

APPENDIX D

Primary Field Safety Responsibilities of Teaching Assistants:

- Read and acknowledge the Field Trip Plan to understand hazards while on a field trip and appropriate prevention and emergency measures.
- Ensure that there is a copy of the Field Trip Safety Sheet with you on the field trip.
- Required attire:
 - Wear **long pants or long skirts that cover legs (no shorts, dresses, or short skirts) and closed toe/heel shoes** that have traction (ballet-style slippers or sandals are not permitted). It is your responsibility to make sure that the students do the same too.
 - Wear a hat and apply sunscreen or wear a long-sleeve shirt.
 - Bring at least a liter of water
- Accidents and Reporting:
 - Attend to injury immediately. Request help, if necessary, from the instructor or the site contact listed in the field safety form.
 - First aid equipment is available in the First Aid Kit. Instructions for dealing with most medical issues are in the Field Trip Safety Sheet.
 - For emergencies, call 9-1-1
 - Notify EH&S at (951) 827-5528 or Report an Incident, Injury or Safety Concern at <https://ehs.ucr.edu/report>. As soon as possible and within 24 hours
 - Report accidents to individual in charge of the course
- Emergencies:
 - Familiarize yourself with the Emergency medical information listed on Field Trip Safety Sheets. Including:
 - Call 9-1-1
- Safety equipment:
 - Make sure that you and your students know the location of nearest: first aid kit, evacuation route.
- Supervision:
 - Make sure the students do not wander off on their own during a field trip and they always stay on designated trails.
- Know, follow and enforce the policies and procedures for the following:
 - Responding to students or staff who have mental health problems. Refer to UCR RED Folder: https://studentdocs.ucr.edu/counseling/uc-riverside_caps_red_folder.pdf
 - Assisting students and staff for injuries, fainting, or other physical health problems.

While **preparing** to conduct a field trip, consider the following questions:

- Where is the first aid kit?
- How do I respond if a student had an incident?
- What are the safety considerations?

During the field trip:

Wear proper personal protective equipment (long pants, closed toe/heels shoes) and assess that all students are wearing the same level of PPE as you.

- Safety Consciousness
 - Give your safety orientation talk to your students before they do any field work. Warn them of particular hazards before each field trip.
 - Review safety issues for the experiment.

Teaching Assistant Acknowledgement

I, _____ (TA's name), have read and understand the responsibilities set forth above. I understand that I must obey these rules to ensure my own safety and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe working environment in the field. I am aware that violations could result in disciplinary action.

Signature

Date