



A GUIDE TO ON-SITE SAFETY BRIEFINGS

Orientation (upon arrival)

Accommodation Site & Activity Area

- Ensure participants get to know the site quickly, and if possible give them a guided tour of the accommodation and activity area, pointing out the locations of:
 1. All facilities (toilets, potable water sources, showers, kitchen, etc.)
 2. No go areas (outside of park boundaries, near dangerous areas, etc.)
 3. First Aid kits
 4. Fire extinguishers and other safety equipment
 5. Meeting point in the event of emergency
 6. Communications devices (radio, satellite phone, etc.)
- Set boundaries by letting participants know the “dos and don’ts” on your program (for example, rules regarding alcohol consumption, appropriate dress, using a “buddy system,” etc.)
- Discuss any cultural sensitivities
- Introduce the participants to support staff, technicians, outfitters, etc.
- Staff and participants exchange mobile phone numbers

Hazards & Emergency Response Plan

- Describe each of the potential hazards listed in your risk assessment and program materials
- Explain controls that are in place to improve safety
- Involve participants in your culture of safety by encouraging: good judgment, clear and frequent communication, following guidelines and instructions, taking care of themselves and their teammates
- Practice using safety and communications equipment
- Explain any unique contents of your First Aid kits (ex. defibrillator, anti-venom, etc.)
- Talk through your emergency response plan with participants and place printed copy in a easily accessible place, such as inside all First Aid kits, vehicles, or in a common area

Daily Briefings (if multi-day program)

- Reminder on hazards associated with the day’s tasks
- What equipment, supplies, and clothing will be required
- Inform team of the weather forecast or conditions

End of Team Wrap-up

- Debrief any safety issues that arose over the course of the program with your staff

Communication upon arrival & throughout your program is essential



Homework

1. Cultivate a culture of safety within your organization
 2. Create an informed, full list of hazards by going through these steps with your staff:
 - a) Ask individuals to describe the hazards on your program and how to mitigate them
 - b) Share the responses to identify areas of concern and increase understanding
 3. Make the list easily accessible for staff to use during safety briefings.
 4. Use staff trainings to practice delivering safety briefings.
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THE EARTHWATCH RISK MANAGEMENT SYSTEM

