the population with heart or breathing problems. For the general population, air quality becomes a high risk at an AQHI index above 10. As a courtesy to program participants it is recommended to notify them of Air Quality issues when the AQHI rating is above 6, High Risk.

**Programs should be cancelled when the AQHI rating is above 10**

Environment Canada publishes air quality forecasts for Air Quality, available here:

[https://weather.gc.ca/airquality/pages/provincial\\_summary/bc\\_e.html](https://weather.gc.ca/airquality/pages/provincial_summary/bc_e.html)

<https://www.canada.ca/en/environment-climate-change/services/air-quality-health-index/understanding-messages.html>

The following table provides the health messages for 'at risk' individuals and the general public for each of the AQHI Health Risk Categories.

Health Risk	Air Quality Health Index	Health Messages	
		At Risk Population*	General Population
Low	1 - 3	<b>Enjoy</b> your usual outdoor activities.	<b>Ideal</b> air quality for outdoor activities.
Moderate	4 - 6	<b>Consider reducing</b> or rescheduling strenuous activities outdoors if you are experiencing symptoms.	<b>No need to modify</b> your usual outdoor activities unless you experience symptoms such as coughing and throat irritation.
High	7 - 10	<b>Reduce</b> or reschedule strenuous activities outdoors. Children and the elderly should also take it easy.	<b>Consider reducing</b> or rescheduling strenuous activities outdoors if you experience symptoms such as coughing and throat irritation.
Very High	Above 10	<b>Avoid</b> strenuous activities outdoors. Children and the elderly should also avoid outdoor physical exertion.	<b>Reduce</b> or reschedule strenuous activities outdoors, especially if you experience symptoms such as coughing and throat irritation.

## Tool Use

Hand tools or specialized equipment must be adequately maintained and routinely inspected. Users should be well-acquainted with proper tool and equipment use. Staff and team leaders are responsible for ensuring safe handling of their equipment prior to each shift.

## Off-trail and Remote Area Hazards

- Volunteers must wear appropriate clothing for the field conditions, such as proper shoes, long sleeves and pants, rain gear, and boots or waders if necessary. Warm weather gear in winter, and hats, water, and sunscreen in summer.
- Take note of the experience level of volunteers. If they seem to have trouble navigating rough terrain, slow down and assist them to prevent slips and falls.
- Be conscious of navigation issues. Although Stanley Park is not huge it is possible to get lost and this can be dangerous if an emergency arises. Always be aware of which trail / trail head you are near and carry a Stanley Park map, GPS or compass when going off trail.
- Stay close together - the safety you have traveling in pairs /groups is lost if you separate. If necessary, you can obtain high visibility vests from the SPES office, to help keep teams together and visible.
- Before heading out in the field, make sure that everyone knows who is responsible for first aid and relay Emergency Procedure information. At the very least, everyone should know who to call and what to do in case the team leader has an accident.
- When you obtain the emergency contact information for each participant, you will also ask if there are any medical conditions you need to know about. This will greatly reduce the risk of a serious incident in the field because you will be well prepared (i.e. anaphylactic shock, epilepsy, etc).
- Be aware of personal limitations - if people become dehydrated or fatigued, give them a break, water, a snack or follow other specific recommendations found in the Emergency Protocols.
- Personal Safety risks increase as you head off trail. Stanley Park is home to campers and off trail areas are frequented by people engaged in criminal activity. When heading off designated trails, it is best to follow access routes that have not previously been created (i.e. "illegal trails"). If you do run across a person or camper off-trail - you can say "sorry for the disturbance", you work with the "Stanley Park Ecology Society" and are doing a "wildlife survey". Leave the area as soon as possible and do not engage in discussion with the person if at all possible (many of the campers suffer from substance abuse and/or mental health issues and cannot be trusted).
- Field staff and team leaders must pay attention to weather conditions. All field activities in areas covered by forest must cease when wind speeds exceed 40km/hr and no one should be outside in the park in wind speeds of 60 km/hr and greater. There is a greater risk of falling trees and limbs off-trail in the park. Open areas of shelter (e.g., grass fields, gardens, blowdown areas) should be sought if you and team members are in the field when there is the occurrence of sudden strong winds.
- One of the greatest risks in the forest is the potential for being hit by falling woody debris. Be conscious of potential danger trees, such as dead standing snags and fallen branches

hung up in overhead trees. Never push or lean on dead standing trees, as the top may detach or other materials may dislodge and fall, causing serious or fatal injuries.

- Slipping and falling is one of the most common safety concerns in the forest. Avoid walking on slippery logs and rocks and use extreme caution if working in “blowdown areas”.

## **Animal Handling**

Surveyors may handle animals. All animal tissues, fluids, and excrement should be handled so that the potential for human contact is minimized. Surveyors should avoid contaminating skin and clothing with blood, body fluids, or excrement. Surveyors should thoroughly wash hands and any other contaminated skin surfaces with a germicidal skin cleanser immediately after handling wild animals or their samples. Surveyors should also be aware that some amphibians produce toxic skin secretions. The effects of these toxins can range from mild irritation to more severe symptoms. All personnel handling animals should practice good hygiene (i.e. wash hands before eating) and avoid rubbing their eyes after contact. Common zoonotic diseases, their source, and treatment are listed in the Emergency Procedures Section 3, Table 1.

## **Beach Safety Checklist**

- Wear sunscreen, sunglasses and/or a hat, and bring water keep yourself hydrated
- Wear secure foot wear (i.e., comfortable lace up shoes, hiking boots, or gumboots). No open-toed footwear.
- Assess and plan for suitable tides prior to field work and watch for changes in tides, especially incoming tides as they are the most dangerous.
- Watch your step, as beaches often contain slippery, sharp, and unstable surfaces.
- Watch out for jellyfish and other stinging animals

## **Working at Night**

When working at night, safety hazards are higher due to increased personal safety concerns, risk of accidents, response times for emergency services (911), and the lack of SPES staff onsite to assist in emergency situations. All staff and team leaders delivering programs at night must read and carry a copy of the Emergency Procedures in the field. They must also read the Conservation Field Safety Protocols, with special attention paid to the Personal Safety Information, and relay pertinent information to program participants before undertaking field work.

## **Personal Safety**

Areas with dangerous activities should be approached with prudence. Some areas, although normally safe, can be potentially dangerous when alone or working at night. If a threatening condition occurs, relocate to a safer location, such as locked car, populated area, or well-lit area. Refer to Section 2 for detailed personal safety information. Keep belongings, particularly small and expensive items (e.g., cameras, instruments, backpacks, etc.) either locked up or with you at all times.

- If a Park visitor becomes aggressive and/or abusive and you feel your or others personal safety is being threatened, leave and contact the police immediately (911).
- Notify Park Rangers and Nature House host / SPES staff person
- Fill out an incident report when you return to the Nature House or SPES office.

## Workplace Hazardous Materials Information System (WHMIS)

Chemical use is mainly restricted to the water quality testing program, but may be encountered through other programs at SPES. Proper personal protection (e.g., gloves or dust masks) should be worn when handling chemicals. All chemicals (e.g., solvents, etc.) must be transported in a labeled and durable container. Any hazardous wastes must be disposed of properly and legally. Workplace labels are found with all chemicals and Material Safety Data Sheets (MSDS) are available in the binder stored in the Nature House and in the SPES office. All staff and volunteers who may come into contact with these chemicals must review the hazards and safe handling procedures prior to commencing field work. See Appendix 5 for more information.

## Invasive Species Management and Habitat Restoration

- Please dress for the weather (i.e., rain gear if it is rainy, sunscreen and hats if it is sunny) and wear solid footwear. Long sleeves/pants are recommended, as some people's skin reacts to the sap of the ivy and other plants.
- Bring plenty of water and a light snack, especially if you get hungry from working outdoors for an extended period.
- Removing invasive species and planting native species can be hard work, but it is also rewarding and fun. For the most part, plants are removed and replaced one at a time. Thus, there is a lot of bending involved. There is also the need to periodically lift tarps filled with invasive plant material to a central location. This is undertaken in teams and there is always plenty of support. All participants are reminded to work within their physical limits.
- This activity can accommodate a range of fitness levels, but participants should be prepared to:
  - Walk between the office and restoration site for 10-15 minutes in each direction;
  - Bend repeatedly;
  - Lift 5-10 lbs; and
  - Be outdoors doing light to moderate activity for up to 2.5 hours.
- Risks and safety concerns to be aware of during the activity:
  - As you will be working out in the forest, please keep in mind that you might encounter the following: uneven ground, slippery surfaces, such as wet logs and mud), dead trees, branches, and wildlife (don't feed or try to pet them). The best way to deal with these concerns is to be aware of their occurrence, move carefully when you are walking, and get to know the area you are working in.
  - Stanley Park is located in an urban area. Thus, there are extra considerations that one needs to be aware of. These include the following: sharp objects (e.g., broken glass, needles), automobile traffic, and other park users (e.g., cyclists, joggers, dog walkers, campers). We provide you with gloves and safety vests to help make sure that you are safe. If needed, staff carry a first aid kit, garbage bags, and garbage pickers. Volunteers are asked to be aware of their surroundings and to let staff know if there are potential risks they observe (e.g., piles of garbage, campers, and sharp objects). We ask that you be courteous of other park users (e.g., stay to one side of the trail) and stay on designated trails when available.

- Doing physical work in close groups can sometimes be a challenge. Always be aware of where others are around you and make sure to communicate with each other.
- Keep belongings, particularly small and expensive items (e.g., cameras, instruments, backpacks, etc.) either locked up at the SPES office or with you at all times.
- Work within your limits. If you need a break, take one. We want to make sure that you have a safe and enjoyable experience. Should any concerns arise, please let SPES staff know immediately. Should any emergencies arise, SPES staff are trained in Level One First Aid, and the locations we typically work in are 8 minutes away from Emergency Response Crews. Be respectful of the Park's habitats and species when undertaking work (i.e., avoid removing and trampling native species, disturbing dead trees and rotten logs, stressing wildlife).

What SPES Provides:

- Introduction to invasive species, work activities, and safety talk
- Work gloves and safety vests
- Equipment/ tools for invasive plant removal
- Light refreshments (i.e., cookies and iced tea)

## Emergency Procedures

### *In Case of a Medical Emergency*

If a volunteer or staff gets seriously injured (i.e., seriousness of injury is beyond the first aid training of the leader or is a broken bone, deep wound, head or back injury, etc.), or if you or the group feel threatened in any way for whatever reason during your work, please follow these instructions:

- **Assess the scene for safety and the medical situation:**
  - Ensure the scene is safe before approaching;
  - Assess the mechanism of injury and severity, always assume the worst. ;
- **Call 911:**
  - Delegate one person to call 911, if you are dealing with an emergency first aid situation.
  - Give them “Directions to where you are located” using a Stanley Park map;
  - Tell the person going for help to give your cell phone number to 911, in case the ambulance gets lost;
  - Let the person going for help know the gender, age, and injury of patient and remind them to remember the trail so they can bring Emergency Management Services (EMS) back to the location of the patient; and
  - Then tell them to GO.
- Assess the situation again and administer first aid;
- Delegate another person (if possible) to be your helper and instruct them to help keep the rest of the group under control and calm. This may include taking people away from the scene;
- Stay with the patient and do what is possible to keep them calm and the situation under control;
- Get the person’s emergency contact information from your field kit ready for the ambulance;
- When the Ambulance arrives, inform them what happened, what you have done and any information about the patient that they may need. They are now responsible for the patient;
- Fill out an Incident Report form, found in the first aid kit;
- Inform the Program supervisor or other SPES staff of the situation;

### **Notes:**

- When you are stationary, your cell phone and first aid kit should be out and visible at all times.
- When walking on trails the first aid kit and phone should be readily accessible from your backpack.
- Staff and volunteers are not authorized to administer over the counter drugs.



## ***Potential Hazards: Causes, Symptoms, Treatments, and Prevention***

<b>Hazard</b>	<b>Cause</b>	<b>Symptoms</b>	<b>First Aid</b>	<b>Prevention</b>
Dehydration	Not enough water intake	Lethargy, Light-headedness	Drink plenty of fluids, take frequent rest breaks, and minimize intake of beverages containing caffeine.	Drink plenty of water (at least 2 liters of water per day). Drink more if working strenuously or in summer.
Sunburn	Excessive exposure to the sun	Irritated skin, pink or red in color	Apply cool water, aloe, or other cooling lotion to affected area.	Wear long sleeved clothing and a hat. Apply sunblock with sun protection factor (SPF) of 30.
Heat Exhaustion / Heat stroke	Prolonged physical exertion in a hot environment	Fatigue, Excessive thirst, Heavy sweating, Cool and clammy skin, Light-headedness	Cool the victim at once, replenish fluids, and seek medical attention immediately.	Acclimate to heat gradually. Drink plenty of liquids. Take frequent rest breaks.
Hypothermia	Prolonged exposure to cold temperatures	Shivering Numbness Slurred speech Excessive fatigue	Remove cold, wet clothes. Put on dry clothes or use a blanket or skin-to-skin contact to warm up. Drink warm liquids and seek medical attention as soon as possible.	Dress in layers. Wear appropriate clothing. Avoid getting damp from perspiration.
Shock	Breaks and Fractures, Anaphylaxis, Hyperventilation, Insulin Shock, Severe Nosebleed, Seizure	Sudden drop in blood pressure, cold, sweaty and/or clammy skin, weak or rapid pulse, Irregular, shallow or rapid breathing, Weakness, Dilated pupils, Anxiety, Confusion, Lethargy. Loss of consciousness	(W.A.R.T) Warmth, ABC's. Rest and Reassurance) EMS/ transport to Emergency	See preventions for applicable hazards / causes
Anaphylaxis	Trigger occurrence (insect stings, contact with certain foods, took certain medication, etc.)	Panic, Skin irritation Light-headed, Difficulty breathing, Partially to fully obstructed airway Unconscious	Epi-pen or Ana-kit (a cylinder filled with needles of adrenaline (Epinephrine) to relax blood vessels and respiratory tract) stabbed into their upper-thigh (area with lots of muscle tissue) Into semi-sitting position Treat for shock (W.A.R.T)	Avoid triggers Have emergency contact info on hand to ask for help. Check in with volunteers prior to work to see if they have any conditions and medications to treat them (i.e. epi pen)

Hazard	Cause	Symptoms	First Aid	Prevention
Breaks and Fractures	Falls, accidents	Pain, Visible break, Deformity, Tenderness Lack of motion	Immobilization (splint, get them to hold broken part, sling) stop movement in the joints above and below the break Treat for shock (W.A.R.T) EMS/ transport to emergency	Wear proper footwear, safety while driving, use extra caution and do not take risks in rough terrain
Hyperventilation	Anxiety, fever, asthma, some medicines, intense exercise, or emotional stress	Rapid, shallow, irregular breathing Panic Light headed/ dizzy	Remove victim from source of panic, Get the victim to slow down breathing, Breathe with them- slowly in through the nose and out through the mouth, Talk in a calming voice, Keep eye contact with the victim Treat for shock (W.A.R.T)	Learning deep breathing and practicing it regularly will help prevent hyperventilation.
Severe Nosebleed	Trauma to the face or spontaneously when the nasal membranes dry out and crack.	Blood flowing out of the nasal cavity for longer than 10 minutes	Pressure on bridge of nose Lean head forward (to ensure no clotting in throat) and in semi-sitting position Cold (ice, soaked cloth, etc) Treat for shock (W.A.R.T) EMS/ transport to Emergency	Many people use remedies for nose bleeds such as A & D ointment, Mentholatum, olysporin/Neosporin ointment, or Vaseline. Saline mist nasal spray is often helpful.
Insulin Shock	Not enough sugars in the bloodstream (not eating enough, too much exercise, taking too much insulin)	Pale, cold, clammy skin Confusion, disorientation, and anxiety. Weak, rapid pulse. Shallow, rapid respiration. Blue lips and fingertips	ABC's Give victim something sugary Treat for shock (W.A.R.T.) EMS	Take blood glucose levels regularly, particularly before giving insulin. Ensure food intake matches exercise levels. Learn to recognize and treat the early symptoms of hypoglycemia.
Seizure	Seizures are often associated with epilepsy but can also result from: medical conditions, sleep deprivation, head injuries, some infections, intoxication with drugs, severe fever, strokes ...	Loss of consciousness Arched back and ridged body. Contraction and relaxation of the arms and legs. Blue lips and fingertips. Loss of bladder and bowel control. Confusion, disorientation and fatigue after seizure	Protect victims' head during seizure EMS Treat for shock (W.A.R.T.)	Medications are used to prevent seizures in people with epilepsy and other disorders.

Hazard	Cause	Symptoms	First Aid	Prevention
Animals: Mammals	See below "Diseases: Hantavirus"	Don't touch a mammal, dead or alive.	Clean wounds thoroughly if bitten or scratched.	Keep areas clean to avoid attracting animals. Keep food stored in sealed containers.
Animals: Bees, Wasps		Avoid contact with these insects whenever possible.	Remove the stinger quickly. Place an ice pack and elevate to heart level. Use an antihistamine if needed.	Bring medication if you have an allergy (the sting may be fatal). Keep scented foods and meats covered.
Animals: Fleas and Ticks	See below "Diseases: Lyme Disease"	Avoid contact with animals or areas where fleas and ticks might be found.	Remove the flea or tick with tissue or tweezers and clean wound with antiseptic. Pay attention for signs of illness and seek medical attention if needed.	Wear clothing of tightly woven material. Tuck pants into boots. Stay on widest part of path. Check your body thoroughly for ticks upon return from field work.
Animals: Jellyfish		Stinging, pain from affected area of skin	Rinse the affected area with sea water - do not use fresh water and do not rub sand on the area. If you see any tentacles, carefully lift them off the skin. Keep an eye on the victim - If you see any signs of an allergic reaction, call 911 immediately. If you are sure the sting is from a jellyfish and not any other animal, you can change the acidity to deactivate the toxin. Apply an acid or base, such as vinegar or baking soda or diluted ammonia. If you do not know what caused the sting do not apply fresh water or any chemical. Your best course of action is to apply heat to the affected area	Do not touch jellyfish, use boots when entering the water
Diseases: E. Coli	contaminated water	Diarrhea Gastrointestinal symptoms	Drink plenty of fluids. Seek medical attention if symptoms persist for longer than 3 days.	Never drink water from an impure source. Avoid any contact with Lost Lagoon water or wash hands thoroughly after contact.

Hazard	Cause	Symptoms	First Aid	Prevention
Diseases: Leptospirosis	Ingestion, swimming, or other activities in water that is contaminated with the <i>Leptospira</i> bacteria	Flu-like symptoms Occasionally more serious symptoms	See a doctor if you suspect leptospirosis.	Use care when working in the water, especially after a flooding event. Avoid entering the water (especially Lost Lagoon) with open wounds.
Diseases: Plague	Infection from flea bite (Fleas are infected by rodents.) <i>Yersinia pestis</i>	Flu-like symptoms; nonspecific symptoms; swollen and painful lymph nodes (bubonic)	See a doctor if you suspect plague.	Use caution when working with wild rodents. Wear gloves and wash hands frequently.
Diseases: Rabies (vaccine available)	Infection from bite of animal infected with <i>Lyssavirus</i> (mainly bats)	Spasms Paralysis Fatal, without immediate treatment	See a doctor IMMEDIATELY if bitten by a rabies- carrying species (e.g. , bats, carnivores).	Obtain the vaccine series if you will be working with bats. Use extreme caution handling these animals.
Diseases: Tetanus (vaccine available)	Infection occurs after a wound. <i>Tetanus bacillus</i>	Painful muscle contractions	See a doctor if you suspect tetanus.	Obtain a tetanus shot every 10 years.
Diseases: Lyme Disease	Infection through the bite of an infected tick <i>Borrelia burgdorferi</i>	Spreading rash Early: Flu-like symptoms Later: Arthritis and neurologic problems	See a doctor if you suspect Lyme Disease.	Avoid tick-infested areas. Wear long pants and long sleeved shirts. Use a repellent. Check clothing and hair for ticks and remove any ticks.
Diseases: Hantavirus Pulmonary Syndrome (HPS)	Inhalation of dusts or aerosols from the infected rodent's feces, urine, or saliva Vector: Deer mouse	Early: Fatigue, fever, muscle aches, and sometimes headaches, dizziness, chills, and abdominal problems Late: Coughing, shortness of breath	Seek medical attention IMMEDIATELY if you suspect HPS. The likelihood of survival is greatly increased with early diagnosis and treatment.	Avoid contact with rodents, especially their feces. Always use a dust mask if mouse feces are present when cleaning dusty areas.

## ***Natural Disasters***

Some examples of natural disasters that might disrupt programs are high wind, fire, hail, extreme rain, snow, and earthquake.

## **Overnight disasters**

1. You need to check and make sure that the trails you will be using are safe to use. Call the Park Maintenance Supervisor at 604-257-8521:

- Ask if the trails you will be using that day have been assessed for hazard trees since the natural disaster. If not, try to arrange for them to be checked before your program.
  - If park maintenance is unavailable, walk the trail to assess its safety (providing it is safe to do so).
2. If the trails will not be safe before your program starts, call the volunteers immediately and try to reschedule the program if possible or else cancel the program.

### **Before Programs have Started**

1. Check to see if Park Board plans to close the park to the public. Contact Park Maintenance Supervisor at 604-257-8521.
2. Even if the Park Board is not planning on closing the park to the public, you are responsible for the safety of your group and may decide to cancel programs. Here are some points to consider when making a decision:
  - Falling objects (e.g., hail, branches, etc) or an unusually high number of branches collected on the ground could harm a volunteer.
  - Conditions are unusually extreme (i.e. gusts of wind up to 60km/hour are considered extreme) or predicted to improve quickly.
  - If you are unsure at all, the program supervisor (SPES staff person) should make the final decision.
3. If the decision is made to cancel the program, call the volunteers immediately and try to reschedule the program if possible or else cancel the program. If you cannot reach them, meet at the designated time and location to notify them.
4. If authorities close the Park to the public, inform them that you will be expecting volunteers and ask them to pass on your instructions.

### **While a Program is Running**

1. For disasters such as **high wind, hail, extreme rain, or snow**, use your judgment to decide whether or not to stop the program altogether.
  - If the program is during the day, you might want to call someone (CONS Manager/Nature House staff, Environment Canada, or a Parks representative) for a second opinion.
2. For disasters such as earthquakes, see guidelines below.

### **General Earthquake Information for Stanley Park Programs**

- When you are out on a program in the Park, the safest thing to do is to tell the volunteers/participants to remain calm and instruct them to get on the ground and cover their heads and necks. If there is a large stable tree, get the volunteers/participants to assume this position by the base of the tree.
- Once the earthquake has ended, stay in the duck-and-cover position and allow loose debris, such as branches to fall and aftershocks to occur. When you feel comfortable, begin to move (a few minutes should be fine).
- Immediately treat seriously injured patients (call 911, but be prepared that you may not get through) and instruct volunteers/participants to STAY CALM. Do not move unstable patients (i.e. with excessive bleeding, spinal injury, etc).

- When you have stabilized the patient, leave an adult with them and move the rest of the volunteers/participants out to an open area.
- If the weather is particularly bad in an open field, try to find a more sheltered open space.
- Listen to a battery-powered radio for instructions from emergency officials.
- Do not use vehicles except in extreme emergencies or until emergency officials give an okay.
- Avoid the waterfront in case of a Tsunami.
- If warning given, follow evacuation instructions.

### ***Lost Persons***

- Lost persons or someone looking for a lost person(s) will often be visitors who do not know the park, are disoriented and therefore searching ineffectively for their missing party. Inform the person that you can help them find the missing person(s)
- If you come across a lost person note some basic information including:
  - Name of accompanying person they arrived with (address and phone if possible);
  - Last time accompanying person was seen (location and time);
  - Person's attire (ask for picture or image taken on camera if available)
  - Take note of the closest major landmark (Street, trail, venue, building, concession stand etc...)
  - Do a quick survey of the area for the accompanying person. If none are located close-by, contact the Stanley District Ranger (604-830-4136) who will provide you with instruction. Call 911 if you cannot reach a Ranger by phone. Follow instructions provided.
  - Do not abandon the person until the accompanying person, Park Ranger, or Police have arrived.

Lost persons or someone looking for a lost person(s) often emit panicked behaviour. Reassuring them that missing persons is a common occurrence in park settings and that park staff are trained to handle the matter will help reassure them and dissuade them from continuing to search on their own.

### ***Bylaw Infractions***

*(For example, climbing the seawall, drunkenness, contained fires)*

- Contact the Stanley District Ranger in case of problems or bylaw infractions that need follow-up. Alternatively, contact the Nature House to relay the message.
- Do not relay the message within hearing range of the offender.

### ***Injured or Aggressive Wildlife***

If you find injured wildlife or receive a report about injured wildlife, take the following steps:

- If the animal is a bird, try to determine if it is just a fledgling. Look for its parents or adults nearby, they may be teaching it to fly and waiting for you to leave. Do not pick up the bird.

- Sometimes harbour seals will leave their young for some time in order to find food. While the young looks stranded, the mother will later return. Ask the public to stay away from the animal. If this seems to be a problem, call the Park Rangers.
- In the past we used to tell people that we do not have the capacity to help injured/sick wildlife, but that SPES can provide them with the phone number for wildlife rescue organizations if they would like to try and catch the animal themselves. SPES can no longer encourage people to catch any animals (sick, injured, or otherwise). The Wildlife Act of BC states the following: *“Except as authorized by this Act, the regulations or a permit, a person who attempts to capture wildlife commits an offence”*. There is also a Park Bylaw that prevents anyone from removing anything from Stanley Park. Therefore we can no longer advise people that they should catch animals. Doing so would put SPES in a position of “implied authority”. Basically this means that the blame would fall on SPES if the person gets in trouble for catching wildlife, because a person in a position of perceived authority (SPES representative) gave them permission.

### What we tell people

- 1) SPES does not have the capacity to help injured/sick wildlife (this has not changed).
- 2) As cruel as it might sound, injured/sick wildlife are an important food source for other animals and therefore the best thing for the eco system is to leave that food source in place. Removing it would be doing the animals within that food web a disservice. (But see Important Note below about Listed Species)
- 3) SPES advises that the injured/sick wildlife be left undisturbed
- 4) If the citizen would like the phone number of various animal rescue organizations, we can provide these. They will need to keep an eye on the animal until the rescuers arrive.

### Injured Animals Rescue Centres

Agency	Location	Phone	Hours	Types
Wildlife Rescue Association	5216 Glencarin Drive, Burnaby	604-526-7275	Daily: 8-7:30	all wildlife except dangerous
O.W.L.	3800 77nd St. Delta	604-946-3171	Daily: 9-3 Holidays: 9-1	birds of prey only
Critter Care Wildlife Society	481 216 St, Langley	604-530-2064	9-7	native mammal species
Monika's Wildlife Shelter	8137 192 <sup>nd</sup> St. Surrey	604-882-0908	Daily: 9-5	anything wild
Vancouver Aquarium	Stanley Park, Vancouver	604-659-3474 (press 0 for assistance) 604-735-4777 (cell)		marine mammals

Further notes: Animal rescue organizations will not generally come to the park to catch animals. If common species are brought to them, they will likely be euthanized (another reason to leave these animals in the park so they can be a food source).

- **IMPORTANT NOTE:** If the inquiry is about an injured/sick: bird of prey, coyote, or a blue/red listed species please refer the inquiry to the Conservation Projects Manager, Urban Wildlife programs coordinator, or Conservation Technician. If you do not know if a species is blue/red listed, refer the inquiry to the listed staff members. If it is a raccoon, skunk, coyote, or other large animal species like a goose or a heron, report the animal to



the Stanley District Ranger at 604-830-4136. DO NOT attempt to capture any of these types of animals.

## Oiled Wildlife

- Oiled wildlife should be reported to the Provincial Emergency Line at 1 800 663-3456.
- It is also helpful to report it to our partner the Oiled Wildlife Society. Contact

Jackie McQuillan, *President*, Oiled Wildlife Society of BC

[jackie@oiledwildlifesociety.com](mailto:jackie@oiledwildlifesociety.com)

778-300-5401

[www.oiledwildlifesociety.com](http://www.oiledwildlifesociety.com)

## Wildlife Attacks

If someone reports being bitten, attacked, or scratched by an animal, ask him or her for the following details:

- animal's behaviour
- distinctive markings
- where the incident occurred
- what provoked or caused the interaction, if anything.
- Be sure to document their contact information so that you may follow-up with them, and then **contact the Stanley District Ranger at 604-830-4136 and relay the information to them.** If you are unable to reach the Park Ranger Staff by phone, then call the Ministry of Environment Call Centre at 1-800-663-9453. Anyone injured during contact with wildlife should go to the hospital emergency immediately. If the interaction is with a coyote that was not displaying aggressive behaviour, please refer them to the Co-Existing with Coyotes Info Line, 604-681-9453.

## Risk Assessment for SPES Field Programs

Emergency Services	
Issue	Explanation
Medical emergency services available at the work site	All emergency services are available to Stanley Park. Under typical traffic conditions, they should be able to reach our worksite within 8-10 minutes
Timing for Police and Firefighting personnel to reach the work site from the nearest facility	8-10 minutes for Ambulance and Fire 2-10 minutes for Police
Location for volunteers to gather in case of evacuation from the work site	If in the SPES office building, we will meet in the grassy area in front of Malkin Bowl. If at a work site, we will meet at the closest trailhead
On-site staff will be in charge of an emergency situation	SPES staff supervisor or designated team leader
Emergency response and / or medical training on-site staff will have, for example CPR or first aid	All SPES field staff have Standard First Aid and CPR (C)
Transportation	

Issue	Explanation
Address of the worksite, and driving directions from the nearest major city and closest medical facility	<p><u>SPES Office is located at 610 Pipeline Rd.:</u></p> <ul style="list-style-type: none"> <li>• Turn left onto Pipeline Rd.; follow signs to Georgia St.; turn right on Burrard St.</li> <li>• St. Paul's Hospital is at 1081 Burrard St.</li> </ul> <p><u>Stanley Park Nature House is located at the foot of Alberni St. on the south shore of Lost Lagoon:</u></p> <ul style="list-style-type: none"> <li>• Turn north on Alberni St. from Denman St., park at end of the road, walk across the grass and down the steps to reach the Nature House</li> </ul>
Location and telephone contact information for the medical facility closest to the work site	St. Paul's Hospital: 1081 Burrard St. Ph. 604-682-2344
Travel time from worksite to the nearest medical facility, major hospital and airport	<ul style="list-style-type: none"> <li>• 10 minutes by car to hospital/medical facility</li> <li>• 8-10 minutes for ambulance to reach site</li> <li>• 30 minutes by car to airport</li> </ul>
Quickest mode of transport from the worksite to the nearest medical facility	Car or taxi
Holidays, weather or other conditions will affect transport to and from the worksite	In summertime (and peak rush hour times), there is more traffic so it may take longer for emergency response crews to reach Stanley Park
How on-site staff communicate with one another and with emergency response personnel in case of a <b>serious</b> emergency	<p>SPES staff carry cell phones to communicate with each other and emergency response personnel. If there is an emergency while working in the Park, the following steps will be observed:</p> <ol style="list-style-type: none"> <li>1. Call 911 (noting location and nature of injury)</li> <li>2. Get assistance from other people in your area</li> <li>3. Have someone mark the way to location and wait for Ambulance to arrive</li> <li>4. Assess situation, ensure area is safe, and administer first aid until help arrives</li> <li>5. Make sure victim is as comfortable as possible</li> <li>6. Monitor condition of the victim to report to paramedics</li> <li>7. Contact the individual's emergency contacts</li> <li>8. Fill out an incident report form.</li> </ol>
How on-site staff communicate with one another and with emergency response personnel in case of a <b>non-serious</b> emergency	<ol style="list-style-type: none"> <li>1. Determine nature of the injury and condition of the victim</li> <li>2. Make sure victim is as comfortable as possible</li> <li>3. Contact first aid attendant to help treat the injury</li> <li>4. Determine follow-up steps for injury treatment (first aid attendant)</li> <li>5. Fill out a first aid form on the incident</li> </ol>

### 3.0 Personal Safety Information

#### *General Safety Tips*

- Bring a cell phone along if you have one. This way you can always call for help without having to look for a phone.
- Stay alert, stand tall, and be confident. Attackers are more likely to molest a person who appears uncertain or afraid.
- Approach shadowy doorways, shrubbery, or anything that someone could hide behind with extra caution.
- If you think someone is following you, try to walk with purpose towards populated areas, try to get a good look at them and then go find the nearest place to alert the authorities.

- If you think a car is following you, immediately turn around (if it is safe to do so), take note of the driver and license plate number, continue to walk in the opposite direction and call the authorities from the nearest possible location.
- Carry a whistle or personal safety alarm so you can alert others if you are attacked.
- Do not carry a weapon, even for self-defense. If you are assaulted, introducing a weapon will only increase the severity of the attack and increase the chance of severe injury to yourself. Carrying a weapon also creates the chance of you or someone else being accidentally hurt, for which you would be held responsible.
- If you are verbally harassed, do not respond, keep walking and notify the nearest authority.

### ***Check the Identity of Unknown Visitors to the Office or Nature House***

Claim ownership over your workplace - you have a right to be there and others that do also will not feel offended when questioned. If you have any doubts about someone, report them to your supervisor or security. To increase your security:

- Verify the identification of new visitors to your workplace.
- Be mindful of people following you.
- Report incidents to supervisor, no matter how minor.

### ***Secure Your Valuables***

Many thefts are committed in-house. Your own property is at risk as well as SPES equipment if security is not taken seriously. Remember to:

- Not leave valuables unsecured
- Protect personal property such as wallets, phones, and laptops

### ***Always Let Someone Know Where You Will Be***

If you are doing field work or working alone for any reason, always inform your supervisor or other staff where you will be and when you expect to return. If you are out in the field and feel unsafe for any reason, do not hesitate to return to the office/Nature House or call someone to check in.

### ***Take Care Traveling To and From the Park***

When working after hours or in an isolated location, find ways to make yourself feel more comfortable. Where possible:

- Park in a well-lit area with easy access to your field sites or the office.
- Make use of work mates to walk you to your vehicle when you are concerned about safety.
- Investigate the possibility of carpooling or traveling with work colleagues.

### ***Know What To Do in an Emergency***

It is important to be aware of key contacts and procedures in an emergency. Read the emergency procedures to find out:

- What the SPES emergency plan is, and;
- Who to contact in case of emergency.

Also familiarize yourself with:

- Where the fire alarms are;
- Where fire extinguishers are located, and;
- Where the closest fire escapes are located.

### ***Take Control of Your Environment***

If you notice any unsafe conditions in your work, be sure to inform your supervisor. For example, broken locks, flickering lights, dimly lit areas or broken windows. Do not wait for someone else to do it.

## ***Dialing 911***

If you feel threatened by someone or a situation while working in the Park call 911 immediately. Many people believe that the Police do not want to be called if something suspicious is happening, but this is not so. When in doubt, call the Police.

Legitimate reasons to call 911 include:

- If you feel your personal safety is threatened by someone or a situation
- If you witness a crime
- Unusual noises, such as someone screaming for help
- A vehicle that seems to be "following" you
- A stranger looking into buildings or parked cars
- If you see a fire either in the forest or in populated areas
- A medical emergency
  - Difficulty breathing, shortness of breath
  - Fainting or loss of consciousness
  - Unresponsiveness when talked to or touched
  - Drowning
  - Unexplained seizures or convulsions
  - Sudden or intense pain
  - Bleeding that won't stop
  - Choking
  - Severe burns
  - Allergic reaction
  - Trauma (injury)
  - Hypothermia or abnormally low body temperature
  - Heat stress or exhaustion
  - Motor vehicle accident injury
  - Drug overdose or poisoning
  - Neck or back injury

When speaking with 911 operators, you will need to do the following:

- Describe the emergency; speak slowly and calmly
- Give your name and phone number
- Give exact location/address/trail and nearby landmarks
- Give name, age and number of patient(s), if known
- Follow the dispatcher's instructions and answer all questions
- Don't hang up until you are told to do so
- Don't leave the scene until help arrives

## 4.0 Partners in the Park

There are many groups working in the Park. We all need to work together to make this summer extra special for millions of visitors. Please be aware of the other groups working in the Park and what kind of services they offer.

### ***Park Rangers (Year- round)***

Park Rangers work city-wide and have a host of responsibilities including public education regarding park services and rules, monitoring of play field and general park activities as well as by-law enforcement and liaison work with other agencies, park partners and stakeholders. Park Rangers have a diverse set of schedules covering the majority of the heavily utilized areas on a daily basis. They are easily identifiable in a standardized beige uniform with Park Board insignia.

The Park Ranger program is run by the Vancouver Board of Parks and Recreation. Park Rangers are based out of the Ceperley Meadow A-frame building.

The following are some of the situations that Park Rangers are equipped to deal with:

- Camping in the park
- Vendors and filming without permits
- Artists and performers without permits
- Dogs off leash
- Alcohol consumption and narcotics use
- Minor fires and beach fires (major fires should be reported to 911)
- Cyclists/Rollerbladers speeding, dismount zones, walking only trails, traveling on the seawall
- People climbing the Seawall and other no-climb areas

The **Bike Patrol Rangers** are in the Park between 10am - 8pm during the summer only (May long weekend to September long weekend) and can often be found patrolling high traffic areas along the seawall and main trails. The **Stanley District Ranger** travels from park to park in a white Park Ranger marked truck or van. They are accessible 7:00am - 11:00pm in the summer; in the winter District Rangers are on duty weekdays 1pm - 9pm and on weekends 8am - 9pm.

If members of the public would like to contact the Park Rangers, you may do it for them or ask them to call 604-718-5849

### ***Easy Park***

All the parking lots in Stanley Park are pay parking. Easy Park is the pay parking lot manager for the Vancouver Parks Board. Visitors must purchase a ticket from the nearby machines and display it on their dash. The machines take both coins and credit cards. If you are approached by someone who has been given a parking ticket encourage him/her to follow the procedures listed on the back of the ticket. The number for Easy Park is 604-682-6744. In extreme cases, give the visitors the Parks Board number and let them know that their concerns can be dealt with there. If you are informed that one of the machines has broken down, please alert Easy Park at the above number. Visitors, who cannot purchase a ticket from the machine because it is broken, should buy one from the closest operating machine. Make sure that the visitor is following the instructions - sometimes they just aren't pressing the green button. Writing an

explanatory note and placing it on the dashboard will not prevent the person from getting a ticket, especially if the machine is actually working.

### ***Busters Towing***

Busters Towing is responsible for all towing vehicles from anywhere in Stanley Park. Vehicles subject to parking violations will be towed to 104 East 1<sup>st</sup> Ave Vancouver. For other violations in which police are involved, vehicles may be towed to another location. The number for Busters Towing is 604-685-8181. People who suspect their vehicles have been towed should call this number to determine the location of their vehicle.

### ***Vancouver Police Department (911)***

The Mounted Police headquarters are located behind the Pipeline Rd. service yard. The Mounted police work daily from 10 am until 8 pm and are actively patrolling the park and downtown Vancouver from approximately 11:30 am until 6:30 pm. All concerns should be directed to 911 (who will be able to contact mounted police directly). Examples of situations in which you should contact 911 include witnessing a criminal offense such as theft or violence or if you see an uncontrolled fire. Areas in which you are more likely to encounter criminal behaviour include the Aquarium, the Totem Poles, Brockton Point and Prospect Point. Note that the police are the only enforcement body in Stanley Park.



## Appendix 1: Health & Safety checklist



### Program Supervisor Health & Safety checklist

- ☐ I have read and understood the SPES Conservation Programs Field Safety Protocols and Personal Safety Information for myself and can relay the information to each volunteer / participant
- ☐ I have checked the safety of all field equipment, ensured all necessary personal safety gear is available for program participants, and have all specialized safety equipment as outlined in the program-specific protocols.
- ☐ I have obtained emergency contact information from each volunteer/participant on the appropriate form. I will take this with me into the field and have queried volunteers/participants regarding special conditions (visible or hidden disabilities), special medical conditions (e.g., diabetes, allergies, epilepsy, etc.), or special accommodations that may be pertinent in case of emergency.
- ☐ I have a copy of the Emergency Contacts Sheet and a cell phone or other mode of communication for use in the field as well as a first aid kit.
- ☐ I have reviewed and understand the Field Survey Hazard Protocols and Emergency Procedures.
- ☐ I have reviewed the Program-specific Safety Plans for my program and relayed safety protocols with all volunteers / participants.
- ☐ If applicable, I have reviewed the Workplace Hazardous Materials Information System (WHMIS) information and relayed safety protocols with all volunteers / participants
- ☐ If an incident occurs, I will complete an incident report form and inform my supervisor.
- ☐ I have checked in at the office or with Nature House staff and informed them of my contact information, expected time of return and locations we will be working.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix 2 Emergency contact information from each volunteer / participant

All outdoor programs require an Emergency Contact Sheet from all program participants. If someone becomes injured or unconscious, you will need to know whom to notify after calling 911. The following form is a template for collecting emergency contact information for field work



Staff Supervisor or Volunteer Team Leader: \_\_\_\_\_

Date: \_\_\_\_\_

Field Program: \_\_\_\_\_

Location or work area: \_\_\_\_\_

# Hours in the field: \_\_\_\_\_

This form must be read and completed by all volunteers working in the field prior to the work.

I am aware that during field work or other excursions in which I am participating as a volunteer of the Stanley Park Ecology Society (SPES), certain risks and dangers may occur including but not limited to, the hazards of working outdoors, accidents, and the forces of nature. Accordingly, I understand that despite its efforts, SPES may not be able to ensure my complete safety at all times from such risks and dangers. I understand that as a volunteer I am covered under liability insurance with SPES through the Vancouver Park Board, but if my activities or conduct fall short of what would be considered a reasonable standard for an individual in my position, I agree to be accountable for my own actions and not to ask SPES or its employees to accept the consequences thereof.

I acknowledge that I have been advised by SPES of such risks and dangers as well as the need to act in a responsible manner at all times. My signature below is given freely in order to indicate my participation in the above mentioned Program.

\* Please inform your team leader or staff supervisor of any allergies, regular medications, medical conditions, and other information that might be of significance in an emergency situation.

Volunteer / Participant		Emergency Contact		
Name	Signature	Name	Phone #	Relationship

## Appendix 3 Emergency Contacts Sheet

### SPES EMERGENCY & NON-EMERGENCY CONTACT NUMBERS

#### ***Emergency Services***

Medical or Serious Emergencies: 911

Stanley Park Mounted Police: Office: 604-717-2775 (Hours: 10am - 8pm)

Vancouver Police - Non-emergency: Office: 604-717-3321

St Paul's Hospital: Main Switchboard: 604-682-2344; Address: 1081 Burrard St.

#### ***Stanley Park Ecology Society***

Stewardship Programs Coordinator: Jeannine's Cell: 604-219-6076; Office: 604-718-6547

Conservation Programs Manager: Ariane's Cell: 604-716-4563; Office: 604-718-6547

Conservation Technician: Meghan's Cell: 778-872-8328; Office: 604-718-6547

Executive Director: Dylan's Cell: 778-708-2769; Office: 604-718-6523

Volunteer Coordinator: Tobias' Cell: 604-616-4032; Office: 604-681-7099

Education Manager: Erin's Cell: 778-987-8297; Office: 604-257-6907

Co-Existing with Coyotes / Urban Wildlife Hotline: 604-681- WILD (9453)

SPES Front Desk/Office Coordinator: Office: 604-257-6908

**Nature House: 604-257-8544 - this is where you'll often find a SPES staff on weekends**

#### ***Vancouver Park Board***

Park Board Head Office: 604-257-8400; Dispatch: 311; Address: 2099 Beach Avenue

Park Ranger Head Office (A frame) office: 604-718-5849; Address: 8701 Park Drive

Dana McDonald, Environmental Stewardship Coordinator: 604-654-0981

Bill Stephen, Tree Hazard Inspector - 604-257-8580, cell: 604-861-1753

Park Maintenance Supervisor - 604-257-8521

#### ***Stanley Park District Park Ranger: 604-830-4136***

Stanley Park Head of Park Rangers (Stacey Carter): 604-861-5100

Stanley Park Homeless Liaison (Stacey Carter): 604-861-0450

Stanley Park Operational Manager: 604-257-8527

Stanley Park Sanitation Services (e.g., garbage pickup, reporting camps): 311

Wildlife Technician (Ziggy Jones): Cell: 604-968-5942; Office: 604-257-8510

Wildlife Rescue Association: Care Centre: 604-526-7275; Address: 5216 Glencarin Dr.

Vancouver Animal Emergency: 604-734-5104; Address: 1590 W 4th Ave

Critter Care Wildlife Society: 604-530-2064

O.W.L. Orphaned Wildlife Rehabilitation Society: 604-946-3171

#### ***Walk-in Clinics and Community Health Centers***

Carepoint Medical Clinic: 604-681-5338; Address: 1175 Denman St. (1 block N of Davie St.)

Stein Medical Clinic: 604-688-5924; Address: Bentall 5 Lobby, 188 - 550 Burrard St.

Three Bridges Community Health Centre: 604-736-9844; Address: 1292 Hornby St.



## Appendix 4 Incident Report Form



Date of incident:

SPES Person Involved:

Location:

Contact Information for those involved (including witnesses):

Name	Phone #	Email

What Happened (detailed account of incident):

Action Taken:

Date	Action	Response	By whom

Staff Members Notified

Date

Signatures

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## Appendix 5: Workplace Hazardous Materials Information System (WHMIS)

Source: <http://www2.worksafebc.com/Topics/WHMIS/Home.asp>

The Workplace Hazardous Materials Information System (WHMIS) provides information about many hazardous materials used in the workplace. WHMIS calls these hazardous materials **controlled products**. Under WHMIS, workers have the right to receive information about each controlled product they use---its identity, hazards, and safety precautions.

WHMIS has developed a classification system of six hazard classes. These classes are depicted by eight hazard symbols that identify the specific hazards of controlled products. After a controlled product has been classified, the following three WHMIS elements are used to communicate health and safety information:

- WHMIS labels
- Material Safety Data Sheets (MSDSs)
- WHMIS education and training programs

### *Responsibilities*

WHMIS legislation exists at both the federal and provincial levels. **Federal legislation** establishes which products are controlled under WHMIS and deals with either the importation or sale of these materials. Under WHMIS, those who manufacture, import, sell, or distribute controlled products are referred to as suppliers. **Provincial legislation** covers the use of hazardous materials in the workplace and identifies employers' responsibilities. Workers who work with or near controlled products must know how to handle them safely.

Group	Responsibilities
Employer	Ensure that workers understand information on MSDSs, supplier labels, and workplace labels by providing effective worker education.
	Provide training in specific safe work procedures to workers who work with or near controlled products.
	Ensure that all containers of controlled products in their workplace have MSDSs and WHMIS labels (supplier labels, workplace labels, or other acceptable means of identification as appropriate).
	Ensure that MSDSs are readily accessible to workers.
Worker	Know and understand the information on labels and MSDSs.
	Use the information they receive through education and training to handle controlled products safely.
	Inform employers if labels are illegible or missing.

## ***Material Safety Data Sheets (MSDSs)***

A Material Safety Data Sheet is a technical bulletin that provides specific hazard information, safe handling information, and emergency procedures for a controlled product. Since the MSDS contains detailed health and safety information specific to each controlled product, it should be used as a key source of information for developing training programs and safe work procedures.


## ***SPES / WHMIS Symbols and Labels***

WHMIS Logos



WHMIS label border



STANLEY PARK ECOLOGY SOCIETY	<b><u>Salinity Titration Reagent B</u></b>	
<b>Safe Handling Info:</b> Store out of sunlight, in cool, dry place		
<b>Personal Safety Info:</b> wear gloves, goggles		
<b>First Aid Measures:</b> Flush with water for 15 minutes. Remove affected clothing and wash skin with soap and water		
<b>MSDS Reference:</b> 7461		
<b>24 Hour Emergency Number (CHEM-TEL)</b>		<b>1-800-255-3924</b>



## Classification of controlled products

A controlled product is a product that falls into one or more of the hazard classes described below. Manufacturers and suppliers classify these products and assign one or more of the appropriate hazard symbols. Employers must educate and train workers to recognize the eight hazard symbols and to know what they mean. The following are only brief descriptions of each of the classes.

### CLASS A: COMPRESSED GAS



This class includes compressed gases, dissolved gases, and gases liquefied by compression or refrigeration. If the pressure in the container is greater than 40 psi, the gas is a Class A product. The cylinder may explode if exposed to heat or to physical shock (when dropped).

*Examples: oxygen and acetylene in cylinders for welding; propane*

### CLASS B: FLAMMABLE AND COMBUSTIBLE MATERIAL



This class includes solids, liquids, and gases capable of catching fire in the presence of a spark or open flame under normal working conditions. Class B has six divisions:

#### DIVISION 1: FLAMMABLE GASES

These are compressed gases (Class A) that form flammable mixtures in air.

*Examples: butane, propane, hydrogen gas*

#### DIVISION 2: FLAMMABLE LIQUIDS

These are liquids that have flash points below 37.8°C. A flash point is the lowest temperature at which the vapours from these liquids will catch fire from nearby sparks or open flames.

*Examples: acetone, gasoline, isopropyl alcohol*

**DIVISION 3: COMBUSTIBLE LIQUIDS**

These are liquids that have flash points of 37.8°C or more but less than 93.3°C.

*Examples: kerosene, mineral spirits, butyl cellosolve*

**DIVISION 4: FLAMMABLE SOLIDS**

This is a special group of solids (usually metals) that meet very specific technical criteria such as the ability to cause fire through friction or to ignite and burn so vigorously and persistently that they create a hazard.

*Examples: various magnesium alloys, beryllium powder*

**DIVISION 5: FLAMMABLE AEROSOLS**

These products are packaged in aerosol containers. Either the aerosolized product itself or the propellant may catch fire.

*Examples of flammable propellants: propane, butane, isobutane*

**DIVISION 6: REACTIVE FLAMMABLE MATERIALS**

These products react dangerously in one of two ways: either (1) they spontaneously create heat or catch fire under normal conditions of use or they create heat when in contact with air to the point where they begin to burn, or (2) they emit a flammable gas or spontaneously catch fire when in contact with water or water vapour.

*Examples: aluminum alkyl compounds, metallic sodium, white phosphorous*

**CLASS C:**

**OXIDIZING MATERIAL**



These materials increase the risk of fire if they come in contact with flammable or combustible materials.

*Examples: perchloric acid, hydrogen peroxide, permanganates, compressed oxygen*

**CLASS D: POISONOUS AND INFECTIOUS MATERIAL**

Class D has three divisions:



**DIVISION 1: MATERIALS CAUSING IMMEDIATE AND SERIOUS TOXIC EFFECTS**

These materials can cause death or immediate injury when a person is exposed to small amounts.  
*Examples: sodium cyanide, hydrogen sulphide*



**DIVISION 2: MATERIALS CAUSING OTHER TOXIC EFFECTS**

These materials can cause life-threatening and serious long-term health problems as well as less severe but immediate reactions in a person who is repeatedly exposed to small amounts. Health problems include immediate skin or eye irritation, allergic sensitization, cancer, serious impairment of specific body organs and systems, and reproductive problems.  
*Examples: xylene, asbestos, isocyanates*



**DIVISION 3: BIOHAZARDOUS INFECTIOUS MATERIAL**

These materials contain harmful micro-organisms that have been classified into Risk Groups 2, 3, and 4 as determined by the World Health Organization (WHO) or the Medical Research Council of Canada.  
*Examples: cultures or diagnostic specimens containing salmonella bacteria or the hepatitis B virus*

**CLASS E: CORROSIVE MATERIAL**



This class includes caustic and acid materials that can destroy the skin or eat through metals.  
*Examples: sodium hydroxide, hydrochloric acid, nitric acid*

**CLASS F: DANGEROUSLY REACTIVE MATERIAL**



These products may self-react dangerously (for example, they may explode) upon standing or when exposed to physical shock or to increased pressure or temperature, or they emit toxic gases when exposed to water.  
*Examples: plastic monomers such as butadiene; some cyanides*

## Products Exempt from WHMIS

### Products exempt from WHMIS

Some controlled products are either partially exempt or completely exempt from WHMIS.

#### Partially exempt products

Products covered by other federal legislation are exempt from federal WHMIS requirements for supplier labels and MSDSs. However, provincial WHMIS legislation still applies and employers must:

- Provide workers with hazard information about the product
- Educate workers about the hazards of the product
- Educate and train workers in the safe use, handling, storage, and disposal of the product

These partially exempt products are:

- Some consumer products, such as chemicals and pressurized containers
- Cosmetics, medical devices, drugs, and foods (*Food and Drugs Act*)
- Explosives (*Explosives Act*)
- Pesticides (*Pest Control Products Act*)
- Radioactive substances (*Atomic Energy Control Act*)

#### Completely exempt products

Products that are completely exempt (sometimes called "excluded") from both federal and provincial WHMIS legislation are still covered by general provincial occupational health and safety regulations. Workers must still be trained and supervised in the safe handling of these products.

These completely exempt products are:

- Wood and products made of wood
- Manufactured articles (such as appliances and car batteries)
- Tobacco and products made of tobacco
- Goods handled, offered for transport, or transported under the *Transportation of Dangerous Goods Act*
- Hazardous wastes (they must be identified at workplaces where they are produced)

For more information on exempt products, see the WorkSafeBC manual *WHMIS Core Material*.

*The rest of this booklet deals with controlled products that require WHMIS supplier labels and MSDSs (products that are not exempt).*

## Appendix 6: Program-specific Safety Plans: Research, Monitoring, and Mapping

### *Monthly Bird Count Safety Plan*

FIELDWORK SUPERVISOR:

Name: Robyn Worcester  
 Telephone (Home): \_\_\_\_\_ (In the field): \_\_\_\_\_  
 Medical Condition(s): none  
 Emergency Contact (Name, Telephone, Address): \_\_\_\_\_

First Aid Training: YES NO

LOCATION OF FIELDWORK: Perimeter trails of Lost Lagoon and Beaver Lake as well as South Creek Trail to go to and from locations in Stanley Park

NATURE OF WORK: Lead a group of 2-20 volunteers in a monthly survey of birds in and around Beaver Lake and Lost Lagoon. We follow the designated trails and count bird using binoculars. The RISK LEVEL for this program is LOW. Potential hazards include medical emergencies, wildlife interactions and personal safety concerns as the work is in relatively populated areas, on trails and does not require any specialized equipment.

### SPECIAL SAFETY CONSIDERATIONS:

GENERAL: Be sure to check in at the office or with Nature House staff before leaving, and be sure to inform them of your contact information and your work locations. Emergency contact information must be collected from each volunteer/participant beforehand and kept with leaders/staff persons along with a copy of the Emergency Contact Numbers and Emergency Procedures. Volunteers/participants should be queried regarding special conditions (visible or hidden disabilities), special medical conditions (e.g. diabetes, allergies, epilepsy, etc.), or special accommodations; but they should be mainly responsible for their specific needs (e.g. insulin, painkillers, food and water, etc). Basic first aid kits must be carried in the field to treat small injuries, for any serious injuries always call 911. All SPES staff involved in field work and outdoor education are trained in First Aid and should be contacted for help if they available.

EMERGENCY PROCEDURES: (Include information on communication and evacuation plans):  
 Emergency procedures are outlined in Section 2 of this document. All staff and team leaders leading programs must read these and carry a copy in the field. They must have read the Conservation Field Safety Protocols and complete a health and safety checklist before heading out. If a medical emergency should arise, First Aid kits are available at the Nature House or 911 will be called for more serious accidents/injuries.

EQUIPMENT: A cell phone must be carried in-field; all other safety equipment is optional.

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS: None required

TRAINING: Training is simple and done at start of survey. Any relevant emergency procedural information must be relayed prior to start of survey. Emergency contact info must be obtained and kept by the team leader/ staff person supervising the survey.

SIGNATURE OF SUPERVISOR: I acknowledge that this fieldwork safety plan has been prepared in keeping with requirements of the SPES Conservation Programs Safety Policy:

Name (print)

Signature

Date



## ***Heron Colony Monitoring Safety Plan***

### **FIELDWORK SUPERVISOR:**

Name: \_\_\_\_\_  
 Telephone (Home): \_\_\_\_\_ (In the field): \_\_\_\_\_  
 Medical Condition(s): \_\_\_\_\_  
 Emergency Contact (Name, Telephone, Address): \_\_\_\_\_

First Aid Training:      YES      NO

**LOCATION OF FIELDWORK:** The heron colony is located adjacent to 2099 Beach Ave in Stanley Park. Some field work is conducted from the roof top of the building 2055 Pendrell St

**NATURE OF WORK:** Small groups (usually 2 and up to 6) of volunteers lead by a team leader to survey heron nests in trees above. Everyone uses designated trails and stays out of the fenced areas to count the birds using binoculars. The RISK LEVEL for this program is LOW. Potential hazards include medical emergencies, wildlife interactions and personal safety concerns as the work is in relatively populated areas, on trails and does not require any specialized equipment. There is some risk from branches and other materials falling from above and extreme caution should be used on the rooftop.

### **SPECIAL SAFETY CONSIDERATIONS:**

**GENERAL:** Be sure to check in at the office or with Nature House staff before leaving, and be sure to inform them of your contact information and your work locations. Emergency contact information must be collected from each volunteer/participant beforehand and kept with leaders/staff persons along with a copy of the Emergency Contact Numbers and Emergency Procedures. Volunteers/participants should be queried regarding special conditions (visible or hidden disabilities), special medical conditions (e.g., diabetes, allergies, epilepsy, etc.), or special accommodations; but they should be mainly responsible for their specific needs (e.g. insulin, painkillers, food and water, etc). Basic first aid kits must be carried in the field to treat small injuries, for any serious injuries always call 911. SPES staff involved in field work and outdoor education are trained in First Aid and should be contacted for help if they available.

**ANIMAL HANDLING:** All animal tissues, fluids and excrement should be handled so that the potential for human contact is minimized. Surveyors should avoid contaminating skin and clothing with blood, body fluids or excrement. Surveyors should thoroughly wash hands and any other contaminated skin surfaces with a germicidal skin cleanser immediately after handling wild animals or their samples. All personnel handling animals should practice good hygiene (i.e.. wash hands before eating) and avoid rubbing their eyes after contact.

**EMERGENCY PROCEDURES:** Emergency procedures are outlined in Section 2 of this document. All staff and team leaders leading this program must read these and carry a copy in the field. They must have read the Conservation Field Safety Protocols and complete a health and safety checklist before heading out. If a medical emergency should arise, First Aid kits are available at the Park Board head office, Nature House or 911 will be called for more serious accidents/injuries.

**EQUIPMENT:** A cell phone must be carried in-field, all other safety equipment is optional.  
 Condition of equipment has been checked and is in proper working order (**circle**):    YES    /    NO  
 Comments: \_\_\_\_\_

**PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:**    None required; hats and long sleeves/pants are recommended.

**TRAINING:** Training is simple and done at start of survey by the team leader. Any relevant emergency procedural information must be relayed prior to start of survey. Emergency contact info must be obtained and held by the team leader/ staff person supervising the survey.

**SIGNATURE OF SUPERVISOR:** I acknowledge that this fieldwork safety plan has been prepared in keeping with the requirements of the SPES Conservation Programs Safety Policy:

Name (print)	Signature	Date
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***Heron Colony and rooftop vantage (2055 Pendrell Street)***



## ***Long-term Monitoring - Amphibian Monitoring Safety Plan***

### **FIELDWORK SUPERVISOR:**

Name: \_\_\_\_\_  
 Telephone (Home): \_\_\_\_\_ (In the field): \_\_\_\_\_  
 Medical Condition(s): \_\_\_\_\_  
 Emergency Contact (Name, Telephone, Address): \_\_\_\_\_  
 \_\_\_\_\_  
 First Aid Training:      YES      NO

**LOCATION OF FIELDWORK:** Fieldwork is conducted in Stanley Park. Visual searches are conducted at various small ponds around the Park and cover board checks are conducted at SPES's long-term monitoring stations (see maps attached).

**NATURE OF WORK:** Volunteers led by a team leader have two tasks: 1) To survey small ponds and wetlands for amphibians, and 2) Conduct regular checks of amphibian and reptile coverboards located at SPES's long-term monitoring stations.

For wetland surveys, volunteers use a map to find the small ponds and in waders or boots, search ponds for evidence of amphibians and reptiles and their eggs. Coverboard searches consist of volunteers locating the long-term monitoring stations using written directions and GPS, then checking plywood boards for signs of use by amphibians and reptiles. Since the ponds are small, hazards associated with work in deeper water do not apply. Because both wetlands and long-term monitoring stations are located off-trail and sometimes in remote areas, volunteers and staff should be aware of hazards this poses. Personal Safety needs to be considered at all times as there is some risk of injury due to rough off- trail terrain. No volunteers will conduct this survey alone. There is also a small risk of the transmission of zoonotic disease transmission if animals are handled.

### **SPECIAL SAFETY CONSIDERATIONS:**

**GENERAL:** Be sure to check in at the office or with Nature House staff before leaving, and be sure to inform them of your contact information and your work locations. Emergency contact information must be collected from each volunteer/participant beforehand and kept with leaders/staff persons along with a copy of the Emergency Contact Numbers and Emergency Procedures. Volunteers/participants should be queried regarding special conditions (visible or hidden disabilities), special medical conditions (e.g., diabetes, allergies, epilepsy, etc.), or special accommodations; but they should be mainly responsible for their specific needs (e.g. insulin, painkillers, food and water, etc). Basic first aid kits must be carried in the field to treat small injuries, for any serious injuries always call 911. SPES staff involved in field work and outdoor education are trained in First Aid and should be contacted for help if they available.

#### **Off-trail and remote area hazards:**

- Volunteers must wear appropriate clothing for the field conditions, such as proper shoes, long sleeves and pants, and rain gear, boots or waders if necessary. Warm weather gear in winter, and hats, water and sunscreen in summer also need to be considered.
- Take note of the experience level of volunteers. If they seem to have trouble navigating rough terrain, slow down and assist them to prevent slips and falls.
- Be conscious of navigation issues. Although Stanley Park is not huge it is possible to get lost and this can be dangerous if an emergency arises. Always be aware of which trail / trail head you are near and carry a GPS or compass when going deeper off-rail.
- Stay close together - the safety you have traveling in pairs /groups is lost if you separate. If necessary, obtain high visibility vests from SPES office, to help keep teams together and visible.

- Before heading out in the field, make sure everyone knows who is responsible for first aid and relay Emergency Procedure information. At the very least, everyone should know who to call and what to do in case the team leader has an accident.
- When you obtain the emergency contact info for each participant, you will also ask if there are any medical conditions you need to know about. This will greatly reduce the risk of a serious incident in the field because you will be well prepared (i.e. anaphylactic shock, epilepsy, etc).
- Be aware of personal limitations - if people become dehydrated or fatigued, give them a break, water, a snack or follow other specific recommendations found in the Emergency Protocols.
- Field staff and team leaders must pay attention to weather conditions. All field activities in the forest must cease if wind speeds exceed 20km/hr; no one should be outside in the Park in wind speeds 60km/hr and greater. There is a greater risk of falling trees and limbs off-trail in the Park.
- One of the greatest risks in the forest is the potential for being hit by falling woody debris. Be conscious of potential danger trees such as dead standing snags and branches fallen branches hung up in nearby trees. Never push or lean on dead standing trees as the top may detach and fall causing serious or fatal injuries.
- Slipping and falling is the most common safety concern in the forest. Avoid walking on slippery logs and rocks and use extreme caution if working in "blowdown areas".

**PERSONAL SAFETY:** Personal Safety risks increase as you head off-trail. Stanley Park is home to campers and off-trail areas are frequented by people engaged in criminal activity. When heading off designated trails, it is best to follow access routes that have not previously been created (i.e. "illegal trails"). If you do run across a person or camper off-trail, you can say "sorry for the disturbance", you work with the "Stanley Park Ecology Society" and are doing a "wildlife survey". Try to leave the area as soon as possible and do not engage in discussion with the person if at all possible (many of the campers suffer from substance abuse and/or mental health issues and cannot be trusted). If a threatening condition occurs, relocate to a safer location such as locked car, populated area, or well-lighted area if possible. Refer to the Conservation Programs: Health & Safety Manual Section 2 for detailed personal safety information. Keep belongings, particularly small and expensive items (cameras, instruments, backpacks, etc.) either locked up or with you at all times.

- If a Park visitor becomes aggressive and/or abusive and you feel your (or the visitors') personal safety is being threatened, leave and contact the police immediately at 911.
- Notify Park Rangers and Nature House host / SPES staff person
- Remember to fill out an incident report when you return to the Nature House or office.

**ANIMAL HANDLING:** All animal tissues, fluids and excrement should be handled so that potential for human contact is minimized. Surveyors should avoid contaminating skin and clothing with blood, body fluids or excrement. Surveyors should thoroughly wash hands and any other contaminated skin surfaces with a germicidal skin cleanser immediately after handling wild animals or samples. Surveyors should also be aware that some amphibians produce toxic skin secretions. The effects of these toxins can range from mild irritation to more severe symptoms. Staff handling animals should practice good hygiene (i.e.. wash hands before eating) and avoid rubbing their eyes after contact. Common zoonotic diseases, their source and treatments are listed in Table 1 of Emergency Procedures.

**EMERGENCY PROCEDURES:** Emergency procedures are outlined in Section 2 of this document. All staff and team leaders leading this program must read these and carry a copy in the field. They must have read the Conservation Field Safety Protocols and complete a health and safety checklist before going into the field. First aid kits are available in all field kits and if a medical or personal emergency should arise 911 will be called.

**EQUIPMENT:** Condition of equipment has been checked and is in proper working order (**circle**):  
**YES / NO.** Comments: \_\_\_\_\_

**PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:** Safety equipment includes a cell phone, first aid kit, GPS, compass, maps or other way-finding device. Volunteers must wear appropriate clothing for the field conditions, such as proper shoes, long sleeves and pants, and rain gear, boots or waders if necessary. Emergency contact sheets, volunteer contact info and a copy of the emergency procedures should always be taken into the field.

**TRAINING:** Training is done at the start of every new survey. Any relevant emergency procedural information and Personal Safety information must be relayed prior to start of survey. Emergency contact info must be obtained and held by the team leader/ staff person supervising the survey. Specific training on how to conduct searches can be relayed to new volunteers at start of survey or on the way to site locations and demonstrated at the first site.

**SIGNATURE OF SUPERVISOR:** I acknowledge that this fieldwork safety plan has been prepared in keeping with the requirements of the SPES Conservation Programs Safety Policy:

Name (print)	Signature	Date
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Stanley Park Ecology Society Long-Term Monitoring Stations 2007 - 2010



Wetlands where Visual Searches are Conducted



## ***Long-term Monitoring - Bat Monitoring Safety Plan***

### **FIELDWORK SUPERVISOR:**

Name: \_\_\_\_\_  
 Telephone (Home): \_\_\_\_\_ (In the field): \_\_\_\_\_  
 Medical Condition(s): \_\_\_\_\_  
 Emergency Contact (Name, Telephone, Address): \_\_\_\_\_  
 \_\_\_\_\_  
 First Aid Training:      YES      NO

**LOCATION OF FIELDWORK:** Field work is conducted in Stanley Park. Colony counts are done at the Dining Pavilion and acoustic surveys are done in various locations in Stanley Park.

**NATURE OF WORK:** Volunteers led by a team leader have two tasks: 1) To count the bats exiting the maternity colony in the roof of the Dining Pavilion, and 2) Conduct acoustic surveys using a bat detector in various locations in the Park.

For colony counts, volunteers sit in the parking lot outside the Pavilion and count the bats as they emerge at dusk. The only potential hazards are to Personal Safety due to the location and time of day when surveys are conducted. Likewise, for acoustic surveys, which are conducted after dark, Personal Safety risks are higher. Volunteers walk the trails and listen for bat calls on the bat detector. There is little risk of injury due to walking on trails and no volunteers will ever conduct this survey alone.

### **SPECIAL SAFETY CONSIDERATIONS:**

**GENERAL:** Be sure to check in at the office or with Nature House staff before leaving, and be sure to inform them of your contact information and work locations. Emergency contact information must be collected from each volunteer/participant beforehand and kept with leaders/staff persons along with a copy of the Emergency Contact Numbers and Emergency Procedures. Volunteers/participants should be queried regarding special conditions (visible or hidden disabilities), special medical conditions (e.g., diabetes, allergies, epilepsy, etc.), or special accommodations; but they should be mainly responsible for their specific needs (e.g. insulin, painkillers, food and water, etc). Basic first aid kits must be carried in the field to treat small injuries, for any serious injuries always call 911. SPES staff involved in field work and outdoor education are trained in First Aid and should be contacted for help if they available.

**WORKING AT NIGHT:** Safety hazards are higher due to increased personal safety concerns, risk of accidents, response times for emergency services (911) and the lack of SPES staff on-site to assist in emergency situations. All staff and team leaders leading programs at night must read these and carry a copy of the Emergency Procedures in the field. They must read the Conservation Field Safety Protocols with special attention paid to the Personal Safety Information and relay pertinent information to program participants before embarking.

**PERSONAL SAFETY:** Areas with dangerous activities should be approached with prudence. Some areas, although normally safe, can be potentially dangerous when alone or if working at night. If a threatening condition occurs, relocate to a safer location such as locked car, populated area, or well-lighted area if possible. Refer to the Conservation Programs: Health & Safety Manual Section 2 for detailed personal safety information. Keep belongings, particularly small and expensive items (cameras, instruments, backpacks, etc.) either locked up or with you at all times.

- If a Park visitor becomes aggressive and/or abusive and you feel your (or the visitors') personal safety is being threatened, leave and contact the police immediately at 911.
- Notify Park Rangers and Nature House host / SPES staff person
- Remember to fill out an incident report when you return to the Nature House or office.



**EMERGENCY PROCEDURES:** Emergency procedures are outlined Section 2 of this document. All staff and team leaders leading this program must read these and carry a copy in the field. They must have read the Conservation Field Safety Protocols (with special attention paid to the Personal Safety Information) and complete a health and safety checklist before heading out. If a medical or personal emergency should arise 911 will be called.

**EQUIPMENT:** Safety equipment includes a cell phone for communication, first aid kit and flashlights. Condition of equipment has been checked and is in proper working order **(circle): YES / NO**.  
Comments: \_\_\_\_\_

**PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:** None required

**TRAINING:** Training is done at the start of every new survey. Any relevant emergency procedural information and Personal Safety information must be relayed prior to start of survey. Emergency contact info must be obtained and kept by the team leader/ staff person supervisor.

**SIGNATURE OF SUPERVISOR:** I acknowledge that this fieldwork safety plan has been prepared in keeping with the requirements of the SPES Conservation Programs Safety Policy:

Name (print)

Signature

Date



## ***Long-term Monitoring - Intertidal Monitoring Safety Plan***

### **FIELDWORK SUPERVISOR:**

Name: \_\_\_\_\_  
 Telephone (Home): \_\_\_\_\_ (In the field): \_\_\_\_\_  
 Medical Condition(s): \_\_\_\_\_  
 Emergency Contact (Name, Telephone, Address): \_\_\_\_\_  
 \_\_\_\_\_  
 First Aid Training:      YES      NO

**LOCATION OF FIELDWORK:** Fieldwork is conducted on beaches surrounding Stanley Park. Most site locations will be revisited after they are established.

**NATURE OF WORK:** Volunteers led by a team leader will conduct searches of intertidal areas and record the presence, abundance and distribution of intertidal organisms using the seashore. Transects and quadrats are used to partition the sites and visual searches are conducted without the use of any special equipment aside from hand lenses, field ID guides, etc. Potential hazards associated with work in deeper waters do not apply and because survey sites are located in highly visible and populated areas, potential for Personal Safety concerns are low. Working around water poses some unique challenges and the risk of injury due to working in rough terrain is high. There is limited risk associated with handling intertidal animals, but safety concerns should be reviewed. No volunteers will conduct this survey alone.

### **SPECIAL SAFETY CONSIDERATIONS:**

**GENERAL:** Be sure to check in at the office or with Nature House staff before leaving, and be sure to inform them of your contact information and work locations. Emergency contact information must be collected from each volunteer/participant beforehand and kept with leaders/staff persons along with a copy of the Emergency Contact Numbers and Emergency Procedures. Volunteers/participants should be queried regarding special conditions (visible or hidden disabilities), special medical conditions (e.g., diabetes, allergies, epilepsy, etc.), or special accommodations; but they should be mainly responsible for their specific needs (e.g. insulin, painkillers, food and water, etc). Basic first aid kits must be carried in the field to treat small injuries, for any serious injuries always call 911. SPES staff involved in field work and outdoor education are trained in First Aid and should be contacted for help if they available.

### **OFF-TRAIL HAZARDS:**

- Volunteers must wear appropriate clothing for field conditions, such as proper shoes, long sleeves and pants, and rain gear, boots or waders if necessary. Warm weather gear in winter, and hats, water and sunscreen also need to be considered in summer.
- Take note of the experience level of volunteers. If they seem to have trouble navigating rough terrain, slow down and assist them to prevent slips and falls.
- Before heading out in the field, make sure that everyone knows who is responsible for first aid and relay Emergency Procedure information. At the very least, everyone should know who to call and what to do in case the team leader has an accident.
- When you obtain the emergency contact info for each participant, you will also ask if there are any medical conditions you need to know about. This will greatly reduce risk of a serious incident in the field because you will be well prepared (i.e. anaphylactic shock, epilepsy, etc).
- Be aware of personal limitations - if people become dehydrated or fatigued, give them a break, water, a snack or follow other specific recommendations found in the Emergency Protocols.
- Slipping and falling is the most common safety concern in the intertidal zone. Avoid walking on slippery logs and rocks and use extreme caution if working in steep rocky areas.

**WATER HAZARDS:** Working around water increases potential for accidents to occur. Aside from wearing proper gear such as boots and waders, several safety tips are listed below:

- When working in water over 1m depth, Personal Flotation Devices (PFDs) should be made available to volunteers.
- At least one team member working in these areas should have first aid training with CPR
- Working on beaches is relatively safe, but be cautious of tide changes, weather conditions and terrain. The most common hazard is likely slipping on loose or slippery surfaces, so proper footwear is essential for volunteers.

**ANIMAL HANDLING:** All animal tissues, fluids and excrement should be handled so that potential for human contact is minimized. Surveyors should avoid contaminating skin and clothing with blood, body fluids or excrement. Surveyors should thoroughly wash hands and any other contaminated skin surfaces with a germicidal skin cleanser immediately after handling wild animals or samples. Surveyors should also be aware that some creatures can produce toxic secretions. The effects of these toxins can range from mild irritation to more severe symptoms. Staff handling animals should practice good hygiene (i.e. wash hands before eating) and avoid rubbing their eyes after contact. Common zoonotic diseases, their source and treatment are listed in the Emergency Procedures Table 1.

**EMERGENCY PROCEDURES:** Emergency procedures are outlined in Section 2 of this document. All staff and team leaders leading this program must read these and carry a copy in the field. They must have read the Conservation Field Safety Protocols and complete a health and safety checklist before going into the field. First aid kits are available in all field kits and If a medical or personal emergency should arise 911 will be called.

**EQUIPMENT:** Condition of equipment has been checked and is in proper working order (**circle**):  
**YES / NO.** Comments: \_\_\_\_\_

**PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:** Safety equipment includes a cell phone and first aid kit. Volunteers must wear appropriate clothing for the field conditions, such as proper shoes and rain gear. Volunteers should not be allowed to participate in these surveys if they are wearing inappropriate shoes (e.g. flip flops). Emergency contact sheets, volunteer contact info and a copy of the emergency procedures should always be taken into the field.

**TRAINING:** Training is done at the start of every new survey. Any relevant emergency procedural information and Intertidal Safety / beach etiquette information must be relayed prior to start of survey. Emergency contact info must be obtained and kept by the team leader/ staff person supervisor. Specific training on how to conduct surveys can be relayed to new volunteers at start of survey or on the way to site locations and demonstrated at the first site.

**SIGNATURE OF SUPERVISOR:** I acknowledge that this fieldwork safety plan has been prepared in keeping with the requirements of the SPES Conservation Programs Safety Policy:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## ***Long-term Monitoring - Water Quality Monitoring Safety Plan***

### **FIELDWORK SUPERVISOR:**

Name: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (In the field): \_\_\_\_\_

Medical Condition(s): \_\_\_\_\_

Emergency Contact (Name, Telephone, Address): \_\_\_\_\_

First Aid Training:      YES      NO

LOCATION OF FIELDWORK: Field work is conducted at Beaver Lake and Lost Lagoon.

NATURE OF WORK: Volunteers led by a team leader will test water samples at Beaver Lake and Lost Lagoon. Various water quality tests are carried to field locations along the perimeter trails where water is tested. Water tests can contain chemicals so Workplace Hazardous Materials Information System (WHMIS) procedures apply. Also, working around water can be hazardous and handling Lost Lagoon water can pose unique health risks. This survey does not require off-trail access and Personal Safety concerns are low. No volunteers will conduct this survey alone.

### **SPECIAL SAFETY CONSIDERATIONS:**

GENERAL: Be sure to check in at the office or with Nature House staff before leaving, and be sure to inform them of your contact information and work locations. Emergency contact information must be collected from each volunteer/participant beforehand and kept with leaders/staff persons along with a copy of the Emergency Contact Numbers and Emergency Procedures. Volunteers/participants should be queried regarding special conditions (visible or hidden disabilities), special medical conditions (e.g., diabetes, allergies, epilepsy, etc.), or special accommodations; but they should be mainly responsible for their specific needs (e.g. insulin, painkillers, food and water, etc). Basic first aid kits must be carried in the field to treat small injuries, for any serious injuries always call 911. SPES staff involved in field work and outdoor education are trained in First Aid and should be contacted for help if they available.

WATER HAZARDS: Working around water increases the potential for accidents to occur. Aside from wearing proper gear such as boots and waders, several safety tips are listed below:

- When working in water over 1m depth, Personal Flotation Devices (PFDs) should be made available to volunteers.
- At least one team member working in deeper wetlands should have first aid training with CPR
- If wading in Beaver Lake or Lost Lagoon, be aware that drop-off and sinkhole areas are common. Use a pole to balance, poke ahead of you to test the depth and to reach out to someone if you become stuck.
- Lost Lagoon can pose health risks because the water is of poor quality. Potential bacteria found in the water include E.Coli and Leptospirosis. All people handling the water should treat it as though it is contaminated and practice good hygiene. Also, avoid entering the water (especially Lost Lagoon) with open wounds and use gloves as much as possible.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS): Proper personal protection (gloves or dust masks) should be worn when handling chemicals. All chemicals transported (solvents, etc.) must be transported in a labeled, durable container. Any hazardous wastes must be disposed of properly and legally. Workplace labels are found with all chemicals and Material Safety Data Sheets (MSDS) sheets are available in the binder stored in the Nature House and the Dining Pavilion. All staff and volunteers who may come into contact with these chemicals must review the hazards and safe handling procedures. For more info on WHMIS see the SPES Conservation Programs Health & Safety Manual: Appendix 5.

**EMERGENCY PROCEDURES:** Emergency procedures are outlined in Section 2 of this document. All staff and team leaders leading this program must read these and carry a copy in the field. They must have read the Conservation Field Safety Protocols and complete a health and safety checklist before heading out. First aid kits are available in all field kits and If a medical or personal emergency should arise 911 will be called.

**EQUIPMENT:** Condition of equipment has been checked and is in proper working order (**circle**):

**YES / NO.** Comments: \_\_\_\_\_

**PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:** Safety equipment includes a cell phone and first aid kit. Volunteers must wear appropriate clothing for field conditions, such as proper shoes and rain gear. Emergency contact sheets, volunteer contact info and a copy of the emergency procedures should always be taken into the field.

**TRAINING:** Training is done at the start of every new survey. Any relevant emergency procedural information and WHIMIS information must be relayed prior to start of survey. Emergency contact info must be obtained and held by the team leader/ staff person supervisor. Specific training on how to conduct the surveys can be relayed to new volunteers at start of survey or on the way to site locations and demonstrated at the first site.

**SIGNATURE OF SUPERVISOR:** I acknowledge that this fieldwork safety plan has been prepared in keeping with the requirements of the SPES Conservation Programs Safety Policy:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ***Seasonal Surveys - Pond Breeding Amphibian and Reptile Survey Safety Plan***

### **FIELDWORK SUPERVISOR:**

Name: \_\_\_\_\_  
 Telephone (Home): \_\_\_\_\_ (In the field): \_\_\_\_\_  
 Medical Condition(s): \_\_\_\_\_  
 Emergency Contact (Name, Telephone, Address): \_\_\_\_\_

First Aid Training:      YES      NO

**LOCATION OF FIELDWORK:** Field work is conducted at Beaver Lake, Lost Lagoon, Moose Pond, Beaver Pond and other large wetlands in Stanley Park.

**NATURE OF WORK:** SPES staff and volunteers trap amphibian larvae and adults in permanent water bodies to determine species presence and abundance. Traps are set and retrieved within 24 hours. Working in deep water bodies poses unique challenges and working in waders can be hazardous. Because the wetlands are located off-trail and sometimes in remote areas, volunteers and staff should be aware of the hazards this poses. Personal Safety risks are low but there is some risk of injury due to walking off trails in rough terrain. No volunteers will conduct this survey alone. There is also a small risk of the transmission of zoonotic disease transmission if animals are handled.

### **SPECIAL SAFETY CONSIDERATIONS:**

**GENERAL:** Be sure to check in at the office or with Nature House staff before leaving, and be sure to inform them of your contact information and work locations. Emergency contact information must be collected from each volunteer/participant beforehand and kept with leaders/staff persons along with a copy of the Emergency Contact Numbers and Emergency Procedures. Volunteers/participants should be queried regarding special conditions (visible or hidden disabilities), special medical conditions (e.g., diabetes, allergies, epilepsy, etc.), or special accommodations; but they should be mainly responsible for their specific needs (e.g. insulin, painkillers, food and water, etc). Basic first aid kits must be carried in the field to treat small injuries, for any serious injuries always call 911. SPES staff involved in field work and outdoor education are trained in First Aid and should be contacted for help if they available.

**OFF-TRAIL AND REMOTE AREA HAZARDS:** Volunteers must wear appropriate clothing for field conditions, such as proper shoes, long sleeves and pants, and rain gear, boots or waders if necessary. Warm weather gear in winter, and hats, water and sunscreen also need to be considered in summer.

- Take note of the experience level of volunteers. If they seem to have trouble navigating rough terrain, slow down and assist them to prevent slips and falls.
- Stay close together - the safety you have traveling in pairs/groups is lost if you separate. If necessary, obtain high visibility vests from the SPES office, to help in keeping teams together and visible.
- Before heading out in the field, make sure everyone knows who is responsible for first aid and relay Emergency Procedure information. At the very least, everyone should know who to call and what to do in case the team leader has an accident.
- When you obtain the emergency contact info for each participant, you will also ask if there are any medical conditions you need to know about. This will greatly reduce the risk of a serious incident in the field because you will be well prepared (i.e. anaphylactic shock, epilepsy, etc).
- Be aware of personal limitations - if people become dehydrated or fatigued, give them a break, water, a snack or follow other specific recommendations found in the Emergency Protocols.
- Field staff and team leaders must pay attention to weather conditions. All field activities in areas covered by forest must cease if wind speeds exceed 20km/hr and no one should be outside in the Park in wind speeds 60km/hr and greater. There is a greater risk of falling trees and limbs off-trail in the Park.

**PERSONAL SAFETY:** Personal Safety risks increase as you head off-trail. Stanley Park is home to campers and off-trail areas are frequented by people engaged in criminal activity. When heading off designated trails, it is best to follow access routes that have not previously been created (i.e. “illegal trails”). If you do run into a person or camper off-trail - you can say “sorry for the disturbance”, you work with the “Stanley Park Ecology Society” and are doing a “wildlife survey”. Try to leave the area as soon as possible and do not engage in discussion with the person if at all possible (many of the campers suffer from substance abuse and/or mental health issues and cannot be trusted). If a threatening condition occurs, relocate to a safer location such as locked car, populated area, or well-lighted area if possible. Refer to the Conservation Programs: Health & Safety Manual Section 2 for detailed personal safety information. Keep belongings, particularly small and expensive items (cameras, instruments, backpacks, etc.) either locked up or with you at all times.

- If a Park visitor becomes aggressive and/or abusive and you feel your (or other visitors’) personal safety is being threatened, leave and contact the police immediately at 911.
- Notify Park Rangers and Nature House host / SPES staff person
- Remember to fill out an incident report when you return to the Nature House or office.

**ANIMAL HANDLING:** All animal tissues, fluids and excrement should be handled so that the potential for human contact is minimized. Surveyors should avoid contaminating skin and clothing with blood, body fluids or excrement. Surveyors should thoroughly wash hands and any other contaminated skin surfaces with a germicidal skin cleanser immediately after handling wild animals or samples. Surveyors should also be aware that some amphibians produce toxic skin secretions. The effects of these toxins can range from mild irritation to more severe symptoms. All persons handling animals should practice good hygiene (i.e.. wash hands before eating) and avoid rubbing their eyes after contact. Common zoonotic diseases, their source and treatment are listed in the Emergency Procedures Table 1.

**WATER HAZARDS:** Working around water increases the potential for accidents to occur. Aside from wearing proper gear such as boots and waders, several safety tips are listed below:

- When working in water over 1m depth, Personal Flotation Devices (PFDs) should be made available to volunteers.
- At least one team member working in deeper wetlands should have first aid training with CPR
- If wading in Beaver Lake or Lost Lagoon, be aware that drop-off and sinkhole areas are common. Use a pole to balance, poke ahead of you to test the depth and to reach out to someone if you become stuck.
- Lost Lagoon can pose health risks because the water is of poor quality. Potential bacteria found in the water include E.Coli and Leptospirosis. All people handling the water should treat it as though it is contaminated and practice good hygiene. Also, avoid entering the water (especially Lost Lagoon) with open wounds and use gloves as much as possible.

**WADERS SAFETY:** Safe wading of lakes/lagoons requires concentration on and awareness of below surface conditions at all times. Often when caught in the moment, our concentration lapses and accidents are most likely to happen. The following information may help to minimize such accidents.

- Most SPES waders are rubber traditional chest waders - they are the cheapest option, but are also heavy and lack buoyancy and a ‘snug’ fit. Rubber boot soles work better on sand, silt and grassy banks, but can be slippery on rocks and logs. These should be worn with a ‘snug’ fitting wading belt. This may minimize the amount of water entering the waders and provide some buoyancy below the belt should you fall in. A jacket or waistcoat over the chest waders will also help prevent water entering waders.
- Always know where you are going to enter and exit the water. Choose the safest place and remember that conditions can change quickly.
- Avoid tree roots, snags and large rocks and use a wading stick (e.g. an old ski pole or stick).

**EMERGENCY PROCEDURES:** Emergency procedures are outlined in Section 2 of this document. All staff and team leaders leading this program must read these and carry a copy in the field. They must have read the Conservation Field Safety Protocols and complete a health and safety checklist before going into the field. First aid kits are available in all field kits and If a medical or personal emergency should arise 911 will be called.

**EQUIPMENT:** Condition of equipment has been checked and is in proper working order (**circle**):

**YES / NO**, Comments: \_\_\_\_\_

**PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:** Safety equipment includes a cell phone, first aid kit, GPS, compass, maps or other way-finding device. Volunteers must wear appropriate clothing for field conditions, such as proper shoes, long sleeves and pants, and rain gear, boots or waders if necessary. Emergency contact sheets, volunteer contact info and a copy of the emergency procedures should always be taken into the field.

**TRAINING:** Training is done at the start of every new survey. Any relevant emergency procedural information and Personal Safety information must be relayed prior to start of survey and emergency contact info obtained and held by the team leader/ staff person supervisor. Specific training on how to conduct searches can be relayed to new volunteers at start of survey or on the way to site locations and demonstrated at the first site.

**SIGNATURE OF SUPERVISOR:** I acknowledge that this fieldwork safety plan has been prepared in keeping with the requirements of the SPES Conservation Programs Safety Policy:\

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ***Seasonal Surveys - Bat Mist Netting Survey Safety Plan***

### **FIELDWORK SUPERVISOR:**

Name: \_\_\_\_\_  
 Telephone (Home): \_\_\_\_\_ (In the field): \_\_\_\_\_  
 Medical Condition(s): \_\_\_\_\_  
 Emergency Contact (Name, Telephone, Address): \_\_\_\_\_

First Aid Training:      YES      NO

**LOCATION OF FIELDWORK:** Field work is conducted at Beaver Lake, Lost Lagoon, Moose Pond, Beaver Pond and other large wetlands in Stanley Park.

**NATURE OF WORK:** SPES staff and volunteers conduct live trapping using an array of specialized mist-nets. Mist-nets are large nets set up between two poles used to catch bats. Each net has a set of four shelves to catch bats as they fly. Bats fly into the net and are held in the shelves until they are retrieved. The best areas for setting up mist-nets are over water or across trails with heavy vegetation to either side. After being held for an hour, the bats are inspected, measured, weighed, and sexed. Other identifying features also observed and recorded to help identify species and other comments are also recorded, then the bats are released.

This is potentially one of the most hazardous field programs at SPES as bats can transmit rabies virus which is fatal. Surveys require working at night in the Park, sometimes in remote locations, and sometimes in deep water using waders. All volunteers and staff should be aware of safety procedures.

### **SPECIAL SAFETY CONSIDERATIONS:**

**GENERAL:** Be sure to check in at the office or with Nature House staff before leaving, and be sure to inform them of your contact information and work locations. Emergency contact information must be collected from each volunteer/participant beforehand and kept with leaders/staff persons along with a copy of the Emergency Contact Numbers and Emergency Procedures. Volunteers/participants should be queried regarding special conditions (visible or hidden disabilities), special medical conditions (e.g., diabetes, allergies, epilepsy, etc.), or special accommodations; but they should be mainly responsible for their specific needs (e.g. insulin, painkillers, food and water, etc). Basic first aid kits must be carried in the field to treat small injuries, for any serious injuries always call 911. SPES staff involved in field work and outdoor education are trained in First Aid and should be contacted for help if they available.

**OFF-TRAIL AND REMOTE AREA HAZARDS:** Volunteers must wear appropriate clothing for field conditions, such as proper shoes, long sleeves and pants, and rain gear, boots or waders if necessary. Warm weather gear in winter, and hats, water and sunscreen also need to be considered in summer.

- Take note of the experience level of volunteers. If they seem to have trouble navigating rough terrain, slow down and assist them to prevent slips and falls.
- Stay close together - the safety you have traveling in pairs /groups is lost if you separate. If necessary obtain high visibility vests from the SPES office, to help in keeping teams together and visible.
- Before heading out in the field, make sure that everyone knows who is responsible for first aid and relay Emergency Procedure information. At the very least, everyone should know who to call and what to do in case the team leader has an accident.
- When you obtain the emergency contact info for each participant, you will also ask if there are any medical conditions you need to know about. This will greatly reduce the risk of a serious incident in the field because you will be well prepared (i.e. anaphylactic shock, epilepsy, etc).
- Be aware of personal limitations - if people become dehydrated or fatigued, give them a break, water, a snack or follow other specific recommendations found in the Emergency Protocols.



- Field staff and team leaders must pay attention to weather conditions. All field activities in areas covered by forest must cease if wind speeds exceed 20km/hr; no one should be outside in the Park in wind speeds 60km/hr and greater. There is a greater risk of falling trees and limbs off-trail in the Park.

**PERSONAL SAFETY:** Personal Safety risks increase as you head off-trail. Stanley Park is home to campers and off trail areas are frequented by people engaged in criminal activity. When heading off designated trails, it is best to follow access routes that have not previously been created (i.e. “illegal trails”). If you do run into a person or camper off-trail - you can say “sorry for the disturbance”, you work with the “Stanley Park Ecology Society” and are doing a “wildlife survey”. Try to leave the area as soon as possible and do not engage in discussion with the person if at all possible (many of the campers suffer from substance abuse and/or mental health issues and cannot be trusted). If a threatening condition occurs, relocate to a safer location such as locked car, populated area, or well-lighted area if possible. Refer to the Conservation Programs: Health & Safety Manual Section 2 for detailed personal safety information. Keep belongings, particularly small and expensive items (cameras, instruments, backpacks, etc.) either locked up or with you at all times.

- If a Park visitor becomes aggressive and/or abusive and you feel your (or other visitors’) personal safety is being threatened, leave and contact the police immediately at 911.
- Notify Park Rangers and Nature House host / SPES staff person
- Remember to fill out an incident report when you return to the Nature House or office.

**ANIMAL HANDLING: ONLY PERSONNEL WITH UP TO DATE RABIES AND TETANUS SHOTS CAN HANDLE OR EXTRACT BATS.** At least one team member must have up to date vaccinations before conducting trapping. Team members without up to date vaccinations may still help with recording data, photographing, and other work. All animal tissues, fluids and excrement should be handled so that the potential for human contact is minimized. Surveyors should avoid contaminating skin and clothing with blood, body fluids or excrement. Surveyors should thoroughly wash hands and any other contaminated skin surfaces with a germicidal skin cleanser immediately after handling wild animals or their samples. All staff handling animals should practice good hygiene (i.e.. wash hands before eating) and avoid rubbing their eyes after contact. Common zoonotic diseases, their source and treatment are listed in the Emergency Procedures Table 1.

**WATER HAZARDS:** Sometimes mist-nets are put up over water. Working around water increases the potential for accidents to occur. Aside from wearing proper gear such as boots and waders, several safety tips are listed below:

- When working in water over 1m depth, Personal Flotation Devices (PFDs) should be made available to volunteers.
- At least one team member working in deeper wetlands should have first aid training with CPR
- If wading in Beaver Lake or Lost Lagoon, be aware that drop-off and sinkhole areas are common. Use a pole to balance, poke ahead of you to test the depth and to reach out to someone if you become stuck.
- Lost Lagoon can pose health risks because the water is of poor quality. Potential bacteria found in the water include E.Coli and Leptospirosis. All people handling the water should treat it as though it is contaminated and practice good hygiene. Also, avoid entering the water (especially Lost Lagoon) with open wounds and use gloves as much as possible.

**WADER SAFETY:** Safe wading of lakes/lagoons requires concentration on and awareness of below surface conditions at all times. Often when caught in the moment, our concentration lapses and accidents are most likely to happen. The following information may help to minimize such accidents:

- Most SPES waders are rubber traditional chest waders - they are the cheapest option but are also heavy, and lack buoyancy and a ‘snug’ fit. Rubber boot soles works better on sand, silt and grassy banks but can be slippery on rocks and logs. These should be worn with a ‘snug’ fitting wading belt. This may minimize the amount of water entering the waders and provide some



buoyancy below the belt should you fall in. A jacket or waistcoat over the chest waders will also help prevent water entering waders.

- Always know where you are going to enter and exit the water. Choose the safest place and remember that conditions can change quickly.
- Avoid tree roots, snags and large rocks and use a wading stick (e.g. an old ski pole or stick).

**EMERGENCY PROCEDURES:** Emergency procedures are outlined in Section 2 of this document. All staff and team leaders leading this program must read these and carry a copy in the field. They must have read the Conservation Field Safety Protocols and complete a health and safety checklist before going into the field. First aid kits are available in all field kits and If a medical or personal emergency should arise 911 will be called.

**EQUIPMENT:** Condition of equipment has been checked and is in proper working order (**circle**):

**YES / NO.** Comments: \_\_\_\_\_

**PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:** Safety equipment includes a cell phone, first aid kit, GPS, compass, maps or other way-finding device. Headlamps, hand spotlights and powerful flashlights should be used to locate bats and to navigate safely in dark areas. Gloves should be worn to prevent transmission of disease. Volunteers must wear appropriate clothing for field conditions, such as proper shoes, long sleeves and pants, and rain gear, boots or waders if necessary. Emergency contact sheets, volunteer contact info and a copy of the emergency procedures should always be taken in-field.

**TRAINING:** Training is done at the start of every new survey. Any relevant emergency procedural information and Personal Safety information must be relayed prior to start of survey and emergency contact info obtained and held by the team leader/ staff person supervisor. Specific training on how to conduct searches can be relayed to new volunteers at start of survey or on the way to site locations and demonstrated at the first site.

**SIGNATURE OF SUPERVISOR:** I acknowledge that this fieldwork safety plan has been prepared in keeping with the requirements of the SPES Conservation Programs Safety Policy:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Seasonal Surveys - Breeding Bird Survey Safety Plan

### FIELDWORK SUPERVISOR:

Name: \_\_\_\_\_  
 Telephone (Home): \_\_\_\_\_ (In the field): \_\_\_\_\_  
 Medical Condition(s): \_\_\_\_\_  
 Emergency Contact (Name, Telephone, Address): \_\_\_\_\_

First Aid Training: YES NO

LOCATION OF FIELDWORK: Field work is conducted in Stanley Park. Point counts are conducted at SPES's long-term monitoring stations (see map attached).

NATURE OF WORK: Volunteers led by a team leader find each long-term monitoring station and conduct a point count at each station for 5 min. Stations are located using map directions and GPS; surveys are conducted either at the station or at the closest point on the trail to the station. Because long-term monitoring stations are located off-trail and sometimes in remote areas, volunteers and staff should be aware of the hazards this poses. In addition, arriving on-site and working early in the morning (at dawn) means that Personal Safety needs to be considered at all times. No volunteers will conduct this survey alone.

### SPECIAL SAFETY CONSIDERATIONS:

GENERAL: Be sure to check in at the office or with Nature House staff before leaving, and be sure to inform them of your contact information and work locations. Emergency contact information must be collected from each volunteer / participant beforehand and kept with leaders/staff persons along with a copy of the Emergency Contact Numbers and Emergency Procedures. Volunteers/participants should be queried regarding special conditions (visible or hidden disabilities), special medical conditions (e.g., diabetes, allergies, epilepsy, etc.), or special accommodations; but they should be mainly responsible for their specific needs (e.g. insulin, painkillers, food and water, etc). Basic first aid kits must be carried in the field to treat small injuries, for any serious injuries always call 911. SPES staff involved in field work and outdoor education are trained in First Aid and should be contacted for help if they available.

OFF-TRAIL AND REMOTE AREA HAZARDS: Volunteers must wear appropriate clothing for field conditions, such as proper shoes, long sleeves and pants, and rain gear, boots or waders if necessary. Warm weather gear in winter, and hats, water and sunscreen also need to be considered in summer.

- Take note of the experience level of volunteers. If they seem to have trouble navigating rough terrain, slow down and assist them to prevent slips and falls.
- Be conscious of navigation issues. Although Stanley Park is not huge it is possible to get lost and this can be dangerous if an emergency arises. Always be aware of which trail/trail head you are near and carry a GPS or compass when going deeper off-trail.
- Stay close together - the safety you have traveling in pairs /groups is lost if you separate. If necessary obtain high visibility vests from the office to help keep teams together and visible.
- Before heading out in the field, make sure that everyone knows who is responsible for first aid and relay Emergency Procedure information. At the very least, everyone should know who to call and what to do in case the team leader has an accident.
- When you obtain the emergency contact info for each participant, ask if there are any medical conditions you need to know about. This will greatly reduce the risk of a serious incident in the field because you will be well prepared (i.e. anaphylactic shock, epilepsy, etc).
- Be aware of personal limitations - if people become dehydrated or fatigued, give them a break, water, a snack or follow other specific recommendations found in the Emergency Protocols.
- Field staff and team leaders must pay attention to weather conditions. All field activities in areas covered by forest must cease if wind speeds exceed 20km/hr, no one should be outside in the

Park in wind speeds 60km/hr and greater. There is a greater risk of falling trees and limbs off-trail in the Park.

- One of the greatest risk in the forest is the potential for being hit by falling woody debris. Be conscious of potential danger trees such as dead standing snags and branches fallen branches hung up in nearby trees. Never push or lean on dead standing trees as the top may detach and fall causing serious or fatal injuries.
- Slipping and falling is the most common safety concern in the forest. Avoid walking on slippery logs and rocks and use extreme caution if working in “blowdown areas”.

**PERSONAL SAFETY:** Personal Safety risks increase as you head off-trail. Stanley Park is home to campers and off-trail areas are frequented by people engaged in criminal activity. When heading off designated trails, it is best to follow access routes that have not previously been created (i.e. “illegal trails”). If you do run across a person or camper off-trail - you can say “sorry for the disturbance”, you work with the “Stanley Park Ecology Society” and are doing a “wildlife survey”. Try to leave the area as soon as possible and do not engage in discussion with the person if at all possible (many of the campers suffer from substance abuse and/or mental health issues and cannot be trusted). If a threatening condition occurs, relocate to a safer location such as locked car, populated area, or well-lighted area if possible. Refer to the Conservation Programs: Health & Safety Manual Section 2 for detailed personal safety information. Keep belongings, particularly small and expensive items (cameras, instruments, backpacks, etc.) either locked up or with you at all times.

- If a Park visitor becomes aggressive and/or abusive and you feel your (or other visitors’) personal safety is being threatened, leave and contact the police immediately at 911.
- Notify Park Rangers and Nature House host/SPES staff person
- Remember to fill out an incident report when you return to the Nature House or office.

**EMERGENCY PROCEDURES:** Emergency procedures are outlined in Section 2 of this document. All staff and team leaders leading this program must read these and carry a copy in the field. They must have read the Conservation Field Safety Protocols and complete a health and safety checklist before going into the field. First aid kits are available in all field kits and If a medical or personal emergency should arise 911 will be called.

**EQUIPMENT:** Condition of equipment has been checked and is in proper working order (**circle**):  
**YES / NO.** Comments: \_\_\_\_\_

**PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:** Safety equipment includes a cell phone, first aid kit, GPS, compass, maps or other way finding device. Volunteers must wear appropriate clothing for field conditions, such as proper shoes, long sleeves and pants, and rain gear if necessary. Emergency contact sheets, volunteer contact info and a copy of the emergency procedures should always be taken into the field.

**TRAINING:** Training is done prior to and at the start of every new survey. Any relevant emergency procedural information and Personal Safety information must be relayed prior to start of survey and emergency contact info obtained and held by the team leader/ staff person supervisor. Specific training on how to conduct point counts can be relayed to new volunteers at start of survey or on the way to site locations and demonstrated at the first site.

**SIGNATURE OF SUPERVISOR:** I acknowledge that this fieldwork safety plan has been prepared in keeping with the requirements of the SPES Conservation Programs Safety Policy:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Breeding Bird Survey Sites in Stanley Park





## ***Seasonal Surveys - Fish Trapping Survey Safety Plan***

### **FIELDWORK SUPERVISOR:**

Name: \_\_\_\_\_  
 Telephone (Home): \_\_\_\_\_ (In the field): \_\_\_\_\_  
 Medical Condition(s): \_\_\_\_\_  
 Emergency Contact (Name, Telephone, Address): \_\_\_\_\_

First Aid Training:      YES      NO

**LOCATION OF FIELDWORK:** Field work is conducted at Beaver Lake, Lost Lagoon, Moose Pond, Beaver Pond and other large wetlands in Stanley Park.

**NATURE OF WORK:** SPES staff and volunteers trap small fish species in permanent water bodies to determine species presence and abundance. Traps are set and retrieved within 24 hours. Working in deep water bodies poses unique challenges and working in waders can be hazardous. Because wetlands are located off-trail and sometimes in remote areas - volunteers and staff should be aware of the hazards this poses. Personal Safety risks are low but there is some risk of injury due to walking off trails in rough terrain. No volunteers will conduct this survey alone.

### **SPECIAL SAFETY CONSIDERATIONS:**

**GENERAL:** Be sure to check in at the office or with Nature House staff before leaving, and be sure to inform them of your contact information and work locations. Emergency contact information must be collected from each volunteer/participant beforehand and kept with leaders/staff persons along with a copy of the Emergency Contact Numbers and Emergency Procedures. Volunteers/participants should be queried regarding special conditions (visible or hidden disabilities), special medical conditions (e.g., diabetes, allergies, epilepsy, etc.), or special accommodations; but they should be mainly responsible for their specific needs (e.g. insulin, painkillers, food and water, etc). Basic first aid kits must be carried in the field to treat small injuries, for any serious injuries always call 911. SPES staff involved in field work and outdoor education are trained in First Aid and should be contacted for help if they available.

**OFF-TRAIL AND REMOTE AREA HAZARDS:** Volunteers must wear appropriate clothing for field conditions, such as proper shoes, long sleeves and pants, and rain gear, boots or waders if necessary. Warm weather gear in winter, and hats, water and sunscreen also need to be considered in summer.

- Take note of the experience level of volunteers. If they seem to have trouble navigating rough terrain, slow down and assist them to prevent slips and falls.
- Stay close together - the safety you have traveling in pairs /groups is lost if you separate. If necessary obtain high visibility vests from the SPES office, to help in keeping teams together and visible.
- Before heading out in the field, make sure that everyone knows who is responsible for first aid and relay Emergency Procedure information. At the very least, everyone should know who to call and what to do in case the team leader has an accident.
- When you obtain the emergency contact info for each participant, ask if there are any medical conditions you need to know about. This will greatly reduce the risk of a serious incident in the field because you will be well prepared (i.e. anaphylactic shock, epilepsy, etc).
- Be aware of personal limitations - if people become dehydrated or fatigued, give them a break, water, a snack or follow other specific recommendations found in the Emergency Protocols.
- Field staff and team leaders must pay attention to weather conditions. All field activities in areas covered by forest must cease if wind speeds exceed 20km/hr and no one should be outside in the Park in wind speeds 60km/hr and greater. There is a greater risk of falling trees and limbs off-trail in the Park.

**PERSONAL SAFETY:** Personal Safety risks increase as you head off-trail. Stanley Park is home to campers and off trail areas are frequented by people engaged in criminal activity. When heading off designated trails, it is best to follow access routes that have not previously been created (i.e. “illegal trails”). If you do run across a person or camper off-trail - you can say “sorry for the disturbance”, you work with the “Stanley Park Ecology Society” and are doing a “wildlife survey”. Try to leave the area as soon as possible and do not engage in discussion with the person if at all possible (many of the campers suffer from substance abuse and/or mental health issues and cannot be trusted). If a threatening condition occurs, relocate to a safer location such as locked car, populated area, or well-lighted area if possible. Refer to the Conservation Programs: Health & Safety Manual Section 2 for detailed personal safety information. Keep belongings, particularly small and expensive items (cameras, instruments, backpacks, etc.) either locked up or with you at all times.

- If a Park visitor becomes aggressive and/or abusive and you feel your (or other visitors’) personal safety is being threatened, leave and contact the police immediately at 911.
- Notify Park Rangers and Nature House host / SPES staff person
- Remember to fill out an incident report when you return to the Nature House or office.

**ANIMAL HANDLING:** All animal tissues, fluids and excrement should be handled so that the potential for human contact is minimized. Surveyors should avoid contaminating skin and clothing with blood, body fluids or excrement. Surveyors should thoroughly wash hands and any other contaminated skin surfaces with a germicidal skin cleanser immediately after handling wild animals or samples. Surveyors should also be aware that some amphibians produce toxic skin secretions. The effects of these toxins can range from mild irritation to more severe symptoms. All persons handling animals should practice good hygiene (i.e.. wash hands before eating) and avoid rubbing their eyes after contact. Common zoonotic diseases, their source and treatment are listed in the Emergency Procedures Table 1.

**WATER HAZARDS:** Working around water increases the potential for accidents to occur. Aside from wearing proper gear such as boots and waders, several safety tips are listed below:

- When working in water over 1m depth, Personal Flotation Devices (PFDs) should be made available to volunteers.
- At least one team member working in deeper wetlands should have first aid training with CPR
- If wading in Beaver Lake or Lost Lagoon, be aware that drop-off and sinkhole areas are common. Use a pole to balance, poke ahead of you to test the depth and to reach out to someone if you become stuck.
- Lost Lagoon can pose health risks because the water is of poor quality. Potential bacteria found in the water include E.Coli and Leptospirosis. All people handling the water should treat it as though it is contaminated and practice good hygiene. Also, avoid entering the water (especially Lost Lagoon) with open wounds and use gloves as much as possible.

**WADER SAFETY:** Safe wading of lakes/lagoons requires concentration on and awareness of below surface conditions at all times. Often caught in the moment, our concentration lapses and accidents are most likely to happen. The following information may help to minimize such accidents.

- Most SPES waders are rubber traditional chest waders - they are the cheapest option but are also heavy, and lack buoyancy and a ‘snug’ fit. Rubber boot soles work better on sand, silt and grassy banks, but can be slippery on rocks and logs. These should be worn with a ‘snug’ fitting wading belt. This may minimize the amount of water entering the waders and provide some buoyancy below the belt should you fall in. A jacket or waistcoat over the chest waders will also help prevent water entering waders.
- Always know where you are going to enter and exit the water. Choose the safest place and remember that conditions can change quickly.
- Avoid tree roots, snags and large rocks and use a wading stick (e.g. an old ski pole or stick).

**EMERGENCY PROCEDURES:** Emergency procedures are outlined in Section 2 of this document. All staff and team leaders leading this program must read these and carry a copy in the field. They must have read the Conservation Field Safety Protocols and complete a health and safety checklist before going into the field. First aid kits are available in all field kits and If a medical or personal emergency should arise 911 will be called.

**EQUIPMENT:** Condition of equipment has been checked and is in proper working order (**circle**):

**YES / NO.** Comments: \_\_\_\_\_

**PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:** Safety equipment includes a cell phone, first aid kit, GPS, compass, maps or other way finding device. Volunteers must wear appropriate clothing for field conditions, such as proper shoes, long sleeves and pants, and rain gear, boots or waders if necessary. Emergency contact sheets, volunteer contact info and a copy of the emergency procedures should always be taken into the field.

**TRAINING:** Training is done at the start of every new survey. Any relevant emergency procedural information and Personal Safety information must be relayed prior to start of survey and emergency contact info obtained and held by the team leader/ staff person supervisor. Specific training on how to conduct searches can be relayed to new volunteers at start of survey or on the way to site locations and demonstrated at the first site.

**SIGNATURE OF SUPERVISOR:** I acknowledge that this fieldwork safety plan has been prepared in keeping with the requirements of the SPES Conservation Programs Safety Policy:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## ***Seasonal Surveys - Nocturnal Owl Survey Safety Plan***

### **FIELDWORK SUPERVISOR:**

Name: \_\_\_\_\_  
 Telephone (Home): \_\_\_\_\_ (In the field): \_\_\_\_\_  
 Medical Condition(s): \_\_\_\_\_  
 Emergency Contact (Name, Telephone, Address): \_\_\_\_\_

First Aid Training:      YES      NO

**LOCATION OF FIELDWORK:** Call playback surveys are done at SPES's long-term monitoring stations v in Stanley Park (see map attached).

**NATURE OF WORK:** SPES staff and volunteers find each long-term monitoring station and conduct a call playback survey for either small or large owl species at each station for approximately 30 min. Stations are located using map directions and GPS's surveys are conducted either at the station or at the closest point on the trail to the station. Because the long-term monitoring stations are located off-trail and sometimes in remote areas, volunteers and staff should be aware of the hazards this poses. In addition, working at night means that Personal Safety needs to be considered at all times. No volunteers will conduct this survey alone.

### **SPECIAL SAFETY CONSIDERATIONS:**

**GENERAL:** Be sure to check in at the office or with Nature House staff before leaving, and be sure to inform them of your contact information and work locations. Emergency contact information must be collected from each volunteer / participant beforehand and kept with leaders/staff persons along with a copy of the Emergency Contact Numbers and Emergency Procedures. Volunteers/participants should be queried regarding special conditions (visible or hidden disabilities), special medical conditions (e.g., diabetes, allergies, epilepsy, etc.), or special accommodations; but they should be mainly responsible for their specific needs (e.g. insulin, painkillers, food and water, etc). Basic first aid kits must be carried in the field to treat small injuries, for any serious injuries always call 911. SPES staff involved in field work and outdoor education are trained in First Aid and should be contacted for help if they available.

**WORKING AT NIGHT:** When working at night, safety hazards are higher due to increased personal safety concerns, risk of accidents, response times for emergency services (911) and the lack of SPES staff on-site to assist in emergency situations. All staff and team leaders leading programs at night must read these and carry a copy of the Emergency Procedures in the field. They must read the Conservation Field Safety Protocols with special attention paid to the Personal Safety Information and relay pertinent information to program participants before embarking.

**PERSONAL SAFETY:** Areas with dangerous activities should be approached with prudence. Some areas, although normally safe, can be potentially dangerous when alone or if working at night. If a threatening condition occurs, relocate to a safer location such as locked car, populated area, or well-lighted area if possible. Refer to the Conservation Programs: Health & Safety Manual Section 2 for detailed personal safety information. Keep belongings, particularly small and expensive items (cameras, instruments, backpacks, etc.) either locked up or with you at all times.

- If a Park visitor becomes aggressive and/or abusive and you feel your (or other visitors') personal safety is being threatened, leave and contact the police immediately at 911.
- Notify Park Rangers and Nature House host / SPES staff person
- Remember to fill out an incident report when you return to the Nature House or office.

**SPECIAL OWL NOTES:** In general, owls can be very aggressive and will attack intruders, particularly when the nest tree is climbed. Hooting and barking alert visitors to the fact that they are near a nest

**EMERGENCY PROCEDURES:** Emergency procedures are outlined in Section 2 of this document. All staff and team leaders leading this program must read these and carry a copy in the field. They must have read the Conservation Field Safety Protocols (with special attention paid to the Personal Safety Information) and complete a health and safety checklist before going into the field. If a medical or personal emergency should arise 911 will be called.

Comments: \_\_\_\_\_

TRAINING: Training is done prior to and at start of every new survey. Any relevant emergency procedural information and Personal Safety information must be relayed prior to start of survey. Emergency contact info must be obtained and kept by the team leader/ staff person supervisor.

Name (print)	Signature	Date
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## Seasonal Surveys - Eagle Nest Monitoring Safety Plan

FIELDWORK SUPERVISOR:

Name: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (In the field): \_\_\_\_\_

Medical Condition(s): \_\_\_\_\_

Emergency Contact (Name, Telephone, Address): \_\_\_\_\_

First Aid Training: YES NO

**LOCATION OF FIELDWORK:** Bald eagle nest surveys is conducted at four nest sites within Stanley Park. Historically, 16 nest sites in areas outside of the Park in Vancouver Lower Mainland were also surveyed.

**NATURE OF WORK:** SPES staff and volunteers make site visits to each nest site, about once a week, during bald eagle breeding season. Eagle and nesting activity is monitored, and nesting (wildlife) trees are checked for signs of degrading health. Monitoring is always conducted during the day, and on-trail for the sites within the Park. Because monitoring sites may be close to vehicle traffic and construction-related activities, staff and volunteers should be aware of the hazards this poses.

### SPECIAL SAFETY CONSIDERATIONS

**GENERAL:** For this type of survey, it is not necessary to check in with SPES staff prior to surveys. However, be sure to communicate with staff occasionally regarding your work locations and work schedule. Emergency contact information must be collected from each volunteer/participant beforehand and kept with leaders/staff persons along with a copy of the Emergency Contact Numbers and Emergency Procedures. Volunteers/participants should be queried regarding special conditions (visible or hidden disabilities), special medical conditions (e.g., diabetes, allergies, epilepsy, etc.), or special accommodations; but they should be mainly responsible for their specific needs (e.g. insulin, painkillers, food and water, etc). Basic first aid kits do not need to be carried in the field, for any serious injuries always call 911. SPES staff involved in field work and outdoor education are trained in First Aid and should be contacted for help if they available.

**PERSONAL SAFETY:** Areas with dangerous activities should be approached with prudence. Some areas, although normally safe, can be potentially dangerous when alone. If a threatening condition occurs, relocate to a safer location such as locked car, populated area, or well-lighted area if possible. Refer to the Conservation Programs: Health & Safety Manual Section 2 for detailed personal safety information. Keep belongings, particularly small and expensive items (cameras, instruments, backpacks, etc.) either locked up or with you at all times. If a Park visitor becomes aggressive and/or abusive and you feel your (or the Park visitor's) personal safety is being threatened, leave and contact the police immediately at 911. Notify Park Rangers and Nature House host / SPES staff person. Remember to fill out an incident report when you return to the Nature House or office.

**EMERGENCY PROCEDURES:** Refer to Section 2 of the Conservation Programs: Health & Safety Manual. All staff and team leaders leading this program must read these and carry a copy in the field. They must have read the Conservation Field Safety Protocols (with special attention paid to the Personal Safety Information) and complete a health and safety checklist before going into the field. If a medical or personal emergency should arise 911 will be called.

**EQUIPMENT:** Safety equipment includes a cell phone for communication, and first aid kit. Condition of equipment has been checked and is in proper working order (circle): YES / NO

Comments: \_\_\_\_\_

**PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:** None required

**TRAINING:** Training is done prior to and at the start of every new survey. Any relevant emergency procedural information and Personal Safety information must be relayed prior to start of survey. Emergency contact info must be obtained and held by the team leader/ staff person supervisor.

**SIGNATURE OF SUPERVISOR:** I acknowledge that this fieldwork safety plan has been prepared in keeping with the requirements of the SPES Conservation Programs Safety Policy:

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Name (print)

Signature

Date

## Appendix 7: Program-specific Safety Plans: Stewardship

### *Nest Box Monitoring Safety Plan*

#### FIELDWORK SUPERVISOR:

Name: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (In the field): \_\_\_\_\_

Medical Condition(s): \_\_\_\_\_

Emergency Contact (Name, Telephone, Address): \_\_\_\_\_

First Aid Training: YES NO

LOCATION OF FIELDWORK: Primarily on designated trails around Lost Lagoon, Beaver Lake, and the rose garden. Nest box placement/retrieval will require staff and volunteers to access areas with waders.

NATURE OF WORK: Volunteers, commonly working on their own or in pairs, will walk on designated trails during the day around Lost Lagoon, Beaver Lake, and the rose garden to monitor nest boxes. Staff and volunteers will work in small teams to place and remove nest boxes prior to and following monitoring, respectively. This will require work in aquatic habitats. Field monitoring work will occur between March and August and nest box maintenance between September and October. Volunteers will be responsible for coordinating their own schedule for monitoring activities, under a commitment to monitor nest boxes at least once per week or every other week. Nest box maintenance will be coordinated and lead by a SPES staff member. RISK LEVEL for this program is LOW to MODERATE.

#### SPECIAL SAFETY CONSIDERATIONS:

PRE-FIELD PROCEDURES: A SPES staff person, volunteer team leader(s), or designated person(s) overseeing volunteers will be directly responsible for general prudence and ensuring adherence to proper safety practices. Emergency contact information and written parental or guardian consent must be collected from each volunteer before they participate. This information must be kept with staff/leader(s) while working in the field, along with Emergency Procedures. Prior to volunteering, participants will be queried regarding special conditions (i.e., visible or hidden disabilities), medical circumstances (e.g. diabetes, allergies, epilepsy, etc.), or special accommodations.

If a decision is made to cancel the program, participants will be called immediately and the program will rescheduled if possible. If program participants cannot be reached, then program leaders will meet at the designated program time and location to notify participants of cancellation.

WATER HAZARDS: Working around water increases the potential for accidents to occur. Aside from wearing proper gear, such as boots and waders, please follow the safety tips listed below.

- When working in water over 1m depth, Personal Flotation Devices (PFDs) should be made available to volunteers.
- At least one team member working in water bodies should have first aid training with CPR.
- If wading in Beaver Lake or Lost Lagoon, be aware that drop-off and sinkhole areas are common. Use a pole to balance, to test depth, and to reach out to someone if you become stuck.
- Lost Lagoon can pose health risks due to poor water quality. Potential bacteria in the water include E. Coli and Leptospirosis. Those handling the water should treat it as contaminated and practice good hygiene. Also, avoid entering water (especially Lost Lagoon) with open wounds and use gloves as much as possible.

WADER SAFETY: Safe wading of lakes/lagoons requires concentration on and awareness of below surface conditions and others around you at all times. Often in the excitement of the moment our concentration lapses and this is when accidents are most likely to happen. Please stay focused on the surrounding conditions and use caution.



- Most SPES waders are rubber traditional chest waders - they are the cheapest option, are heavy, lack buoyancy, and provide a 'snug' fit. The rubber boot soles work best on sand and silt, but can be slippery on grassy banks, rocks, and logs. These should be worn with a 'snug' fitting wading belt. This may minimize the amount of water entering the waders and provide some buoyancy below the belt should you fall in. A jacket or waistcoat over the chest waders will also help prevent water entering waders.
- Always know where you are going to enter and exit the water. Choose the safest place (e.g., gradual slope, smooth surface) and remember that conditions can change quickly.
- Avoid working in areas that have tree roots, snags, and large rocks and use a wading stick (e.g. an old ski pole or stick) to test for underwater conditions.

**ANIMAL HANDLING:** All animal tissues, fluids and excrement should be handled so that the potential for human contact is minimized. Surveyors should avoid contaminating skin and clothing with blood, body fluids or excrement. Surveyors should thoroughly wash hands and any other contaminated skin surfaces with a germicidal skin cleanser immediately after handling wild animals or samples. All persons handling animals should practice good hygiene (i.e., wash hands before eating), avoid rubbing their eyes after contact, wear appropriate handling gear (e.g., masks, gloves, eye protection). Common zoonotic diseases, their source and treatment are listed in the Emergency Procedures Table 1.

**EMERGENCY PROCEDURES:** (Include information on communication and evacuation plans): Emergency procedures are outlined in Section 2 of this document. All staff and team leaders leading programs must read these and carry a copy in the field. They must have read the Conservation Field Safety Protocols and complete a health and safety checklist before heading out. If a medical emergency should arise, First Aid kits are available from SPES staff, volunteer leaders, or interns who are leading the program or at the Nature House.

**EQUIPMENT:** Staff, team leader, or intern must carry a cell phone in the field and it must be kept on at all times in case of an emergency and a first aid kit. Volunteers will be provided with a clipboard with applicable data collection and safety forms. More specialized equipment may include a GPS, compass, camera, and waders.

Emergency contact sheets, volunteer contact information, and a copy of the emergency procedures should always be taken into the field.

Condition of equipment has been checked and is in proper working order (**circle**): YES / NO.

Comments: \_\_\_\_\_

**PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:** Proper clothing for outdoor field work (e.g., hats, rain gear, sunscreen, secure and stable footwear, long sleeve pants and shirts). Masks and gloves will be provided and used when cleaning nest boxes.

**TRAINING:** Prior to field work a SPES staff member or trained team leader or intern will provide applicable training to volunteers. This may include the provision of maps, training on field safety concerns, and proper tool use. Any relevant emergency procedural information must be relayed prior to start of survey. Emergency contact info must be obtained and kept by the team leader/ staff person supervising the survey.

**SIGNATURE OF SUPERVISOR:** I acknowledge that this fieldwork safety plan has been prepared in keeping with requirements of the SPES Conservation Programs Safety Policy:

Name (print)

Signature

Date

## ***Stewardship Youth Program Safety Plan***

### **FIELDWORK SUPERVISOR:**

Name: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (In the field): \_\_\_\_\_

Medical Condition(s): \_\_\_\_\_

Emergency Contact (Name, Telephone, Address): \_\_\_\_\_

First Aid Training: YES NO

**LOCATION OF FIELDWORK:** On and off trails throughout Stanley Park's habitats, both terrestrial and aquatic.

**NATURE OF WORK:** Youth volunteers aged 14 to 21 will work in groups of 5 to 15 to manage invasive species, undertake habitat restoration, and receive environmental education. All activities will involve walking to pre-determined locations in Stanley Park. Sites may be either terrestrial or aquatic, depending on the time of year, species, and management priorities. Invasive species management will involve removing plants one at a time, thus, there is a lot of bending involved. There is also the need to use hand tools (e.g., shovels, loppers) and periodically move equipment and lift tarps filled with invasive plant material. This is undertaken in teams and there is always plenty of support. Program activities will be coordinated and led under the direction of a staff member or trained SPES intern. Programming often occurs during the week in July and August and during spring break. The RISK LEVEL for this program is LOW to MODERATE.

### **SPECIAL SAFETY CONSIDERATIONS:**

**PRE-FIELD PROCEDURES:** A SPES staff person, volunteer team leader(s), or designated person(s) overseeing volunteers will be directly responsible for general prudence and ensuring adherence to proper safety practices. Emergency contact information and written parental or guardian consent must be collected from each volunteer before they participate. This information must be kept with staff/leader(s) while working in the field, along with Emergency Procedures. Prior to volunteering, participants will be queried regarding special conditions (i.e., visible or hidden disabilities), medical circumstances (e.g. diabetes, allergies, epilepsy, etc.), or special accommodations.

If a decision is made to cancel the program, participants will be called immediately and the program will rescheduled if possible. If program participants cannot be reached, then program leaders will meet at the designated program time and location to notify participants of cancellation.

### **INVASIVE SPECIES MANAGEMENT AND HABITAT RESTORATION:**

- Invasive species management can accommodate a range of fitness levels and ages, but participants should be prepared to:
  - Walk between the office and restoration site for 10-15 minutes in each direction;
  - Bend repeatedly;
  - Lift 5-10 lbs; and
  - Be outdoors doing light to moderate activity for up to 2.5 hours.
- Bring water and a light snack to maintain appropriate energy levels;
- Risks and safety concerns to be aware of during the activity:
  - As you will be working out in the forest, please keep in mind that you might encounter the following: uneven ground, slippery surfaces, such as wet logs and mud), dead trees , branches, and wildlife (don't feed or try to pet them). The best way to deal with these

concerns is to be aware of their occurrence, move carefully when you are walking, and get to know the area you are working in.

- Stanley Park is located in an urban area. Thus, there are extra considerations that one needs to be aware of. These include the following: : sharp objects (e.g., broken glass, needles), automobile traffic, and other park users (e.g., cyclists, joggers, dog walkers, campers). We provide you with gloves and safety vests to help make sure that you are safe. If needed, staff carry a first aid kit, garbage bags, and garbage pickers. Volunteers are asked to be aware of their surroundings and to let staff know if there are potential risks they observe (e.g., piles of garbage, campers, sharp objects). We ask that you be courteous of other park users (e.g., stay to one side of the trail) and stay on designated trails when available.
- Doing physical work in close groups can sometimes be a challenge. Always be aware of where others are around you and make sure to communicate with each other.
- Keep belongings, particularly small and expensive items (e.g., cameras, instruments, backpacks, etc.) either locked up at the SPES office or with you at all times.
- Work within your limits. If you need a break, take one. We want to make sure that you have a safe and enjoyable experience.
- Should any concerns arise, please let SPES staff know immediately. Should any emergencies arise, SPES staff are level one first aid trained, and the locations we typically work in are 8 minutes away from Emergency Response Crews.
- Be respectful of the park's habitats and species when undertaking work (i.e., avoid removing and trampling native species, disturbing dead trees and rotten logs, stressing wildlife).

#### OFF-TRAIL AND REMOTE AREA HAZARDS:

- Volunteers must wear appropriate clothing for the field conditions (i.e., well supported footwear, long sleeves and pants, and boots or waders if working in water). Cold weather gear includes hats, rain gear, and warm clothes. Summer weather gear includes hat, sunscreen, bug spray, and light clothing.
- Take note of the experience level of volunteers. If they seem to have trouble navigating rough terrain, slow down and assist them to prevent slips and falls.
- Be conscious of navigation issues. Although Stanley Park is not huge it is possible to get lost and this can be dangerous if an emergency arises. Always be aware of which trail / trail head you are near and carry a GPS or compass when going off trail.
- Stay close together - the safety you have traveling in pairs /groups is lost if you separate. If necessary, you can obtain high visibility vests from the SPES office, to help keep teams together and visible.
- Before heading out in the field make sure that everyone knows who is responsible for first aid and relay Emergency Procedure information. At the very least, everyone should know who to call and what to do in case the team leader has an accident.
- When you obtain the emergency contact information for each participant, you will also ask if there are any medical conditions you need to know about. This will greatly reduce the risk of a serious incident in the field because you will be well prepared (i.e. anaphylactic shock, epilepsy, etc).
- Be aware of personal limitations - if people become dehydrated or fatigued, give them a break, water, a snack or follow other specific recommendations found in the Emergency Protocols.
- Personal Safety risks increase as you head off trail. Stanley Park is home to campers and off trail areas are frequented by people engaged in criminal activity. When heading off designated trails, it is best to follow access routes that have not previously been created (i.e. "illegal trails"). If you do run across a person or camper off-trail - you can say "sorry for the disturbance", you work with the "Stanley Park Ecology Society" and are doing a "wildlife survey". Leave the area as soon as

possible and do not engage in discussion with the person if at all possible (many of the campers suffer from substance abuse and/or mental health issues and cannot be trusted).

- Field staff and team leaders must pay attention to weather conditions. All field activities in areas covered by forest must cease when wind speeds exceed 20km/hr and no one should be outside in the park in wind speeds of 60 km/hr and greater. There is a greater risk of falling trees and limbs off-trail in the park. Open areas of shelter (e.g., grass fields, gardens, blowdown areas) should be sought if you and team members are in the field when there is the occurrence of sudden strong winds.
- One of the greatest risks in the forest is the potential for being hit by falling woody debris. Be conscious of potential danger trees, such as dead standing snags and fallen branches hung up in overhead trees. Never push or lean on dead standing trees, as the top may detach or other materials may dislodge and fall, causing serious or fatal injuries.
- Slipping and falling is one of the most common safety concerns in the forest. Avoid walking on slippery logs and rocks and use extreme caution if working in “blowdown areas”.

**WATER HAZARDS:** Working around water increases the potential for accidents to occur. Aside from wearing proper gear, such as boots and waders, please follow the safety tips listed below.

- When working in water over 1m depth, Personal Flotation Devices (PFDs) should be made available to volunteers.
- At least one team member working in water bodies should have first aid training with CPR.
- If wading in Beaver Lake or Lost Lagoon, be aware that drop-off and sinkhole areas are common. Use a pole to balance, poke ahead to test depth, and to reach out to someone if you get stuck.
- Lost Lagoon can pose health risks due to poor water quality. Potential bacteria in the water include E. Coli and Leptospirosis. Those handling the water should treat it as contaminated and practice good hygiene. Also, avoid entering the water (especially Lost Lagoon) with open wounds and use gloves as much as possible

**WADER SAFETY:** Safe wading in lakes/lagoons requires constant concentration and awareness of underwater conditions and others around. When caught in the moment, our concentration often lapses; this is when accidents are most likely to happen. Please stay focused on the surrounding conditions and use caution.

- Most SPES waders are traditional rubber chest waders; they are the cheapest option, are heavy, lack buoyancy, and provide a ‘snug’ fit. The rubber boot soles work best on sand and silt but can be slippery on grassy banks, rocks, and logs. Waders should be worn with a ‘snug’ fitting wading belt, which minimizes the amount of water entering the waders and provides some buoyancy below the belt should you fall in. A jacket or waistcoat over the waders will also help prevent water entering waders.
- Always know where you are going to enter and exit the water. Choose the safest place (e.g., gradual slope, smooth surface) and remember that conditions can change quickly.
- Avoid working in areas that have tree roots, snags, and large rocks and use a wading stick (e.g. an old ski pole or stick) to test for underwater conditions.

**BEACH SAFETY:**

- Wear sunscreen, sunglasses and/or a hat, and have water to drink
- Wear secure foot wear (i.e., comfortable lace up shoes, hiking boots, or gumboots). No flip flops.
- Assess and plan for suitable tides prior to field work and watch for changes in tides, especially incoming tides as they are the most dangerous.
- Watch your step, as beaches often contain slippery, sharp, and unstable surfaces.
- Watch out for jellyfish and other stinging animals

**EMERGENCY PROCEDURES:** (Include information on communication and evacuation plans):  
Emergency procedures are outlined in Section 2 of this document. All staff and team leaders leading programs must read these and carry a copy in the field. They must have read the Conservation Field Safety Protocols and complete a health and safety checklist before heading out. If a medical emergency should arise, First Aid kits are available from SPES staff, volunteer leaders, or interns who are leading the program or at the Nature House.

**EQUIPMENT:** Staff, team leader, or intern must carry a cell phone in the field and it must be kept on at all times in case of an emergency and a first aid kit. Hand tools that may be carried and used by volunteers will include shovels, clippers, loppers, saws, picks, etc. Volunteers will be provided with safety vests, gloves, and a clipboard with applicable data collection and safety forms. More specialized equipment may include a GPS, compass, camera, and waders.

Hand tools or specialized equipment must be adequately maintained and routinely inspected. Users should be well-acquainted with proper tool and equipment use. Staff, team leaders, and interns are responsible for ensuring volunteers handle tools safely prior to the start of work.

Emergency contact sheets, volunteer contact information, and a copy of the emergency procedures should always be taken into the field.

Condition of equipment has been checked and is in proper working order **(circle): YES / NO.**

Comments: \_\_\_\_\_

**PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:** Proper clothing for outdoor field work (e.g., hats, rain gear, sunscreen, secure and stable footwear, long sleeve pants and shirts).

**TRAINING:** Prior to field work a SPES staff member or trained team leader or intern will provide applicable training to volunteers. This may include the provision of maps, training on field safety concerns, and proper tool use. Any relevant emergency procedural information must be relayed prior to start of survey. Emergency contact info must be obtained and kept by the team leader/ staff person supervising the survey.

**SIGNATURE OF SUPERVISOR:** I acknowledge that this fieldwork safety plan has been prepared in keeping with requirements of the SPES Conservation Programs Safety Policy:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ***Invasive Species Removal and Habitat Restoration: Community, School, and Private Event Safety Plan***

### **FIELDWORK SUPERVISOR:**

Name: \_\_\_\_\_  
 Telephone (Home): \_\_\_\_\_ (In the field): \_\_\_\_\_  
 Medical Condition(s): \_\_\_\_\_  
 Emergency Contact (Name, Telephone, Address): \_\_\_\_\_

First Aid Training: YES NO

**LOCATION OF FIELDWORK:** On and off trails throughout Stanley Park's habitats, both terrestrial and aquatic.

**NATURE OF WORK:** Volunteers, working in groups of 2 to 100 plus, will walk to a pre-determined location in Stanley Park to remove invasive species and undertake habitat restoration activities. Sites may be either terrestrial or aquatic, depending on the time of year, species, and management priorities. Invasive species management will involve removing plants one at a time, thus, there is a lot of bending involved. There is also the need to use hand tools (e.g., shovels, loppers, garbage pickers) and periodically move equipment and lift tarps filled with invasive plant material. This is undertaken in teams and there is always plenty of support. SPES staff or volunteer leaders coordinate the schedule of removal events. Community events occur on the second Saturday (10am - 1 pm) and forth Sunday (12:30 - 3:30pm) of each month. These events are restricted to 30 participants. Larger events will be coordinated among SPES staff and volunteer leaders. The RISK LEVEL for this program is LOW to MODERATE.

### **SPECIAL SAFETY CONSIDERATIONS:**

**PRE-FIELD PROCEDURES:** A SPES staff person, volunteer team leader(s), or designated person(s) overseeing volunteers will be directly responsible for general prudence and ensuring adherence to proper safety practices. Emergency contact information and written parental or guardian consent must be collected from each volunteer before they participate. This information must be kept with staff/leader(s) while working in the field, along with Emergency Procedures. Prior to volunteering, participants will be queried regarding special conditions (i.e., visible or hidden disabilities), medical circumstances (e.g. diabetes, allergies, epilepsy, etc.), or special accommodations.

If a decision is made to cancel the program, participants will be called immediately and the program will rescheduled if possible. If program participants cannot be reached, then program leaders will meet at the designated program time and location to notify participants of cancellation.

### **INVASIVE SPECIES MANAGEMENT AND HABITAT RESTORATION:**

- Invasive species management can accommodate a range of fitness levels and ages, but participants should be prepared to:
  - Walk between the office and restoration site for 10-15 minutes in each direction;
  - Bend repeatedly;
  - Lift 5-10 lbs; and
  - Be outdoors doing light to moderate activity for up to 2.5 hours.
- Bring water and a light snack to maintain appropriate energy levels;
- Risks and safety concerns to be aware of during the activity:



- As you will be working out in the forest, please keep in mind that you might encounter the following: uneven ground, slippery surfaces, such as wet logs and mud), dead trees , branches, and wildlife (don't feed or try to pet them). The best way to deal with these concerns is to be aware of their occurrence, move carefully when you are walking, and get to know the area you are working in.
- Stanley Park is located in an urban area. Thus, there are extra considerations that one needs to be aware of. These include the following: : sharp objects (e.g., broken glass, needles), automobile traffic, and other park users (e.g., cyclists, joggers, dog walkers, campers). We provide you with gloves and safety vests to help make sure that you are safe. If needed, staff carry a first aid kit, garbage bags, and garbage pickers. Volunteers are asked to be aware of their surroundings and to let staff know if there are potential risks they observe (e.g., piles of garbage, campers, sharp objects). We ask that you be courteous of other park users (e.g., stay to one side of the trail) and stay on designated trails when available.
- Doing physical work in close groups can sometimes be a challenge. Always be aware of where others are around you and make sure to communicate with each other.
- Keep belongings, particularly small and expensive items (e.g., cameras, instruments, backpacks, etc.) either locked up at the SPES office or with you at all times.
- Work within your limits. If you need a break, take one. We want to make sure that you have a safe and enjoyable experience.
- Should any concerns arise, please let SPES staff know immediately. Should any emergencies arise, SPES staff are level one first aid trained, and the locations we typically work in are 8 minutes away from Emergency Response Crews.
- Be respectful of the park's habitats and species when undertaking work (i.e., avoid removing and trampling native species, disturbing dead trees and rotten logs, stressing wildlife).

#### OFF-TRAIL AND REMOTE AREA HAZARDS:

- Volunteers must wear appropriate clothing for the field conditions (i.e., well supported footwear, long sleeves and pants, and boots or waders if working in water). Cold weather gear includes hats, rain gear, and warm clothes. Summer weather gear includes hat, sunscreen, bug spray, and light clothing.
- Take note of the experience level of volunteers. If they seem to have trouble navigating rough terrain, slow down and assist them to prevent slips and falls.
- Be conscious of navigation issues. Although Stanley Park is not huge it is possible to get lost and this can be dangerous if an emergency arises. Always be aware of which trail / trail head you are near and carry a GPS or compass when going off trail.
- Stay close together - the safety you have traveling in pairs /groups is lost if you separate. If necessary, you can obtain high visibility vests from the SPES office, to help keep teams together and visible.
- Before heading out in the field make sure that everyone knows who is responsible for first aid and relay Emergency Procedure information. At the very least, everyone should know who to call and what to do in case the team leader has an accident.
- When you obtain the emergency contact information for each participant, you will also ask if there are any medical conditions you need to know about. This will greatly reduce the risk of a serious incident in the field because you will be well prepared (i.e. anaphylactic shock, epilepsy, etc).
- Be aware of personal limitations - if people become dehydrated or fatigued, give them a break, water, a snack or follow other specific recommendations found in the Emergency Protocols.
- Personal Safety risks increase as you head off trail. Stanley Park is home to campers and off trail areas are frequented by people engaged in criminal activity. When heading off designated trails, it

is best to follow access routes that have not previously been created (i.e. “illegal trails”). If you do run across a person or camper off-trail - you can say “sorry for the disturbance”, you work with the “Stanley Park Ecology Society” and are doing a “wildlife survey”. Leave the area as soon as possible and do not engage in discussion with the person if at all possible (many of the campers suffer from substance abuse and/or mental health issues and cannot be trusted).

- Field staff and team leaders must pay attention to weather conditions. All field activities in areas covered by forest must cease when wind speeds exceed 20km/hr and no one should be outside in the park in wind speeds of 60 km/hr and greater. There is a greater risk of falling trees and limbs off-trail in the park. Open areas of shelter (e.g., grass fields, gardens, blowdown areas) should be sought if you and team members are in the field when there is the occurrence of sudden strong winds.
- One of the greatest risks in the forest is the potential for being hit by falling woody debris. Be conscious of potential danger trees, such as dead standing snags and fallen branches hung up in overhead trees. Never push or lean on dead standing trees, as the top may detach or other materials may dislodge and fall, causing serious or fatal injuries.
- Slipping and falling is one of the most common safety concerns in the forest. Avoid walking on slippery logs and rocks and use extreme caution if working in “blowdown areas”.

**WATER HAZARDS:** Working around water increases the potential for accidents to occur. Aside from wearing proper gear, such as boots and waders, please follow the safety tips listed below.

- When working in water over 1m depth, Personal Flotation Devices (PFDs) should be made available to volunteers.
- At least one team member working in water bodies should have first aid training with CPR.
- If wading in Beaver Lake or Lost Lagoon, be aware that drop-off and sinkhole areas are common. Use a pole to balance, poke ahead of you to test the depth, and to reach out to someone if you become stuck.
- Lost Lagoon can pose health risks because the water is of poor quality. Potential bacteria found in the water include E. Coli and Leptospirosis. All people handling the water should treat it as though it is contaminated and practice good hygiene. Also, avoid entering the water (especially Lost Lagoon) with open wounds and use gloves as much as possible.

**WADER SAFETY:** Safe wading of lakes/lagoons requires concentration on and awareness of below surface conditions and others around you at all times. Often in the excitement of the moment our concentration lapses and this is when accidents are most likely to happen. Please stay focused on the surrounding conditions and use caution.

- Most SPES waders are rubber traditional chest waders - they are the cheapest option, are heavy, lack buoyancy, and provide a ‘snug’ fit. The rubber boot soles work best on sand and silt, but can be slippery on grassy banks, rocks, and logs. These should be worn with a ‘snug’ fitting wading belt. This may minimize the amount of water entering the waders and provide some buoyancy below the belt should you fall in. A jacket or waistcoat over the chest waders will also help prevent water entering waders.
- Always know where you are going to enter and exit the water. Choose the safest place (e.g., gradual slope, smooth surface) and remember that conditions can change quickly.
- Avoid working in areas that have tree roots, snags, and large rocks and use a wading stick (e.g. an old ski pole or stick) to test for underwater conditions.

**BEACH SAFETY:**

- Wear sunscreen, sunglasses and/or a hat, and have water to drink
- Wear secure foot wear (i.e., comfortable lace up shoes, hiking boots, or gumboots). No flip flops.
- Assess and plan for suitable tides prior to field work and watch for changes in tides, especially incoming tides as they are the most dangerous.

- Watch your step, as beaches often contain slippery, sharp, and unstable surfaces.
- Watch out for jellyfish and other stinging animals

**EMERGENCY PROCEDURES:** (Include information on communication and evacuation plans):

Emergency procedures are outlined in Section 2 of this document. All staff and team leaders leading programs must read these and carry a copy in the field. They must have read the Conservation Field Safety Protocols and complete a health and safety checklist before heading out. If a medical emergency should arise, First Aid kits are available from SPES staff, volunteer leaders, or interns who are leading the program or at the Nature House.

**EQUIPMENT:** Staff, team leader, or intern must carry a cell phone in the field and it must be kept on at all times in case of an emergency and a first aid kit. Hand tools that may be carried and used by volunteers will include shovels, clippers, loppers, saws, picks, etc. Volunteers will be provided with safety vests, gloves, and a clipboard with applicable data collection and safety forms. More specialized equipment may include a GPS, compass, camera, and waders.

Hand tools or specialized equipment must be adequately maintained and routinely inspected. Users should be well-acquainted with proper tool and equipment use. Staff, team leaders, and interns are responsible for ensuring volunteers handle tools safely prior to the start of work.

Emergency contact sheets, volunteer contact information, and a copy of the emergency procedures should always be taken into the field.

Condition of equipment has been checked and is in proper working order **(circle): YES / NO.**

Comments: \_\_\_\_\_

**PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:** Proper clothing for outdoor field work (e.g., hats, rain gear, sunscreen, secure and stable footwear, long sleeve pants and shirts).

**TRAINING:** Prior to field work a SPES staff member or trained team leader or intern will provide applicable training to volunteers. This may include the provision of maps, training on field safety concerns, and proper tool use. Any relevant emergency procedural information must be relayed prior to start of survey. Emergency contact info must be obtained and kept by the team leader/ staff person supervising the survey.

**SIGNATURE OF SUPERVISOR:** I acknowledge that this fieldwork safety plan has been prepared in keeping with requirements of the SPES Conservation Programs Safety Policy:

Name (print)

Signature

Date

## ***Invasive Species Removal: Field Teams Safety Plan***

### **FIELDWORK SUPERVISOR:**

Name: \_\_\_\_\_  
 Telephone (Home): \_\_\_\_\_ (In the field): \_\_\_\_\_  
 Medical Condition(s): \_\_\_\_\_  
 Emergency Contact (Name, Telephone, Address): \_\_\_\_\_  
 \_\_\_\_\_  
 First Aid Training: YES NO

**LOCATION OF FIELDWORK:** On and off trails throughout Stanley Park's terrestrial and aquatic habitats.

**NATURE OF WORK:** Volunteers, working in groups of two to four, walk the park and remove invasive species (e.g., English ivy that is climbing trees, shrubs, and other materials; English holly) on site using hand tools. Sites may be either terrestrial or aquatic, depending on the time of year, species, and management priorities. SPES staff or volunteer leaders coordinate the schedule of removal events. Usually these events occur once per week for three hours. The RISK LEVEL for this program is LOW to MODERATE.

### **SPECIAL SAFETY CONSIDERATIONS:**

**PRE-FIELD PROCEDURES:** A SPES staff person, volunteer team leader(s), or designated person(s) overseeing volunteers will be directly responsible for general prudence and ensuring adherence to proper safety practices. Emergency contact information and written parental or guardian consent must be collected from each volunteer before they participate. This information must be kept with staff/leader(s) while working in the field, along with Emergency Procedures. Prior to volunteering, participants will be queried regarding special conditions (i.e., visible or hidden disabilities), medical circumstances (e.g. diabetes, allergies, epilepsy, etc.), or special accommodations.

If a decision is made to cancel the program, participants will be called immediately and the program will be rescheduled if possible. If program participants cannot be reached, then program leaders will meet at the designated program time and location to notify participants of cancellation.

Prior to field work, volunteers are required to: check in and out at the SPES office; inform a SPES staff member of their names, the date, time, and volunteer locations; and obtain their leaders' emergency contact information (i.e. cell phone number). Basic first aid kits must be carried in the field to treat small injuries, but for any serious injuries always call 911. All SPES staff involved in field work and outdoor education are trained in First Aid and should be contacted for help if they are available.

Staff and some volunteers will transport other volunteers to more remote locations using a SPES vehicle (staff) or their personal vehicle (volunteers). Staff and volunteers transporting other volunteers are responsible for the welfare of all passengers. Vehicle load limits apply and seat belts must be available for each person. Drivers will use common sense and operate their vehicles in a safe manner. Drivers should constantly remember their responsibilities and that their actions could affect the safety and lives of their occupants. The speed limit throughout Stanley Park is 30km/hr.

Volunteers will be advised to be careful when they are walking in the forest, to be aware of the area they are working in and its potential hazards, be aware of where they are (e.g., closest trails, roads), to stay in visual and verbal distance of fellow volunteers, to work within their limits, and to bring water and a light snack to maintain appropriate energy levels. SPES will provide gloves, safety vests, and applicable field tools to volunteers. Potential medical risks include minor (e.g., cuts, bruises, sprained ankles, etc.) and major (e.g., deep cuts, getting lost, encountering campers, etc.) emergencies, wildlife

interactions, weather conditions (e.g., rain, cold, or heat), outdoor hazards (e.g., uneven terrain - slipping and tripping, branches in face, dead trees, etc.), sharp objects (e.g., broken glass, needles), automobile traffic, and other park users (e.g., campers).

#### INVASIVE SPECIES MANAGEMENT AND HABITAT RESTORATION:

- Invasive species management can accommodate a range of fitness levels and ages, but participants should be prepared to:
  - Walk between the office and restoration site for 10-15 minutes in each direction;
  - Bend repeatedly;
  - Lift 5-10 lbs; and
  - Be outdoors doing light to moderate activity for up to 2.5 hours.
- Bring water and a light snack to maintain appropriate energy levels;
- Risks and safety concerns to be aware of during the activity:
  - As you will be working out in the forest, please keep in mind that you might encounter the following: uneven ground, slippery surfaces, such as wet logs and mud), dead trees , branches, and wildlife (don't feed or try to pet them). The best way to deal with these concerns is to be aware of their occurrence, move carefully when you are walking, and get to know the area you are working in.
  - Stanley Park is located in an urban area. Thus, there are extra considerations that one needs to be aware of. These include the following: : sharp objects (e.g., broken glass, needles), automobile traffic, and other park users (e.g., cyclists, joggers, dog walkers, campers). We provide you with gloves and safety vests to help make sure that you are safe. If needed, staff carry a first aid kit, garbage bags, and garbage pickers. Volunteers are asked to be aware of their surroundings and to let staff know if there are potential risks they observe (e.g., piles of garbage, campers, sharp objects). We ask that you be courteous of other park users (e.g., stay to one side of the trail) and stay on designated trails when available.
  - Doing physical work in close groups can sometimes be a challenge. Always be aware of where others are around you and make sure to communicate with each other.
  - Keep belongings, particularly small and expensive items (e.g., cameras, instruments, backpacks, etc.) either locked up at the SPES office or with you at all times.
- Work within your limits. If you need a break, take one. We want to make sure that you have a safe and enjoyable experience.
- Should any concerns arise, please let SPES staff know immediately. Should any emergencies arise, SPES staff are level one first aid trained, and the locations we typically work in are 8 minutes away from Emergency Response Crews.
- Be respectful of the park's habitats and species when undertaking work (i.e., avoid removing and trampling native species, disturbing dead trees and rotten logs, stressing wildlife).

#### OFF-TRAIL AND REMOTE AREA HAZARDS:

- Volunteers must wear appropriate clothing for the field conditions (i.e., well supported footwear, long sleeves and pants, and boots or waders if working in water). Cold weather gear includes hats, rain gear, and warm clothes. Summer weather gear includes hat, sunscreen, bug spray, and light clothing.
- Take note of the experience level of volunteers. If they seem to have trouble navigating rough terrain, slow down and assist them to prevent slips and falls.
- Be conscious of navigation issues. Although Stanley Park is not huge it is possible to get lost and this can be dangerous if an emergency arises. Always be aware of which trail / trail head you are near and carry a GPS or compass when going off trail.

- Stay close together - the safety you have traveling in pairs /groups is lost if you separate. If necessary, you can obtain high visibility vests from the SPES office, to help keep teams together and visible.
- Before heading out in the field make sure that everyone knows who is responsible for first aid and relay Emergency Procedure information. At the very least, everyone should know who to call and what to do in case the team leader has an accident.
- When you obtain the emergency contact information for each participant, you will also ask if there are any medical conditions you need to know about. This will greatly reduce the risk of a serious incident in the field because you will be well prepared (i.e. anaphylactic shock, epilepsy, etc).
- Be aware of personal limitations - if people become dehydrated or fatigued, give them a break, water, a snack or follow other specific recommendations found in the Emergency Protocols.
- Personal Safety risks increase as you head off trail. Stanley Park is home to campers and off trail areas are frequented by people engaged in criminal activity. When heading off designated trails, it is best to follow access routes that have not previously been created (i.e. "illegal trails"). If you do run across a person or camper off-trail - you can say "sorry for the disturbance", you work with the "Stanley Park Ecology Society" and are doing a "wildlife survey". Leave the area as soon as possible and do not engage in discussion with the person if at all possible (many of the campers suffer from substance abuse and/or mental health issues and cannot be trusted).
- Field staff and team leaders must pay attention to weather conditions. All field activities in areas covered by forest must cease when wind speeds exceed 20km/hr, no one should be outside in the park in wind speeds of 60 km/hr and greater. There is greater risk of falling trees and limbs off-trail. Open areas of shelter (e.g., grass fields, gardens, blowdown areas) should be sought if you and team members are in the field when there is the occurrence of sudden strong winds.
- One of the greatest risks in the forest is the potential for being hit by falling woody debris. Be conscious of potential danger trees, such as dead standing snags and fallen branches hung up in overhead trees. Never push or lean on dead standing trees, as the top may detach or other materials may dislodge and fall, causing serious or fatal injuries.
- Slipping and falling is one of the most common safety concerns in the forest. Avoid walking on slippery logs and rocks and use extreme caution if working in "blowdown areas".

**WATER HAZARDS:** Working around water increases the potential for accidents to occur. Aside from wearing proper gear, such as boots and waders, please follow the safety tips listed below.

- When working in water over 1m depth, Personal Flotation Devices (PFDs) should be made available to volunteers.
- At least one team member working in water bodies should have first aid training with CPR.
- If wading in Beaver Lake or Lost Lagoon, be aware that drop-off and sinkhole areas are common. Use a pole to balance, poke ahead of you to test the depth, and to reach out to someone if you become stuck.
- Lost Lagoon can pose health risks because the water is of poor quality. Potential bacteria found in the water include E. Coli and Leptospirosis. All people handling the water should treat it as though it is contaminated and practice good hygiene. Also, avoid entering the water (especially Lost Lagoon) with open wounds and use gloves as much as possible

**WADER SAFETY:** Safe wading of lakes/lagoons requires concentration on and awareness of below surface conditions and others around you at all times. Often in the excitement of the moment our concentration lapses and this is when accidents are most likely to happen. Please stay focused on the surrounding conditions and use caution.

- Most SPES waders are rubber traditional chest waders - they are the cheapest option, are heavy, lack buoyancy, and provide a 'snug' fit. The rubber boot soles work best on sand and silt, but can be slippery on grassy banks, rocks, and logs. These should be worn with a 'snug' fitting wading



belt. This may minimize the amount of water entering the waders and provide some buoyancy below the belt should you fall in. A jacket or waistcoat over the chest waders will also help prevent water entering waders.

- Always know where you are going to enter and exit the water. Choose the safest place (e.g., gradual slope, smooth surface) and remember that conditions can change quickly.
- Avoid working in areas that have tree roots, snags, and large rocks and use a wading stick (e.g. an old ski pole or stick) to test for underwater conditions.

**BEEES AND WASPS:** Avoid contact with these insects whenever possible. Remove the stinger quickly. Place an ice pack and elevate to heart level. Use an antihistamine if needed. Bring medication if you have an allergy (the sting may be fatal).

**EMERGENCY PROCEDURES:** (Include information on communication and evacuation plans):  
Emergency procedures are outlined in Section 2 of this document. All staff and team leaders leading programs must read these and carry a copy in the field. They must have read the Conservation Field Safety Protocols and complete a health and safety checklist before heading out. If a medical emergency should arise, First Aid kits are available from SPES staff, volunteer leaders, or interns who are leading the program or at the Nature House.

In case of serious accidents or injuries to volunteers or the public or a threat to your or other volunteers personal safety, call 911, then call the Stanley District Ranger at 604-830-4136, and then call your SPES staff supervisor or Nature House staff.

In case of a natural disaster, volunteers will be asked to gather at Malkin Bowl if at the SPES building and at the closest main trail head if working in the field. If an earthquake occurs while volunteers are in the field, find the nearest large tree and stay near its base with your head and neck covered until a few minutes after the earth quake has stopped. Then contact 911 or a SPES staff member.

Volunteers are NOT responsible for issuing first aid to the public.

All injuries must be reported to the program supervisor using an Incident Report Form.

**EQUIPMENT:** Staff, team leader, or intern must carry a cell phone in the field and it must be kept on at all times in case of an emergency and a first aid kit. Hand tools that may be carried and used by volunteers will include shovels, clippers, loppers, saws, picks, etc. Volunteers will be provided with safety vests, gloves, and a clipboard with applicable data collection and safety forms. More specialized equipment may include a GPS, compass, camera, and waders.

Hand tools or specialized equipment must be adequately maintained and routinely inspected. Users should be well-acquainted with proper tool and equipment use. Staff, team leaders, and interns are responsible for ensuring volunteers handle tools safely prior to the start of work.

Emergency contact sheets, volunteer contact information, and a copy of the emergency procedures should always be taken into the field.

Condition of equipment has been checked and is in proper working order **(circle): YES / NO.**

Comments: \_\_\_\_\_

**PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:** Proper clothing for outdoor field work (e.g., hats, rain gear, sunscreen, secure and stable footwear, long sleeve pants and shirts).

**TRAINING:** Prior to field work a SPES staff member or trained team leader or intern will provide applicable training to volunteers. This may include the provision of maps, training on field safety concerns, and proper tool use. Any relevant emergency procedural information must be relayed prior to

start of survey. Emergency contact info must be obtained and kept by the team leader/ staff person supervising the survey.

SIGNATURE OF SUPERVISOR: I acknowledge that this fieldwork safety plan has been prepared in keeping with requirements of the SPES Conservation Programs Safety Policy:

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Name (print)

Signature

Date

## Appendix 8: Program-specific Safety Plans: Co-existing with Coyotes *Coyote Presentations and Workshop Safety Plan*

### FIELDWORK SUPERVISOR:

Name: \_\_\_\_\_  
 Telephone (Home): \_\_\_\_\_ (In the field): \_\_\_\_\_  
 Medical Condition(s): \_\_\_\_\_  
 Emergency Contact (Name, Telephone, Address): \_\_\_\_\_

First Aid Training: YES NO

**LOCATION OF FIELDWORK:** At various indoor and outdoor locations throughout the Lower Mainland with a majority of programs delivered in the City of Vancouver. Outdoor locations include both park spaces and residential zoned areas.

**NATURE OF WORK:** Program activities are coordinated and led under the direction of a trained Co-Existing with Coyotes (CwC) Coordinator who may be accompanied by a volunteer(s) when delivering a presentation or Workshop. These programs occur year-round. The workshop program includes outdoor work. Presentations are strictly indoor-based. All programs will involve: prepping and loading/unloading equipment from the SPES van; travel by vehicle between the SPES office and pre-determined locations in the Lower Mainland; setting/packing up equipment; and delivering the program. The RISK LEVEL for these programs is LOW.

### SPECIAL SAFETY CONSIDERATIONS:

**GENERAL:** Outdoor workshop safety considerations include vehicular traffic and collision when crossing streets and when traveling along alleyways and lanes. When leading a group, a SPES staff and/or volunteer needs to be present in front and behind the group to watch out for vehicles.

Volunteers will be queried regarding special conditions (visible or hidden disabilities), special medical conditions (e.g., diabetes, allergies, epilepsy, etc.), or special accommodations; but they should be mainly responsible for their specific needs (e.g. insulin, painkillers, food and water, etc). Basic first aid kits must be carried in the field to treat small injuries, for any serious injuries always call 911. SPES staff involved in field work and outdoor education are trained in First Aid and should be contacted for help if they available.

**PRE-FIELD PROCEDURES:** The CwC Coordinator or designated person(s) overseeing volunteers will be directly responsible for general prudence and ensure adherence to proper safety practices. Emergency contact information must be obtained from volunteers and kept with the CwC Coordinator supervising the program. Emergency contact sheet, CwC Coordinator contact information, and a copy of the emergency procedures should always be provided to volunteers during the program briefing. Prior to start of the program, participants will be queried regarding special conditions (i.e. visible or hidden disabilities), and medical circumstances (e.g. diabetes, allergies, epilepsy, etc.)

**TRAINING:** Prior to start of the program, the CwC Coordinator will provide applicable training to volunteers. This may include the provision of maps, training on program safety concerns, and proper equipment use.

**EMERGENCY PROCEDURES:** Emergency procedures are outlined in Section 2. All staff leading programs must read these and carry a copy in the field. They must have read the Conservation Field Safety Protocols and complete a health and safety checklist before heading out. If a medical emergency should arise, First Aid kits are available from SPES staff, volunteer leaders, or interns who are leading the program or at the Nature House.

**EQUIPMENT:** The CwC Coordinator must carry a cell phone in the field and it must be kept on at all times in case of an emergency and a first aid kit. Volunteers may be carrying/using electrical devices and wiring, and may be plugging them in and out of electrical outlets.

Users should be well-acquainted with proper equipment use. The CwC Coordinator is responsible for ensuring volunteers handle equipment safely prior to the start of work.

Condition of equipment has been checked and is in proper working order (**circle**): YES / NO.

Comments: \_\_\_\_\_

**PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:** Proper clothing for outdoor work (e.g., hats, water bottle, rain gear, sunscreen, secure and stable footwear, long sleeve pants and shirts).

**SIGNATURE OF SUPERVISOR:** I acknowledge that this fieldwork safety plan has been prepared in keeping with requirements of the SPES Conservation Programs Safety Policy:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ***Site visits Safety Plan***

### **FIELDWORK SUPERVISOR:**

Name: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (In the field): \_\_\_\_\_

Medical Condition(s): \_\_\_\_\_

Emergency Contact (Name, Telephone, Address): \_\_\_\_\_

First Aid Training: YES NO

LOCATION OF FIELDWORK: Throughout the City of Vancouver.

NATURE OF WORK: CwC Coordinators make site visits to provide outreach and education to local residents (i.e. material distribution and verbal interaction) in response to escalating coyote habituation levels, unusual incidences, or instances of coyotes in conflict.

Other cases that require site visits include assisting coyote stakeholders in the field. For example, Conservation Officers may request support by SPES in providing education to residents while they work to investigate coyote-related matters, dispatch coyotes in conflict, or remove injured/sick coyotes. Site visits may also occur in order to acquire video footage or still images of coyotes.

The RISK LEVEL for this program is Low to High.

### **SPECIAL SAFETY CONSIDERATIONS:**

GENERAL: Assistance handling and/or hazing coyotes may require the use of specialized equipment, strong situation assessment skills, and an in-depth understanding of coyote behavior. Situational assessment and subsequent actions will be decided by the CwC Coordinator possibly in collaboration of a trained coyote stakeholder.

Effective hazing of coyotes means providing an opening or escape route for the coyote to safely leave the area while not become a hazard to the public (i.e. entering vehicular traffic or in a crowded area). If hazing coyotes to remove them from conflict areas is not an option, then coyotes may be transferred into wildlife cages to be relocated to a wildlife rehabilitator or a predetermined release site.

PRE-FIELD PROCEDURES: CwC Coordinators or designated person(s) overseeing volunteers will be directly responsible for general prudence and ensure adherence to proper safety practices. Emergency contact information must be obtained from volunteers and kept with the CwC Coordinator supervising the site visit. Emergency contact sheet, CwC Coordinator contact information, and a copy of the emergency procedures should always be provided to volunteers during a site visit briefing. Prior to start of the program, participants will be queried for special conditions (i.e. visible or hidden disabilities), and medical circumstances (e.g. diabetes, allergies, epilepsy, etc.)

TRAINING: Prior to start of the program, the CwC Coordinator will provide applicable training to volunteers. Training may include the provision of related written materials, program safety concerns, and proper equipment use.

EMERGENCY PROCEDURES: Emergency procedures are outlined in Section 2. All staff leading programs must read these and carry a copy in the field. They must have read the Conservation Field Safety Protocols and complete a health and safety checklist before they are allowed to take part in a scheduled site visit. If a medical emergency should arise, First Aid kits are available from SPES staff, volunteer leaders, or interns who are leading the program or at the Nature House.

**EQUIPMENT:** The CwC Coordinator must carry a cell phone in the field and it must be kept on at all times in case of an emergency and a first aid kit. Equipment that may be carried and used by volunteers can include a site visit kit, wildlife cage(s) and coyote shaker hazing tool.

Users should be well-acquainted with proper equipment use. The CwC Coordinator is responsible for ensuring volunteers handle equipment safely prior to the start of work.

Condition of equipment has been checked and is in proper working order **(circle): YES / NO.**

Comments: \_\_\_\_\_

**PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:** Wildlife handling gloves may be required. Proper clothing for outdoor work (e.g., hats, water bottle, rain gear, sunscreen, secure and stable footwear, long sleeve pants and shirts).

**SIGNATURE OF SUPERVISOR:** I acknowledge that this fieldwork safety plan has been prepared in keeping with requirements of the SPES Conservation Programs Safety Policy:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Appendix 9: First Aid Kit Contents Suggested list

Below is a list of items to consider packing in a first aid kit. Each kit will be a bit different depending on the training of the end user and the purpose.

- adhesive tape
- after bite/sting relief wipes
- alcohol swabs
- bandaids - mixed sizes for small wounds
- burn dressings
- cold packs
- CPR pocket masks
- Emergency contact numbers list
- First aid cheat sheet
- gloves
- hand sanitizer
- Incident report form
- large safety pins
- moleskin
- pencil
- plastic syringe
- scissors for cutting clothing
- small kleenex packs
- sterile dressings for larger wounds
- sterile wound dressings
- tensor bandaids
- triangle bandaids
- tweezers
- water bottle
- wound closure strips X 4