

# Santa Rosa Island Research Station Health and Safety Plan



## I. Roles

### 1. Research Station Manager

The Research Station Manager (RSM) has authority and responsibility for direct supervision of Santa Rosa Island Research Station (SRIRS or Station) volunteers and persons involved in RSM personal research.

The RSM fills a collaborative role with CI employees and researchers, so therefore has shared responsibility with CI trip leaders for supervision and safety of CI sponsored participants.

The RSM is the contact point for external entities using the SRIRS and typically collaborates in logistical aspects of their visit. The RSM does not have either the authority or responsibility for direct supervision of these entities.

### University Environmental Health and Safety Office (EH&S)

EH&S collaborates with the SRIRS Manager to promote Research Station Health and Safety.

### 2. CI Faculty and other CI Field Trip Leaders

Faculty have the responsibility for conformance with EO 1062 for students on field trips (Appendix A).

CI trip leaders have a collaborative role with the RSM for supervision of CI student participants or University sponsored groups.

CI trip leaders have authority and responsibility for direct supervision of persons involved in their personal research, and any unusual safety concerns unique to that research.

### 3. External Entities Utilizing the Field Station

The group leader of an external entity is responsible for the safety of all persons under their supervision. The RSM will provide a general safety orientation for commonly recognized hazards but any unusual safety concerns unique to external entity activities is the responsibility of that group leader. This safety responsibility includes evaluation of hazards, determination of reasonable mitigation measures, communication of this information to participants, and implementation of appropriate safety measures.

#### 4. National Park Service

The NPS is a partner with the SRIRS under Cooperative Use Agreement P17AC01689. Currently SRIRS vehicle safety is administered in conformance with NPS vehicle safety procedures. In addition, the NPS has 24/7 emergency dispatch capability and has the primary role in communication and coordination in emergencies.

### **II. Responsibilities**

#### A. Research Station Manager

- Provide and document a general safety orientation for all who utilize the field station.
- Content of general safety orientation will include:
  - disclose known hazards
  - provide information on mitigation measures i.e. ways to avoid the known hazards, e.g. administrative rules and procedures that must be followed.
  - Provide and review SRIRS Health and Safety Plan for SRIRS users.
- Make available a written document containing standard hazards and mitigations and advise SRIRS users of its location.
- Provide specific safety guidance for those under his (her) direct supervision for any unusual hazards of specific activities. (The *SRIRS Hazard Analysis* form in Appendix B can be used to document this.)
- Encourage conformance with safety rules and procedures for those under direct supervision. Prohibit patently dangerous behaviors.
- Provide SRIRS users with written instructions for field communications.
- Inform SRIRS users of the location of a hard-copy of the SRIRS Health and Safety Plan at the Field Station.
- Provide a personnel locator board for all SRIRS users to log when they check in and out of the Station, and encourage its use by all entities.
- Post the Emergency Plan and advise users of the location of the posting.
- In the event of an injury or accident, record and investigate the accident (or facilitate same), and later review the circumstances to determine if reasonable actions can be taken to prevent a similar incident in the future.
- Respond in Emergencies - The RSM is not the primary contact in life-threatening emergencies. However the RSM, if available, can coordinate medical assistance and/or evacuation in less than life threatening situations,

and provide first-aid and CPR

- Advise Station users of standard minimal safety equipment or resources appropriate for standard activities (i.e. what should be in a “field safety kit”). Field Safety Kits with these resources will be made available to Station users.

Field Safety Kit contents:

1. Radio
2. Radio use instruction card
3. First Aid Kit
4. Field Emergency Communication Plan Flashlight

### Campus EH&S Office

- Maintain this Health and Safety Plan and communicate this Plan to the RSM, and National Park Service (NPS).
- Review accidents and injuries to assess if there are reasonable actions that may reduce the likelihood of recurrence.
- Perform periodic Health & Safety inspections of the Research Station property in conjunction with the NPS.

### B. Any entity supervising others

Generally, any person directing or controlling the actions of others is responsible for a reasonable assessment of safety hazards, determining reasonable mitigations, and informing those under their direction regarding these things. The responsibility for the safety of persons under your direct supervision is yours. The RSM will provide an orientation for commonly recognized hazards at Santa Rosa, but you should consider hazards that are unique to the type of work your group will be doing.

- Do a hazard analysis and determine mitigations for any unique hazards you have identified. Following is a description of how this can be done.

The *SRIRS Hazard Analysis Form*, list of hazards, and mitigation measures in Appendix C can be used to drive and document this process.

### HAZARD ANALYSIS

- 1) Define exactly what activities will take place; be specific about the actual physical activities, tools, equipment, where and what tasks will be done etc.
- 2) Identify the hazards for each activity or task.
- 3) Determine the role of each participant, assign that work to them, and limit the scope of their work to the work you have assigned. It may be necessary to vet

participants to ensure they are capable of performing the assigned work safely (e.g. swimming ability, experience with a tool, or certified competency).

4) Determine reasonable hazard mitigation measures for the work to be done. Many recognized hazard mitigations are available in the Appendix. Priority for mitigation measures should be;

- 1<sup>st</sup>) Choose Engineered controls first
- 2<sup>nd</sup>) Administrative controls second
- 3<sup>rd</sup>) Personal protective equipment is last choice

For example; procedures for addressing a high wind hazard might be:

- 1<sup>st</sup>) choice - Engineered - Build a structure to protect participants from wind.
- 2<sup>nd</sup>) choice - Administrative – Make a rule prohibiting activities during high winds.
- 3<sup>rd</sup>) choice - Personal Protective Equipment – Instruct participants to wear a coat

- Inform participants regarding the hazards, the mitigation measures they will use and your expectations for safe work. If administrative and protective equipment controls will be used, inform participants of the administrative controls and provide the appropriate protective equipment.
- Supervise with safety in mind; encourage participant's conformance with safe work practices and stop unsafe behavior.
- Use the personnel locator board to log in and out of the Station.
- Take a Field Safety Kit with you into the field.
- Respond in Emergencies: you may be the first person on scene in an emergency. Be sure to know, and inform participants in your group, about what to do in an emergency (see emergency section).

### **III. Emergency Plan Responsibilities**

#### **1. RSM**

Less than life threatening emergency: if available, the RSM can help coordinate medical attention and evacuation, and provide first aid and CPR.

#### **2. NPS**

The NPS has primary responsibility for coordinating most serious emergencies; they maintain a 24/7 dispatch center, and will garner resources and coordinate the response.

#### **Ranger and other NPS staff on island**

Less than life threatening emergency: on-island NPS staff can help coordinate medical attention and evacuation, and provide first aid.

#### **NPS Sequoia Dispatch**

Is the primary contact for all emergencies.  
Provides 24/7 dispatch capabilities.

### 3. All persons in the field

Any person may be the first on-scene in an emergency. They should be informed of the following: the medical isolation of the island, to provide first-aid if trained to do so, to follow emergency communication instructions in the Field Safety Kit, and not jeopardize their own safety in responding to an emergency.

## **IV. Accident Reporting and Safety Review**

If an accident or injury occurs see to the persons immediate needs. After a victim's immediate needs are met:

- if the person is a CSU employee or volunteer, a *Supervisor Injury or Illness Report* must be completed.
- For any other person injured, a *Student/Visitor/Vendor Accident Report* must be completed.

The RSM, the University EH&S office and the University Safety Committee will review injuries and evaluate if there are reasonable actions that may help prevent future similar accidents.

## **V. Staging of Supplies and Equipment**

Safety supplies and equipment are located near the door in the Field Station building.

## **VI. Hazardous Materials Management and Contingency Plan**

This Plan is not yet necessary – no significant inventory of hazardous materials is present at the Station at this time.