

W.A. Ranches at the University of Calgary Field Manual

The purpose of this document is to give guidance and requirements for research, academic, and outreach activities at W.A. Ranches at the University of Calgary.

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1.0 Overview of W.A. Ranches at the University of Calgary

In 2018, J.C. (Jack) Anderson and his daughter Wynne Chisholm donated W.A. Ranches to the University of Calgary, fundamentally transforming education and research at the Faculty of Veterinary Medicine (UCVM). The university continues to operate the ranch - now W.A. Ranches at the University of Calgary - for the purposes of teaching and learning, research, and community engagement.

Students and faculty across many disciplines and from around the world benefit directly from access to a working ranch. The study of cattle in the complex, real-ranch context enables research that can improve management practices for ranchers as well as academic programming that produces better veterinarians with more hands-on experience.

The [strategic priorities](#) of the ranch are:

- Fostering an empowered and connected community of scholarship, research and service.
- Expanding and integrating our global community through One Health, Indigenous engagement and internationalization.
- Strengthening our clinical and diagnostic community.
- Enhancing the learning experience of our postgraduate trainees

The ranch is home to more than 19,000 acres of pasture land, farm land, and facilities. Facilities include staff housing, cattle handling equipment, and equipment storage.

As working cow-calf ranch, W.A. Ranches strives to be an internationally recognized research centre of excellence for sustainable and regenerative beef cattle agriculture that uses One Health approaches to guide research and education. More information on the long-range development planning for the ranch can be found [here](#). The guiding principles for activities and development at W.A. Ranches are:

- A commitment to the maintenance of a sustainable operational ranch
- Conducting transdisciplinary research with multiple faculties using a One Health approach
- Serving the needs of the cattle industry through research and teaching in animal health and welfare
- Providing opportunities for youth education and community outreach
- Supporting entrepreneurship, innovation and implementation of new technologies on the ranch

The operation of the ranch and associated activities is due to the support of the W.A. Ranches community. This includes a group of dedicated staff members:

- [Dr Ed Pajor](#), Director of W.A. Ranches, eapajor@ucalgary.ca
- [Shane Royal](#), Senior Director of Ancillary Services, sroyal@ucalgary.ca
- [Jonny Bennet](#), W.A. Ranch Manager, jbennet@ucalgary.ca
- [Michelle Moore](#), W.A. Ranches Environmental Health and Safety Consultant, michelle.moore@ucalgary.ca, 403-612-4413

2.0 W.A. Ranches Access

- Ranch access requires approval by ranch management
 - For research, academic, and outreach opportunities at the ranch, please contact the ranch director, Dr. Ed Pajor

- More information for [conducting research at W.A. Ranches](#)
 - For other requests, please contact Shane Royal, the Director of Ancillary Services at sroyal@ucalgary.ca
- All Visitors are required to check in/out with their designated ranch contact daily and to comply with all [biosecurity requirements](#)

COVID 19 Response: Information for Academic Activities

- To facilitate academic activities, a [flow chart](#) has been developed to help those interested ensure ease of planning and conducting academic activities at the ranch. [Timelines](#) have been suggested for activities, however, certain activities may have unique requirements. This is why an essential component of academic activities at the ranch is early communication and planning with ranch director and management to ensure all needs are met.

○ Planning Academic Activities

- Be sure to read and be aware of the guiding principles of the ranch, as well as ranch policies and procedures. Engage with ranch director and management early in the development of ideas and academic activities. Appendix Q: W.A. Ranches Academics Request Form has been developed to help those responsible for academic activities to develop their ideas and is required to support initial discussions with the ranch director and management.
- Approval by the ranch director is required prior to any funding submissions, if applicable. The ranch director may also be able to provide letters of support for funding applications.
- Projects will be prioritized based on a combination timing of submission to the ranch director and resource availability. Coordination of activities amongst interested parties is encouraged to facilitate efficient use of resources and collaboration. Those planning academic activities are encouraged to discuss faculty collaborations with their department or to contact the ranch director, Dr. Ed Pajor
- Ensure that the ranch director is informed of all funding decisions, positive or negative, to facilitate resource planning.
- All academic activities must complete a MOU for use of ranch animals that is to be submitted with animal care protocols as a part of completing permits and approvals (Appendix F: W.A. Ranches Memorandum of Understanding for Research and Teaching)

○ Preparing to start an Approved Academic Activity

- All projects involving the use of animals requires UCalgary approval of animal use protocols (AUP) via IRISS, and those involved with these protocols are required to complete the Institutional Animal User Training Program at the University of Calgary, which may involve hands-on species specific training, prior to the start of the project. Part of completing the animal care protocols for use of W.A. Ranches animals includes submitting Appendix F: W.A. Ranches Memorandum of Understanding for Research and Teaching form within the IRISS system.
- For academic activities involving W.A. Ranches cattle, once approved, animal care protocol numbers are also used for animal tracking and certain types of data collection within the ranch herd data management system. Those

responsible for the academic activity must fill out the “Appendix E: W.A. Ranches HerdTrax Information Collection” and discuss details with the ranch director and management

- Wildlife Research Permit and Collection License. Questions can be emailed to AEP.WildResPermits@gov.ab.ca
- For activities to be conducted on lease lands contact Brendan Kowalenko at Alberta Environment and Parks (Brendan.Kowalenko@gov.ab.ca). See table for approval processes for research, education, outreach activities on provincial lease land.
- Those responsible for academic activities are required to work with the ranch director and management to ensure that necessary permits are completed and documented appropriately prior to commencement of any activity at the ranch
- If your activity involves access to the physical sites at W.A. Ranches, you must plan accordingly.
 - Be aware of biosecurity policies and procedures for people and equipment.
 - Access within ranch is limited to road access for vehicle traffic, within pastures is only accessible via ranch research UTV or foot. No other vehicle traffic is permitted to maintain pasture quality and biosecurity. Use of the W.A. Ranch research UTV must be coordinated with ranch management and requires that UTV drivers have completed the required training at their own expense (i.e. training is not provided nor compensated by the ranch). Copies of training certification are required to be submitted to designated Ranch Representative prior to arrival of ranch. Vehicle access (e.g. keys) will not be permitted without this documentation.
 - For research and teaching involving access at lease sites, wildlife awareness training is required for group leaders that will be present during the activity. Approved wildlife awareness training is at the cost of the user.
 - Alberta Association for Safety Partnerships - Wildlife Awareness Training
 - Energy Safety Canada - Wildlife Awareness Training
- A field level hazard assessment (FLHA) is required for temporary worksites, mobile worksites, and for non-routine work. This form must be completed before work begins, communicated to each affected employee onsite and implemented.
 - If the activity involves the Ranch staff, ensure to include them in the FLHA for alignment on hazards and controls.
 - Original FLHA are to be kept in either the Occupational Health and Safety Management System (OHSMS) binder for the department or as appropriate for the academic activity. If ranch staff are included in the FLHA, a copy must be given to ranch management for record keeping in their OHSMS binder.
 - Field Level Hazard Assessment (FLHA)

- A field communication plan is required for academic activities off campus. It describes modes of transportation, participant contact information and emergency contact list.
 - For assistance filling out the FLHA or communication plan, contact Environment, Health and Safety.
 - Medical Aid requirements are detailed here
 - Prior to starting academic activities at the ranch, all members of the activity that will be present at the ranch are required to review the general ranch orientation material with their designated ranch representative, as well as an in-person safety orientation at the site of research within the ranch. Please ensure the proper signatures are documented depending on the type of participant
 - If there are non-UCalgary attendees at the activity, they are required to complete the following waivers. Waivers must be completed yearly, and stored for 12 yrs (child forms until they are 18+, unless birthdate unknown then for 30 yrs)
 - Ranch waiver
 - COVID waivers, media release
- Starting Academic Activities at the Ranch
- All applicable components for preparing for an approved research project must be completed prior to commencing research.
 - Biosecurity protocols for people and equipment must be followed
 - Visitors must check in with their designated ranch representative each day when they arrive and leave the ranch for emergency communication management. Activity attendees are required to complete the Visitor Log at the home ranch office daily, unless other biosecurity tracking measures have been arranged with ranch management
 - Activity organizers are encouraged to maintain communication with ranch management throughout their project
 - All activity attendees must follow the ranch policies and procedures throughout their research at the ranch
- W.A. Ranches wishes to ensure continued support for the ranch and those who use our facility by showcasing their work as appropriate. Following your visit to W.A. Ranches, we will follow up requesting additional information that can be included in our Annual Report and in informational material.
- Project leaders will be provided with the “Post Visit Information Template”, which requests the following information:
 - A brief report summarizing your activities, including (for example) teaching objectives, any preliminary findings;
 - Photos, video, or other media that can be used by in annual reports online and for other purposes;
 - Notifications and links to (or electronic copies of) any publications resulting from your work at WA Ranches (e.g. newsletters, media coverage) and feedback on your visit to WA Ranches.

- Appendix A: COVID Guidelines

2.1 Waivers

COVID 19 Waivers are required for non-UCalgary visitors – see [Information for Academic Activities](#)

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 - Original FLHA are to be kept in either the Occupational Health and Safety Management System (OHSMS) binder for the department or as appropriate for the academic activity. If ranch staff are included in the FLHA, a copy must be given to ranch management for record keeping in their OHSMS binder.
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 - Activity organizers are encouraged to maintain communication with ranch management throughout their project
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- Project leaders will be provided with the “Post Visit Information Template”, which requests the following information:
 - A brief report summarizing your activities, including (for example) teaching objectives, any preliminary findings;
 - Photos, video, or other media that can be used by in annual reports online and for other purposes;
 - Notifications and links to (or electronic copies of) any publications resulting from your work at WA Ranches (e.g. newsletters, media coverage) and feedback on your visit to WA Ranches.

- Appendix A: COVID Guidelines
- Please review UCalgary's [authorized ranch access information](#)
- It is the responsibility of the visiting group's leader to ensure that all members have completed the necessary training and forms for their group access
 - All groups will be required to have an in-person safety orientation delivered by the designated Ranch Representative upon arriving the ranch.
 - If anyone has any medical conditions such as allergies that the Ranch Representative may need to be aware of, let them know upon arrival.
 - Appendix C: Emergency Procedures for W.A. Ranches
 - Appendix D: W.A. Ranches Injury Procedure
- All research, academic, outreach, and other visitors to the ranch, whether UCalgary or external, are required to sign a completed hazard assessment for their visit. The signed copy must be submitted and stored securely in the appropriate location.
 - UCalgary [Researchers](#) and [Academic](#) Visitors
 - [Field Level Hazard Assessment \(FLHA\)](#) and [Field Communication Plan](#)
 - Non-UCalgary Visitors
 - Ranch Access Waivers (coordinated by your Ranch Representative and available for review from UCalgary's [authorized ranch access information](#))
- Please have all willing members of your group complete the adult or child [photo/video consent form](#) which allows W.A. Ranches and the University of Calgary to use photos where your work may be present. Please consider sharing your photos with us for use in our social media, newsletters, and other communications.

2.2 Permits and Approvals

- Permits or certificates may be required depending on the activity of visitors to W.A. Ranches, and some permits, e.g. animal care protocols, are required to be completed prior to any work commencing at the ranch
- Discuss permit/certificate requirements with ranch management when planning ranch access. Some examples include:
 - Wildlife – Wildlife Research Permit and Collection License:
<http://aep.alberta.ca/fishwildlife/wildlife-research-collection/default.aspx> or questions can be emailed to AEP.WildResPermits@gov.ab.ca
 - Animal Care –animal use protocols (AUP) via [IRISS](#) (including [Appendix F: W.A. Ranches Memorandum of Understanding for Research and Teaching](#)), Appendix E: W.A. Ranches HerdTrax Information Collection
 - Appendix F: W.A. Ranches Memorandum of Understanding for Research and Teaching
 - [Human Research Ethics](#)
- For more information for researchers see the Information for Researchers section
- For more information for academic activities see the [Information for Academic Activities](#) section

2.3 Safety Orientation

- All visitors are required to review a [general ranch orientation](#) prior to their visit to the ranch
- A site specific orientation will be given at the ranch prior to commencement of activities
- Please ensure documentation of material review as appropriate for the type of visitor
 - All Ranch Visitors
 - [General ranch orientation](#)

- Site-specific safety orientation upon arrival (specific to the details and location of visit)
- UCalgary [Researchers](#) and [Academic](#) Visitors
 - [General Ranch](#) and Site/Activity Specific Orientation Sign off- All UCalgary employees are required to sign off upon review of material. Instructors can sign on behalf of their class, with the expectation that materials are reviewed with those participating in the ranch visit
- Non-UCalgary Visitors
 - [General Ranch](#) and Site/Activity Specific Orientation Sign off - Host is requested to review the general ranch orientation with attendees prior to visiting the ranch. Host will be required to sign-off on behalf of participants after receiving the site-specific orientation. Signatures from all participants are not required at this time.

2.4 Getting to the ranch sites

- W.A. Ranches has 4 main sites:
 - Cochrane Home
 - Cochrane North
 - Cochrane East
 - Lease Sites
- Most sites are gated, requiring passcode or key access. Coordinate access with your designated Ranch Representative and follow [biosecurity procedures](#)
- The main ranch office address is: 274237 Range Road 34, Rocky View County
- There is no public transport to the ranch, and some sites may require remote access.
- If pasture access is required please note that pastures are not open to outside vehicles. Access is limited to approval by ranch management, and pastures are only accessible by foot or use of the ranch UTV by [trained](#) and authorized users only.
- For safety, please be aware of
 - Appendix C: Emergency Procedures for W.A. Ranches
 - Existing site muster points in case of emergency

2.5 Amenities (including wifi access)

- The ranch currently does not provide accommodations or food
- Towns with food service and accommodations within a 30 min drive from the ranch are: Cochrane, Airdrie, Calgary
- Bathroom facilities are located at the main ranch office, with a capacity to support approximately 10-25 people depending on the activity needs. There are currently no facilities available at other sites. Provision of additional porta-potties for additional capacity or at sites where there are no existing bathrooms is at the cost of the user and should be discussed with ranch management during planning of activities.
- Wifi and Cellular Network Access
 - Wifi coverage is limited to the ranch office and there is limited cellular network coverage throughout WA sites.
 - Common cellular network providers often have coverage around the Cochrane Home site; however, service cannot be guaranteed. There is a landline for emergency use at the ranch

office at Cochrane Home site. Please plan accordingly.

- Wifi at the ranch office can be best accessed through [AirUC – Guest accounts](#)

2.6 Shipments

- There is currently no shipping/receiving available at ranch sites.
- If you require items to be shipped to the site, please include this request as a part of your access request discussions with ranch management.
- Be aware that there is currently no chemical or [hazardous material](#) storage available at the ranch

2.7 Livestock Awareness

- The welfare of humans and animals that make W.A. Ranches at the University of Calgary possible is of primary importance for everyone at the ranch
- The behaviour of those visiting the ranch influences both safety of those humans and animals, and also the human-animal experience. How humans and animals interact influences their welfare, as well as shaping future interactions. How you act around the animals influences their life and the livelihood of the ranch
- Everyone visiting the ranch must act considerately of those around them, including livestock
- General details about livestock behaviour and human-animal interactions will be provided in the ranch safety orientation, with more specific information given as necessary
- Key things to remember about cattle are:
 - They are a herd animal and a prey species, with a wide field of view and blind spots
 - Act calmly and quietly
 - Be aware of how you approach animals, even if it is as simple as walking past their pen
 - Cattle are individual animals – they are not all the same.
 - Be vigilant
 - Watch cattle for signs of irritation and/or aggression (snorting, pawing, postures that raise heads and ears pointing forwards), and be aware that individuals may vary in how they display these behaviours
 - Practice situational awareness in 360° at all times
 - Know what is going on around you
 - Do not engage in distractions when around livestock or equipment
 - Ask, ask, ask...tell, tell, tell
 - If you are uncertain or see something of concern, ask your Ranch Representative or nearby ranch staff. We are here to support you and our animals!

3.0 Health, Safety, and Protocols

3.1 Biosecurity

- Preventative measures are in place to keep animals healthy, consistent with the long-standing successful practices on Canadian ranches. All visitors are required to follow biosecurity protocols when visiting the ranch
- All visitors must complete the “Visitor Log” located at the main research house at Cochrane Home

- Resources are available for self-assessment of biosecurity hazard and appropriate mitigation practices. Please discuss biosecurity practices with your designated ranch contact.
 - Appendix G: Biosecurity - People visiting W.A. Ranches
 - Appendix H: Biosecurity - Equipment visiting W.A. Ranches
 - Appendix I: Biosecurity Cleaning Definitions for visiting W.A. Ranches
- When planning visits to the ranch, incorporate biosecurity considerations into your plan and ensure all aspects are followed appropriately. While biosecurity will be covered during ranch safety orientation, group leaders will be responsible for ensuring their members, and themselves, follow all biosecurity requirements when arriving to the ranch, during your visit, and upon departure.
- If your biosecurity needs involve the use of disinfectants or sanitizers, please ensure proper disposal for the safety of our animals and environment.
 - For Virkon, used chemical must be collected in proper liquid storage containers (available from [Hazmat](#)) and disposal arranged with [UCalgary Hazmat](#).
 - Transportation for disposal is not currently available at W.A. Ranches and must be arranged by users.
- If you are unsure, please connect with the [Ranch Director](#)

3.2 Insurance

- Visitors and/or the home institute are responsible for all expenses in the event that you become ill, injured, or require emergency evacuation (including search and rescue).
- It is the responsibility of the project leader of each group visiting W.A. Ranches to ensure that individual members are fully insured for medical coverage (out of province, out of country, etc.), including transport to a home facility.

3.3 Field Activities

- Researchers, academics, and visitors are required to have designated leaders, including alternates should the designated leader be unavailable or off site. Contact information for leaders must be shared with the designated Ranch Representative for the group.
- All visitors must have completed the necessary [permits and waivers](#) for their visit

3.3.1 Daily Sign In/Out

- In addition to biosecurity requirements, all people coming to the ranch are required to check in/out with their Ranch Representative each day

3.3.2 Working Alone

- If working alone is unavoidable or deemed necessary, [W.A. Ranches Research Working Alone Program](#) must be followed, in addition to ranch communication protocols.
 - [Research Emergency Callout Procedure](#)
 - [Research Working Alone Plan Form](#)
- For assistance with the working alone program please contact [Environment, Health and Safety](#)

3.3.3 First Aid Training Equipment Requirements

- The [Alberta Occupational Health and Safety \(OHS\) Code](#) requires employers to provide first aid

and have designated first aiders at work sites including field sites. The OHS Code defines the minimum standards in services, equipment, and supplies and stipulates the number of first aiders, the level of first aid training required, the type and number of first aid kits required, and the type and quantity of supplies and equipment required. These requirements are based on the hazard level of the work performed at the workplace, the number of workers per shift, and the distance of the worksite to the nearest health care facility.

- Details about First Aid requirements at UCalgary can be found [here](#), however, requirements may vary with the group and ranch activity and should be discussed as a part of planning the ranch visit
- First aid kit(s) must always be carried with the group (not acceptable to leave in a vehicle).
- Provision of both first aid certification and first aid kits are the responsibility of the visiting party.
- For more information and/or to discuss your specific needs contact [Environment, Health and Safety](#).

3.3.4 *Wildlife Awareness & Training*

- The region around the ranch is home to a variety of wildlife such as bear (grizzly and black), moose, cougar, lynx, wolves, and coyotes.
- Please report sightings of large predators (e.g. bears, wolves, cougars) to your designated Ranch Representative and/or ranch management.
- For research and teaching involving access at lease sites, wildlife awareness training is required for group leaders that will be present during the activity. Approved wildlife awareness training is at the cost of the user.
 - [Alberta Association for Safety Partnerships - Wildlife Awareness Training](#)
 - [Energy Safety Canada - Wildlife Awareness Training](#)

3.3.5 *Clothing*

- Depending on the time of year you plan to be at W.A. Ranches and where you will be working, you and your team will be exposed to a wide variety of weather conditions. The weather can change from one extreme to the other very quickly and unexpectedly.
- Ensure that all members of your team have proper clothing and equipment to protect them from the elements and biting insects. A list of items to consider can be found in [Appendix J: Things to Bring](#).

3.4 Medical Emergencies

- For response to medical emergencies, please refer to the following:
 - Appendix C: Emergency Procedures for W.A. Ranches
 - Appendix D: W.A. Ranches Injury Procedure
- Groups are asked to maintain their own medical information and emergency contacts for individuals visiting WA Ranches. Should this information become necessary, the main contact for the group will serve as the point of contact for connecting to an individual's medical information or emergency contact information.
- To access this information for UC employees or students, Campus Security (403-220-5333) is an excellent resource to connect to the internal department responsible for this information
- If anyone has any medical conditions, such as allergies, that the Ranch Representative may need to be aware of let them know upon arrival
- W.A. Ranches does not stock or provide any medications
- Visitors are required to bring their own medications (prescription and non-prescription) and

personal supplies. This includes “standards” such as medications for upset stomach, minor headaches etc.

3.5 Medical Aid Resources at W.A. Ranches

- First Aid requirements are detailed for visitors [here](#).
- There are some First Aid resources located around the ranch, which will be reviewed during on-site orientation. These are not replacements for the visitor requirements, but good to know about for emergency preparedness.
 - First Aid Kits
 - Type 1 – all ranch trucks (including semi)
 - Type 2 – Cochrane home office and shop, Cochrane North processing barn, Cochrane East Shop
 - Automated External Defibrillators (AED) - 1 located in Cochrane Home Shop

3.6 Obtaining Outside Emergency Help

- Cellular coverage can be sparse at W.A. Ranches sites. There is a land line located in the main ranch office at Cochrane Home
- Follow the guidance in:
 - Appendix C: Emergency Procedures for W.A. Ranches
 - Appendix D: W.A. Ranches Injury Procedure

3.7 Fire

- Fire prevention is everyone’s responsibility. Visitors are asked to be especially aware of open flame sources, flammable liquids, and possible chemical reactions that could lead to a fire in and around the ranch
- Dry conditions can be a major fire hazard. Be vigilant of increased risks, particularly when accessing with UTV in long, dry grass
- If you discover a fire:
 - Evacuate the building;
 - Advise ranch staff immediately;
 - If required, take responsibility for contacting 911
- All ranch fleet vehicles have a fire extinguisher
- Use a fire extinguisher only if:
 - You know how to operate one properly and are comfortable doing so
 - The fire is very small;
 - You will not endanger yourself.
- In the event of a major fire which has or is likely to cause a widespread fire, visitors are asked to meet at the muster area and prepare to depart the area
 - Cochrane Home [Muster Points](#)

3.8 Hazardous Materials

- Working with hazardous materials can be dangerous to the health and well-being of team members as well as to other visitors, W.A. Ranches staff, livestock, wildlife, and our environment
- Currently there is no shipping/receiving or storage on-site for hazardous materials and waste.
- Researchers are responsible for their own, use, and disposal in accordance with appropriate

procedures.

- Certain biohazardous waste (e.g. sharps) may be able to utilize existing disposal resources at the ranch, which must be discussed during early planning with ranch management
 - For more information and/or to discuss your specific needs contact [Environment, Health and Safety](#)

3.9 University of Calgary Code of Conduct

- Researchers, academic staff, and visitors to WA Ranches are expected to adhere to the University's Code of Conduct to create and maintain a positive and productive learning, working and living environment
 - <https://www.ucalgary.ca/policies/files/policies/code-of-conduct.pdf>

3.10 Harassment, Abuse, and Violence

- W.A. Ranches supports a community where all members have a right to learn, work, and live in an environment where they are free from harassment, discrimination and violence.
 - <https://www.ucalgary.ca/policies/files/policies/harassment-policy.pdf>
 - <https://www.ucalgary.ca/policies/files/policies/sexual-violence-policy.pdf>
 - <https://www.ucalgary.ca/policies/files/policies/Workplace%20Violence%20Policy.pdf>

3.11 Social Media Guidance

- We are proud of W.A. Ranches and want the people to know about the important research, teaching, and research that take place on the ranch.
- Sharing content serves to promote the activities at the ranch and support the reputation of the University of Calgary.
- Please be aware of privacy issues, and respectful of others
- When posting photos or video from W.A Ranches on social media channels or other web-platforms, we encourage users to consider the implications of their postings. This includes the permanency of the Internet, the wide and varying reach of postings (even in closed networks), varying interpretation of content, and that content can easily be shared outside of the original context.
- Consider completing the [photo/video consent form](#) which allows W.A. Ranches and the University of Calgary to use photos where your work may be present.
- Consider sharing your photos with us for use in our social media, newsletters, and other communications supporting W.A. Ranches

3.12 Alcohol

- The ranch is an alcohol-free space
- <https://www.ucalgary.ca/policies/files/policies/alcohol-policy.pdf>

3.13 Cannabis

- Cannabis use is currently prohibited in/on University facilities
- https://www.ucalgary.ca/policies/files/policies/cannabis-policy_0.pdf

3.14 Smoking

- Smoking is prohibited at the ranch

- <https://www.ucalgary.ca/policies/files/policies/smoking-policy.pdf>

3.15 Pets

- Visitors are not allowed to bring pets to W.A. Ranches. Please discuss appropriate arrangements for service animals with ranch management when planning your visit
 - “Pet” refers to a domesticated animal kept for companionship or amusement. It does not include animals kept for approved research and teaching purposes or Service Animals.
 - A “Service Animal” is an animal that provides a vital service to persons with disabilities or persons who require assistance due to a medical condition.
 - <https://www.ucalgary.ca/policies/files/policies/Pets%20on%20Campus%20Policy.pdf>

4.0 Laboratory, Office, and Meeting Spaces

There are currently no laboratories, eye wash stations, offices, or meeting spaces at W.A. Ranches. The [Long-Range Development Plan](#) for the ranch provides a foundation for future development.

5.0 Site Specific Instrumentation and Data

5.1 HerdTrax

- W.A. Ranches at the University of Calgary utilizes [HerdTrax](#) for cattle record management. A wide array of animal information is managed utilizing this system, which can be made available to users (e.g. researchers, academic staff) to support their work at W.A. Ranches.
- Discussion of data requirements is a part of the planning process for work at W.A. Ranches.
- Activities involving animals are required to complete the information in Appendix E: W.A. Ranches HerdTrax Information Collection prior to any work at W.A. Ranches to allow appropriate updating of the HerdTrax system with animal care information. This allows for communication of activity details with ranch staff in the field, as well as effective tracking of animal uses at the ranch.

Information for Researchers

- Research is a core function of W.A. Ranches at the University of Calgary and is a part of the university ecosystem of interdisciplinary research and education. Research at the ranch primarily focuses health- and welfare-oriented work for the beef industry. However, it also facilitates cross-faculty initiatives to improve overall animal health, human health and environmental outcomes. To facilitate research, a [flow chart](#) has been developed to help those interested ensure ease of planning and conducting research at the ranch. [Timelines](#) have been suggested for activities, however, certain projects may have unique requirements. This is why an essential component of research at the ranch is early communication and planning with ranch director and management to ensure all needs are met.
 - [Planning Research](#)
 - Plan appropriately for ranch costs in discussion with ranch director and management
 - Be sure to align research with the guiding principles of the ranch, as well as ranch policies and procedures in this manual. Engage with ranch director and management early in the development of ideas and research projects. Appendix M: W.A. Ranches Research Resource Request Form has been developed to help researchers develop their ideas and is required to support initial discussions with ranch director and management.
 - Approval by ranch director is required prior to any funding submissions (e.g. LOI). The ranch director may also be able to provide letters of support for funding applications.
 - Projects will be prioritized based on a combination of alignment with [ranch strategy](#), timing of research submission to ranch management and resource availability. Coordination of research activities amongst interested parties is encouraged to facilitate efficient use of resources and collaboration. Researchers are encouraged to discuss faculty collaborations with UCalgary Associate Dean of Research for their department or to contact the ranch director, Dr. Ed Pajor, at eapajor@ucalgary.ca.
 - Ensure that the ranch director is informed of all funding decisions, positive or negative, to facilitate resource planning.
 - All animal research must complete a MOU for use of ranch resources that is to be submitted with animal care protocols as a part of completing permits and approvals (Appendix F: W.A. Ranches Memorandum of Understanding for Research and Teaching)
 - [Preparing to start an Approved Project](#)
 - All projects involving the use of animals requires UCalgary approval of animal use protocols (AUP) via [IRISS](#), and those involved with these protocols are required to complete the [Institutional Animal User Training Program](#) at the University of Calgary, which may involve hands-on species specific training, prior to the start of the project. For visiting researchers, the Animal Care Committee at the UofC will review the home institution's protocol and approvals and may seek a full application at the University of Calgary, clarification and/or revisions if necessary. Approval from both institutions ACCs is necessary as per CCAC guidelines. If funding is administered through the UCalgary then a University of Calgary IRISS Animal Use Protocol is required. Once animal care approval has been received, a copy of the protocol and certificate of approval must be

forwarded to ranch management.

- For research involving W.A. Ranches cattle, once approved, animal care protocol numbers are also used for animal tracking and certain types of data collection within the ranch herd data management system. Researchers must provide their animal care protocol number to the designated ranch representative, fill out the “Appendix E: W.A. Ranches HerdTrax Information Collection”, and discuss details with ranch director and management.
- [Wildlife Research Permit and Collection License](#). Questions can be emailed to AEP.WildResPermits@gov.ab.ca
- For activities to be conducted on lease lands contact Brendan Kowalenko at Alberta Environment and Parks (Brendan.Kowalenko@gov.ab.ca). See table for approval processes for research, education, outreach activities on provincial lease land: <https://open.alberta.ca/publications/public-lands-administration-regulation-plar-table-a1-aep-plar-dispositions>
- Researchers are required to work with the ranch director and management to ensure that necessary permits are completed and documented appropriately prior to commencement of any research at the ranch
- If your research involves access to the physical sites at W.A. Ranches, you must plan accordingly.
 - Be aware of biosecurity policies and procedures for [people](#) and [equipment](#).
 - Access within ranch is limited to road access for vehicle traffic, within pastures is only accessible via ranch research UTV or foot. No other vehicle traffic is permitted to maintain pasture quality and biosecurity. Use of the W.A. Ranch research UTV must be coordinated with ranch management and requires that UTV drivers have completed the [required training](#) at their own expense (i.e. training is not provided nor compensated by the ranch). Copies of training certification are required to be submitted to designated Ranch Representative prior to arrival of ranch. Vehicle access (e.g. keys) will not be permitted without this documentation.
 - For research and teaching involving access at lease sites, wildlife awareness training is required for group leaders that will be present during the activity. Approved wildlife awareness training is at the cost of the user.
 - [Alberta Association for Safety Partnerships - Wildlife Awareness Training](#)
 - [Energy Safety Canada - Wildlife Awareness Training](#)
- A field level hazard assessment (FLHA) is required for temporary worksites, mobile worksites, and for non-routine work. This form must be completed before work begins, communicated to each affected employee onsite and implemented.
 - If the activity involves the Ranch staff, ensure to include them in the FLHA for alignment on hazards and controls.
 - Original FLHA are to be kept in either the Occupational health and safety management System (OHSMS) binder for the department or the

Laboratory safety manual for the Principle Investigator for the research activity. If ranch staff are included in the FLHA, a copy must be given to ranch management for record keeping in their OHSMS binder.

- [Field Level Hazard Assessment \(FLHA\)](#)

- A [field communication plan](#) is required when employees leave campus. It describes modes of transportation, participant contact information and emergency contact list.
 - For assistance filling out the FLHA or communication plan, contact EHS.
 - Medical Aid requirements are detailed [here](#)
 - Prior to starting research at the ranch, all members of the research team that will be present at the ranch are required to review the [general ranch orientation](#) with their designated ranch representative, as well as an in-person safety orientation at the site of research within the ranch.
 - Please complete [Appendix S: Study Summary and Emergency Contacts](#) and submit to ranch office prior to commencing work at the ranch. For studies involving animals, information for the study summary can be copied from animal care protocols as appropriate.
- Starting Research at the Ranch
 - [All applicable components](#) for preparing for an approved research project must be completed prior to commencing research.
 - Biosecurity protocols for [researchers](#) and [equipment](#) must be followed
 - Visitors must check in with their designated ranch representative each day when they arrive and leave the ranch for emergency communication management. Researchers are required to complete the Visitor Log at the home ranch office daily, unless other biosecurity tracking measures have been arranged with ranch management
 - Researchers are encouraged to maintain communication with ranch management throughout their project
 - Researchers must follow the ranch policies and procedures in this document throughout their research at the ranch
 - W.A. Ranches wishes to ensure continued support for the ranch and those who use our facility by showcasing their work as appropriate. Following your visit to W.A. Ranches, we will follow up requesting additional information that can be included in our Annual Report and in informational material.
 - Project leaders will be provided with the [Post Visit Information Template](#) document, which requests the following information:
 - A brief report summarizing your activities, including (for example) research objectives, field school objectives, any preliminary findings;
 - Photos, video, or other media that can be used by in annual reports online and for other purposes;
 - Notifications and links to (or electronic copies of) any publications resulting from your work at WA Ranches, including notifications of successful thesis defense, and feedback on your visit to WA Ranches.

Information for Academic Activities

- To facilitate academic activities, a [flow chart](#) has been developed to help those interested ensure ease of planning and conducting academic activities at the ranch. [Timelines](#) have been suggested for activities, however, certain activities may have unique requirements. This is why an essential component of academic activities at the ranch is early communication and planning with ranch director and management to ensure all needs are met.

○ Planning Academic Activities

- Be sure to read and be aware of the [guiding principles of the ranch](#), as well as ranch policies and procedures. Engage with ranch director and management early in the development of ideas and academic activities. Appendix Q: W.A. Ranches Academics Request Form has been developed to help those responsible for academic activities to develop their ideas and is required to support initial discussions with the ranch director and management.
- Approval by the ranch director is required prior to any funding submissions, if applicable. The ranch director may also be able to provide letters of support for funding applications.
- Projects will be prioritized based on a combination timing of submission to the ranch director and resource availability. Coordination of activities amongst interested parties is encouraged to facilitate efficient use of resources and collaboration. Those planning academic activities are encouraged to discuss faculty collaborations with their department or to contact the ranch director, [Dr. Ed Pajor](#)
- Ensure that the ranch director is informed of all funding decisions, positive or negative, to facilitate resource planning.
- All academic activities must complete a MOU for use of ranch animals that is to be submitted with animal care protocols as a part of [completing permits and approvals](#) (Appendix F: W.A. Ranches Memorandum of Understanding for Research and Teaching)

○ Preparing to start an Approved Academic Activity

- All projects involving the use of animals requires UCalgary approval of animal use protocols (AUP) via [IRISS](#), and those involved with these protocols are required to complete the [Institutional Animal User Training Program](#) at the University of Calgary, which may involve hands-on species specific training, prior to the start of the project. Part of completing the animal care protocols for use of W.A. Ranches animals includes submitting Appendix F: W.A. Ranches Memorandum of Understanding for Research and Teaching form within the IRISS system.
- For academic activities involving W.A. Ranches cattle, once approved, animal care protocol numbers are also used for animal tracking and certain types of data collection within the ranch herd data management system. Those responsible for the academic activity must fill out the “Appendix E: W.A. Ranches HerdTrax Information Collection” and discuss details with the ranch director and management
- [Wildlife Research Permit and Collection License](#). Questions can be emailed to AEP.WildResPermits@gov.ab.ca

- For activities to be conducted on lease lands contact Brendan Kowalenko at Alberta Environment and Parks (Brendan.Kowalenko@gov.ab.ca). See [table](#) for approval processes for research, education, outreach activities on provincial lease land.
- Those responsible for academic activities are required to work with the ranch director and management to ensure that necessary permits are completed and documented appropriately prior to commencement of any activity at the ranch
- If your activity involves access to the physical sites at W.A. Ranches, you must plan accordingly.
 - Be aware of biosecurity policies and procedures for [people](#) and [equipment](#).
 - Access within ranch is limited to road access for vehicle traffic, within pastures is only accessible via ranch research UTV or foot. No other vehicle traffic is permitted to maintain pasture quality and biosecurity. Use of the W.A. Ranch research UTV must be coordinated with ranch management and requires that UTV drivers have completed the [required training](#) at their own expense (i.e. training is not provided nor compensated by the ranch). Copies of training certification are required to be submitted to designated Ranch Representative prior to arrival of ranch. Vehicle access (e.g. keys) will not be permitted without this documentation.
 - For research and teaching involving access at lease sites, wildlife awareness training is required for group leaders that will be present during the activity. Approved wildlife awareness training is at the cost of the user.
 - [Alberta Association for Safety Partnerships - Wildlife Awareness Training](#)
 - [Energy Safety Canada - Wildlife Awareness Training](#)
- A field level hazard assessment (FLHA) is required for temporary worksites, mobile worksites, and for non-routine work. This form must be completed before work begins, communicated to each affected employee onsite and implemented.
 - If the activity involves the Ranch staff, ensure to include them in the FLHA for alignment on hazards and controls.
 - Original FLHA are to be kept in either the Occupational Health and Safety Management System (OHSMS) binder for the department or as appropriate for the academic activity. If ranch staff are included in the FLHA, a copy must be given to ranch management for record keeping in their OHSMS binder.
 - [Field Level Hazard Assessment \(FLHA\)](#)
- A [field communication plan](#) is required for academic activities off campus. It describes modes of transportation, participant contact information and emergency contact list.
- For assistance filling out the FLHA or communication plan, contact [Environment, Health and Safety](#).

- Medical Aid requirements are detailed [here](#)
 - Prior to starting academic activities at the ranch, all members of the activity that will be present at the ranch are required to review the [general ranch orientation](#) material with their designated ranch representative, as well as an in-person safety orientation at the site of research within the ranch. Please ensure the proper signatures are documented depending on the [type of participant](#)
 - If there are non-UCalgary attendees at the activity, they are required to complete the following waivers. Waivers must be completed yearly, and stored for 12 yrs (child forms until they are 18+, unless birthdate unknown then for 30 yrs)
 - [Ranch waiver](#)
 - [COVID waivers, media release](#)
- Starting Academic Activities at the Ranch
- [All applicable components](#) for preparing for an approved research project must be completed prior to commencing research.
 - Biosecurity protocols for [people](#) and [equipment](#) must be followed
 - Visitors must check in with their designated ranch representative each day when they arrive and leave the ranch for emergency communication management. Activity attendees are required to complete the Visitor Log at the home ranch office daily, unless other biosecurity tracking measures have been arranged with ranch management
 - Activity organizers are encouraged to maintain communication with ranch management throughout their project
 - All activity attendees must follow the ranch policies and procedures throughout their research at the ranch
- W.A. Ranches wishes to ensure continued support for the ranch and those who use our facility by showcasing their work as appropriate. Following your visit to W.A. Ranches, we will follow up requesting additional information that can be included in our Annual Report and in informational material.
- Project leaders will be provided with the “[Post Visit Information Template](#)”, which requests the following information:
 - A brief report summarizing your activities, including (for example) teaching objectives, any preliminary findings;
 - Photos, video, or other media that can be used by in annual reports online and for other purposes;
 - Notifications and links to (or electronic copies of) any publications resulting from your work at WA Ranches (e.g. newsletters, media coverage) and feedback on your visit to WA Ranches.

Appendix A: COVID Guidelines

Access is being offered as follows, in compliance with [University of Calgary COVID-19 workspace safety guidelines](#):

- Non-UCalgary visitors are required to complete [COVID Waivers](#) for activities at the ranch
- Access to shared spaces, must be pre-arranged with W.A. Ranches staff to prevent over-crowding and allow for cleaning between users.
- Users are required to follow all UCalgary COVID-19 Re-entry Protocols, including wearing non-medical masks in indoor public spaces, maintaining physical distance, washing your hands often, and self-isolating immediately if you feel ill.
- Users must bring their own masks. They are not provided by the ranch
- Those accessing the ranch are responsible for ensuring cleaning and sanitizing of workspaces before their departure. Sanitizer (wipes, sprays and towels, garbage bins) are provided for use of common areas at the Cochrane Home research house. When supplies are running low, please contact the Ranch Director
- Communicate with designated Ranch Representative through phone calls, text, or e-mails
- If face-to-face communication is necessary, maintain distance of 2 meters and only meet in the machine shed, ranch house or outdoors

Resuming activities at W.A. Ranches will enable researchers, postdocs and graduate students to return to data collection or research programs that require access to the ranch while keeping our staff safe. If researchers are able to conduct their activities from home, we ask that you continue to do so.

Next steps

If you wish to access W.A. Ranches:

- Request access by contacting Dr Ed Pajor, Director of W.A. Ranches
- Secure all standard departmental approvals for field work, including the Field Level Hazard Assessment.
- Safety protocols will be provided when access is confirmed.

We are committed to the safety of our campus community and ensuring that our return to campus proceeds safely and efficiently. Thank you for your continued cooperation and patience.

On-Ranch Protocols

- Research personnel should follow the AHS recommendations for physical distancing at all times
- Two research personnel will work together at all times to minimize hazards associated with on-ranch activities.
- If research personnel are feeling ill (e.g. fever, runny nose, dry cough, etc.) they will not go to the ranch and will notify the other research personnel of their condition.
 - If research personnel become ill within 2-5 days after visiting the ranch, they should contact Dr Ed Pajor (403-991-7975) to notify him of their health status
- Research personnel will communicate with ranch staff as to their expected arrival time and location on the ranch

Arriving to Ranch

- The ranch house should be used as the main location for all research and educational preparations.
- Wash hands in ranch house upon arrival
- If leaving the ranch house to conduct research wear clean coveralls, boots, wash hands. These items are not provided by the ranch, and will need to either be brought with you or stored at the ranch house if approved as part of visit planning with ranch management.
- Remain in own vehicles while moving throughout the ranch to minimize contact with ranch staff
- Place floor mat or other protective cover on floor of vehicle while driving on ranch
- When conducting research at the ranch please maintain appropriate social distancing as directed by the province of Alberta. If social distancing is not possible, additional preventative actions may be required (PPEs). Please contact Dr. Pajor for additional information which will be based on UCVM's policies regarding research where social distancing is challenging.
- Use washrooms and breakrooms in the ranch house
 - Wipe down contact areas (sink, door handles, etc.) with disinfectant when arriving and leaving
- If picking up samples, wear disposable gloves to handle samples and wash hands after handling
 - Wipe down contact areas with disinfectant wipes after collecting samples

Departing from Ranch

- Leave designated coveralls, boots, and other clothing at the ranch if possible
- If boots need to leave the facility, clean boots with water, Virkon, and scrub brush in front of the ranch house. Store boots in a bag or container if transporting them off ranch
- Use ranch house washing machine and dryer for laundering dirty coveralls. Remove coveralls and place in plastic bag or container to transport if needed
- Wash hands prior to departure of ranch and wipe any contact surfaces with disinfectant prior to departure

Appendix B: W.A. Ranches at the University of Calgary Cost List

1. Labour from ranch staff for animal handling, movement etc. Amount includes benefits etc. hourly rate \$40 CDN per hour and are subject to change. Please confirm with the Ranch Director and Management in initial stages of project planning.
2. Yardage fees for feeding weaned calves, \$3 per head per day (includes feed and labour).
3. Non-regular veterinary costs when animal is on a research project or academic activity
 - a) If vet care is due to project – PI
 - b) If vet care is not related to project – WA
 - c) If reason for vet care is unclear, costs may be shared
4. If proposed research results in a loss of revenue from sale of animals, lower than average weight, the loss must be offset from project funds.
5. Incremental costs beyond normal husbandry (i.e., special feed rations, bedding, etc.) must be covered by project funds.
6. If animals are requested for a terminal project prior to their marketing date, or for a project that prevents the animal from returning to the herd, the PI shall reimburse WA based on the previous year's average price. Therefore, purchasing a calf may be cheaper from another location.

Animal Type	Cost (\$CDN)
Calf – steer/bull	1400
Calf – heifer	1200
Heifer – open	1600
Heifer – bred	2000
Cow – open/cull	1400
Cow - bred	2200
Bull – breeding	7000
Bull - cull	2200

Appendix C: Emergency Procedures for W.A. Ranches



Emergency Procedures – W.A Ranches

Building Name:

Assembly Point:

Evacuation

- Take coat, keys and identification if immediately available
- Evacuate building through the nearest safe exit
- Close all doors along your exit route
- Obey all instructions and emergency announcements for specific evacuation instructions
- Move outside, away from the building and proceed to the Assembly Point
- If you have information regarding the emergency, call 9-1-1 then Campus Security at 403-220-5333 when safe to do so
- Do not re-enter the building until you have received the "ALL CLEAR" at the assembly point

Medical Emergency

- Critical life threatening injury or illness dial 9-1-1
- Non-life threatening injury or illness dial Campus Security at 403-220-5333
- Advise dispatcher of your location and the nature of the victims' injury or illness
- Unless trained, do not render first aid before trained assistance arrives
- Do not attempt to move a person who is injured or ill unless they are in immediate danger of further injury
- Employees should not transport injured employee to the hospital
- Initiate and complete an OARS report

Fire

- Remove anyone from the immediate danger
- Close all doors to contain smoke and fire (if possible)
- Evacuate via your nearest safe exit
- Immediately dial 9-1-1 then Campus Security at 403-220-5333 when safe to do so

Workplace Violence & Armed Assailant on Campus

- Attempt to distance yourself from the person if possible
- If the person(s) have left the immediate area, lock your door and/or move to a safe place
- Dial 9-1-1 and report all information as soon as safely possible
- Contact Campus Security at 403-220-5333 as soon as possible and follow directions provided
- Be aware of your environment, plan, know your exits, assess the situation, and react quickly
- Choose action over fear while considering the three main options
- Get Out - if you are in close proximity to an armed assailant, run away from the subject
- Hide - if you cannot flee, or do not know the location of the assailant, hide in a locked or barricaded room and turn out the lights
- Fight – if confronted by the assailant, as a last resort, fight for survival

Improvise weapons to disarm and incapacitate the assailant

Threatening Calls (including Bomb Threats)

- Listen and remain calm, do not interrupt the caller
- Record/document as much information as you can while the call is in progress
- Signal someone to call the Police at 9-1-1 or Campus Security at 403-220-5333

Suspicious Items

- If in doubt of contents DO NOT TOUCH, MOVE, OPEN OR DISTURB THE ITEM
- Clear all personnel from immediate area
- Immediately contact Police at 9-1-1 or Campus Security at 403-220-5333
- Wait a safe distance away from the area for Campus Security or emergency services to arrive

Hazardous Materials Spill

- Do not rush, do not work alone and do not clean up a spill unless you are appropriately trained
- Contact Campus Security at 403-220-5333 in the event of a Major Spill
- Follow the appropriate spill response procedure and complete an OARS report

Hazardous Materials Decontamination/Exposure

- Follow the appropriate procedures/protocols for Chemical, Biological or Radioactive materials
- Where appropriate, use an emergency eyewash/shower to rinse affected areas for a minimum of 15 minutes. Seek medical assistance immediately after using emergency equipment and complete an OARS report within 24 hours

Utility Outage

- Remain calm
- Identify type of utility outage (electrical, heating, cooking, water, etc.)
- If possible, call Facilities Customer Care at 403-220-7555 and advise them of your location and nature of problem or Campus Security at 403-220-5333
- Assist other in your immediate work area who may be unfamiliar with the building/workspace
- Stand by for further instructions from Campus Security or Facilities

Adverse Weather

- Take shelter in a small interior room, closet, hallway (ground floor, if possible) or staircase
- Stay away from outside walls, windows and doors
- Do not use elevators
- Stay away from large unsecured objects and stay close to the ground and protect your head from flying items

Flood

- If possible, call Facilities Customer Care at 403-220-7555 and advise them of your location and nature of problem or Campus Security at 403-220-5333

Last Updated: 09-03-2020



\$%* happens on campus - Download the UC Emergency APP

Appendix D: W.A. Ranches Injury Procedure

If anyone (Faculty, student, staff, or public) is injured at the ranch and requires medical attention, follow these procedures:

During normal business hours:

1. Give first aid – Find a first aider to assess the injury and determine if additional medical attention is required. There is a first aid kit in the ranch house kitchen area and the machine shed.
 - a. First Aid Resources are located at the following areas at the ranch
 - i. First Aid Kits
 1. Type 1 – all ranch trucks (including semi)
 2. Type 2 – Cochrane home office and shop, Cochrane North processing barn, Cochrane East Shop
 - ii. Automated External Defibrillators (AED) - 1 located in Cochrane Home Shop
2. **Call 9-1-1** immediately if the injury is life threatening, or if a hospital is needed
 - a. Know the location of the patient – GPS coordinates are ideal.
WA Ranches Main Ranch Office , AB (51.3423941,-114.3776040) or 274237 Range Road 34, Rocky View County
 - b. Notify the Ranch Manager, Jonny Bennet immediately after 911 is called (403-542-4469). If Jonny is not available please follow the following contact chain listed below.
Barney Press: 403 573-3324 (Safety committee representative)
Heidi Bennett: 403 702-4469 (Lead Ranch hand)
Jacob Auclair: 403 605-8651 (Ranch hand)
Ashley Nicholls: 587 437-3505 (Ranch hand)
 - c. Ask someone to watch for the ambulance and wave them down to location.
 - d. Ask 911 response team what hospital they are taking the patient
 - e. Do not send injured person alone to hospital, send someone for support and for updates on injury status (drive to hospital if no room in Ambulance)
 - f. Notify the Manager of the employee to ensure emergency contact is notified
 - g. Call Security at 403-220-5333 to report the injury.
 - h. [Submit an OARS report](#) for the Injury – Undergraduate and Grad Students must be entered by Faculty/staff, they **cannot** self-report

3. If non-emergency medical attention is required, use the WCB Occupational Injury Services (OIS) clinic

Cochrane Community Health Centre
60 Grande Blvd
Cochrane AB, T4C 0S4
Phone: 403-851-6000

- a. Contact Staff Wellness prior to leaving to schedule an appointment

- b. If they do not answer, call clinic directly at 403-851-6000
- c. Do not allow injured person to drive.
- d. Notify the WA Ranches designated ranch contact of the injury and that you are leaving for medical attention (Contact in the following order, the Ranch Manager, Matt, the Assistant Manager Jonnie, or the safety committee member Barney, contact information provided above, phone or text is likely to be the quickest)
- e. Do not send injured person alone to clinic, send someone for support and for updates on injury status
- f. Notify the Manager of the employee to ensure emergency contact is notified.
- g. It is the responsibility of employer to ensure they have safe transport home, organize a taxi ride home, if needed.
- h. Call Security at 403-220-5333 to report the injury.
- i. Submit an OARS report for the Injury – Undergraduate and Grad students must be entered by Faculty/staff, they **cannot** self-report.

After Hours:

4. Give first aid – Find a trained first aider to assess the injury and determine if additional medical attention is required. First Aid Resources are located at the following areas at the ranch:
 - a. First Aid Kits
 - i. Type 1 – all ranch trucks (including semi)
 - ii. Type 2 – Cochrane home office and shop, Cochrane North processing barn, Cochrane East Shop
 - b. Automated External Defibrillators (AED) - 1 located in Cochrane Home Shop
1. **Call 9-1-1** immediately if the injury is life threatening, or if a hospital is needed
 - a. Know the location of the patient – GPS coordinates are ideal.
WA Ranches Main Ranch Office, AB (51.3423941,-114.3776040) or 274237 Range Road 34, Rocky View County
 - b. Ask someone to watch for the ambulance and wave them down to location.
 - c. Ask 911 response team what hospital they are taking the patient
 - d. Notify the Manager of the employee to ensure emergency contact is notified
 - e. Call Security at 403-220-5333 to report the injury.
 - f. [Submit an OARS report](#) for the Injury – Undergraduate and Grad students must be entered by Faculty/staff, they **cannot** self-report
2. Contact Jonny Bennet immediately (403-542-4469). If Jonny is not available please follow the following contact chain
 Barney Press: 403 573-3324 (Safety committee representative and Ranchhand)
 Heidi Bennett: 403 702-4469 (Lead Ranchhand)
 Jacob Auclair: 403 605-8651 (Ranchhand)
 Ashley Nicholls: 587 437-3505 (Ranchhand)

3. If non-emergency medical attention is required, use the WCB Occupational Injury Services (OIS) clinic

Urgent Care:

Cochrane Community Health Centre

60 Grande Blvd

Cochrane AB, T4C 0S4

Phone: 403-851-6000

- a. Contact WA Ranches manager immediately (Matt Williams: 403-605-8574)
- b. Do not allow injured person to drive.
- c. Notify the Manager of the employee to ensure emergency contact is notified (Campus Security may be able to assist with connecting to appropriate emergency contact information holders)
- d. Call Security at 403-220-5333 to report the injury.
- e. It is the responsibility of employer to ensure they have safe transport home, organize a taxi ride home.
- f. Submit an OARS report for the Injury – Undergraduate and Grad students must be entered by Faculty/staff, they **cannot** self-report

Appendix E: W.A. Ranches HerdTrax Information Collection

Information to be completed as prior to study. Details of animal numbers, end dates, etc. may be added as available depending on activity and in collaboration with ranch director and management.

Study Title:

Animal Care Protocol #:

Start Date:

End Date:

Study Summary:

- 600 words describing project/activity and any treatments involved (e.g. treatment groups within research studies). This section can be copied from the animal care protocol in IRISS.

Inclusion Criteria:

- What was required for animals to be included in the study

Treatment protocol for livestock disease:

- Default is the general ranch management protocol
- If there is any study-specific requirements for handling of illness in animals, please list here (e.g. contacting research staff for subsampling, different medications)

Study Timeline and Treatment Groups

- **Start of Study:** [DATE]
 - Date when animals were considered enrolled in study
- **Study Protocol**
 - Dates of events in study, with details of activities on those events.
 - E.g. Processing days, sampling days, observation days
 - For example:
 - June 22, 2020: Processing Day
 - Cattle were moved to Cochrane North and held in pastures before being moved through handling system
 - Received XXXX vaccines
 - Male calves were castrated and received meloxicam
 - All calves received growth implant
 - All treatment groups were subsampled for blood, saliva
 - Ear tags replaced as missing, treatment groups received green ziptie on tag
 - Individual weights taken during processing
 - Treatment groups
 - E.g. number of animals in group, details of treatment/activity, sampling protocols, groups that were subsampled
 - HerdTrax Diagnoses Codes for Treatments (admin use only)
- **End of Study:** [DATE]
 - Date when animals were considered as off of the study protocol

Appendix F: W.A. Ranches Memorandum of Understanding for Research and Teaching



FACULTY OF VETERINARY MEDICINE
Dr, Ed Pajor, Director, WA Ranches
Teaching Research & Wellness Building

(TRW, Room 1E 19)
3280 Hospital Drive NW
Calgary, Alberta T2N4Z6
waranches@ucalgary.ca

Date: _____

Memorandum of Understanding for the use of WA Cattle from the ranch/breeding herd (under protocol #XXXX for title of project/course/rotation described in protocol (ACXX-XXXX)).

"Title of Project/course/rotation"

- This project/course/rotation will involve:
 - Details of animal use including invasiveness and major procedures
 - Details of drugs being administered and withdrawal times as appropriate
- Number of animals required including description of animals needed, specific animal names/numbers if applicable.
- Dates that animals will be needed.
 - Brief description of schedule of events
 - Locations animals will be used
- Restrictions of animal usage (additional conditions may be added)
- Agreement to pay any overtime or additional labour costs that are incurred with the activities

Dr. _____ shall be responsible for assessing and treating any adverse events that may occur as a result of this protocol (*additional conditions may be added by the WA Ranch and Operations Committee*). These treatments would be performed with the involvement of the University of Calgary Veterinarians office.

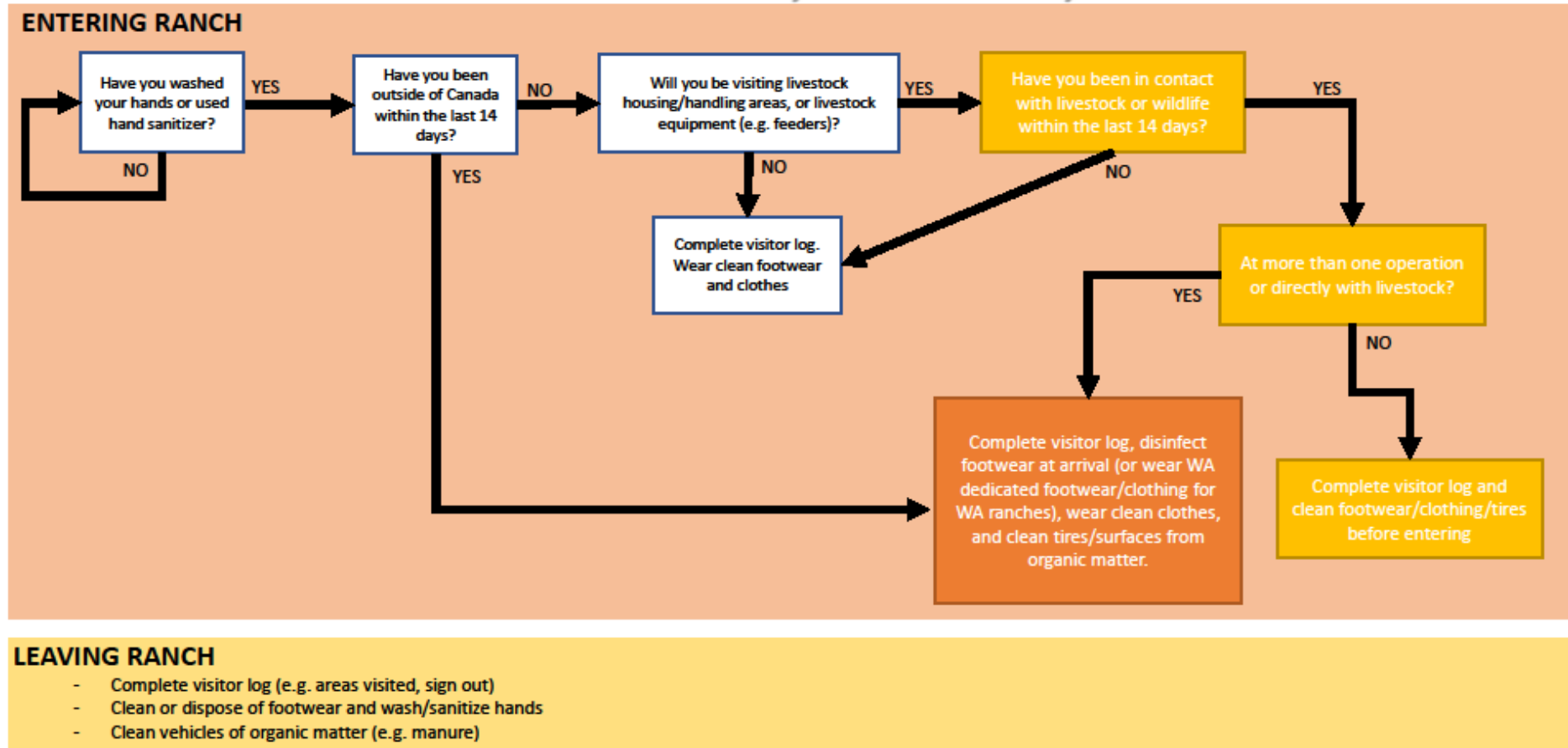
Signature by the Director of WA Ranches below indicates that the animal use request has been reviewed and approved by the WA Academic and Ranch Operations Committee. Indicating that animals are available and that their use are in keeping with the priorities and principles that govern animal use at WA Ranches.

Signed:

Dr. Ed Pajor
Director, WA Ranches

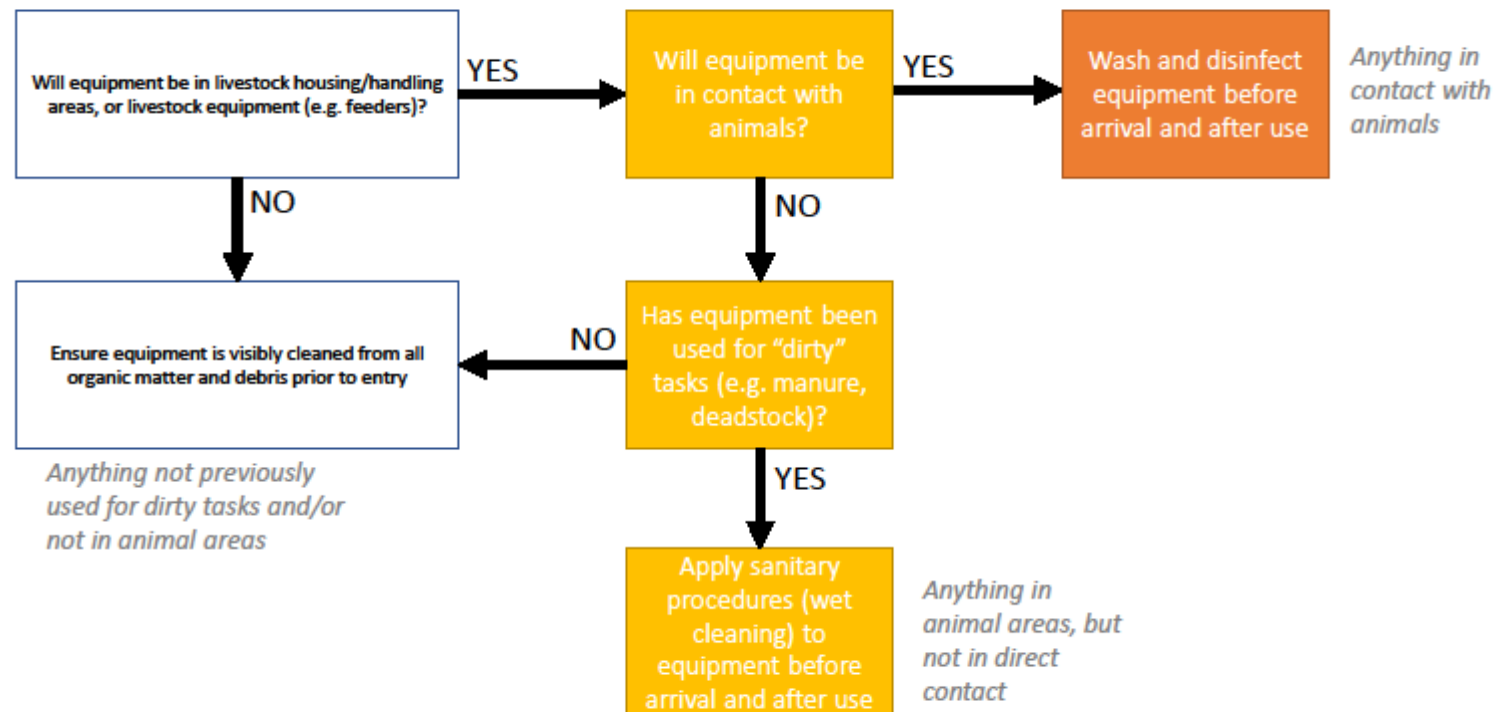
(Name of Requesting Faculty Member)
(Title)

PEOPLE – Research, Education, Outreach



EQUIPMENT – Research, Education, Outreach

*All biosecurity practices for activities and equipment must be approved by ranch management prior to visiting the ranch



Appendix I: Biosecurity Cleaning Definitions for visiting W.A. Ranches

Cleaning Definitions

- **Cleaning**
 - Physical removal of dust, debris and dirt from a surface by scrubbing, washing and rinsing with soap and water (see)
- **Disinfect**
 - Treating the object with a chemical substance that will kill all microorganisms
 - Disinfection is not effective without prior cleaning
 - Depending on object disinfection can be achieved using boiling water (e.g. some veterinary equipment).
- **Sanitize:**
 - Sanitizing reduces the bacteria identified on the product's label on surfaces and in laundry

The Cleaning Process

1. **Dry cleaning**
 - remove all visible manure, bedding and other organic material by scraping, brushing, and wiping down surfaces, etc.
 - During winter, this may be limited to scraping up loose material before it freezes.
 - A thorough dry cleaning simplifies and facilitates the wet cleaning process and is necessary prior to the disinfection process.
2. **Wet Cleaning**
 - Using water and a detergent, soak surfaces thoroughly. Soak the dirtiest surfaces first, however, move from clean to dirty when spraying and scrubbing to prevent unnecessary contamination of the cleaner areas. Rinse the surfaces with water to remove traces of detergent and organic material.
3. **Drying**
 - Allowing the surfaces to dry aides in reducing the survivability of pathogens and ensures that the disinfectant applied during the disinfection step remains at the proper concentration.
4. **Disinfection**
 - Use a broad-spectrum registered (Health Canada approved) disinfectant.
 - Registered disinfectants will be identifiable by their Drug Identification Number on the label (DIN).
 - Appropriate application is important – follow the manufacturer's directions.
 - Surfaces that are being disinfected (in the case of disinfectants applied as a solution) need to remain wet during the required contact time.
 - Generally, apply disinfectants to surfaces to the point that it is running off. Most disinfectants will need to be rinsed off following the required contact time, follow the recommendations on the label.
5. **Drying**
 - Surfaces that are disinfected should be allowed to dry. However, this may be impractical during certain times of the year or when operational demands prevent the delay

Note: There is little value in disinfecting surfaces if the dry and wet cleaning have not been completed. The mud, manure and bedding will prevent adequate disinfection by protecting surfaces and inactivating many disinfectants.

Appendix J: Things to Bring

The following lists are for consideration only.

Each visitor must consider the specifics of their needs, the season of their visit, and details of the activities they will engage in while at the ranch.

- Food and water. There are no nearby food services. All food and water must be brought with visitors and stored appropriately for food safety and deterring wildlife.
- Pasture Access
 - Sturdy boots that provide ankle support
- First Aid
 - First aid kit appropriate for activity and number of visitors
 - See First Aid Training Equipment Requirements
- Seasonal Clothing
 - Summer
 - Sun protection (clothes, hat, sunscreen)
 - Insect repellent
 - Sufficient water
 - Winter
 - Warm clothing
 - Protection from wind, snow, rain
 - Warm footwear
 - Replacement clothing (should your socks etc. get wet, dry ones are great!)

Appendix K: Research - Flow Chart for Planning Work at W.A. Ranches

For version with clickable links, please see [web version](#)



UNIVERSITY OF CALGARY
W.A. Ranches

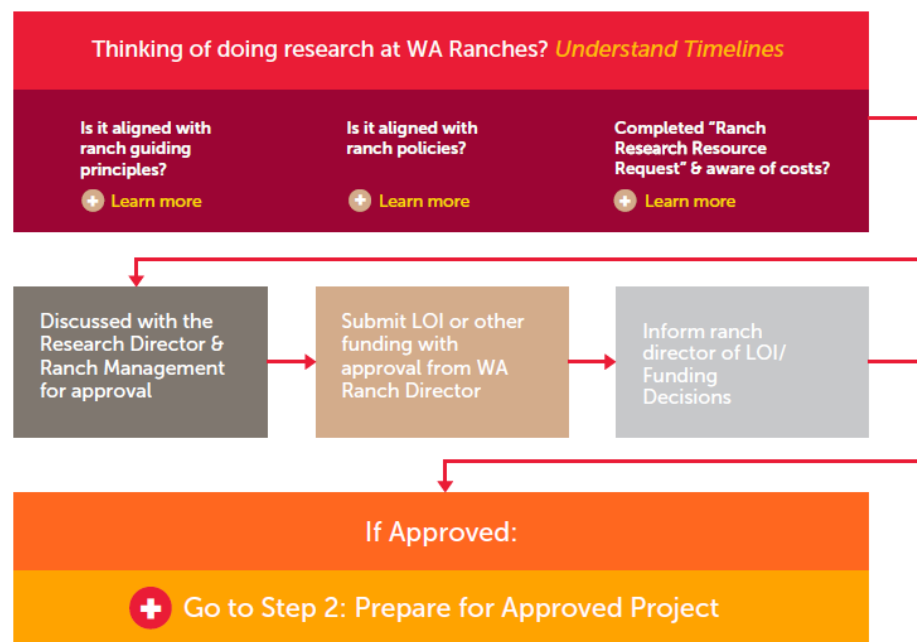
Information for Researchers

Step 1

Planning the Research Idea

+ TIMELINES

****All plans/activities should be discussed/approved with ranch director and management.** Researchers should be aware of ranch policies (e.g. biosecurity, hazardous materials, work alone) and align all research planning/actions with these policies.



[Click to return to Landing Page](#) +

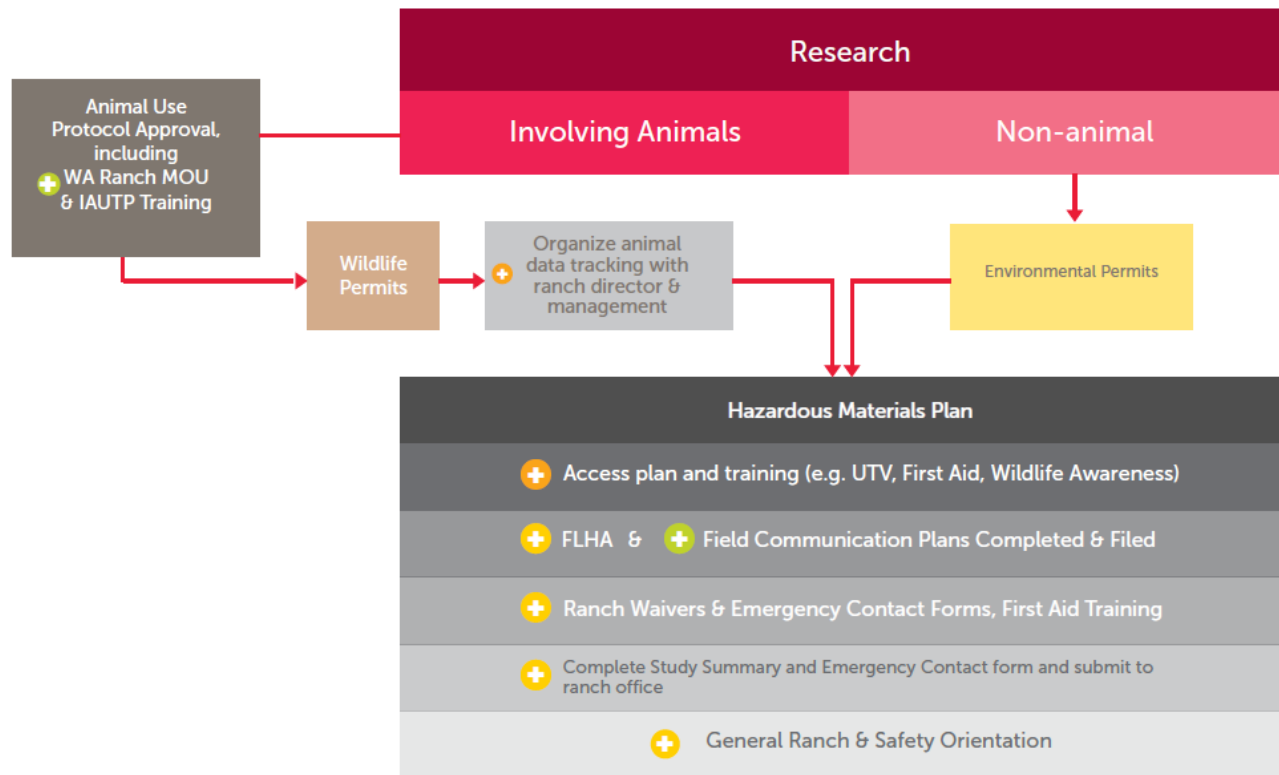


Step 2

Preparing for an Approved Project

TIMELINES

****All plans/activities should be discussed/approved with ranch director and management. Researchers should be aware of ranch policies (e.g. biosecurity, hazardous materials, work alone) and align all research planning/actions with these policies.**



[Click to return to Landing Page](#)



Step 3

Doing work at Ranch



+ TIMELINES

****All plans/activities should be discussed/approved with ranch director and management. Researchers should be aware of ranch policies (e.g. biosecurity, hazardous materials, work alone) and align all research planning/actions with these policies.**



+ Follow Biosecurity Protocols

Communicate with ranch management (check in/out daily)

+ Stay aligned with ranch policies

+ Report outcomes

Click to return to Landing Page +

Appendix L: Research - Timeline for Planning Work at W.A. Ranches

WA Ranches is a commercial ranch, subject to seasonality and production cycles. Depending on the nature of the research activity, more lead time may be required for integration of project into ranch planning.

**Unsure?
Contact WA Director**

Activity	Minimum Time before Start of Activity
Planning Research	
Exploring idea(s)	As soon as you can complete " Ranch Resources Request Form *"
LOI Submission	2 months
Project with no LOI	4 months prior to production activity/projected project start date
Preparing to Start a Project	
Animal Care & Other Permits	TBD
Organize tracking with ranch	2 months
FLHA & Field Communication Plans	2 months
Ranch Waivers, Emergency Contacts, First Aid Training	1 month
On-Ranch Safety Orientation	1-2 weeks
During & After a project	
Report publications and outcomes	TBD

*The "Ranch Resource Request Form" is intended to facilitate robust discussions about use of W.A. Ranches resources for research, teaching, and outreach. Discussions are encouraged as early as possible in the process, and discussions of ideas are welcomed even if details are not yet known.

Appendix M: W.A. Ranches Research Resource Request Form

This form is to be completed and sent to the ranch director before the initial meeting to discuss details regarding a proposed project.

Please provide the following information about your idea

Research topic:

Collaborators/Team:

Funding: Not Yet Funded Funded

Funding source (actual or future):

Ranch priorities addressed (link to ranch strategy on website)

Animals involved: Cattle Wildlife None

Number of animals: _____

Type of animals: Bulls Calves Cows Heifers Cow-Calf Pairs Other

If using calves do you require a specific gender required: Males Females Doesn't matter

Terminal animal Use: Yes No

Animals leaving or coming to ranch: Yes No

Animals moved to different institution: Yes No

Start and End Date (or season): _____

Ranch Resources Required:

___ Access to pastures for sampling or observations. Frequency:

___ Access to water for sampling or observations. Frequency:

___ Cattle Handling Facilities. Frequency:

___ Ranch Staff. Frequency:

Description:

Please provide a brief description of the project emphasizing how ranch resources will be used.

Appendix N: Post Visit Information Template

We are continually seeking ways to promote W.A. Ranches, which includes supporting those that visit the ranch for research, teaching, and outreach purposes.

Including W.A. Ranches in your work (e.g. reports, newsletters, published papers, conference talks, posters) helps spread awareness of our presence. In return, the ranch helps promote your work through our community newsletters, annual report, website, and in display of research during events at the ranch.

Here is what we need to be able to help each other:

- Title of project or group visit
- Team member names & positions (e.g. academic position, department, university)
- Project/Visit Objective
- Brief description (4-6 sentences)
- Media (photos, videos, or other media)
 - [Photo/Video consent forms for adults and children](#)

Please send the above info to waranches@ucalgary.ca

Additionally, we very much understand that some results can take time. However, please feel welcomed to share notifications and links to (or electronic copies of) any publications resulting from your work at WA Ranches, including notifications of successful thesis defense, at any time using the contact address above.

Appendix O: Academic – Flow Chart for Planning Work at W.A. Ranches

For version with clickable links, please see [web version](#)



UNIVERSITY OF CALGARY
W.A. Ranches

Information for Academics

Step 1

Planning the Idea

+ TIMELINES

**All plans/activities should be discussed/approved with ranch director and management. Organizers should be aware of ranch policies (e.g. biosecurity, hazardous materials, work alone) and all research planning/actions align with these policies.



[Click to return to Landing Page](#) +

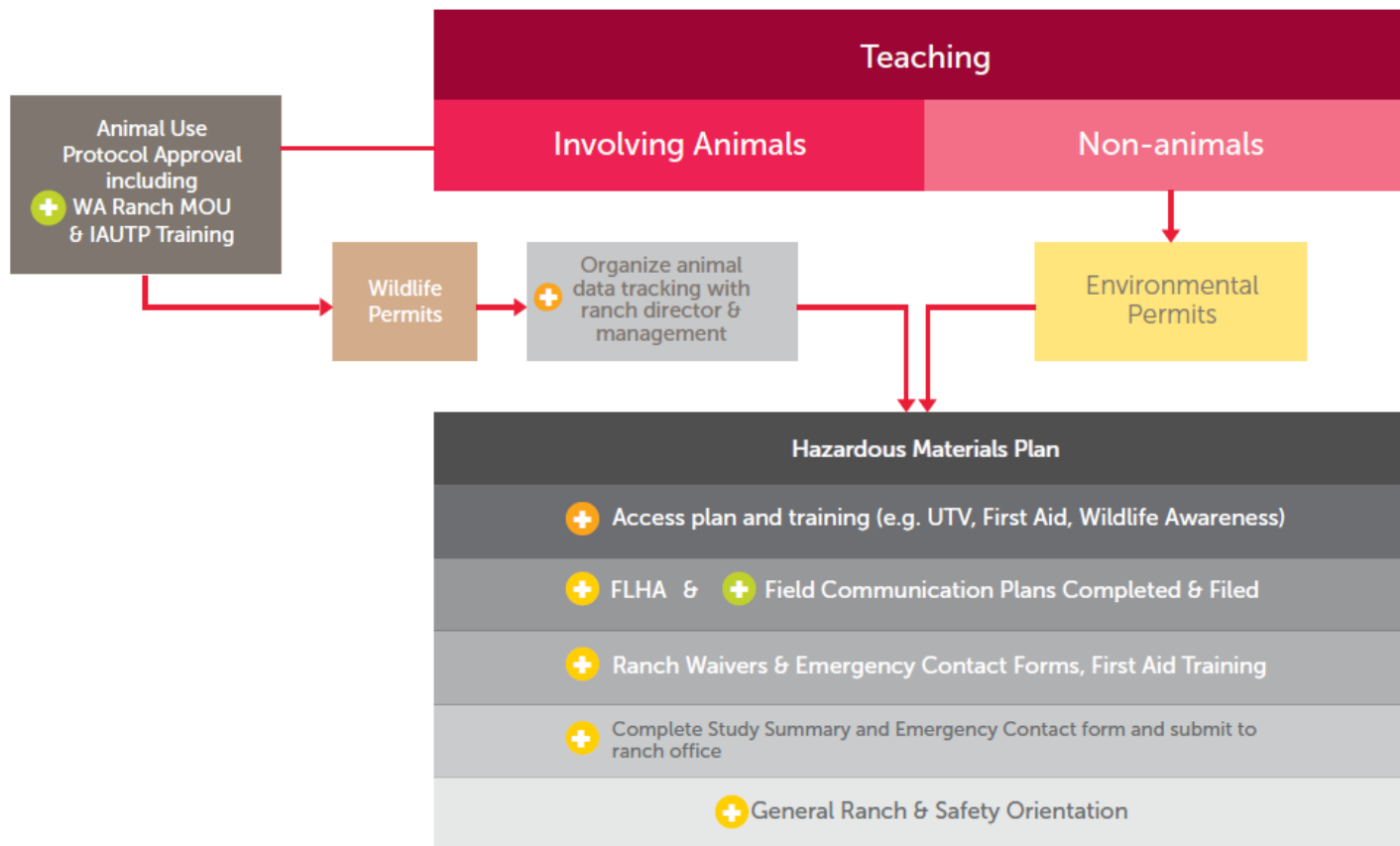
Step 2

Preparing for an Approved Project

+

TIMELINES

****All plans/activities should be discussed/approved with ranch director and management. Organizers should be aware of ranch policies (e.g. biosecurity, hazardous materials, work alone) and align all research planning/actions with these policies.**



Click to return to Landing Page +



Step 3

Doing work at Ranch

+ TIMELINES

**All plans/activities should be discussed/approved with ranch director and management. Organizers should be aware of ranch policies (e.g. biosecurity, hazardous materials, work alone) and align all research planning/actions with these policies.

+ Follow Biosecurity Protocols

Communicate with ranch management (check in/out daily)

+ Stay aligned with ranch policies

+ Report outcomes

[Click to return to Landing Page](#) +

Appendix P: Academic – Timeline for Planning Work at W.A. Ranches

Timelines for WA Academic Activities

Please be considerate that WA is a working ranch, subject to seasonality and production cycles. Depending on the nature of the academic activity, more lead time may be required for integration of project into ranch planning.

Unsure? Contact WA Research Director, Dr. Ed Pajor: eapajor@ucalgary.ca

Activity	Minimum Lead Time*
Planning Teaching	
Exploring idea(s)	As soon as you can complete "Appendix P: WA Academic Activities Request Form"
Preparing to Start a Project	
Animal Care & Other Permits	<i>TBD</i>
Organize tracking with ranch	2 months
FLHA & Field Communication Plans	2 months
Ranch Waivers, Emergency Contacts, First Aid Training	1 month
On-Ranch Safety Orientation	1-2 weeks
During & After a project	
Report feedback and outcomes	<i>TBD</i>

Appendix Q: W.A. Ranches Academics Request Form

WA Ranches at the University of Calgary
Initial Request for Academic Activities

This form is to be completed and sent to the ranch director before the initial meeting to discuss details regarding a proposed academic activity.

Please provide the following information about your idea

Teaching topic:

Collaborators/Team:

Does the activity have associated costs (e.g. porta potty rentals, transport to sites, biosecurity materials) and if so, is funding available: N/A Not Yet Funded Funded

If applicable, what is the funding source (actual or future):

Are you aware of ranch priorities? (link to ranch strategy on website)

Are you aware of ranch policies and procedures? (link to general visitor information on website and/or field manual when created)

Animals involved: Cattle Wildlife None

Number of animals: _____

Type of animals: Bulls Calves Cows Heifers Cow-Calf Pairs Other

If using calves do you require a specific gender required: Males Females Doesn't matter

Terminal animal Use: Yes No

Animals leaving or coming to ranch: Yes No

Animals moved to different institution: Yes No

Start and End Date (or season): _____

Ranch Resources Required:

___ Access to pastures. Frequency:

___ Access to bodies of water or livestock water sources. Frequency:

___ Cattle Handling Facilities. Frequency:

___ Ranch Staff. Frequency:

Description. Please provide a brief description of the activity, emphasizing how ranch resources will be used.

Appendix R: Study Summary and Emergency Contacts

This form is to be submitted to the ranch office prior to any on-site work.

Animal Care Number (if applicable):

Point form summary of study activities on the ranch (list any important equipment ranch staff may need to be aware of):

Emergency Contact(s) for Study (who should ranch staff call if there is an issue)

Full Name	Position	Phone Number

Section:	Occupational Health and Safety Management System	Issued By:	Environment, Health and Safety
		Issued Date:	2011.11.28
Document:	Field Level Hazard Assessment	Revision #:	3
		Revised Date:	2020.07.17
Pages:	3	Reviewed Date:	
		Reviewed By:	

This document is to be used for temporary worksites; mobile worksites; and for non-routine work that is not included on a Hazard Assessment and Control Form (HACF). This form must be completed **before** work begins on the day of the job or work shift, **communicated** to each affected employees on-site, and **implemented**. This form must be reviewed daily and updated as changes occur at the worksite (e.g., activities, equipment, materials, site conditions, work groups, etc.)

1. Record activity details

Faculty/Unit: Click or tap here to enter text.	Department: Click or tap here to enter text.	Type of Activity: <input type="checkbox"/> Operations <input type="checkbox"/> Research <input type="checkbox"/> Teaching <input type="checkbox"/> Student Group <input type="checkbox"/> Other:	Date Completed: MM/DD/YYYY
Name/Description of Activity: Click or tap here to enter text.			Activity Date(s): Departure: MM/DD/YYYY Return: MM/DD/YYYY
Site Location: Click or tap here to enter text.		Completed by: Click or tap here to enter text.	

2. Identify the tasks, hazards associated with the tasks, and plans to eliminate/control those hazards (add additional lines/pages as required)

Tasks (List all tasks/activities; consider emergency conditions)	Hazards (List both health hazards and safety hazards and consider surrounding area)	Plans to eliminate/control (List the controls for each hazard: Eliminate, Engineering, Administrative, Personal Protective Equipment)
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

3. Record other information applicable to the activities and review with all participants:

Applicable written SOP's have been reviewed including: (list all that apply) Click or tap here to enter text.	The following individuals are the designated First Aiders: (list all names) Click or tap here to enter text.	Closest Emergency Assembly Point: Click or tap here to enter text.
		Alternate Emergency Assembly Point: Click or tap here to enter text.

4. Have all participants review and sign below *prior* to commencing work (By signing this form, you acknowledge that you understand the hazards and how to apply the methods to eliminate or control the hazards).

Worker's name (Print)	Signature	Worker's name (Print)	Signature
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Manager/ Supervisor's name (Print) Click or tap here to enter text.	Manager/ Supervisor's signature Click or tap here to enter text.
--	---

NOTE: A communication plan is required for *all* off campus field activities/events. Provide copies to the department head/director and all participants.

NOTE: Copies of completed and signed FLHA's shall be retained for a minimum period of three (3) years and be readily accessible upon request. Copies may be retained electronically or in hard copy.

Hazards – examples listed below and not limited to:	Controls – examples listed below and not limited to:
Natural Environment	
Uneven/slippery walking surfaces	Footwear; ice cleats
Temperature extremes	Shelter; scheduled breaks; protective clothing
Heights/drop-offs	Control zone; fall protection
Falling objects	Shelter; safe perimeter; Go - no go; Hard hats, helmets

Hazards – examples listed below and not limited to:	Controls – examples listed below and not limited to:
Confined/ Restricted Spaces; limited access/ egress	UC Confined and Restricted Space Entry Code of Practice
Strong sun/ UV exposure	Protective clothing; hat; sunglasses; sunscreen; water
Poor lighting	Work/activity scheduling; headlamps; trouble-lights
Weather conditions	Check forecast; Go – no go; Protective clothing
Strong winds -blowing debris	Shelter-in-place; SOP; Go – no go
Wildfire smoke/dust	Respiratory Protective Equipment; Go – no go
Toxic/allergen sources	Protective clothing; medicine as prescribed
Presence of Wildlife, Insects	Training; Procedures - Travel in groups, Local Guide; Deterrents; Insect Repellent; Protective Clothing
Bodies of water – drowning	Competency; Supervision; SOP; Training; prohibited perimeter; Personal Flotation Devices
Transportation	
Vehicle breakdown	Maintenance; Inspections; SOP; UC approved external towing services; Emergency Road Kit; effective means of communication
Poor driving	Competency; UC approved driver; training
Route Condition: rough, winding, congestion; adverse weather	Drive at speeds appropriate to conditions; suitable tires; spare tire; awareness; headlights
Pedestrians	Awareness; visibility
Transporting chemicals *not permitted in rental or personal vehicles	Transportation of Dangerous Goods (TDG) training; handling and packaging; Safety Data Sheets (SDS); Courier services; Pre-authorization from UC Facilities Fleet Operations
General Hazards	
Working alone	Communication means and plan (SPOT/Blackline/Cell phone/ UC Emergency App)
Noise	Insulation at source; SOP; UC Hearing Conservation Program and Training; hearing protection
Struck by/ Struck Against	Awareness; visibility, PPE
Biological	Decontamination SOP; UC Post-Exposure Protocol for Biological Hazards; competency; PPE
Engulfment/ Entrapment	Soil classification; Shoring/sloping;
Hazardous energy	Lock-out/Tag-out SOP: Control of Hazardous Energy Training
Fire/Explosion/ Smoke/ Dust	UC Hot Works Permit; SOP; Fire extinguisher; ignition source; bonding/grounding
Sharps	Sharps container; SOP; PPE
Chemicals	SDS; ventilation; WHMIS 2015; storage; labelling; SOP; Spill Response training
Ergonomic (repetitive motions, vibration)	UC Ergonomics Program; micro- breaks, stretches
Animal – bites, scratches, kicks (agricultural and research)	Competency; SOP; Training; barriers
Fall from height	UC Fall Protection Program; Ladder Safety Training; Fall Protection Training; Fall Protection Plan; SOP, ladder selection; equipment inspections
Slips/trips/falls	Housekeeping; training; appropriate footwear
Lifting/carrying loads and materials	Safe Lifting training; Safe handling practices; Lifting aids; carts; dollies
Confined/ Restricted Spaces; limited access/ egress	UC Confined and Restricted Space Entry Code of Practice
Food poisoning	Safe handling and storage (e.g. Cooler); non-perishable foods; hand-washing
Equipment failure	Preventative maintenance; inspection; competency, manufacturer recommendations
Overhead power lines	Safe Limit of Approach Distances; Utility Locates; Signage; taglines, qualified workers,

Hazards – examples listed below and not limited to:	Controls – examples listed below and not limited to:
Limited remote medical services	Emergency Response Plan; Certified First Aiders
Human Factors	
Violence	UC Workplace Violence Policy; UC Sexual Violence Policy; Workplace Violence Awareness Training
Harassment and bullying	UC Harassment Policy and Procedure
Fatigue	Planned rest stops and rest breaks
Shift work	Self-care; limited task assignments
Language/culture differences	Awareness; language app
Individual behaviors	Expectations discussed
Pre-existing physical/medical needs	Awareness for those who may render assistance; prevention and emergency plan; First-aiders; medicine as prescribed

Use the hierarchy of controls as outlined below:

- A. Eliminate the hazard if possible; e.g. substitution
- B. Engineering – control the hazard at the source (e.g., guardrails, local exhaust system, isolation, etc.)
- C. Administrative – control the hazard along the path, i.e., between the hazard and workers (e.g., procedures, training, supervision, job rotation, alarms, etc.)
- D. Personal Protective Equipment (PPE) – control the hazard at the worker (e.g., cut-resistant gloves, helmet, eye protection, reflective vest, etc.)

A combination of control methods described above may be used.

Section:	Occupational Health and Safety Management System	Issued By:	Environment, Health and Safety
		Issued Date:	2020.07.20
Document:	Field Activity Communication Plan	Revision #:	
		Revised Date:	
Pages:	4	Reviewed Date:	
		Reviewed By:	

To be completed by the Field Activity Leader. Provide copies to the department head/director, appropriate department/faculty personnel and participants. A field level hazard assessment (FLHA) is also required.

Faculty/Unit: Click or tap here to enter text.	Department: Click or tap here to enter text.	Activity Leader: Name: Click or tap here to enter text. Position: Click or tap here to enter text. Phone: Click or tap here to enter text.	Date Completed: YYYY.MM.DD
Name of Activity: Click or tap here to enter text.			Activity Dates: Departure/Start: YYYY.MM.DD Return/Finish: YYYY.MM.DD
Description of Activity: Click or tap here to enter text.			
Completed by: Click or tap here to enter text.	Type of Activity: <input type="checkbox"/> Research <input type="checkbox"/> Academic <input type="checkbox"/> Teaching <input type="checkbox"/> Student Group <input type="checkbox"/> Other:		Number of Participants: Click or tap here to enter text.
Destination: include Country(ies), State(s)/Province(s), and City(ies) Click or tap here to enter text.			

Field Activity Participants			
Name (Legal Name)	Trained First Aider	U of C Approved Driver	Cell phone number (optional)
Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Field Activity Location: <i>If an urban location, list destination and name of city or town. If backcountry, name of nearest town or common description of the area and GPS Coordinates if available (attach a map if useful).</i>			
Date (YYYY.MM.DD)	Destination or Location Description	GPS/Land Location	
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	
Accommodation(s): <i>If an urban location list name, address and phone number of accommodation. If backcountry, name of nearest town or common description of the area and GPS Coordinates if available (attach a map if useful).</i>			
Arrival Date (YYYY.MM.DD)	Name of Hotel or Location Description	Phone #	GPS/Land Location (if possible)
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Transportation:			
<i>Ground: Vehicle(s) description: Make, model, color, fleet/personal/rental, etc.</i> <i>Bus details</i>		License Plate 	
<i>Air: Flight details</i>			
Click or tap here to enter text.		Click or tap here to enter text.	

Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Communication Plan:

Communications Equipment

Note: Describe how groups will communicate with each other and with emergency responders. Groups that do not have contact with each other through line of sight must have viable means of communication. Note that many field areas do not have cell coverage.

Type (cell, satellite, radio etc.)	Owner/User/Group	Phone Number/Frequency:
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Emergency Contacts:

Faculty/Department Contact		Click or tap here to enter text.
U of C Campus Security		403 220-5333
Risk Management (International Travel Assistance)		403 220-5847
Department Office		Click or tap here to enter text.
Office of the Dean		Click or tap here to enter text.
	Location	Phone #
Emergency Medical Services (Ambulance)	Click or tap here to enter text.	Click or tap here to enter text.
Local Police/RCMP	Click or tap here to enter text.	Click or tap here to enter text.
Search and Rescue	Click or tap here to enter text.	Click or tap here to enter text.
Nearest Hospital (Name) Click or tap here to enter text. Approx. Distance Click or tap here to enter text. Minutes away	Click or tap here to enter text.	Click or tap here to enter text.
Provincial/National Park Authority <i>NOTE: many land management areas require permits for land use or campfires. Check to see if this pertains to your area. Note permit numbers here.</i>	Click or tap here to enter text.	Click or tap here to enter text.

Check In Procedure – A check in procedure needs to be established based on the duration and potential degree of hazard involved. The check in will involve contact with a University representative at a predetermined interval. Check in by voice communication or use of a locator device such as “SPOT”		
University Contact	Click or tap here to enter text.	
Frequency of Contact	<input type="checkbox"/> At the end of trip (day trip only) <input type="checkbox"/> Daily	<input type="checkbox"/> Weekly <input type="checkbox"/> Other specify
Between (Time of day)	Click or tap here to enter text.	
Method of contact (include phone number if applicable)	Click or tap here to enter text.	
<i>If not contacted during the above schedule, describe what the overdue Check In response will be, including: If the representative will attempt to contact field party, describe method of contact, and who will be alerted if contact cannot be made.</i>		
Click or tap here to enter text.		

