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 |