

FIELD CAMP HSSE PLAN TEMPLATE

Use this template to create your Field Camp HSSE Plan. The plan should be a written document that addresses all items listed in the different section below. This template is provided to you so that you can make sure to check that all items are accounted for in your HSSE Plan.

Introduction & Purpose

TOPIC	CRITICAL ITEMS	CHECKED
Revision status	Clearly indicate latest date and status of revision	
Custodian	State & provide contact information for the custodian of HSSE plan and program leader (may be same individual)	
Purpose	State the plans purpose – which should be to define a management system that (1) ensures project specific hazards have been identified, (2) a plan has been established to mitigate items, and (3) appropriate individuals are in place to execute the plan	

Description of Project

Description	Describe important project specific issues such as: <ul style="list-style-type: none">• Project area.• Legal/regulatory license requirements.• Resources – leader/participant experience.• Restricted areas.• Terrain.• Camp locations.• Types of equipment used.• Number and types of vehicles/vessels used.• Cable/energy source configurations.• Local physical major hazards, e.g. rivers, lakes, pipelines, offshore structures, shipping lanes, fishing activities, conflicting or parallel operations	
Project Specific	A basic description of the geophysical operation and any special characteristics e.g. vibrator trucks; bulldozers; high voltage equipment; special environmental requirements; difficult terrain etc.	

General HSSE Planning

Reporting Structure	<p>Summary of who has HSSE responsibilities and describe authorities of key staff or participants, highlighting any key HSSE focal points. Make sure to address:</p> <ul style="list-style-type: none"> • Who will be the responsible party/primary point of contact for any HSSE issues during your field camp? • Who will be the backup person? 	
Resources	<p>Description of resources provided to participants in preparation for activities.</p>	
Project specific procedures	<p>A summary of project-specific procedures to include, for example, where relevant:</p> <ul style="list-style-type: none"> • Participant rosters • Communications system • Transport of personnel (who's driving?) • Weather constraints • Small boat operations • Operations near fixed structures • Helicopter movements • Camp construction and camp moves • Substance abuse testing • Waste management • Exclusion zones • Agreed other restrictions not included in crew HSSE plan 	
PPE requirements	<p>Identify any special Personal Protective Equipment (PPE) that will be required.</p> <p>Your list may include things like:</p> <ul style="list-style-type: none"> • safety helmets and hard hats • gloves • eye protection • high-visibility clothing • safety footwear • safety harnesses 	

Safety Critical Information	A summary of critical safety information provided to participants. (maps and charts; hazard notifications on structures; vessel/rig and well movements; diving activities; etc.)	
Test Exercises / Training	List any additional emergency exercises or training to be conducted in preparation for the field excursion.	

Emergency Response Plans

Summary	Summarizes emergency response procedures.	
Emergency services	Describes the emergency services that are available in the event of an emergency (coastguard; medevac; hospitals; evacuation; fire-fighting.) <i>Set the call out procedures</i> ¹ . Describe the transport plan in the event of a medical emergency (illness, accident, etc.).	
Contact information	Contact telephone; fax; email; radio etc. numbers for all relevant project personnel (including emergency contact), third parties, and emergency services. List the nearest medical facility(s), location and contact information. The information for participants should be gathered in the Contact Notice/Health Information form. (Make sure the PDF for Contact Notice/Health Information is uploaded separately from your HSE plan.)	

¹ *Set the call out procedures* is intended to be an outline or designation of who is taking action if any of the emergency numbers need to be contacted. In almost all cases this is likely the person leading the field camp, but there should be a backup in case the lead is the one who needs emergency attention.

Hazard Management

Risk Matrix	Details of the process used to manage project specific hazards identified in Risk Matrix with clearly allocated responsibilities for risk reduction activities.	
<i>(for example)</i> C-0: Automobile mechanical failures	Multiple vehicles used in field work. Visual contact, radios, cell phone communication if vehicular trouble.	
<i>(for example)</i> D-2: Dehydration; heat exhaustion	Keep drinking water readily available; hats, sunscreen required. Training in symptoms. Cease work, seek water, shade.	

Administrative Authorization

Signatories	HSSE plan should be signed by custodian, program leader, and organizational representative	
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