

## Safety Plan

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When faced with an emergency or accident, take steps to reduce danger and ensure proper care for injured persons. The safety and well-being of yourself and crew members should be the first priority. Please report any safety concerns, accidents, and near-misses to Erica as soon as possible once it is safe to do so.

**Overview:** lab members will take part in a combination of lab-based and/or fieldwork-based projects. Regardless of your project, all lab members must stay up to date with required USGS training (may be online-based or in-person training; described below); this should be completed early in employment during 'on-boarding', and before beginning fieldwork. If your project requires travel in University-owned or Government (Coop Unit)-owned vehicles, then you will be required to complete driving training. Safety plans for lab-based and field-based project components are described below.

### Useful links:

*Incident Reporting:* <https://www.usu.edu/risk/claim-reporting>

*Vehicle Use & Safety Policies:* <https://www.usu.edu/risk/vehicles/vehicle-use-policy>

*USU Risk Management Frequently Used Forms:* <https://www.usu.edu/risk/frequently-used-forms>

## USGS Cooperative Fish and Wildlife Mandatory Training

### **Complete USGS-specific requirements**

Because I am affiliated with the USGS, and you are affiliated with me (you are technically not a USGS employee), as part of your 'onboarding' (i.e., **during the first couple weeks as part of the lab**) you will need to complete various safety and other training depending on the nature of your project. I will request that a 'Digital Measures' Account be created for you when you first arrive to the lab. You can get your username from me. With that you can login to your account:

1. Go to the login page at <https://www.digitalmeasures.com/login/usgs/faculty>
2. Click on "Need Help?" link
3. Click on "Reset Your Password" link (student will need to know their username)

Here, you can set up your own password and then log in.

1. Once you've logged in, go to the 'Activities' page and click on '**My Safety Worksheet**' under the header 'Safe at Work'
2. Fill out the worksheet and save it
3. Go back to the 'Activities' page, and click the button at the top: "Rapid Reports"
4. In the Report dropdown, select "**Personal Hazard Analysis**" and then Run Report

This should generate a document that lists the required trainings you need based on how you answered the safety worksheet. Once you've done that you'll need to set up a DOI Learn account (where all the online trainings are hosted) and **complete all required safety training courses:**

*Requesting and Using a DOI Talent Account for Non-Federal CRU Staff and Students*

1) Request your non-federal account at: <https://doitalent.ibc.doi.gov/login/signup.php?>  
 There are 3 sections to the form; “Username and Password”, “More Details” and “Other Fields”, you must complete all sections. The first two sections are your specific information. See table below and screen shot on page 2 for appropriate values for the “Other Fields” section.

**OTHER FIELDS SECTION:**

Field	Value
Role ID	IN_OTHER
DOMAIN ID	IN_USG
Sponsoring Bureau	GEOLOGICAL SURVEY
Affiliation	VOLUNTEER-WAIVER
Affiliate Org/Sponsor	UNIT – ORG CODE (copy/paste from <a href="#">page 3</a> )
Comments	SUPERVISOR: Don Dennerline Also indicate whether or not you have attended training with us before or have been affiliated with DOI in the past.

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Upon completion, an email is generated to the user confirming their email. Once the confirmation has been received, the USGS DOI Learn steward will review the student’s request to be sure all information has been added correctly. The student will receive an email from the DOI Talent system saying that they have an account in DOI Talent and that they can register for courses. If a student gets a message denying them a DOI Talent account, or if they have not received a message after five working days, please let Don Dennerline know as soon as possible ([ddennerline@usgs.gov](mailto:ddennerline@usgs.gov); 706-705-6042). In the latter case, they might also want to check their “spam” box in case the notification message got caught by their spam filter.

2) Once you have an account log in at: <https://doitalent.ibc.doi.gov/login/index.php/?saml=off>  
 NOTE: You should bookmark this link for all future logins!

Scroll down and click on the Login.gov button

You use Login.gov because:

- you are not employed by a U.S. Government Agency
- you do not have a .gov or a .mil email
- you do not have a PIV card

Other Fields Screen Shot

▼ Other fields

Role ID	IN_OTHER
Domain ID	IN_USG
Postal Address City	Denver
Postal Address State	CO
Postal Address Zip Code	80225
Sponsoring Bureau	GEOLOGICAL SURVEY
Affiliation	VOLUNTEER - WAIVER
Affiliate Org/Sponsor	COLORADO CFWRU -IN08ADGGHEBD2800
Comments	SUPERVISOR: Don Dennerline

Request account Cancel

Affiliate Org/Sponsor Values (copy and paste the row for your unit)  
 UTAH CFWRU - IN08ADGGHEBD2900

### Vehicle Use

USGS Training - If you are required to complete a USGS defensive driving course, please contact me and I can provide instructions for setting up an account to access the online course. This must be completed before you may drive a state or Federal vehicle managed by the Coop Unit at USU.

USU Driver Training – if you are required to take USGS defensive driving, then you will also need to take USU’s driver training course:

<https://captiveprime.adobe.com/app/learner?accountId=1538#/course/2291511>

After you have completed all steps of the USU Driver Training, you will need to contact Tammi Godfrey (with USU motorpool) at [tammi.godfrey@usu.edu](mailto:tammi.godfrey@usu.edu) for her to create a USU fuel PIN# for you. You will need to enter the PIN whenever using a gas card to fill a vehicle.

When driving, regardless of the type of vehicle, adjust your speed to road conditions, visibility, and the vehicle’s weight. Safe driving guidelines include: Wear seatbelts, always. No Alcohol, ever. Do not drive when fatigued. Do not use phones or other digital devices while driving.

If anyone is found to be using equipment or vehicles in an unsafe manner that would create risk of harm to oneself or others, or damage to the equipment, the supervisor or any crew member must intervene

to correct it. Disregard of safety procedures or endangering the safety of any person, must be reported to the supervisor.

1. All drivers should be comfortable with four wheel drive before attempting to drive over rough terrain. If not, they should switch out with a more experienced driver.
2. If a vehicle is stuck or damaged, the crew leader and crew should assess the situation. If they are unable to fix the problem and need outside assistance, they should seek help according to the communication plan.
3. Crew members who have never driven in 4 wheel drive or need a refresher should consider watching a 4x4 training video such as the following:

How to Drive Off Road 4x4 Part 1: <https://www.youtube.com/watch?v=FcTTPV9JmIE>  
Start watching from 26-47 minutes, then from 51-55 minutes. Resume at 58:30 to the end. Keep in mind these examples are more extreme than most situations we will face in the field. Note: there are commercials dispersed throughout the video. If you have in earbuds, the volume increases dramatically for the commercials.

### **Lab-related Safety**

Our USU lab space is a shared, 'dry lab' that is not for storing, or processing any biological samples. The space is primarily an office-space and computer lab; no chemical reagents are to be stored or used in the lab.

### **Fieldwork-related Safety**

Any crew member should feel free to raise safety concerns in any situation that s/he deems unsafe. You are all responsible for your safety and the safety of your crew members. When conducting fieldwork, plan for any hazards that could reasonably be anticipated and mitigate accordingly. Always make sure somebody outside of your crew knows (approximately) who you are with, where you are heading, and how long you expect to be there. Before starting a field season, agreed on a check-in schedule with Erica.

Make sure you are aware of life-threatening allergies/conditions in your crew and how to minimize the associated risk and consequences. Confirm that you have completed all required trainings that you may need in the field.

### **Summer Fieldwork**

The primary safety concerns of working in the summer include dehydration, overexposure to the sun, heat exhaustion, hypothermia (if cold and/or wet), and snake or insect bites. If working in summer conditions, revisit USGS-required trainings before starting the field season and follow recommended procedures.

1. The field crew should be aware of the signs and symptoms of the major health concerns listed above and be prepared to administer care in the field.
2. The crew leader is responsible for being aware of the physical well-being of the crew. Taking regular breaks and asking everyone how they are is a normal part of looking after the crew.
3. Every crew member should carry enough water to remain hydrated throughout the day.
4. Stay situationally aware of the insects and venomous snakes around you. Alert others to the

presence of dangerous creatures so they can also avoid hazardous interactions.

5. If a crew member has a medical condition that would be difficult to address in the field (i.e. allergic to bee stings or has asthma), they should notify the crew leader and make sure they have their necessary medications on hand. If necessary, they should alert others on how to administer them.

6. Personal protective equipment (PPE) that is recommended includes a full brimmed hat, long sleeved lightweight shirt, pants, and sunscreen.

### Winter Fieldwork

Primary concerns of working in the winter include cold stress, frostbite, and hypothermia. If working in winter conditions, revisit USGS-required trainings before starting the field season and follow recommended procedures.

1. When traveling/working during the winter, make sure each and every crew member has adequate warm clothing and is aware of the symptoms and associated risks of frostbite and hypothermia.

2. Be cognizant of avalanche risk, and consider and avoid terrain traps carefully during winter studies.

3. Recommended PPE includes layers of loose-fitting warm clothing, hat, mittens

### Wilderness Fieldwork

Work in remote sites often involves limited to no cell service and long travel times to the nearest amenities and medical facilities. The primary concerns with working in the wilderness include limited communication, remote vehicle repairs, and emergency response in case of physical injury. Anyone working in wilderness situations are required to complete USGS-based training before going to the field, including Wilderness first aid training, and are required to carry a Spot/inReach/sat-phone and a first-aid kit. *Wilderness First Aid training is provided by USU Outdoor Programs annually. The cost of this training for WILD students can be fully covered by WILD, QCNR, and the lab- talk with Erica about this opportunity.*

1. Before leaving Logan, the individual or field crew needs to discuss their communication plans when they reach the field site with Erica. If cell service is not available at the site, they should carry a SPOT unit or satellite phone in case they need to seek help. They should designate an emergency contact in Logan who will be able to coordinate assistance if necessary.

2. Make sure the vehicles are equipped with the basic tools necessary to deal with minor vehicle repairs out in the field. For example, spare tires and a jack should be in the vehicle in case a flat tire needs replaced; check that spare tires are in proper order before leaving for the field.

3. Make sure the vehicles have enough fuel to reach the field site and return to the nearest gas station.

### Bear-country Fieldwork

When traveling/working in bear country and season, carry bear spray as appropriate and be bear aware; revisit your bear safety training through USGS before working in bear country.

### ATV use

When riding on ATVs (four-wheelers, six-wheelers, snowmobiles, etc.), always wear a helmet and be sure you have completed any partner-mandated training. An ATV may be used

only if the operator and all other passengers are wearing helmets, the ATV is in safe operating condition, and the operator is experienced with the proper and safe operation of the machine.