



Field Trip Kit
for the CCFMS and CCFMS-affiliated Clubs
version April 2024

For review by CCFMS affiliated clubs



Table of Contents

Message from the President and Acknowledgements	3
Preamble	4
Recommended Risk Minimization Framework for Field Trips	4
Chapter 1 – Ethics, Health, and Safety	
CCFMS Code of Ethics for Rockhounding	5
CCFMS Field Trip Health and Safety Best Practices	6-7
Chapter 2 – Hosting Responsibilities	
Responsibilities of the CCFMS and CCFMS-affiliated clubs hosting Field Trips	8
Chapter 3 – Field Trip Leader Responsibilities	
Planning a Field Trip – Identify potential sites and obtain permission	9-11
Planning a Field Trip – Once a site has been chosen	12
On the day of a Field Trip	13-14
Chapter 4 – Participant Responsibilities	15
Chapter 5 – Checklists	
Hosting a Field Trip	16
Field Trip Leaders	16
Field Trip Participants	16
Appendices	
Appendix A: Field Trip Liability Waiver	17-18
Appendix B: Field Trip Attendance / Sign-in/Sign-out SISO sheet	19-21
Appendix C: Emergency Response sheet	22-23
Appendix D: Calling 911 sheet	24-25
Appendix E: Accident/Incident Report form	26
Appendix F: Photo Consent form	27



President’s Message

It is with great pleasure that the CCFMS presents both the Field Trip Kit and the Lapidary (workshop) Kit – in this case, the Field Trip Kit.

The original, original idea for these kits was proposed by John Zandarin, CCFMS Vice-President at the time, some 10 years ago when he proposed a field trip kit for CCFMS-affiliated clubs. When I became President in 2022, I wanted to resurrect the field trip kit – because as a Field Trip Director for Niagara club and then London club, I “stole” John’s recommendations shamelessly and applied them to field trips for both clubs over the years.

When I proposed bringing the field trip kit off the back burner, Calvin Jones, our current Vice-President, piped up saying that we also needed a lapidary workshop kit as well. And so, we then started working on both kits.

From 2022 through to the first part of 2024, both kits were put together by 2 Committees, made up of CCFMS board members and CCFMS club members. And, we’ve gone further than just outlining what are club, leader, and participant responsibilities.

In the case of the Field Trip Kit, we’ve:

- updated the Code of Ethics for Rockhounding
- updated the Health and Safety Best Practices for Field Trips
- created at-a-glance checklists
- updated our liability waiver, making sure that it will stand up in a court of law
- updated the Attendance/Sign-in-Sign-out (SISO) sheets
- created sheets for when emergencies arise

Acknowledgements

For the Field Trip Committee, I would like to acknowledge:

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Brian Naylor – Nipissing Rock and Mineral Club and CCFMS Field Trip Committee Chair
Bob O’Donnell – CCFMS Director (London Gem Mineral and Fossil Society)
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Matt Ridley – Walker Mineralogical Club
Kandyd Szuba – Nipissing Rock and Mineral Club and CCFMS Secretary

The Field Trip Kit is intended to be a guide for all CCFMS-affiliated clubs – so that their field trips are not just safety conscious and insured – but are also **lots of fun and discovery**. Because that’s what rockhounding is all about – delight at finding all those rock, mineral, gem, and fossil treasures – and adding them to our treasured collections.

Ashley Pollock, CCFMS President



Preamble

This Field Trip Kit has been prepared for use by the CCFMS and CCFMS-affiliated clubs when they host field trips to provide their members with opportunities for rockhounding.

The Kit provides advice to the CCFMS, CCFMS-affiliated clubs, field trip leaders, and field trip participants that, when implemented together, is intended to ensure that field trips hosted by the CCFMS or CCFMS-affiliated clubs are enjoyable, ethically sound, and with minimal risk of personal injury and/or property damage or loss.

Rockhounding involves the search for and collecting of rocks, minerals, or fossils. It is an outdoor activity that can be enjoyed by people of all ages and helps participants learn about and appreciate the wonder of the natural world around them.

Everyone involved has a role to play to meet these objectives. The hosting organization (either the CCFMS or a CCFMS-affiliated club) must provide information and resources needed by field trip leaders. Field trip leaders must plan appropriately and provide direction and supervision to participants. Participants must follow the direction provided by documents such as the *CCFMS Code of Ethics* and *CCFMS Field Trip Health and Safety Best Practices*, any other direction provided by field trip leaders, and take responsibility for their own well-being and safety.

Recommended Risk Minimization Framework for Field Trips

The CCFMS believes that the safety of its members is of paramount importance and thus expects that everyone involved in field trips will follow practices that minimize the risk of personal injury and/or property damage or loss.

In the unlikely event of personal injury and/or property damage or loss, the CCFMS provides liability insurance to limit the liability of the CCFMS and/or CCFMS-affiliated clubs, which applies to field trips, lapidary workshops, and any other CCFMS or CCFMS-affiliated club events. However, liability insurance alone may not limit their liability if the CCFMS and/or CCFMS-affiliated clubs cannot demonstrate they have done what is reasonably possible to reduce the likelihood of personal injury and/or property damage or loss.

Therefore, the CCFMS has developed the following Risk Minimization Framework to reduce the chance of personal injury and/or property damage or loss on field trips and ensure the CCFMS and/or CCFMS-affiliated clubs have done all they reasonably can to limit their liability in the event of personal injury and/or property damage or loss.

- 1) **Obtain a *Certificate of Insurance (COI)* for each field trip** through the CCFMS.
- 2) **Have participants review and sign a *Field Trip Liability Waiver*** (such as the one in the Appendix A) that identifies the participants' responsibilities and that indemnifies the CCFMS and/or the CCFMS-affiliated club and its members (including field trip leaders).
- 3) **Require field trip leaders and participants to follow the *CCFMS Field Trip Health and Safety Best Practices*** and encourage them to follow the other safety-related practices described in the *Field Trip Kit* to minimize the risk of personal injury and/or property damage or loss on field trips.
- 4) **Require field trip leaders to respond appropriately to emergency situations**, such as by following the procedures outlined in the *Emergency Response sheet*.



CCFMS Code of Ethics for Rockhounding

All field trip leaders and participants will abide by the following CCFMS Code of Ethics for Rockhounding when attending and/or participating in field trips sponsored by CCFMS and CCFMS-affiliated clubs. We also encourage all rockhounds who are not CCFMS members, or who are engaged in independent collecting activities, to follow this Code for the betterment and public image of this hobby:

- 1) I will not collect without permission on private land or land under mineral claim, lease, patent, etc;
- 2) I will respect site owner's wishes while on private property (for example, staying away from certain areas, filling in any holes that are dug, etc);
- 3) I will, to the best of my ability, keep informed on all legislation and policies governing collecting on private or public lands, and will observe them;
- 4) I will, to the best of my ability, ascertain the boundary lines of property on which I plan to collect;
- 5) I will cause no willful damage to property of any kind (for example, fences, signs, buildings, etc), and leave all gates as found;
- 6) I will discard no burning material, including cigarettes, while walking or collecting;
- 7) I will light fires only where/when permitted, and will adhere to safe burning practices and/or burn advisories/bans as prescribed by provincial and/or local authorities;
- 8) I will cause no willful damage to collecting areas and material, and if specimens cannot be reasonably extracted, I will leave them in situ for others to enjoy;
- 9) I will take home only what I can reasonably use as a hobby mineral collector;
- 10) I will carry out my own litter; and, if reasonable to do so, remove other litter when found;
- 11) I will co-operate with CCFMS and CCFMS-affiliated club field trip leaders and those designated in authority in all collecting areas;
- 12) I will report to the relevant provincial geologist any geological feature on public lands that should be identified for the enjoyment of future generations for public educational & scientific purposes;
- 13) I will, at all times, conduct myself in a manner that will enhance the public image of rock, mineral, and fossil hobby collectors;
- 14) I will encourage and help new collectors to increase their enjoyment of hobby mineral collecting;
- 15) I will promote appropriate collecting methods, tools, techniques, and procedures that respect the land, specimens, health and safety, and other best practices of hobby mineral collecting.

Please note, that when on CCFMS and CCFMS-affiliated club field trips, Field Trip leaders have overall responsibility and authority to refuse entry and/or ask participants to leave.



CCFMS Health and Safety Best Practices for Field Trips

Mines and other collecting sites can be hot and dry and may contain piles of loose waste rock, sharp objects, open holes, steep slopes, overhead hazards, harmful substances, and other hazardous conditions. The following best practices will reduce the chance of injury or illness caused by the most common risks and hazards associated with field trips to these sites. Field trip leaders and site owners may identify other risks and hazards and/or mitigative measures (such as Personal Protective Equipment PPE) on specific field trips. On all field trips, participants must follow direction provided by field trip leaders and site owners.

If you, or any minor children accompanying you, sustain any injuries or illnesses while on a field trip you must advise the field trip leader.

- 1) To reduce the risk of dehydration, sunburn, or heat exhaustion/heat stroke:
 - i) Wear appropriate clothing including hats or other head gear;
 - ii) Use sunscreen;
 - iii) Carry and drink sufficient water to remain hydrated;
 - iv) Pace yourself on a hot day, take frequent breaks; and
 - v) Monitor yourself and others for signs of heat exhaustion (e.g., excessive sweating, dizziness) – rehydrate and rest in a cool shady spot and advise the field trip leader if symptoms are detected.
- 2) To reduce the risk of trips and falls which may lead to cuts, bruises, sprains, broken bones, or more severe injuries:
 - i) Wear sturdy footwear with closed toes, good traction, and ankle support – such as hiking, work, or safety boots;
 - ii) Always watch where you step – test footing before stepping on objects that may move – be extra careful on wet slippery rocks;
 - iii) Avoid hazardous areas such as open or capped shafts, steep slopes, large loose rock piles, old headframes or buildings, or any other areas identified by the field trip leader – pay special attention to any warning signs or fencing; and
 - iv) Wear high visibility clothing so you can be located if you fall.
- 3) To reduce the risk of eye injuries from flying rock fragments, soil, dust, or other debris:
 - i) Wear safety glasses or goggles when using (or near someone using) hand or power tools to hammer, break, cut, drill, or blast rock; and
 - ii) Use only hand or power tools safe for rockhounding and approved for use by the field trip leader.
- 4) To reduce the risk of foot/ankle injuries sustained from falling or rolling rocks, stepping on sharp objects, or twisting ankles:
 - i) Wear sturdy footwear with closed toes, firm soles, and ankle support – footwear with crush-resistant toes and puncture-resistant soles (green patch) provides the greatest protection;
 - ii) Tread carefully – test footing before stepping on objects that may move; and
 - iii) Avoid stepping on old metal or old lumber or beams that may contain rusty nails or spikes.
- 5) To reduce the risk of hand/finger injuries resulting from handling sharp rocks, use of hand tools, or moving rocks:
 - i) Wear gloves;
 - ii) Be careful when using hand tools such as hammers and chisels; and
 - iii) Be careful not to crush hands/fingers when moving rocks.
- 6) To reduce the risk of head injuries caused by falling overhead hazards:
 - i) Wear a hard hat (make sure it has not expired) when there is a potential for overhead hazards;
 - ii) Work carefully around any sites that may have loose rocks or other material at or above head level (e.g., rock or cliff faces); and
 - iii) Never loosen (or throw) rocks that could fall on yourself or others.
- 7) To reduce the risk of back injuries from lifting, moving, or carrying heavy rocks:
 - i) Do not attempt to move or lift rocks beyond your limits;
 - ii) Use pry bars to roll rocks; and



- iii) Use proper lifting techniques (e.g., lift with legs, not back).
- 8) To reduce the risk of cuts, scrapes, and bruises to face, arms, or legs from tree branches and other vegetation:
 - i) Wear appropriate clothing, especially long pants; and
 - ii) Avoid walking through dense vegetation, especially patches of thorny or prickly shrubs such as raspberries or blackberries.
- 9) To reduce the risk of illness from ingesting or handling harmful plants, fruit, fungi, rocks, minerals, soil, or dust, or drinking contaminated water:
 - i) Know and avoid touching poisonous plants such as poison ivy, giant hogweed, and poison sumac;
 - ii) Do not eat plants, fruit, or fungi growing at old mine sites;
 - iii) Wash hands thoroughly after handling potentially harmful rocks, minerals, soil, or dust (e.g., galena, arsenopyrites); and
 - iv) Never drink standing or flowing surface water.
- 10) To reduce the risk of injuries associated with interactions with dangerous animals such as bears or rattlesnakes, stinging or biting insects, or ticks:
 - i) Know how to react if you encounter a bear (see [Be Bear Wise and prevent bear encounters](#)) – always carry a safety whistle to alert others (provides a very loud sound that requires very little blowing effort);
 - ii) Don't reach where you can't see, especially in rattlesnake habitat;
 - iii) Be watchful for nests of stinging insects when moving rocks – always carry an EpiPen if you are allergic to stings;
 - iv) Wear long pants and use insect repellent to deter ticks. Carefully check for, and remove, ticks after a field trip; and
 - v) Be wildlife-aware during collecting and when driving – helpful links to look at are:
 - [Staying Safe Around Wildlife](#)
 - [Wildlife and Safety](#) and [Top tips to respect wildlife and stay safe](#) *english & French versions*
- 11) To reduce the risk of injuries sustained from collisions with vehicles or heavy equipment:
 - i) Watch for vehicles or heavy equipment when exiting a vehicle or walking along or crossing roads;
 - ii) Stay well clear of heavy equipment in operating mine sites; and
 - iii) Wear high visibility clothing so you can be seen.
- 12) To reduce the risk of damage to personal vehicles or injury to drivers or passengers when driving on roads that are narrow, rough, dusty (or muddy), loose-surfaced, soft-shouldered, or wash-boarded:
 - i) Drive slowly and carefully, watching for potholes, ruts, and protruding rocks – drive especially slowly on narrow shrub-lined roads to avoid scratches on vehicles;
 - ii) Drive with lights on and give the driver in front lots of room;
 - iii) Stay to the right when cresting rises with poor visibility;
 - iv) Don't stray too far to the right when shoulders are soft;
 - v) Use four-wheel drive on roads with loose surfaces or washboards;
 - vi) Test flooded parts of roads to verify water depth and ensure the road bed is firm; and
 - vii) Always watch for other vehicles, ATVs, and pedestrians.
- 13) To reduce the risk of becoming lost:
 - i) Always collect with a 'buddy' who knows where you are at all times;
 - ii) Ensure any minor children accompanying you are always within sight;
 - iii) Carry a safety whistle and compass (repeat 3 short blasts of the whistle if you become separated) – know which direction to walk to return to parked vehicles; and
 - iv) Wear high visibility clothing so you can be located more easily.

Please note, that when on CCFMS and CCFMS-affiliated club field trips, Field Trip leaders have overall responsibility and authority to refuse entry and/or ask participants to leave.



Chapter 2 – Responsibilities of the CCFMS and CCFMS-affiliated clubs when Hosting Field Trips

The CCFMS and CCFMS-affiliated clubs have the following responsibilities when hosting field trips. These responsibilities may reside with the field trip director (or equivalent position such as the field trip coordinator) or other designated member(s) of the CCFMS or CCFMS-affiliated club's board.

- 1) **Provide field trip leaders with a copy of the *Field Trip Kit*** and emphasize the importance of following the direction and using the forms in the Kit.
- 2) **Ensure that field trip leaders are sanctioned to have overall responsibility and authority to refuse entry and/or ask participants to leave.**
- 3) **Provide field trip leaders with equipment needed to respond to an emergency situation** including a First Aid Kit from a reputable source (such as the Canadian Red Cross or St John Ambulance) that, as a minimum, contains the items identified in the *Emergency Response sheet* (Appendix C). Ensure the contents have not expired.
- 4) **Provide field trip leaders with photo consent information** including a list of adult members who do or do not want photos or videos of themselves or any minor children accompanying them to be taken and used in newsletters or on social media.
- 5) **Ensure liability insurance is in place for every field trip.** Applying for a *Certificate of Insurance (COI)* may be the responsibility of the field trip director (or equivalent board member), other designated member of the CCFMS's or CCFMS-affiliated club's board, or the field trip leader. See the CCFMS's liability insurance webpage for forms and more information on the CCFMS's liability insurance.
- 6) **Ensure that documentation for every field trip is maintained in case there is a legal challenge.** This includes *Field Trip Liability Waivers* (signed), *Attendance or SISO sheets*, and completed *Accident/Incident Report* sheets. The CCFMS recommends a retention period of 7 years, unless a serious incident occurred and/or emergency services were involved, in which case a retention period of 15 years is recommended.
- 7) **Consider notifying the CCFMS if a serious incident occurred and/or emergency services were involved on a field trip.** Early notification will alert the CCFMS (and insurer) of a potential legal action. Keeping track of any serious emergencies may also permit the CCFMS to identify gaps or weaknesses in current direction in the *Field Trip Kit*.



Chapter 3 – Field Trip Leader Responsibilities

Leaders of field trips organized by the CCFMS or CCFMS-affiliated clubs have specific responsibilities before and during field trips:

Planning a Field Trip – Identify potential sites and obtain permission	9-11
Planning a Field Trip – Once a site has been chosen	12
On the day of a Field Trip	13-14

Planning a Field Trip – Identify potential sites and obtain permission

Search for information on potential field trips – Below are some of the most valuable sources of ideas for potential field trips:

Searching for collecting sites – in general

- 1) *Other Rockhounds* – Talking to other rockhounds (such as field trip leaders in the CCFMS or other CCFMS-affiliated clubs) is one of the best ways to discover potential sites for field trips. Other rockhounds can also provide information such as type of material available, ease of access, and contact information for property/site owners.
- 2) *Rock and mineral collectors guides by Ann Sabina* – This collection of guides on rock and mineral collecting in Canada covers mines and mineral occurrences in selected areas. The guides include information on location and access (although some of this is out-of-date), physical description and history of sites, and a list of minerals present. The books are out-of-print but used copies can be found online and digital copies can be downloaded from the CCFMS website [this link will be inserted when available].
- 3) mindat.org – The Hudson Institute of Mineralogy maintains the website, which is the world’s largest database of minerals and their locations. The site can be searched for information on a specific mineral or occurrence. Results may include a map and satellite image of the area, photos of the site, the GPS coordinates, a physical description of the site and its history, a list of minerals present, and a list of references. The site can also be searched by geographic location (such as a place name) with the results showing mineral occurrences near that location.

Please Note – GPS coordinates available on sites such as mindat.org and those noted below can vary in precision based on the technology available when the site profiles were prepared. For example, GPS coordinates in Ontario’s *AMIS* are generally more precise than those in *MDI* (please see below).

Searching for collecting sites in Manitoba include:

- 1) [Mineral Society of Manitoba](http://mineral.society.mb.ca) – they visit a number of collecting sites throughout the year – including the Red River Floodway site, which has spectacular and highly collectible selenite crystals.
- 2) Manitoba management of crown lands usual jurisdiction is Manitoba Natural Resources and Northern Development – <https://www.gov.mb.ca/nrnd/forest/index.html>.
- 3) **More Manitoba references to come.**

Searching for collecting sites – in Ontario include:

- 1) [Abandoned Mines Information System \(AMIS\)](http://abandonedmines.ca) – This government of Ontario website contains information on all known abandoned and inactive mine sites in Ontario. It includes information on mine site names, geographic township, site status, primary commodity, jurisdiction, mine features, hazard status, class and type, access, and GPS coordinates.
- 2) [Pits and Quarries Online](http://pitsandquarries.ca) – This government of Ontario website has an interactive map that shows the location of all the pits and quarries in Ontario.



- 3) [Ontario Mineral Inventory Database \(MDI\)](#) – This government of Ontario website contains an overview of mineral occurrences in the province of Ontario. It includes information on occurrence type, primary and secondary commodities, deposit name, and a link to the full record on GeologyOntario.
- 4) Please Note – The above 3 databases can also be accessed through the Ontario government’s [Mining Lands Administration System \(MLAS\)](#). The MLAS identifies privately-owned land, National Parks, First Nations Reserves, Provincial Parks, Conservation Reserves, other areas withdrawn from mineral exploration and extraction, provincially-administered lands with existing mining claims, leases of the mining and/or surface rights, freehold patents of the mining and/or surface rights, licences of occupation, land use permits, or aggregate permits or licences as well as those provincially-administered lands that are open to mineral registration. Note – The MLAS website provides an online [tutorial](#). Contact information can be obtained from the following sources:
 - i) Contact information for privately-owned land can be found on Ontario’s [OnLand Portal](#) (Please Note – There is a fee for accessing information on this site). In some cases, local municipal, regional, or county administration offices may also be able to provide contact information for property owners.
 - ii) Contact information for local municipal, regional, or county administration offices can be found on the government of Ontario website (<https://www.ontario.ca/page/list-ontario-municipalities>).
 - iii) Contact information for provincial ministry offices can be found on the government of Ontario website [INFO-GO](#).
 - iv) Contact information for claim, lease, patent, licence, or permit holders on land administered by the province can be found on the MLAS or [Pits and Quarries Online](#).
- 5) You can also contact the local Ontario Geological Survey (OGS) office to inquire about contact information for property/site owners. Here are the links for OGS offices:
 - i) [Ontario Resident Geologist Program](#)
 - ii) [Southern office](#) – Tweed
 - iii) [Northeast offices](#) – includes Kirkland Lake, Sault Ste Marie, Timmins, & Sudbury
 - iv) [Northwest offices](#) – includes Kenora, Red Lake, and Thunder Bay North, Thunder Bay South

Searching for collecting sites – in Québec include:

- 1) [Club d’amateurs de minéraux et fossiles de la Gaspésie](#), [Club de minéralogie du Montréal](#), and [Club de minéralogie du Saguenay-Lac-Saint-Jean](#) visit a number of Québec collecting sites throughout the year. Club de minéralogie du Montréal is fortunate to be able to access the world-famous Mont Ste Hilaire site. (You can attend; however you need to be a member of the club to enter their lottery. They usually visit 3 times per year.)
- 2) Québec management of crown lands usual jurisdiction is Québec Agriculture, Environment and Natural Resources <https://www.quebec.ca/en/agriculture-environment-and-natural-resources/occupation-of-public-land/management-of-public-land> – jurisdiction is separated into 12 regions.
- 3) **More Québec references to come.**

Next step is to determine if collecting is permitted at a site and, then, obtain permission if required

Before proceeding, field trip leaders must diligently determine whether collecting is permitted at the site being considered and obtain permission when appropriate (see below). Failure to do this may expose the CCFMS or a CCFMS-affiliated club, field trip leaders, and participants to trespassing charges or place them in violation of provincial statutes or policies (such as the [Hobby Mineral Collecting Policy](#) in Ontario). It can also alienate property/site owners, resulting in the closure of sites and fewer opportunities for rockhounding. Even when sites have been available in the past, the current status of sites must be determined since the ownership or status of sites can change from year to year.

CCFMS Field Trip Kit – Chapter 3 – Field Trip Leader Responsibilities and getting permission to “enter and collect”

English version – dated April 2024



Please Note – These steps may be unnecessary if the field trip is being guided by a third party that has already done this research and obtained permission from the property/site owner.

When contacting property/site owners to inquire about permission, don't forget to tell them that field trip participants will follow the CCFMS's *Code of Ethics for Rockhounding and Heath and Safety Best Practices* while collecting and that the property/site owner will be provided with a certificate of liability insurance. Also ask about:

- 1) Permission for the field trip and possibly an advance scouting trip.
- 2) Access considerations, including where to park and whether keys are needed for gates.
- 3) Any conditions required by the property/site owner such as:
 - i) timing of visit,
 - ii) maximum number of participants,
 - iii) limits on age of participants,
 - iv) sign-in/sign-out process,
 - v) indemnification (do they have their own waiver?),
 - vi) Personal Protective Equipment requirements,
 - vii) types of tools permissible,
 - viii) limits on the amount of material removed, and
 - ix) areas to avoid, including safety hazards.

Additional things to consider regarding “permission to enter and collect” in Ontario – collecting is prohibited on land within:

- 1) National Parks and First Nation Reserves.
- 2) Provincial Parks and Conservation Reserves.
- 3) Other provincially-administered lands withdrawn from mineral exploration and extraction.

Collecting may be permitted in the following areas – Permission must be granted by the property/site owner to enter and collect:

- 1) Privately-owned land. Permission to enter and collect must be obtained from the property/site owner. Note – Some collecting sites on private land may be open to the public (or clubs) for collecting for a fee (also known as pay-to-collect sites). You must contact the property/site owner to determine conditions associated with permission to enter and collect.
- 2) Land administered by a municipal, regional, or county government (including road rights-of-way). Permission to enter and collect must be obtained from the municipality, region, or county.
- 3) Land administered by a province that has existing mining claims, leases of the mining and/or surface rights, freehold patents of the mining and/or surface rights, licences of occupation, land use permits, or aggregate permits or licences. Permission to enter and collect must be obtained from the claim, lease, patent, licence, or permit holder.
- 4) Land administered by a province that has had rehabilitation work performed in accordance with the *Mining Act* or a filed closure plan. Permission to enter and collect must be obtained from the Ministry of Mines if collecting may alter, destroy, remove, or impair the rehabilitation work.
- 5) Land (including road cuts) within the right-of-way of provincially-administered roadways. Permission to enter and collect must be obtained from the Ministry of Transportation.

Collecting is permitted and no permission is normally required on land administered by the province that is not subject to any of the above restrictions. In this case, the property/site owner is considered to be *His Majesty the King in Right of the Province of* _____.



Once a site has been chosen

Scout the site – Consider a scouting trip to the site to investigate access and parking, identify hazards, and ensure there is sufficient area and material for the number of anticipated participants.

Apply for a Certificate of Insurance (COI) – If the site is suitable, complete the Liability Insurance Request Form (LIRF) on the CCMS website <https://ccfms.ca/Insurance-Program.php> and email it to the CCFMS CCFMSinsurance@gmail.com. Try to submit completed LIRFs at least 2 weeks in advance of planned field trips.

Prepare the paperwork – Prepare the *Field Trip Liability Waiver* (Appendix A), *Attendance/SISO sheet* (Appendix B), and other appropriate material (such as a map of the site or directions to the site).

Prepare for a potential emergency – Assemble information and equipment necessary to respond to an emergency situation. Review the *Emergency Response sheet* (Appendix C), complete the *Calling 911 sheet* (Appendix D), and print copies of the *Accident/Incident Report sheet* (Appendix E).

Communicate with participants – Send out an invitation to participate, ideally a month or more in advance of the trip describing factors that might affect participants' interest in the trip such as:

- 1) Describe the type of material likely to be collected, the ease with which it can be collected, and the tools required.
- 2) Identify if there are site conditions (such as a long walk in) that might limit the suitability for someone with health or mobility issues.
- 3) Describe what type of vehicle is required to access the site (such as a passenger car, 4-wheel drive vehicle, or ATV).
- 4) Indicate if there is a limit on the age or number of participants.
- 5) Indicate whether participants need to 'register' in advance or can just show up on the day of the field trip. Requiring participants to register in advance has numerous advantages. For example, field trip leaders can confirm whether participants are paid members or approved/sanctioned guests of a CCMS-affiliated club.
- 6) Indicate whether there are any fees associated with participating.

Well in advance of the field trip, send to participants:

- 1) The *Field Trip Liability Waiver*, *CCFMS Code of Ethics for Rockhounding*, and *CCFMS Field Trip Health and Safety Best Practices*, asking them to carefully review the documents and raise any questions or concerns. Ask participants to either a) sign and send you a digital copy of the *Field Trip Liability Waiver* before the field trip, b) print out and sign a hard copy and bring it to the field trip, or c) sign a hard copy on the day of the field trip.
- 2) Information on:
 - i) When and where to meet and when participants can expect to return home – consider providing a map – ask participants to carpool if parking is limited – also describe any hazards along the route such as the likelihood of meeting gravel or log trucks on the drive in.
 - ii) What Protective Personal Equipment, tools, clothing, and other items to bring.
- 3) Tell participants that photographs or videos may be taken that could be used in club newsletters or on social media. Ask adult participants to ensure they have completed a photo consent form (Appendix F) indicating whether they consent to photos or videos of themselves or any minor children accompanying them to be taken and used. If they have not already submitted these forms, ask participants to sign and send you a digital copy of the photo consent form before the field trip.



On the Day of the Field Trip

Meet participants at a convenient and safe staging area (optional) – For many field trips, it may be simple to have participants meet you in the parking area at the collecting site. For some trips, where the site is difficult to find or parking is limited, you may consider meeting participants at a convenient and safe intermediate staging area where you can provide instructions and leave behind extra vehicles (if necessary) and then lead participants to the collecting site. A safe staging site should be large enough to accommodate all anticipated vehicles and ensure all participants are a safe distance from traffic when exiting their vehicles. Mall parking lots are often good choices. If you plan to leave extra vehicles at the staging area, make sure it is safe and permissible to do so. Before heading to the site, describe the route (consider providing a map if the route is complicated) and provide drivers with any relevant safety tips such as drive with lights on, be aware of soft shoulders, watch for possible gravel or logging traffic etc. (see the *CCFMS Field Trip Health and Safety Best Practices*).

Muster participants at a convenient and safe location at or near the collecting site – At the collecting site, direct participants to suitable parking spots. Remind drivers to watch for participants exiting parked vehicles. Muster participants in the parking area or at a nearby site that is safer, less noisy (so participants will be able to hear your instructions), and/or provides a better view of the collecting area.

Deliver the Tailgate Safety and Orientation Talk – When all participants are assembled at the muster site:

- 1) **Identify the field trip leader(s) for the day** – Ensure participants have key cell numbers in case of an emergency.
- 2) **Record all participants** – Ensure all participants are accounted for on the *Attendance* or *SISO sheet*. Be sure to include information such as cell number, vehicle description etc. In some cases, property/site owners may have additional sign-in/sign-out requirements.
- 3) **Field Trip Liability Waiver** – Ensure you have a signed *Field Trip Liability Waiver* from all participants, acknowledging that they read, understand, and agree to all the terms.
- 4) **Describe the site** – Describe key features such as good collecting areas, waste rock piles, lakes, roads and trails etc., and areas to avoid such as hazardous features and private land. Discuss how to get back to the muster area if disoriented (such as walk south until you hit the east-west road).
- 5) **Show examples of the material that can be collected at the site** – Suggest which tools to use and ways to best find and extract specimens.
- 6) **Code of Ethics** – Remind participants that they should have read and must follow the *CCFMS Code of Ethics for Rockhounding* (see Chapter 1).
- 7) **Health and Safety Best Practices** – Remind participants that they should have read and must follow the *CCFMS Field Trip Health and Safety Best Practices* (see Chapter 1). Review the most relevant safety risks and ways to reduce those risks, as well as site-specific safety hazards. Ask if there are any questions.
- 8) **Personal Protective Equipment** – Ensure all participants have the Personal Protective Equipment required for the site and a safety whistle.
- 9) **Emergency Signal** – Suggest participants repeatedly blow 3 sharp blasts on their safety whistles if they encounter an emergency situation or become disoriented. Tell participants what the general emergency signal will be (such as 3 loud blasts of an airhorn or honks of a car horn) and that they must promptly return to the muster area if they hear the signal.



- 10) **Responsibility for minors** – Remind parents, guardians, and supervising adults that they are responsible for the safety of accompanying minor children.
- 11) **Keep an eye on the other guy** – Remind participants to be considerate of other collectors, offer assistance if needed, and to make sure that someone knows where they are at all times (ideally collect with a 'buddy').
- 12) **Report problems** – Remind participants to inform you if someone:
 - i) is ill, injured, or missing,
 - ii) is behaving unethically or unsafely,
 - iii) has a serious encounter with wildlife such as a black bear,
 - iv) finds a previously unknown safety hazard, or
 - v) needs to leave early.
- 13) **You are in charge** – Remind participants that you may require anyone behaving unethically, unsafely, or otherwise inappropriately, to leave the site.
- 14) **Photographs** – Announce that photographs or videos may be taken that could be used in club newsletters or on social media. Ask adult participants to identify themselves if they do not want photos of themselves or any minor children accompanying them to be taken and used. Ensure you have signed photo consent forms for everyone on the field trip. This may involve signing a new photo consent form if a participant's choice has changed.
- 15) **End of day** – Say when collecting will end and when to return promptly to the muster area.

Circulate among participants – Circulate among participants on a regular basis, spending extra time with inexperienced participants.

- 1) Ensure participants do not become lost or wander into hazardous areas, are working safely, are finding specimens, and are having fun. If a participant is having difficulty finding specimens, suggest a better spot to search or technique to use.
- 2) On a hot day, remind participants to stay hydrated and watch for signs of heat stroke/exhaustion.
- 3) Keep an eye on the weather – you may need to end the day early if the weather becomes unsuitable.
- 4) Watch for previously unknown safety hazards, including wildlife such as black bears.

Be prepared to respond to an emergency – If a participant becomes ill or injured, apply first aid and call 911 as appropriate (see *Emergency Response sheet* (Appendix C) and *Calling 911 sheet* (Appendix D)). Complete the *Accident/Incident Report sheet* (Appendix E) if the illness or injury requires treatment beyond very simple first aid such as cleaning and dressing a minor cut or scrape. For other emergencies (such as a black bear wanders into the area), respond appropriately and, if necessary, recall participants to the muster area using the emergency signal. Also complete the *Accident/Incident Report sheet* if there is an incident involving property damage or loss.

Make sure everyone leaves safely – At the end of the day, assemble all participants at the muster area.

- 1) Take attendance to ensure all participants are accounted for – complete the *Attendance/SISO sheet*.
- 2) Consider having a short show and tell session.
- 3) Review the route 'home'.
- 4) Be the last to leave, ensuring all participants leave the site safely.



Chapter 4 – Responsibilities of Field Trip Participants

Participants on field trips hosted by the CCFMS or CCFMS-affiliated clubs are expected to:

- 1) **Only register for trips with a limited number of participants if you are fully committed to attending** – If you have to cancel, let the field trip leader know well in advance so they can offer your spot to another participant.
- 2) **Understand the expected degree of physical exertion required** – Only participate in field trips if the expected degree of physical exertion is unlikely to exceed your ability considering your general state of health and medical conditions.
- 3) **Read and follow the CCFMS Code of Ethics for Rockhounding and CCFMS Field Trip Health and Safety Best Practices** (see Chapter 1).
- 4) **Read and sign the Field Trip Liability Waiver** – Carefully read and acknowledge that you understand and agree to all terms in the *Field Trip Liability Waiver* by signing it. If something is unclear, ask! Provide a signed *Field Trip Liability Waiver* to the field trip leader based on their instructions.
- 5) **Provide the field trip leader with contact information** such as cell phone number in case you become separated from the group.
- 6) **Follow all direction from the field trip leader**, including that described during the *Tailgate Safety and Orientation Talk*.
- 7) **Wear appropriate Personal Protective Equipment** at all times at the collecting site as specified by the field trip leader.
- 8) **Use only tools that are permitted on the site** as specified by the field trip leader.
- 9) **If there is an emergency, offer assistance** to the field trip leader that is consistent with your knowledge and skill.
- 10) **Ensure you have completed a photo consent form** (Appendix F) indicating whether you do or do not grant permission for photos or videos of you or any minor children accompanying you to be taken and used in newsletters or on social media. If you have not already submitted a photo consent form, sign and send a digital copy of the photo consent form to the field trip leader before the field trip. **You do not need to complete a new photo consent form for each field trip you attend, unless your wishes change.**
- 11) **You are responsible for minor children** – Parents, guardians, and supervising adults are responsible for the safety and well-being of any minor children accompanying them and must provide direct supervision at all times.

Have fun collecting!! – Help others to have a safe and fun day too!



Chapter 5 – Checklists

CCFMS and CCFMS-affiliated Clubs Hosting Field Trips

- Provide field trip leaders with a copy of the *Field Trip Kit*
- Provide field trip leaders with equipment needed to respond to an emergency situation
- Provide field trip leaders with photo consent information
- Ensure liability insurance is in place for every field trip
- Ensure that documentation for every field trip is maintained in case there is a legal challenge
- Consider notifying the CCFMS if a serious incident occurred and/or emergency services were involved on a field trip

Field Trip Leaders

When Planning a Field Trip

- Identify potential sites
- Is collecting permitted at the site?

Once a site has been chosen

- Scout the site
- Apply for a *Certificate of Insurance (COI)*
- Prepare the paperwork
- Prepare for a potential emergency
- Communicate with participants

On the Day of the Field Trip

- Meet participants at a convenient and safe staging area (optional)
- Muster participants at a convenient and safe location
- Deliver the Tailgate Safety and Orientation Talk
- Circulate among participants
- Be prepared to respond to an emergency
- Make sure everyone leaves safely

Field Trip Participants

- Understand the expected degree of physical exertion required
- Read and follow the *CCFMS Code of Ethics for Rockhounding and Health & Safety Best Practices*
- Read and sign the *Liability Waiver*
- Provide the field trip leader with contact information
- Follow all direction from the field trip leader
- Wear appropriate Personal Protective Equipment
- Use only tools that are permitted on the site
- If there is an emergency, offer assistance
- Ensure you have completed a photo consent form
- You are responsible for minor children
- Have fun collecting!!**



Voluntary Participation

I, the undersigned, wish to attend and participate, voluntarily, in the following field trip hosted by

[name of CCFMS-affiliated hosting club]

Being the field trip located at

[name and street address location of field trip and optional GPS co-ordinates]

Taking place on

[date(s) of field trip]

Health, Safety, and Inherent Risks Affirmations

I understand, acknowledge, and agree that when attending / participating in the aforesaid field trip:

- 1) I will take responsibility and reasonable care for my own health and safety during the aforesaid field trip.
- 2) I have read the CCFMS Field Trip Code of Ethics and the CCFMS Field Trip Health and Safety Best Practices and I am thus aware of the most common potential risks and hazards to me associated with attending / participating in the aforesaid field trip.
- 3) Additionally, I will take note of any additional site-specific and field trip risks and hazards that the field trip leader(s) and/or property/site owners may identify.
- 4) To mitigate the most common potential risks and hazards associated with attending / participating in the aforesaid field trip, I will follow all direction in the CCFMS Field Trip Health and Safety Best Practices document, as well as all directions from the field trip leader(s), including, but not limited to, the wearing of personal protective equipment (PPE) and appropriate clothing, use of appropriate tools, etc.
- 5) Attending / participating in the aforesaid field trip involves physical activity and requires a reasonable level of fitness. I, and any minor children who may be accompanying me, will not over-exert myself (ourselves) and will stop, rest, and hydrate, when necessary.
- 6) I will inform the field trip leader(s) of any behaviour(s) and/or condition(s) that might endanger me and/or other participants on the aforesaid field trip.
- 7) I will inform the field trip leader(s) of any medical condition(s) that may affect my ability to participate safely in the aforesaid field trip, including medication that may cause drowsiness.
- 8) If I become injured or ill while on the aforesaid field trip:
 - i) I will immediately advise the field trip leader(s).
 - ii) I grant permission for first aid to be performed, including the use of CPR and/or Automated Electronic Defibrillators (AEDs), as necessary.
 - iii) I authorize the sharing of medical information with medical personnel, if required.
 - iv) I authorize, and will assume the costs of emergency transport, if required.

Assumption of Liability

In consideration of permission granted to me in attending / participating in the aforesaid field trip by:

[name of CCFMS-affiliated hosting club]

And by

[name of property/site owner]

And in consideration of the liability insurance provided for the aforesaid field trip by the Central Canadian Federation of Mineralogical Societies (CCFMS),

I agree to and hereby assume all risk of any and all injuries to myself and/or damage or loss of my property while attending / participating in the aforesaid field trip.

I further remise, release and forever discharge and agree to indemnify, and hold harmless on behalf of myself, my family, and next of kin, personal representatives, assigns, executors, administrators, successors, and heirs, the hosting club, the property/site owner, and the CCFMS, including as applicable to each of these entities, its board/council members, officers, field trip leaders, representatives, agents, volunteers, employees, assigns,

CCFMS Field Trip Kit – Appendix A – Field Trip Liability Waiver

English version – dated April 2024 **CONFIDENTIAL**



and successors, from all manner of actions, suits, demands, and claims whatsoever which myself, my family, and next of kin, personal representatives, assigns, executors, administrators, successors, and heirs may have now and in the future in connection with all and any injuries to myself and/or damage or loss of my property while attending / participating in the aforesaid field trip. This agreement shall be binding on my heirs, executors, and administrators.

Inclusion of Minor Children (under 18 years of age)

I further understand, acknowledge, and agree that as a parent, legal guardian, or supervising adult that I agree to and hereby assume all risk of all and any injuries to and/or damage or loss of their property to any minor children accompanying me who are listed below, while attending / participating in the aforesaid field trip and that:

- 1) I will ensure that any minor children accompanying me who are listed below will be under my direct supervision and care.
- 2) I also agree that all and any provisions in this Liability Waiver that apply to myself also apply to the minor children accompanying me who are listed below in the participant signatures section.

Concluding Statement

I acknowledge that I have carefully read and understand the entire contents of this Liability Waiver, the CCFMS Field Trip Code of Ethics, and the CCFMS Field Trip Health and Safety Best Practices, as appropriate to participant and/or field trip leaders, and that:

- 1) I am fully aware of the potential risks and hazards associated with attending / participating in the aforesaid field trip.
- 2) I am fully aware of the legal consequences of this Liability Waiver and understand I am waiving certain rights and assuming the risk of any and all injuries to myself and/or damage or loss of my property arising from attending / participating in the aforesaid field trip.
- 3) I agree to the terms and conditions of this Liability Waiver.
- 4) I agree that any part or provision of this Liability Waiver, which is prohibited or which is held to be void or unenforceable, shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining parts or provisions hereof.
- 5) The undersigned further expressly agrees that the foregoing Liability Waiver is intended to be as broad and inclusive as is permitted by the law of the province / jurisdiction in which the field trip is conducted and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Date

Participant Name(s) (include names of any minor children + their ages) (printed)

Address

Telephone

Allergies or Special Medical Instructions

Participant Signature(s) and/or Parent/Legal Guardian/Supervising Adult Signature(s). Include all adult participant signatures. Digital signatures are acceptable.



Host: _____ **Field Trip Leader:** _____
[Enter CCFMS or the name of the CCFMS-affiliated club] [Enter full name of field trip leader]

Location: _____ **Date:** _____
[Enter location of the field trip] [Enter Month/Day/Year]

Instructions for field trip leaders

The host organization (the CCFMS or the name of the CCFMS-affiliated club), the name of the field trip leader, the location of the field trip, and the date (spell out the month to avoid confusion) must be recorded at the top of each Attendance/SISO sheet used. This information must be the same as recorded on the liability waiver.

Every person on a field trip sponsored by the CCFMS or by a CCFMS-affiliated club must be recorded on the Attendance/SISO sheet to acknowledge their attendance at, and participation in, the aforesaid field trip.

For each participant, the following information must be recorded:

- 1) First and last name (print please).
- 2) Optional signature if required by the hosting organization (note: an adult, guardian, or supervising adult must sign for minor children).
- 3) Age of any minor children (under 18 years of age) on the field trip.
- 4) Cell number so a missing participant can be contacted.
- 5) The make and license plate number of the vehicle occupied by each participant, so any missing participants can be identified if a vehicle becomes separated from the group during travel, or remains in the parking area at the end of the day.
- 6) An indication as to whether the participant is a paid member of a CCFMS-affiliated club or is a club-approved/sanctioned guest.
- 7) The club affiliation of each paid member or approved/sanctioned guest.
- 8) The time the participant entered (Time In) and left (Time Out) the collecting site. This information is necessary to track who has arrived and who has left, and to establish when a participant was actually on site in case of future liability insurance claims.

This Attendance/SISO sheet may be modified by the organization hosting the field trip. However, for the purposes of any future liability insurance claims, the following information is considered mandatory because it is required by the insurance company – first and last name, age of minor children, indication as to whether the participant is a paid member or guest, name of affiliated club, and time in and time out. **Signatures are not required by the insurer.**

Attendance/SISO sheets are club records and must be kept confidential.

Thank you for your co-operation.

Please note that this sheet can be applied to all CCFMS-affiliated club events and activities.
CCFMS Field Trip and Lapidary Workshop Kits – Health & Safety Sheet
Emergency Response Recommendations

English version – approved at the 2023 AGM – dated Nov 2023



Both rockhounding field trips and lapidary workshops can present hazards for participants, which may lead to minor or serious injuries or other medical emergencies. Field trip and lapidary workshop leaders can reduce the possibility of medical emergencies during field trips by following all steps in the Field Trip Checklist or when the workshop is in use by following all steps in the Lapidary Workshop Checklist.

Field trip and lapidary workshop leaders should have the following items and be aware of the following on every field trip or during lapidary workshops:

- 1) A first aid kit – ensure it has not expired and be familiar with its contents;
 - i) Ensure that participants are aware of where the first aid kit is located;
- 2) For field trips only, a loud signalling device for emergencies, such as an air horn;
- 3) A fully charged cell phone (so that you can call 911 and make any other emergency calls);
- 4) A copy of both the *CCFMS Calling 911* sheet (make sure you fill in the location information ahead of time) and the *CCFMS Accident/Incident Report* form;
- 5) Knowledge of where the nearest medical facility is and how to get there.

Purchase a first aid kit from a reputable source such as, Canadian Red Cross and St John Ambulance. At a minimum, kits should include the following items:

- sterile gauze pads (dressings) in small and large squares to place over wounds
- adhesive tape
- roller and triangular bandages to hold dressings in place or to make an arm sling
- adhesive bandages in assorted sizes
- scissors
- tweezers
- safety pins
- instant ice packs
- disposable non-latex gloves, such as surgical or examination gloves
- flashlight, with extra batteries in a separate bag
- antiseptic wipes or soap
- pencil and pad
- emergency blanket
- eye patches
- thermometer
- barrier devices, such as a pocket mask or face shield
- coins for pay phone
- Canadian Red Cross or St John Ambulance first aid manual

Someone with **First Aid Certification** is a definite asset on field trips or during lapidary workshop activities. If a field trip leader or a lapidary workshop leader is not a certified first aider, they should determine if anyone in the group is certified and let them take charge in an emergency situation.

It is **CRITICAL** that first aid be administered **ONLY** at a level consistent with your skill and training. First Aid Certification – in Canada – is provided by Canadian Red Cross and St John Ambulance.

In an emergency situation where there are no certified first aiders present, the following tips suggest what an **UNCERTIFIED** person can do to assist a patient:

- 1) **Take charge and assess the scene:**
 - i) After assessing the scene, offer first aid only if it does not endanger the safety of the first aider;
 - ii) To the extent possible, remove anything that might result in further injury to the patient or someone providing first aid (such as broken glass, old nails, toxic chemicals, sharp metal objects, etc);
 - iii) Ask others to help if needed;
 - iv) Ask the patient for consent before you attempt to provide any first aid. Consent is implied if the person is unconscious.

Please note that this sheet can be applied to all CCFMS-affiliated club events and activities.
CCFMS Field Trip and Lapidary Workshop Kits – Health & Safety Sheet
Emergency Response Recommendations

English version – approved at the 2023 AGM – dated Nov 2023



- 2) **Only administer first aid at a level consistent with your skill and training;**
 - i) You may help a patient retrieve medications but you must let them take the medications on their own;
 - ii) You may also assist a patient to use an *EpiPen*® Auto-Injector if the patient is incapacitated.
- 3) **If the injury or medical emergency is minor** (such as cuts, scrapes, sprained ankle) **apply very simple first aid** using reasonable care (such as clean and apply a sterile dressing to a cut), and transport the patient to the nearest medical facility, if additional medical attention is necessary.
- 4) **If the injury or medical emergency is serious** (such as head, neck, or back trauma; broken bones; serious bleeding; heart attack), **apply very simple first aid** using reasonable care (such as apply pressure to a wound to stop blood flow – do not use a tourniquet unless you are trained to do so);
 - i) **Do not move the patient, unless absolutely necessary** to avoid further injury to the patient.
- 5) **Call 911 immediately if the injury or medical emergency is serious – and follow any instructions the first responders provide:**
 - i) When calling 911, be able to describe your location well enough for first responders to find you. Use the information on the site location that you filled in on the *CCFMS Calling 911* sheet to communicate pertinent information for first responders;
 - ii) If there is no cell phone service, dispatch someone to a location with cell coverage, or use a land line to call 911(ensuring that that person reports back to you), while you wait with the patient for first responders to arrive;
 - iii) Remain with the patient until first responders arrive; keep the patient calm and as comfortable as possible.
- 6) Ensure that you fully complete the *CCFMS Accident/Incident Report* form.

Under *Good Samaritan* legislation in Manitoba, Ontario, and Québec, someone exercising reasonable care while voluntarily providing medical assistance to a person in need is not liable for any harm they may cause **unless** they are grossly negligent. **Thus, only administer first aid at a level consistent with your skill and training.**

First Aid Training – Certification

As mentioned above, there are only two organizations in Canada that are accredited and authorized to provide **CERTIFIED** first aid training – Canadian Red Cross and St John Ambulance.

First aid certification courses include hands-on (practical) training, an exam, and a certificate. Links for their courses are:

- 1) Canadian Red Cross Certification Courses: [Training and Certification – Canadian Red Cross](#)
- 2) St John Ambulance Certification Courses [First Aid Training and Certification | St John Ambulance](#)

First Aid Training – Awareness

Further information is available via online videos that can provide some first aid **awareness** and enhance your first aid knowledge. First aid awareness courses are **NOT** a substitute or a replacement for formal / official practical first aid certification training. Simply watching these online video courses does **NOT** certify anyone.

**Please note that this sheet can be applied to all CCFMS-affiliated club events and activities.
Field Trip and Lapidary Workshop Kits – Health & Safety Sheet
Emergency – what to do and say when calling 911**



English version – approved at the 2023 AGM – dated Nov 2023 **CONFIDENTIAL**

Dial 911 for any EMERGENCY situation, whenever police, fire, or ambulance assistance is required immediately.

- In most urban centres in Manitoba, Ontario, and Québec, local police services are the default police responders for 911 calls.
 - Where there are no local police services, the default police responders for 911 calls are RCMP in Manitoba, OPP Ontario Provincial Police in Ontario, and SQ Sûreté du Québec in Québec.
- **When calling 911, you will need to provide the nature of the emergency AND your location.**
- Please have someone meet up with police, fire, or ambulance at the **closest easily accessible spot** so that person can direct the EMS people to the injured party.
 - If in an urban centre (where most lapidary workshops are located, this could be at an entrance door to a building);
 - If on a field trip, of which you may be in a more remote / inaccessible location, this could be at an entrance gate, a highway crossroad, or similar;
- It is possible that the injured person may have to be carried out / driven to a place that an EMS vehicle/air ambulance can access.
- Please note that when calling on a cell phone – particularly if at a remote location – you will need to ensure cellular service is available.

Please note that this sheet can be applied to all CCFMS-affiliated club events and activities.

Fire/Ambulance/Police **911**
Poison Centre 1-844-POISON-X, or 1-844-764-7669

Nature of the emergency – 911 will likely ask the following questions.

Your name and cell phone number	
Name of injured person	
Type of injury (such as broken bone, lots of bleeding, heart attack?)	
State of injured person (such as awake & groaning, unconscious)	
Any first aid or medical attention that has been provided? (such as splinting a broken bone, compresses on bleeding area, CPR given)	

Please note that this sheet can be applied to all CCFMS-affiliated club events and activities.
Field Trip and Lapidary Workshop Kits – Health & Safety Sheet
Emergency – what to do and say when calling 911



English version – approved at the 2023 AGM – dated Nov 2023 **CONFIDENTIAL**

What happened to cause the injury / accident / incident? (such as fell down/tripped, rock or chip hit the person)	
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Location is critical. Emergency services need to know your location to be able to get there. Dependent upon your location (as in an urban, rural, or remote area), you will need to provide the street address and/or GPS coordinates.

Street address (particularly if in an urban centre – can also apply to a rural area) along with the easiest entrance door, floor number, room number, etc	
GPS co-ordinates (usually mid-site at a collecting location) (decimal GPS co-ordinates are universal)	
Driving directions (particularly if in a rural or remote area) and driving conditions (if relevant – such as poorly maintained logging road, muddy conditions, no room for an air ambulance [heavily wooded])	

Contact Person

Field Trip / Lapidary Workshop Leader name and cell / phone number (this might be the same person that contacted 911)	
---	--

Any other notes:

Please note that this sheet can be applied to all CCFMS-affiliated club events and activities.

Field Trip and Lapidary Workshop Kits – Health & Safety Sheet

Accident / Incident Report sheet *CONFIDENTIAL*

English version – approved at the 2023 AGM – dated Nov 2023



For field trip, lapidary workshop, and any event leaders, please conduct a follow up of the accident / incident within 48 hours of the accident / incident. Thank you. Additionally, please keep original file on file in your club records.

Date _____ Time _____ Location _____

Name of individual / minor child _____

Age _____ Gender: Male or Female (*circle one*)

If applicable:

Name of parent/guardian _____

Address _____

City & postal code _____

phone (home / cell) _____

email address _____

Nature of accident / incident (*such as Bob slipped and fell and twisted his left ankle while walking*)

Any additional information specific and/or relevant to this accident / incident.

First Aid or Medical attention provided? Yes or No (*circle one*)

(*such as ice pack placed on left ankle, Bob rested for about an hour, and was taken home by his wife*)

If 911 / emergency services were called,

time called _____ time arrived on scene _____ Unit# _____

Was the individual taken to hospital? Yes or No (*circle one*)

If yes, please provide name and location of hospital

Was there any property damage? Yes or No (*circle one*)

Describe the extent of the property damage

Was the property damage reported to the property owner? Yes or No (*circle one*)

To whom was the damage reported to and when?

Field Trip / Lapidary Workshop ***leader name & signature*** _____ Date _____

Follow up report (*please complete within 48 hrs of accident / incident*)

Please note that this sheet can be applied to all CCFMS-affiliated club events and activities.

Photo and Video Release form

English version – April 2024 **CONFIDENTIAL**

PHOTO AND VIDEO RELEASE FORM

CCFMS recommends that participants at CCFMS and CCFMS-affiliated club events sign a photo and video release form, such as the one below, before photos or videos are taken of them or their children for publication in documents or on social media platforms.

A separate form is not required for participants at each event, field trip or other activity. Therefore, clubs may incorporate the form into their membership application process.

If the form has been signed, no further permission is required. However, CCFMS suggests that, as a courtesy, all participants should be asked for verbal permission before a portrait-style photo or video of them is taken.

Photo and Video Release Form:

As part of my participation in CCFMS and CCFMS-affiliated club workshops, presentations, and events, I, hereby, grant permission for photographs or video recordings to be taken of me and my minor children (if applicable), and I consent to the collection, storage, uploading and sharing of such content in promotional literature, and its release to print media, television, social media platforms or their agents and assignees without further consideration.

- 1) I understand that I am granting an irrevocable, perpetual, and unrestricted right for the CCFMS or CCFMS-affiliated club _____ to take, use, publish, and transfer and assign the rights of such image content at their sole discretion.
- 2) I understand that while the CCFMS or CCFMS-affiliated club _____ aim to maintain confidentiality, anonymity cannot be ensured as my image may be used without alteration or distortion. I understand and agree that I will not hold CCFMS or CCFMS-affiliated club _____ or its employees or agents responsible for any harm that may arise through the sharing of such image content.
- 3) This agreement is intended to be as broad and inclusive as is permitted by the law of the jurisdiction in which the event is conducted. I also understand that no royalty, fee, nor other compensation shall become payable to me by reason of such use.

_____ I (we) consent (Yes/Y) to this photo and video release for adults

_____ I (we) do not consent (No/N) to this photo and video release for adults

_____ I (we) consent (Yes/Y) to this photo and video release for my / our minor children

_____ I (we) do not consent (No/N) to this photo and video release for my / our minor children

Printed name(s) of adult(s), and /or parent(s) or guardian(s) _____
