



Environment
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Occupational Health
and Safety

Santé et sécurité
au travail

Safety Check-In Directive

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Together, we make our workplaces and activities healthy and safe

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SECTION 1 – INTRODUCTION

Employees may be required, at any time, to work alone *or in teams* in field locations that are remote or distanced from assistance. Employees may also work in office, home (telework), warehouse, and/or laboratory settings where working alone increases emergency response times. This can include work during non-regular work hours or jobs where the work is considered medium to high risk. This creates two challenges:

- 1) The ability to communicate with the employee(s) or employer when required; and
- 2) The ability to initiate emergency response in a timely manner.

The risks associated with all such work shall be assessed by the manager or supervisor and shall take into account:

- Environmental conditions;
- The work activities to be carried out; and
- The equipment / tools to be used and the reliability of those tools, particularly communications devices.

Examples include, but are not limited to weather, terrain, marine conditions, wildlife, vehicle/craft type, phone/radio battery power, opportunity to recharge, strength/existence of signal, and type of work being performed.

SECTION 2 – PURPOSE

This directive outlines steps that must be taken in order to ensure that employees are able to communicate their need for help when required and that emergency medical services or search and rescue measures are deployed without delay as required. Further, it outlines steps to be taken when workers cannot be contacted as required or as indicated by an itinerary with defined check in times.

Managers/Supervisors are required to effectively track an employee's whereabouts to ensure that "overdue" employees are easily located. This will be done effectively by establishing, maintaining and monitoring a planned itinerary to ensure the employee's whereabouts can be quickly and efficiently established should the employee or team not check in at the prescribed time, or is otherwise considered to be "overdue".

SECTION 3 – EFFECTIVE DATE

Date of Application

This directive becomes effective upon the date signed by the Assistant Deputy Minister, Human Resources.

Date of Last Revision

December 19, 2014

SECTION 4 – APPLICATION

Primary application

This directive shall apply to all departmental employees or teams of employees who work under any of the following conditions:

- Performing field work in locations that are remote and/or distanced from assistance.
- Performing work where emergency response is not readily available due to geographic location, seasonal conditions, and the availability of appropriate transportation.
- The work being conducted is in a low traffic area and the specific nature of the area may pose an increased risk to an employee due to limited contact and/or communication. This includes secure areas such as offices, laboratories, storage rooms, warehouses and building maintenance rooms.
- Performing work that is considered to be medium to high risk.

NOTE: Environment Canada's [Working Alone Directive](#) applies to all employees who work alone.

Secondary application

A supervisor may choose to implement the requirements of the directive to be used for other business travel at their discretion.

Generally, the directive is meant to be used when employees travel through, or perform work in, areas where they are unlikely to be provided responsive assistance.

SECTION 5 – AUTHORITY

This directive has been developed by Environment Canada's Occupational Health and Safety Division, in consultation with relevant stakeholders to whom the directive applies. It is issued under the recommendation of Environment Canada's National Joint Occupational Health and Safety Policy Committee (NJOHSPC) and approved by the Assistant Deputy Minister, Human Resources.

SECTION 6 – DEFINITIONS

Base Camp (*Camp de base*) – Refers to temporary lodgings, such as a tent or cabin, where field-staff congregate, commence field operations and shelter. It does not include commercial accommodations, such as hotels or motels.

Check-In Itinerary/Sail Plan (*Itinéraire/plan de navigation*) – A detailed schedule of field work including the start, end and check-in time(s); work location(s); general description of work to be performed; description of the field vehicle(s); names and phone numbers of the employees, proposed accommodations and Itinerary Monitor; and the names and phone numbers of the local authorities (such as police) to be called in the event of an overdue field party or declared emergency.

References to “the itinerary” in this document are consistent with the Small Boat Safety Program, referring to the Check-In Itinerary and Sail Plan (Section 3.0 Sail Plan or Call-In Itinerary, Annex D – Sail Plan/Call-In Itinerary).

Check In (*Appel de sécurité*) – Refers to a call or other form of contact by the employee to the manager or supervisor, on-call person, or third party provider to convey they are safe and on schedule as per the itinerary.

Communication Device (*Dispositifs de communication*) – Examples include, but not limited to:

- Cellular Phones;

- Satellite Phone – a mobile phone that connects to orbiting satellites instead of terrestrial cell sites. Note: that these require the use of an area code, and therefore cannot access 911 services. Direct lines for local emergency services is required;
- Distress radio beacons, also known as emergency beacons, PLB (Personal Locator Beacon), ELT (Emergency Locator Transmitter) or EPIRB (Emergency Position-Indicating Radio Beacon), are tracking transmitters which aid in the detection and location of boats, aircraft, and people in distress.
- Satellite Communication and Tracking Devices that utilize GPS based messaging and emergency notification technologies (eg. SPOT and inReach); and
- VHF Radio: Very high frequency (VHF) is the ITU designation for the range of radio frequency electromagnetic waves from 30 MHz to 300 MHz, with corresponding wavelengths of ten to one meters.

Departmental Official (*Représentant du Ministère*) – An Environment Canada employee carrying out a duty or function on behalf of management.

EC Contact (*Personne-ressource d'EC*) – Is a departmental contact person(s) to be notified in the event of an emergency/failure to contact employee.

Emergency (*Urgence*) – A serious, unexpected and often dangerous situation that poses, or has a high probability of escalating to pose, an immediate risk to the health and safety of an employee.

Emergency Response Plan (*Plan d'intervention en cas d'urgence*) – A plan of action for the efficient deployment and coordination of services, agencies and personnel to provide the earliest possible response to an emergency.

Employee (*Employé*) – A person employed by EC to perform specific mandated tasks.

Extended Field Work (*Travail prolongé sur le terrain*) – Refers to any operations conducted in the field that require the use of a base camp for overnight accommodation.

Field Work (*Travail sur le terrain*) – Any operations conducted outside of the office.

In-Field Status (*En travail sur le terrain*) – Is the moment you depart the office, home, or any other work location for field work and until you check in to your hotel or return to the office or home.

Itinerary Monitor (*Surveillant de l'itinéraire*) – Is identified on the itinerary and will receive check in notifications and requests for assistance that meets the criteria of this directive from employees performing work. The Itinerary Monitor will be an internal EC employee, external contractor or agency (such as Park Warden, Polar Shelf staff, etc) or an automated service provider.

Manager/Supervisor (*Gestionnaire ou superviseur*) - For the purpose of this Directive, the term “Manager” or “supervisor” means any person who directs the work of one or more employees who perform identified tasks.

Medium to High Risk Work (*Travail à risques moyens ou élevés*) – Following an assessment of risk, it is determined that the risk associated with the work being performed is considered medium to high risk. The ability to respond to individuals in an emergency situation must be taken into account when determining risk.

Overdue (*En retard*) – Is when a field worker's status or location is not known at a prescribed point in time.

Prescribed (*Prescrit*) – Use of this adjective, such as “follow prescribed procedures”, means to follow those procedures that have been established in order to conform to a rule, procedure or a guide. It is used in Federal legislation and EC directives, policies and guidelines.

Reasonable timeframe (*Délai raisonnable*) – When referencing overdue employees, the reasonable timeframe shall not exceed one (1) hour from the agreed upon check in time. As the time will vary depending on the nature of the activity, location and level of risk of tasks being performed, it needs to be recognized that 1 hour may be too long.

Remote Site (*Site éloigné*) – A remote area or site or an isolated work place means a work place that is more than two hours travel time from a hospital or other medical facility under normal traveling conditions using the normal available means of transportation.

Note: In field situations where there is a possibility that local weather conditions or available means of transportation may hinder or delay the arrival of medical assistance or the evacuation of casualties, the field officer or project leader may consider such field sites to be remote.

Working Alone (*Travailler seul*):

To work alone at a field site, in an office, warehouse or laboratory setting; and in other circumstances where assistance is not *readily available* in the event of an injury, illness or emergency;

NOTE: In order to define "*readily available*" the following 3 assessment factors must be evaluated:

- a) Awareness – will other persons capable of providing assistance be aware of the worker's needs?
- b) Willingness – is it reasonable to expect those other persons will provide helpful assistance? and
- c) Timeliness – will assistance be deployed within a reasonable period of time?

Refer to Labour Program ["Workers Working Alone at a Work Place Under the Control of the Employer - 905-1-IPG-059"](#) for additional information regarding the safety and health of workers working alone.

SECTION 7 – ROLES AND RESPONSIBILITIES

7.1 Manager/Supervisor Responsibilities

- a) Assess risk associated with tasks to be conducted taking into consideration:
 - (1) Geographic location, terrain and marine;
 - (2) Environmental conditions, such as seasons, weather and wildlife;
 - (3) Work activities to be performed, including mode of transportation and all equipment and tools that will be required; and
 - (4) Communications device / radio battery power, opportunity to recharge, strength / existence of signal to access emergency assistance
- b) Determine if a safety check-in is required and develop a procedure (see Annex 1) that meets the requirements of this Directive, outlining the emergency contact protocol to follow in case of emergencies or if employees fail to check in (overdue).
- c) Establish an Emergency Response Plan specific to the work conducted by their employees (see Annex 2 and Annex 5).
- d) Identify an EC Contact(s) to be provided to employees and Itinerary Monitors.

- e) Ensure that employees follow all Safe Work Procedures (SWPs) and regularly review all Task Hazard Analyses (THAs) for all tasks assigned.
- f) Provide employees with the necessary protective equipment, training, and information that is required to ensure their health and safety.
- g) Ensure that employees have an appropriate level of training, such as certified first aid with AED, and access to a suitable first aid kit,
- h) Ensure that employees have access to, and have been provided instruction on how to use, communication devices and location equipment.
- i) Ensure that employees have an up-to-date list of names, addresses and telephone numbers for local emergency services, such as emergency transportation (ambulance, taxi), health services, the fire department, the police and the poison control centre.
- j) Ensure that check in times are commensurate with the identified hazards for the particular trip.
- k) Ensure that the itinerary has been filed, validated for accuracy and approved. All steps associated with itinerary filing/approval can be conducted electronically.
- l) Ensure that appropriate safety equipment is on board the vehicle/craft.
- m) Keep up to date a confidential list of employee's personal emergency contact person(s) and phone number(s) and coordinate any communication with family members, as necessary.
Important Note: This information is considered to be Protected A and must be stored electronically on a network drive, or if in hard copy, in a secure cabinet.
- n) Investigate all incidents and hazardous occurrences relative to this Directive, including missed check-ins, and complete a hazardous occurrence investigation report (HOIR) in accordance with Annex 5 of this directive.
- o) Comply with all requirements of this Directive.

7.2 Employee responsibilities

- a) Comply with requirements of this Directive, including check-in at pre-determined times.
NOTE: FAILURE TO CHECK-IN, OR THE INABILITY TO BE REACHED AT PRE-DETERMINED TIMES, WILL RESULT IN EMERGENCY RESPONSE PLAN BEING ENACTED.
- b) Comply with the appropriate Task Hazard Analysis(s) (THAs) and Safe Work Procedure(s)(SWPs) in addition to any trip specific instructions detailed by their supervisor.
- c) Participate in the necessary training to perform work safely.
- d) Wear/use approved personal protective clothing/equipment.
- e) Inform management without delay of any safety or health issue related to the work.
- f) Inform management without delay if there is a need to consider accommodation measures to address a medical condition or otherwise, that may pose a risk to you or your co-workers while performing the work.
- g) Provide supervisor with up-to-date, prioritized emergency contact person(s) name and phone number(s).
- h) Use the appropriate communication equipment provided by the employer.
- i) Submit completed/detailed itinerary to the supervisor/manager for approval (electronic/email approval is allowed)
- j) Submit approved itinerary to the Itinerary Monitor.
- k) Notify the Manager/Supervisor, Itinerary Monitor and EC Contact(s) of any amendments to the itinerary as necessary, and without delay.
- l) Keep a copy of your itinerary with you.

7.3 EC Contact Responsibilities

- a) Must be accessible at all times, by means of two-way communication, while performing the duties of EC Contact. EC Contacts **must remain available for contact from employees, and be able and ready to assist**, until advised that an employee or field party has checked-in or an

itinerary has been closed. The EC Contact will be contacted early in the process when an overdue employee could not be reached in the prescribed timely manner as per the itinerary.

- b) When notified by the Itinerary Monitor, the EC contact will employ all available means to continue to contact the employee. Efforts shall continue to be made until the employee is located.
- c) In the event that contact with the employee or field party is not established within the reasonable timeframe or an emergency is declared, the EC Contact will implement the Emergency Response Plan.
- d) Obtain up-to-date, prioritized employee emergency contact information from employee(s) supervisor(s) which will be provided to the departmental officials or policing authorities in the event of an emergency.
- e) If and when appropriate, update the employee's manager/supervisor, and the Itinerary Monitor when you are made aware of an itinerary change and the employee(s) have been unable to update directly.
- f) Notify Responsible Manager/supervisor of the events that are taking place in cases where an employee is considered overdue and that search and rescue efforts have been initiated, or an emergency has been declared.
- g) Provide an alternate contact in the event that you may not be accessible during any open itinerary cycle.
- h) Coordinate any assistance requested by the employee using all available means.
- i) Will provide a summary of action taken in the event of an emergency as part of the investigation process in accordance with departmental hazardous occurrence investigation, recording and reporting procedures.

7.4 Itinerary Monitor Responsibilities

- a) The Itinerary Monitor will monitor and update the Check-In Itinerary/Sail Plan, notify management and EC Contact as appropriate, and generally will fulfill the responsibilities set out by this Directive.
- b) Receive and keep on file approved itineraries; record any amendments made to them, including the time of the amendment was submitted and close the itinerary at the end of each work day.
- c) Ensure that attempts are made to establish contact with employees when they are considered overdue. In the event that employees considered overdue cannot be reached, follow the prescribed procedures in this Directive (Annex 5), for contacting the employees or EC Contact.
- d) As appropriate, Itinerary Monitors shall receive and retain data sent from devices such as SPOT units to keep track of employees' most recent reported whereabouts and use this data as per any contract obligations and local procedures.
- e) Itinerary Monitors **must remain available for contact from employees, and be able and ready to assist**, until advised that an employee or field party has checked in or an itinerary has been closed.
- f) Notify EC Contact(s) listed on the Check-In Itinerary/Sail Plan at the end of the day of the following:
 - that the mission has been safely completed;
 - of any check-in times that were missed;
 - any amendments made to the itinerary.
- g) Notify EC Contacts in the sequence they are listed on the itinerary when employees miss a check-in and/or when employees are considered overdue.

SECTION 8 – REQUIREMENTS FOR ESTABLISHING SAFETY CHECK-IN PROCEDURES

The supervisor/manager shall work with their employees to establish a safety check-in procedure, commensurate with the hazards the employee(s) will face when conducting tasks in medium to high risk work within an Environment Canada work place, or any place where such work is being performed on behalf of Environment Canada. Each procedure established must meet the three requirements outlined below (ie. recognizing when an employee is overdue, itinerary, communication).

8.1 Basic Requirements for Employee Monitoring

All established check-in itineraries must ensure the department is aware of any "overdue" employees within the reasonable timeframe which shall not exceed one (1) hour. Scheduled check-in times must be commensurate with hazards an employee will be exposed to on each and every trip. The Check-In Itinerary/Sail Plan (Annex 3 and 4) have been designed to guide the supervisor/manager in collecting the information necessary in establishing a procedure.

Employee monitoring has three components:

1. **Recognizing when an employee is "overdue":** Monitoring is a simple verification that the employee has reported their location/position or reported a safe completion of the mission within the prescribed period of time. If the employee(s) are overdue, efforts are to be made to contact the employee. If no contact can be made within the reasonable timeframe, the appropriate procedure outlined in Annex 3 – Check-In Itinerary/Sail Plan is to be engaged.
2. **Check-In Itinerary/Sail Plan:** An itinerary must be made available to any departmental official upon request. This would mean an employee would file a documented plan, accessible to a supervisor/manager and the Itinerary Monitors, of where they are to be on specific days with prioritized phone numbers (i.e. cell phones, hotel numbers, etc.) so that the department is able to contact the employee if they are deemed to be "overdue" and take appropriate action if contact cannot be made.

The minimum requirements of the itinerary are included in Annex 3 or Annex 4 (dependant on the nature of the work). This itinerary shall be modified by a supervisor/manager to include additional employee tracking information should the risk warrant such modification.

3. **Communication:** It is essential that all staff who require a Safety Check-in have access to a reliable communications device in the event of an emergency and to allow employees to check in their position or status to an Itinerary Monitor. Thus the department is able to make contact with the employee if they are deemed "overdue" or miss a check-in.

In many cases a cellular phone provides adequate coverage, in other cases a satellite phone or other communication devices will provide better coverage as employees visit remote or mountainous areas. Implementation of GPS and Beacon equipment in vehicles or on their person may facilitate identifying worker location when a search has to be initiated.

Managers/supervisors must evaluate the type and location of work and choose the most appropriate/reliable means of communication.

8.2 Use of Contractors and other Service Providers

Teams may elect to use a contractor/agency who specialize in employee monitoring. This practice has become very common within the department and within other industries. In situations where calls are likely to be made outside of regular business hours or when it may be difficult to identify

an internal EC Itinerary Monitor, an external service is highly recommended (ie. 24/7 coverage). Supervisors must tailor the check-in procedure to suit organizational needs but they must keep in mind that the procedure must meet the requirements of this directive.

Written agreements or Memorandums of Understanding (MOU) with other agencies, such as Park Wardens or DFO, or any procedure that meets the requirement of Employee Monitoring above, qualifies as part of monitoring. The use of spouses or family members, who are not employed by Environment Canada, does not meet the requirements of this directive.

NOTE: A detailed Statement of Work defined in the contract/service agreement or Memorandum of Understanding (MOU) shall clearly outline the responsibilities of Service Providers for Itinerary Monitoring as set out by this Directive.

SECTION 9 – REQUESTS FOR INFORMATION

If you have any questions or concerns regarding the Safety Check-In Directive, please feel free to discuss the matter with your [Senior OHS Advisor](#).

SECTION 10 – DIRECTIVE EVALUATION

- Will be initiated at the three-year mark of implementation of this directive and every three years thereafter by the OHS Division.
- Will consist of consulting the Workplace OHS Committees and relevant stakeholders and recommend changes for improvement.
- Evaluation will be done sooner if:
 - there are changes to legislation, directives or standards
 - an accident occurs which has preventative recommendations related to the Safety Check-in Directive
 - a suggested amendment to the program is received
 - significant changes occur in the workplace or in its systems/processes
 - there are recommendations from a Workplace OHS Committee

SECTION 11 – REFERENCES

Relevant Documents

[Critical Incident Response Guide](#)

[Working Alone Directive](#)

[RCMP Search and Rescue](#)

[Risk Assessment and Hazard Prevention Program \(RAHPP\)](#)

[Travel Directive, National Joint Council](#)

Annex 1 - Factors to Consider when Developing Safety Check In Procedures

As the needs and circumstances will vary for each department, these points are intended as a guide only. Be sure to adapt the questions to suit your situation.

Working Alone

- What is a reasonable length of time for the person to be alone?
- Is it reasonable for the person to be alone at all?
- How long will the person be alone to finish the job?
- Is it legal for the person to be alone while doing certain activities?
 - For example: some jurisdictions may restrict working alone in a confined space, or during lock-out / tag-out operations.
- What time of the day will the person be alone?

Communication

- What forms of communication are available?
- Is it necessary to "see" the person, or is voice communication adequate?
- Will emergency communication systems work properly in all situations?
- If the communication systems are located in a vehicle, do you need alternative arrangements to cover the person when they are away from the vehicle?

Work Location

- Is the work in a remote or isolated work location?
 - Remember that an isolated work location does not have to be far away. Storage rooms, utility rooms and laboratories that are rarely used can be considered isolated work locations.
- Is transportation necessary to get there? What kind of transportation is needed?
- Is the vehicle equipped with emergency supplies such as food and drinking water, as well as an appropriate first aid kit?
- Will the person need to carry some or all of the emergency supplies with them when they leave the vehicle?
- Does the person need training to be able to use the first aid equipment?
- What are the consequences if the vehicle breaks down?
- Will the person have to leave the vehicle for long periods of time?

Annex 2 - Elements for an Emergency Response Plan

In accordance with this Directive, each Branch will develop its own Emergency Response Plan relative to the work location, the task at hand, environmental/geographical conditions, availability of local search and rescue, etc. This will require a thorough analysis of the work conducted and the associated risks.

In the event that contact with the employee(s) is not established within the reasonable timeframe or an employee or field party declares an emergency, the EC Contact will implement their Emergency Response Plan. The objective of this Plan is to ensure that employees are located even if local policing authorities deem that this is not an emergency. These steps involve the use of discretion and good judgement. ***Mandatory elements of an Emergency Response Plan are noted below.***

Emergency Response Plan

1. Continue to attempt to contact employee following the Emergency Contact Protocol listed on the Check-In Itinerary/Sail Plan; as well as all other available means; *(mandatory)*
2. Take notes, detailing calls made, to whom, and the time of the attempted calls to the employee(s); *(mandatory)*
3. If you are unable to make contact within the reasonable timeframe, contact the local policing authority who will determine whether an immediate search is required or not; *(mandatory)*
4. Include how to initiate a search for the employee if the local policing authority does not deem this an emergency. *(mandatory)*
5. Notify departmental officials (eg. Branch Senior Management and, [Sr. OHS Advisor](#)) of the events that are taking place in cases where an employee is considered overdue and when search and rescue efforts have been initiated, or an emergency has been declared; *(mandatory)*
6. Provide up-to-date, prioritized contact information and phone number(s) which will be provided to the Departmental Officials or policing authorities; *(mandatory)*
7. If possible, take note of GPS coordinates for pinpointing the employee's location;
8. If they are flying in remote areas, contact the air charter company to see if the pilot has closed his/her flight plan;
9. In the case of special projects, i.e. Parks, contact the Park warden to see if the employees have checked in or if the wardens have heard from them that day.

Management is ultimately responsible for the well being of their staff and must be kept informed when there has been a critical incident. If you have determined that a critical incident has occurred, refer to the [Critical Incident Response Guide](#). This guide should be located beside your phone at all times.

Annex 3 – Check-In Itinerary/Sail Plan

Please note this form, or a tailored version, must be completed and filed with the supervisor prior to all travel. This plan is provided as an example. The manager/supervisor must tailor it to create one that will correspond with their equipment, operation and geographical area.

| Name & Phone of Field Party Leader: | | | | |
|--|---------------------------------|---|---------------------------------|---|
| Name: | | Phone # | | |
| Names & Phone of Team Members: | | | | |
| Name: | | Phone # | | |
| Name: | | Phone # | | |
| Name: | | Phone # | | |
| Field Excursion Information | | | | |
| Purpose of Field Excursion / Description of Work Activities to be Performed: | | | | |
| | | | | |
| Known / Foreseeable / Anticipated Hazards (Work being conducted, geographical location, terrain, environmental conditions) | | | | |
| | | | | |
| Local Authority Contact Information | | | | |
| Police: <input type="checkbox"/> | RCMP: <input type="checkbox"/> | Park Warden: <input type="checkbox"/> | Other: <input type="checkbox"/> | |
| Phone: | Phone: | Phone: | Phone: | |
| Coast Guard | Transport Canada | Charter – Boat, aircraft | Other | |
| Phone: | Phone: | Phone: | Phone: | |
| Detailed Itinerary (Add lines as necessary) | | | | |
| | Trip Details | Dates | Time | Remarks (include accommodation name/phone number) |
| 1 | Departure: | __/__/__ | --:-- | |
| | Arrival: | __/__/__ | --/-- | |
| 2 | Departure: | __/__/__ | --:-- | |
| | Arrival: | __/__/__ | --/-- | |
| 3 | Departure: | __/__/__ | --:-- | |
| | Arrival: | __/__/__ | --/-- | |
| Communications | | | | |
| Devices (Check All That Apply) | | | | |
| EPIRB: <input type="checkbox"/> | GPIRB: <input type="checkbox"/> | PLB: <input type="checkbox"/> | SPOT: <input type="checkbox"/> | VHF Radio: <input type="checkbox"/> |
| Cellular Phone: <input type="checkbox"/> Number: | | Satellite Phone: <input type="checkbox"/> Number: | | |
| Radio channels monitored | | | | |
| HF: | VHF: | MF: | | |
| Transportation Information: | | | | |
| Vehicle: Fleet: <input type="checkbox"/> or Personal: <input type="checkbox"/> | | | | |
| Make: | Model: | Color: | Plate #: | |
| Small Boat Itinerary (if applicable) | | | | |
| Pre-trip weather forecast: | | | | |
| Phone # of nearest Rescue Coordination Centre or Marine Rescue Sub-Centre: | | | | |

| Boat Description | | | |
|--|------------------------------|------------------------|----------------|
| Vessel Name: | | Vessel Registration # | |
| License #: | # of people on board: | # of Lifejackets: | |
| Size & type of vessel: | | | |
| Color of hull: | Color of cabin: | Color of deck: | |
| Itinerary Monitor Information: <input type="checkbox"/> Internal EC // <input type="checkbox"/> External Service Provider | | | |
| Contact | Alternate Contact | Frequency of Check-Ins | |
| Name: | Name: | Every: | |
| Phone: | Phone: | Notes: | |
| Notes: | Notes: | | |
| Emergency Contact Protocol (in order of sequence if employee fails to call in) | | | |
| 1. Employee | | | |
| 2. Others in field party | | | |
| 3. Hotel, landowners, etc | | | |
| 4. Local policing authority | | | |
| EC Contact Information | | | |
| 1 | Name: | Phone: | Alt: |
| 2 | Name: | Phone: | Alt: |
| 3 | Name: | Phone: | Alt: |
| Authorizations | | | |
| Itinerary Submitted By: | | | |
| 1 | Employee Name: | Phone: | Alt: |
| | Employee Signature: | | Date: __/__/__ |
| Itinerary Approved By: | | | |
| 2 | Supervisor Name: | Phone: | Alt: |
| | Supervisor Signature: | | Date: __/__/__ |
| Itinerary Closed By: | | | |
| 3 | Itinerary Monitor Name: | Phone: | Alt: |
| | Itinerary Monitor Signature: | | Date: __/__/__ |

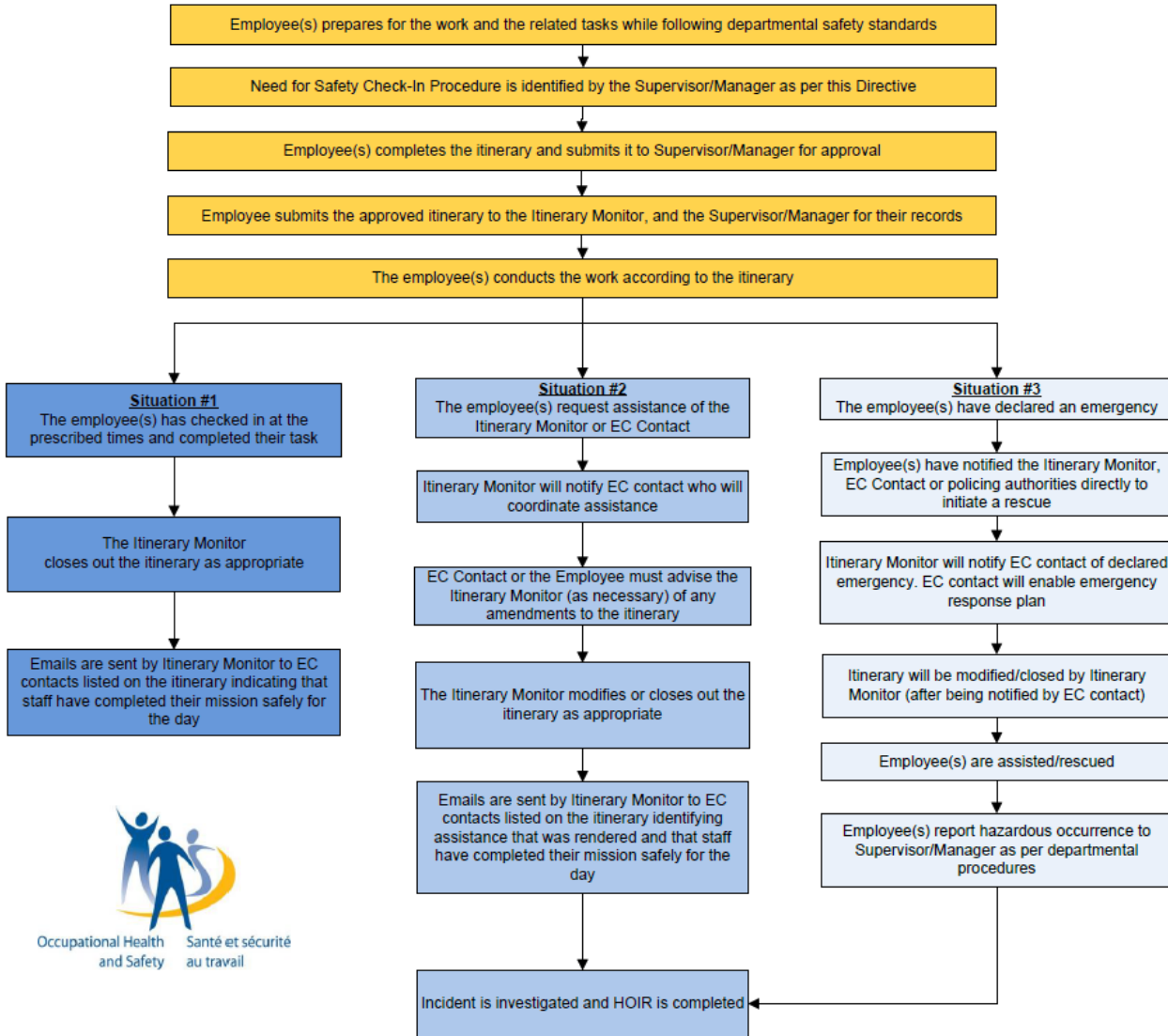
Annex 4 – Check-In Itinerary for Non-Field Work

| Name & Phone of Employee: | | | | |
|---|--|---|---------------------------------|---|
| Name: | | Phone # | | |
| Non-Field Work Information | | | | |
| Purpose / Description of Work Activities to be Performed: | | | | |
| | | | | |
| Work Site Description (eg. 5320 122 St NW, Edmonton, AB, Room 1234) | | | | |
| | | | | |
| Known / Foreseeable / Anticipated Hazards | | | | |
| | | | | |
| Local Authority Contact Information | | | | |
| Prov Police Authority: <input type="checkbox"/> | Chemical Spill: <input type="checkbox"/> | Fire / Electrical: <input type="checkbox"/> | Other: <input type="checkbox"/> | |
| Phone: | Phone: | Phone: | Phone: | |
| Detailed Itinerary | | | | |
| | Trip Details | Dates | Time | Remarks (include accommodation name/phone number) |
| 1 | Departure: Arrival: | __/__/__ __/__/__ | --:-- --:-- | |
| Transportation Information: | | | | |
| Vehicle: Fleet: <input type="checkbox"/> or Personal: <input type="checkbox"/> | | | | |
| Make: | Model: | Color: | Plate #: | |
| Itinerary Monitor Information: <input type="checkbox"/> Internal EC // <input type="checkbox"/> External Service Provider | | | | |
| Contact | | Alternate Contact | | Frequency of Check-Ins |
| Name: | | Name: | | Every: |
| Phone: | | Phone: | | Notes: |
| Notes: | | Notes: | | |
| EC Contact Information | | | | |
| 1 | Name: | Phone: | Alt: | |
| 2 | Name: | Phone: | Alt: | |
| Authorizations | | | | |
| Itinerary Submitted By: | | | | |
| 1 | Employee Name: | Phone: | Alt: | |
| Employee Signature: | | | | Date: __/__/__ |
| Itinerary Approved By: | | | | |
| 2 | Supervisor Name: | Phone: | Alt: | |
| Supervisor Signature: | | | | Date: __/__/__ |
| Itinerary Closed By: | | | | |
| 3 | Itinerary Monitor Name: | Phone: | Alt: | |
| Itinerary Monitor Signature: | | | | Date: __/__/__ |

Annex 5 – Safety Check in Procedure Flowchart

(Situation #4 on following page)

Safety Check In, Situation 1, 2, 3



Updated 8/11/2014

ANNEX 5 (cont) – Safety Check in Procedure Flowchart

(Situation #1 - #3 on previous page)

Safety Check In Situation 4

