This form may be used by the Principal Investigator (PI), or Project Lead, to assist with the development of a Field Safety Plan. The completed plan should be shared with all the members of the field research team and kept on file at campus. Multiple trips to the same location, for the same type of work, can be covered by a single plan. The plan should be revised whenever a significant change to the location or scope of fieldwork occurs. EHSS is available to assist with the completion or review of the plan.

## General Description of Fieldwork

|  |  |
| --- | --- |
| Principal Investigator: | Department: |
| Phone number: | E-mail address: |
| Briefly describe the fieldwork to be conducted: | |

## Itinerary

|  |  |
| --- | --- |
| Location(s) of fieldwork (country, state/province, nearest city, geographical site, etc.): | Arrival date:  Departure date: |
| Accommodations for overnight travel: | |
| Modes of transportation (including registration numbers of vehicles/boats that are owned/leased: | |

## Communications

|  |  |
| --- | --- |
| Team Leader: | University contact: |
| Phone/email: | Phone/email: |
| Attach a list of all team members to this plan, including names, addresses, phone numbers, and emergency contact information. | |
| What means of communication will be available during fieldwork (equipment): | |
| Communication Plan (describe your protocol/schedule for maintaining contact with the university representative): | |
| Action Plan (describe your protocol/timeline for alerting authorities to begin search and rescue if the communication plan is not met): | |

## Local Contacts

|  |  |
| --- | --- |
| Local (field) Contact: | Phone/email: |
| Nearest hospital: | Phone/location: |
| Emergency Services (police, fire, rescue): | Phone/radio: |

## Risk Assessment and Emergency Procedures

|  |  |
| --- | --- |
| **Risk:** | **Emergency Planning:** |
| Infectious diseases | Identify and obtain vaccines/immunizations. |
| Animal handling | Review with EHSS and IACUC. |
| Local hazardous plants | Identify and define prevention techniques. |
| Local wildlife | Identify and define protocols and training. |
| Local insects/arthropods | Identify and define protocols and anti-venoms. |
| Water hazards | Define protocols and training. |
| Ice hazards | Define protocols and training. |
| Electrical hazards | Define protocols and training. |
| Wildfires | Define protocols and training. |
| Confined spaces (ex. caves) | Define rescue protocols and plan. |
| Heights (ex. trees, cliffs) | Define rescue protocols and plan. |
| Unusual terrain | Define protocols and training. |
| Historical structures | Define protocols and training. |
| Disaster area | Define protocols and training. |
| Violence (ex. political, military) | Define protocols. |
| Adverse weather conditions | Define prevention and sheltering methods. |

## Safety Equipment and Other Provisions

|  |  |
| --- | --- |
| **Work-Related Hazards:**  Animal handling  Flying debris or impact (eyes)  Impact or electrical contact (head)  Excessive noise  Cuts, abrasions (hands)  Impact or compression (feet)  Fall hazards  Water hazards  Low visibility hazards (hunting, road work, etc.)  Electrical  Fire hazards (welding, cutting)  Other: | **Personal protective equipment:**  Barriers for direct contact with animals  Safety glasses/goggles/face shield  Hard hat (with/without headlight)  Hearing protection  Gloves (as appropriate)  Work boots (as appropriate)  Personal fall arrest system  Floatation devices  Fluorescent orange or reflectorized vests  Flame-resistant or flame-retardant clothing  Portable fire extinguisher  Other: |

|  |  |
| --- | --- |
| **Environmental Hazard:**  Excessive heat/sunlight  Excessive cold  Under water/diving  Remote location  Insects/Ticks/Spiders  Other: | **Clothing/Equipment/Provision:**  Light clothing, wide-brimmed hat, sunscreen  Thermal clothing, blankets, etc.  Wet suit  Whistle, matches, compass, maps  Insect repellant, appropriate clothing  Other: |
| **Emergency:**  Injury or medical emergency  Flat tire, out-of-gas, etc.  Night work, caving, etc.  Lost, trapped, stranded  Other: | **Equipment/Provision:**  First aid kit and manual  Vehicle emergency kit  Flashlight with extra batteries  Flares or chemical light sticks  Two-way radio and/or cellular phone  Flagging tape or entrance marker flag  Shovel, rakes, hand tools  Generator with sufficient fuel  Extra food, water, and clothing  Other: |
| **Personal Health:**  Medical conditions  Allergies (food, plant, insect, etc.)  Inadequate food source  Inadequate drinking water source | **Preparedness:**  Medications (taken on a regular basis)  Allergy treatments (as needed)  Adequate food supplies  Water purification tablets or filter devices |

## Training and Certification

|  |  |
| --- | --- |
| **Hazard/Equipment/Work:**  Injury – remote location, high hazard  Aerial Lifts  Confined Space Entry  Electrical Hazards  Fall Hazards  Ladders  Chain Saws  Scaffolds  Excavations and Trenching  Forklift  Mobile Cranes  Chemicals, biological, radiation  Hazardous energy sources  Work-related health exposures  Lasers (3b or 4)  Highway or construction sites  Other: | **EHSS Services and Training:**  First Aid and CPR Certification  Aerial Lift Operator Certification  Confined Space Entrant/Attendant/Supervisor  Electrical Awareness or Qualified Person  Fall Protection User  Ladder Safety  Chain Saw Safety  Scaffold Competent Person  Excavation Competent Person  Forklift Operator Certification  Crane Safety  Chemical/Biological/Radiation Safety  Lockout/Tagout Authorized Person  Medical Surveillance  Laser registration and review  Flagger Certification/Reverse Signal Operations  Other: |
| **Hazard/Equipment/Work:**  Boating  Fire arms  Caving  SCUBA Diving  All Terrain Vehicles (ATVs) | **External Training, Certifications, Plans:**  Boating license  Federal firearm certification (annual)  Cave Work Plan  Certified SCUBA Diver  ATV Safety |