

Archaeology Centre Guidelines to Field Work

Regular Training in Safety, Prevention, and Intervention

Training opportunities are currently provided by the Sexual Violence Prevention and Support Centre and The Office of Environmental Health and Safety at the University of Toronto.

Sexual Violence / Harassment Prevention Training

Safety, Prevention, and Intervention Training is required for all individuals applying to the Archaeology Centre for funding to conduct research. To apply for funding from the Archaeology Centre, the funded researcher must present certification of Sexual Violence Prevention Training completed within the last two years. The Sexual Violence Prevention Office at the University of Toronto provides an online Sexual Violence Education and Prevention training module:

(<https://www.svpscentre.utoronto.ca/instructions-on-how-to-access-the-online-sexual-violence-education-and-prevention-training-module/>). The module is conducted through Quercus and only takes 40 minutes to complete. Upon completion of the module, you will be issued a certificate. A completed Sexual Violence Prevention Training certificate must be submitted to the Archaeology Centre before any funding will be distributed.

PIs and Team Leaders should encourage all team members to be vigilant in identifying signs of sexual violence and take proactive steps towards its prevention.

Environmental Hazard Safety Training

When appropriate, PIs and Leaders should ensure that the team has relevant Environmental Hazard Safety training, particularly when working in laboratory settings or with hazardous materials. WHIMIS and Lab Safety training can be obtained here: <https://ehs.utoronto.ca/our-services/chemical-and-lab-safety/whmis/whmis-lab-safety-training/>

First Aid Training

PIs and Leaders should ensure that a majority of participating team members receive first aid training certification. The Archaeology Centre is actively monitoring local COVID-19 restrictions and will schedule First Aid Training Sessions as soon as restrictions are lifted.

Preparing for Field Work

Hazards and Safety

The Archaeology Centre recommends communicating all Hazards and Safety Mitigations with the larger research team ahead of the field season. This includes: Travel & Location, Hazardous Agents, Equipment & Tools, Physical Environment, Social Environment, and Wildlife. These topics are included in the University of Toronto Field Research Safety Planning Record – Risk Assessment that can be accessed here: (https://ehs.utoronto.ca/wp-content/uploads/2021/07/FieldTripExcursionSafetyPlanning-Record_Final_FillablePDF.pdf).

Accessibility

The Archaeology Centre recommends that the stresses of field work are explicitly communicated to all participants *before* departure. Relevant points of discussion may include: physical exertion (walking long distances and difficult terrain; bending, contorting, crouching, or squatting for

extended periods; carrying and lifting) accommodations (Sleeping on thin mattress, staying in communal accommodations, working in low light) and psychological stress (being away from home, living on a research project) etc. The Archaeology Centre recommends that PI(s) and Team Leader(s) are as specific as possible. This information will assist participants to prepare effectively for the project and identify specific obstacles to their participation in all project activities.

Equity, Inclusivity, and Health/Wellness Contacts

The Archaeology Centre recommends an explicit system of support for Archaeology Centre affiliated Projects. We recommend appointing at least two (senior) researchers, who are given formal authority by the PI(s) or Team Leader(s), to field grievances, ensure personal safety, and help provide necessary resources to victims of harassment and exclusion. These individuals must have the full confidence of PI(s) and Team Leader(s) and maintain open dialogue PIs and other Team Leaders. If a grievance surfaces with one of the appointees, a role reassignment will be required (at least temporarily). It is *recommended* that at least one appointed point of contact in the field identifies as female and a second who identifies as male. It is recommended that BIMPOC and LGBTQ+ collaborators are included in field planning and as contacts to mitigate risk and offer meaningful support. The PI(s) should also be well acquainted with, respect, and abide by the code of conduct of their home institutions (for example: Woodsworth Summer Abroad Office; NMC, Art History, Classics, Earth Science, Anthropology Department, etc.).

Drafting a Code of Conduct*

**also referred to as: agreement of conduct, agreement of engagement, research agreement, professional expectations*

The Archaeology Centre recommends developing a Code of Conduct for field work, tailored to specific project needs. The Archaeology Centre recommends including the following elements:

- A) A statement on harassment as scientific and professional misconduct
- B) Clauses addressing: the personal health and overall wellbeing of persons and the standard of research, as well as behavioural, social, and professional responsibilities
- C) Contact Information, including PI(s), points of contact, local contact(s), University of Toronto contact(s)

The Code of Conduct should be circulated to **all** Project PIs (within and beyond the University of Toronto community) and all University of Toronto participants ahead of the field season. We recommend PIs make hard copies available to each participant in the field. Finally, we request (at the discretion of the project PI), that each project post their Code of Conduct on the Archaeology Centre Website to promote transparency and consistency among our research practices. Personal information, such as names and emails, will be removed to protect individual privacy.

Meetings and Orientations

Pre-Departure Meeting

All Archaeology Centre funded projects should have a pre-departure (or pre-season) meeting

with University of Toronto participants. This meeting should address: accommodation plans, the project code of conduct, safety concerns and relevant questions (physical and security, identity, and personal safety), and provide participants with contact details for the project appointed Equity, Inclusivity, Health and Wellness representatives. PIs should share all pertinent project information equitably between University of Toronto participants.

In-Field Orientation

Once in the field with the full team, The Archaeology Centre recommends an orientation for all project participants, including those from different institutions and nations. This meeting can re-iterate the project Code of Conduct and provide contact information for the project assigned Equity, Inclusivity, Health and Wellness representatives.

Mid-Season “Check-In”

A mid-season “check-in” is recommended during field seasons that are three weeks or longer. This meeting could re-emphasize project policies and function as a check-in with team members regarding their wellness, and provide an opportunity to address any general concerns arisen over the first few weeks of fieldwork.