

CHECKLISTS

PLEASE INSURE THAT ALL KNIFES AND “DANGEROUS” ITEMS ARE PACKED IN SEPARATE BOXES. ALLOW ENOUGH TIME FOR TRANSPORTATION OF GOODS.

Pre-travel:

1. Confirm travel arrangements
2. Confirm grocer and place & confirm food order
3. Insure first aid equipment needed is complete
4. Insure camp kit is complete
5. Confirm O₂ order & that it has been picked up

Travel:

6. Tickets may be electronic—SHOW UP AT AIRPORT 2 HOURS PRIOR TO DEPARTURE!
7. Keep all travel/accommodation/meal and other expense receipts
8. Only room/meals to be charged against company account – NO personal amenities/calls to be charged.
9. Put your name and camp name on each receipt
10. Fax and mail originals to office for reimbursement
11. Keep office apprised of ETA

At last layover prior to camp:

12. Contact expeditor if applicable
13. Contact hospital/nursing station to inform of camp location and persons on site
14. Check status of travel into camp
15. Check all orders

On arrival into camp:

16. Take photos of camp pre & post set-up if applicable
17. Remit binder #2 (Signage), #4 (Orientation), #6 (WHMIS) and #7 (Manager) to the project manager.
18. Set-up kitchen, insuring all appliances/generators are operative and safe—small all-purpose first aid kit in the kitchen and dry for general use.
19. Set-up first aid room, checking electric heater system for delivery of O₂
20. Insure that all communications devices are operational and numbers are posted
21. Draw map of camp layout with first aid room clearly marked (see Field Manual)
22. Check to make sure water supply is not contaminated (1 cap of bleach per 100 gallons of water)
23. Check for and prepare first aid kits/survival gear/PFD's are on all personnel transportation vehicles (skidoos, boats, atv's, etc.)

24. With project manager's schedule, participate in camp orientation 24 hours prior to work commencement. In orientation cover the following:
- a. All camp members (including yourself) to complete voluntary medical info sheets
 - b. Make note of all certifications (first aid, WHMIS, heavy equip. operator, etc.)
 - c. First aid orientation (hand out first aid sheets to each)
 - d. Go over location of first aid station/equipment, emergency procedures, emergency numbers, medi-vac procedures, accident reporting procedures
 - e. Decide on kitchen hours of operation
 - f. Project manager to go over Health & Safety guidelines (hand out to each). If needed, refer to water, fire, hazardous materials info
 - g. Project manager to go over WHMIS info binder, availability and location in office (with Mine Safety Act)
 - h. Pilot to go over helicopter orientation (recommended to do a mock medi-vac procedure to practice with litter kit)
 - i. Certification of review for everyone to sign off and attach to voluntary medical info sheet
 - j. Remind the project manager to set up weekly safety meeting schedule
25. Remind the program manager to insure that all tents have operating fire extinguishers (4kg), a foghorn, flashlight and battery-operated smoke detectors in each building / tent
26. Familiarize yourself with drill site (and any other work area) location, equipment and set-up (take photo)
27. Call office once per week-preferably Monday a.m. for status report and camp report info.

You must contact the office to report any serious accidents once you have dealt with them.

**If you have any questions about anything, don't hesitate to contact the office
(604) 736-8142**

First Aid Administrative Duties

Weekly call in – Monday a.m. if possible at office.

First Aid:	28. Post your certificate or copy		
	29. Include your 1 st Aid number on all reports and assessments		
	30. Check room daily i.e. O2 ok/ nothing missing/ room temp. Etc.		
	31. Confirm all on site have filled a 1 st Aid form		
	32. Red tag personnel with problem areas		
	33. Copy of medical form to the office		
	34. Copy of medical form kept on site		
*****Confidentiality*****			
ALL FIRST AID INCIDENT FORMS MUST BE FILED AND PHOTOCOPIED.			
Original kept on file			
Copy to the main office			
Copy to client			
Always maintain a copy on site for your files as backup.			
Keep an inventory of those items used so that we can replenish for the next camp.			
Daily Plan	Keep track of numbers, i.e. persons / meals / companies		
	Special kitchen occurrences:		
	Grocery delivery		
	New personnel		
	VIPs Luncheons		
	VIPs in camp		
	First Aid incidents / persons name /type of incident / disposition		
	Weather conditions i.e. blizzards/ unseasonably warm etc.		
Example:	First Day in: report all employees and respective companies. From that day on only report people in and out and their respective companies. PLEASE PRINT.		
Feb 28	3	In Diamondex: Dave Clarke, Proj. Mgr Cameron McLean, Proj. Geo.	Temp: -5C windy 1984 Inc. in to implement safety program First day of camp – kitchen set-up Weathered in, order delayed
March 1	3	As above	-1C Sunny
March 2	4	Out:1984 Inc.: L.Tompson	5C Sunny
		In:	
		Midwest Drilling	
		Bruno Zerbin, Gary Fidler	

When the contract is terminated, please return all files, disks, cameras, and receipts to:

1984 Enterprises Inc.
Suite 1000 – 355 Burrard Street
Vancouver, B.C. V6C 2G8