

RISK MANAGEMENT PLAN



APPENDIX A TO ACTIVITY RISK MANAGEMENT PROCEDURE

SECTION ONE: ACTIVITY AND PARTICIPANTS

Pursuant to the Trent University Activity Risk Management Policy, this form is to be completed by the Activity Coordinator and submitted to the Person in Authority prior to the start of a high risk activity, as defined in the Policy. Persons in Authority may set requirements regarding how far in advance of an activity the form must be submitted.

DEPARTMENT/UNIT:

Anthropology

ACTIVITY COORDINATOR: Dr. Helen R. Haines

Email: helenhaines@trentu.ca Phone: 905-435-5102 ext 5045

Emergency contact:

CATEGORY OF ACTIVITY:

Research

Hazardous Work

Academic

Other extracurricular

ACTIVITY SUPERVISOR: Same As Above

Email:

Phone:

Emergency contact:

DESCRIPTION OF ACTIVITY: *(describe each component of the activity as per the Risk Management Procedure)*

Archaeological Field Research at Ka’Kabish Ruin, Belize. Includes the following activities:

1. Excavation into ground/plaza surface (use of hand trowels, hand picks, shovels, screens, lifting buckets of dirt);
2. Excavation of architectural façade(s);
3. Mapping excavation trenches (drawing wall profiles of buildings to map architectural sequences)
4. Surveying cleared fields (walking over somewhat uneven ground in cleared farmers’ fields, collecting artefacts, mapping scatters of artefacts)

Step 1a

Location of Activity: off campus Ka’Kabish Archaeological Ruin, Belize

Mode of Travel: Travel to site will be in a pick-up truck

Physical Activities:

- digging with hand trowels, hand picks, shovels; lifting buckets; shaking screen to sort artefacts; using tape measures to draw plan and profile maps; walking through forest environment; walking through cleared farmers’ fields; washing and labelling artefacts.

Facility:

- all activities with the exception of washing and labelling artefacts will be conducted at the archaeological site of Ka’Kabish, Belize
- washing and labelling artefact will take place in the laboratory at the Lamanai Archaeological National Park, Belize

Tools and/or Instruments Used:

- hand trowels, rock hammers, shovels, buckets, screens, Sokkia Total Station Set530R & stadia rod, DH White level and stadia rod, tape measures

Policies and Procedures in Place to Manage Activities:

- Student Guide issued prior to project commencement;
- tour of site to familiarise students with terrain;
- orientation lectures to establish rules and responsibilities first night and reviewed each week;
- assigning local people to assist and provide local forest knowledge and guidance;
- first aid kits issues to each unit

Training and Experience:

- Activity Co-Coordinator has 28+ years of field experience 26 of which have been in Belize, 11 of those at this site

Step 1b

Natural Hazards

- Jungle environment
 - toxic animals (snakes, scorpions, tarantulas, and bees);
 - uneven ground;
 - Insects (mosquitos, doctor flies, botflies);
 - Heat.

LOCATION OF ACTIVITY: On Campus (proceed to Risk Assessment Section)

Off Campus (complete this section)

Country: Belize, Central America

Geographical Site: Ka’Kabish Ruin, Orange Walk District, 17°48’58” North/ 88°43’47” West

Nearest City: Orange Walk Town, OW. District, 45 km away

MODE(S) OF TRANSPORTATION(check all that apply): For complete transportation information and restrictions, see Section 6.5 of the Activity Safety Policy.

private vehicle* Helen Haines, Insurance with Belize Insurance Company

Other (please specify)** _____

commercial carrier _____

*Indicate the name of the driver. NOTE: University insurance does not provide coverage for private vehicles.

** If a Trent owned or leased vehicle is used, all drivers must complete Drivers Agreement available on Risk Management Department website.

13 + PASSENGER VANS ARE PROHIBITED UNLESS THEY MEET SCHOOL BUS STANDARDS.

DATE OF DEPARTURE: 13 May, 2017		DATE OF RETURN: 17 June, 2017	
PERSONAL TIME(S) START: 7:00 am Monday-Friday; Saturday & Sunday usually free time		END: 4:30 pm M-F	
CHAIN OF RESPONSIBILITY:	Supervisory Role	Trained First Aid (current)	Other Special Training
Helen Haines, Ph.D.	Director/Activity Supervisor	Yes	
Kerry Sagebiel, Ph.D.	Co-Director/Laboratory Director	No	
NAMES AND STATUS OF PARTICIPANTS (ie. Faculty, staff, student, volunteer) Please List: Dr. Helen R. Haines - LTA faculty Department of Anthropology and TUARC Research Fellow Dr. Kerry Sagebiel - Instructor, Northern Illinois University, DeKalb, IL			

SECTION TWO: RISK ASSESSMENT			
1. List identified hazards associated with each component of the activity. 2. Determine risk score in accordance with the Risk Management Procedures. 3. Determine and list risk-control measures for each hazard that scores 7 or higher.. 4. Calculate residual risk score. Append additional pages as required.			
Hazard Identification	Risk Score	Risk Control Measures	Residual Risk
1. Strains resulting from use of screens, and/or lifting buckets of dirt	4 x 1 = 4	Risk Prevention: instruction in proper use of tools Risk Reduction: assigning a local workman to assist with heavy lifting; first aid kit provided; supervisor has First Aid training Transfer: Signed Informed Consent Forms by participants acknowledges conditions, accepts responsibility for medical insurances, waives liability of university	Low
2. Sprains resulting from walking on uneven ground	3 x 2 = 6	Risk Prevention: orientation and tour of site Risk Reduction: individuals never alone; first aid kit provided; supervisor has First Aid training Transfer: Signed Informed Consent Forms by participants acknowledges conditions, accepts	Low

		responsibility for medical insurances, waives liability of university	
3. Injury from Snake bite	2 x 3 = 4	<p>Avoidance: areas where removal of danger is not possible marked with caution tape and avoided</p> <p>Risk Prevention: area is being monitored by local workmen in employment of landowner and dangerous animals killed; survey of site by supervisor and local workmen to remove any missed hazards prior to student arrival; orientation and tour of site clearing noting areas to be avoided if any;</p> <p>Risk Reduction: individuals never alone; first aid kit provided; supervisor has First Aid training; local clinic has anti-venom</p> <p>Transfer: Signed Informed Consent Forms by participants acknowledges conditions, accepts responsibility for medical insurances, waives liability of university</p>	Low
4. Injury from Bee Stings	4 x 2 = 8	<p>Avoidance: areas where removal of danger is not possible marked with caution tape and avoided</p> <p>Risk Prevention: area is being monitored by local workmen in employment of landowner and dangerous animals killed; survey of site by supervisor and local workmen to remove any missed hazards prior to student arrival; orientation and tour of site clearing noting areas to be avoided if any;</p> <p>Risk Reduction: students instructed as to areas to avoid; students are instructed to be tested for bee-allergies; individuals never alone; first aid kit provided; supervisor has First Aid training; local clinic has medication</p> <p>Transfer: Signed Informed Consent Forms by participants acknowledges conditions, accepts responsibility for medical insurances, waives liability of university</p>	medium
5. Injury due to falling rocks	2 x 3 = 6	<p>Avoidance: areas deemed unstable are avoided</p> <p>Risk Prevention: orientation and tour of site clearing noting areas to be avoided if any; students working in trenches issued hard-hats</p> <p>Risk Reduction: individuals never alone; first aid kit provided; supervisor has First Aid training</p> <p>Transfer: Signed Informed Consent Forms by participants acknowledges conditions, accepts responsibility for medical insurances, waives liability of university</p>	Low

6. Death due to rock fall	1 x 4 = 4	<p>Avoidance: areas deemed unstable are avoided</p> <p>Risk Prevention: orientation and tour of site clearing noting areas to be avoided if any; students working in trenches deemed stable and secure issued hard-hats</p> <p>Risk Reduction: individuals never alone; someone always outside of excavation units (capable of summoning help); first aid kit provided; supervisor has First Aid training</p> <p>Transfer: Signed Informed Consent Forms by participants acknowledges conditions, accepts responsibility for medical insurances, waives liability of university</p>	Low
7. Heat Stroke and/or Dehydration due to tropical environment	3 x 1= 3	<p>Risk Prevention: instruction on symptoms of heat stroke and dehydration; regular rest breaks;</p> <p>Risk Reduction: individuals never alone; extra water available on site; shady rest area established; clinic able to provide treatment; supervisor has First Aid training</p> <p>Transfer: Signed Informed Consent Forms by participants acknowledges conditions, accepts responsibility for medical insurances, waives liability of university</p>	Low
8. Allergic reaction/rash from local plants	4 x 1 = 4	<p>Avoidance: noxious trees and plants identified and avoided</p> <p>Risk Prevention: education as to types of plants and trees that may cause reaction; site tour and orientation to identify areas to be avoided; instruction on symptoms of allergic reactions and rash;</p> <p>Risk Reduction: first aid kit provided; clinic able to provide treatment; supervisor has First Aid training</p> <p>Separation: in cases of allergic reaction individuals can be move to full time laboratory work away from forest</p> <p>Transfer: Signed Informed Consent Forms by participants acknowledges conditions, accepts responsibility for medical insurances, waives liability of university</p>	Low
9. Illness (i.e., histoplasmosis) resulting from working in looters trenches	2 x 2 = 4	<p>NOTE: We do not expect to be working in chultuns or looter's trenches in the 2017 season.</p> <p>Risk Prevention: instruction on how to work safely in environment</p> <p>Risk Reduction: use of approved 95N masks capable of filtering biological agents</p> <p>Transfer: Signed Informed Consent Forms by participants acknowledges conditions, accepts responsibility for medical insurances, waives liability of university</p>	Low to medium

10. DFAIT warning of crime rate in cities	4 x 1 = 4	<p>Avoidance: Project is not based in cities; live in small village of 200 people; crime rate low to non-existent</p> <p>Risk Prevention: students provided with links to DFAIT website & information on Belize</p> <p>Risk Reduction: travel to city for supplies done in groups and only during the day; students advised to never travel alone</p> <p>Transfer: Signed Informed Consent Forms by participants acknowledges conditions, accepts responsibility for medical insurances, waives liability of university</p>	Low
11. Delays due to hurricanes and heavy storms	3 x 1 = 3	<p>Risk Prevention: field work is scheduled in advance of hurricane season</p> <p>Duplication: students moved out of field and into lab for artefact possessing, illustration, and analysis</p> <p>Transfer: Signed Informed Consent Forms by participants acknowledges conditions, accepts responsibility for medical insurances, waives liability of university</p>	Low

<p>EMERGENCY PROCEDURES: Please see Emergency Procedures Checklist below. Detailed Emergency Plan for Activity location (communication and evacuation)</p> <p>Location: Indian Church Village, Orange Walk District, Belize Village Phone: 011-501-609-4651 Alternative Contact: Margaret Dyck, 011-501-323-0241</p> <p>LOCAL CONSULATE OFFICE:</p> <table data-bbox="224 1136 1177 1276"> <tr> <td>Consulate of Canada 80 Princess Margaret Drive, Belize City, Belize</td> <td>Tel.: (501) 223-1060 Fax: (501) 223-0060 E-Mail: cdncon.bze@btl.net</td> </tr> <tr> <td>Postal Address: P.O. Box 610, Belize City, Belize,</td> <td>Hours: 9 am - 2 pm, Monday - Friday</td> </tr> </table> <p>NEAREST EMBASSY: Guatemala City</p> <table data-bbox="224 1360 1185 1606"> <tr> <td>Street Address Edyma Plaza Building, 8th Floor, 13 Calle 8-44, Zona 10, Guatemala City, Guatemala</td> <td>Tel: (502) 2363-4348 (502) 2365 1250 (Immigration)</td> </tr> <tr> <td>Postal Address Embassy of Canada Apartado Postal 400, Guatemala, C.A.</td> <td>Fax: (502) 2365 1210 (General) (502) 2365 1211 (Political)</td> </tr> </table> <table data-bbox="224 1633 1247 1717"> <tr> <td>Hours of operation Monday to Thursday: 08:00 - 17:00 Friday: 08:00 - 13:30</td> <td>Email: General: gtmla@international.gc.ca</td> </tr> </table>		Consulate of Canada 80 Princess Margaret Drive, Belize City, Belize	Tel.: (501) 223-1060 Fax: (501) 223-0060 E-Mail: cdncon.bze@btl.net	Postal Address: P.O. Box 610, Belize City, Belize,	Hours: 9 am - 2 pm, Monday - Friday	Street Address Edyma Plaza Building, 8th Floor, 13 Calle 8-44, Zona 10, Guatemala City, Guatemala	Tel: (502) 2363-4348 (502) 2365 1250 (Immigration)	Postal Address Embassy of Canada Apartado Postal 400, Guatemala, C.A.	Fax: (502) 2365 1210 (General) (502) 2365 1211 (Political)	Hours of operation Monday to Thursday: 08:00 - 17:00 Friday: 08:00 - 13:30	Email: General: gtmla@international.gc.ca
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<p>University Contacts and Phone Numbers (people at Trent who are designated as emergency contacts for the field party):</p> <p>1. Judy Pinto, Dept. Anthropology Admin. Assistant</p>	<p>Local Contacts and Phone Numbers (contact information for the field party):</p> <p>1. x 7825</p>										

SECTION FOUR: APPROVAL

I certify that I have reviewed the above Activity Risk Management Plan and:

Approve the Plan

Approve the Plan with the following required changes: (please list changes)

Do not approve the plan and do not authorize University sanction of the activity. (if selected, the Activity Coordinator must sign the acknowledgement below)

___Dr. Helen R. Haines, Assist. Professor (LTA), Department of Anthropology, KARP Project Director

Name & Title (Person in Authority)



Signature