**Field Research Safety Plan Template**

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| --- | --- |
| Title/Description of Fieldwork |  |
| Principal Investigator Name |  |
| PI Phone Number |  |
| PI Email |  |

**GENERAL INFORMATION**

**Field Research Personnel**

Copy this table for each field personnel, including the PI:

|  |  |
| --- | --- |
| Field Personnel Name |  |
| Contact Information |  |
| Emergency Contact Name |  |
| Emergency Contact Information |  |
| Status  (employee, student, volunteer, team lead, etc.) |  |
| First Aid Trained? |  |

**Trip Information**

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| --- | --- |
| Location of Fieldwork |  |
| Nearest City  (name & distance from site) |  |
| Nearest Hospital(s)/Clinic(s)  (name(s), locations(s), & distance from site) |  |
| Travel Dates |  |

**Communication Plan**

List the method(s) and frequency for field team check ins and general non-emergency communications.

This may include physical check-ins, cell phones, radios, satellite phones, etc.

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**Emergency Procedures**

Describe emergency procedures of appropriate scope for the planned work. This may include procedures for minor/major injuries/health issues, severe weather, lost/missing personnel, equipment damage, etc.

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**Orientation Checklist**

Ensure that there is a plan in place for the following items, as applicable, and that all plans have been shared with all participants. Attach additional items and/or planning documents if needed.

Food and water

Personal hygiene

Toilet facilities/procedures

Code(s) of conduct (UArizona [staff conduct](https://policy.arizona.edu/employment-human-resources/university-staff-standards-conduct-policy) and [student conduct](https://deanofstudents.arizona.edu/student-rights-responsibilities/student-code-conduct) policies)

Itinerary/Schedule, including travel

Packing list, including specialized clothing, gear, and supplies

Communication plans

First aid procedures

Emergency procedures

Permits, licenses, or other required documentation

**SAFE AND INCLUSIVE WORK ENVIRONMENT**

This section fulfills [NSF PAPPG](https://nsf-gov-resources.nsf.gov/2022-10/nsf23_1.pdf#page=76&zoom=auto,-205,761) requirements for Safe and Inclusive Working Environments for Off-Campus or Off-Site Research. Incidents involving abuse of any person or inappropriate conduct shall be reported to the UA Office of Institutional Equity, in accordance with UA’s [Nondiscrimination and Anti-Harassment Policy](https://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy).

**Inclusive Working Environment**

Describe how PI and/or field leaders will nurture an inclusive off-campus/off-site working environment. This may include, but is not limited to, trainings, codes of conduct, and field support mechanisms.

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**Communication Expectations**

If not clearly defined in the above sections, describe team communication methods and pathways, specifically regarding safety and inclusivity. Consider the involvement of multiple organizations or the presence of any third parties in the off-campus/off-site working environment.

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**HAZARD IDENTIFICATION & RISK ASSESSMENT**

1. Review each section of potential hazards. If a listed hazard will or may be involved in the fieldwork, check the checkbox.
2. Consider the level of risk (severity of harm and likelihood that harm will occur) posed by each identified hazard. Describe the risk level and any other relevant considerations in the summary column.
3. Move to the next section to complete a risk management plan for any hazards that may pose a significant risk to fieldwork personnel.

*If unsure how to characterize risk level, whether a hazard needs a control plan, or whether a hazard requires specific compliance measures, contact RLSS for assistance.*

**Hazardous Materials**

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| --- | --- |
| **Hazard** | **Summary** |
| Hazardous chemicals  *\*See RLSS* [*Chemical Safety Program*](https://research.arizona.edu/compliance/RLSS/chemical-safety) |  |
| DEA controlled substances  *\*Must comply with* [*DEA regulation*](https://research.arizona.edu/compliance/RLSS/chemical-safety/dea-research) |  |
| Compressed gases  *\*Must follow* [*University Chemical Hygiene Plan*](https://research.arizona.edu/compliance/rlss/chemical-safety/chemical-hygiene-plans) |  |
| Explosives  *\*Must follow* [*University Chemical Hygiene Plan*](https://research.arizona.edu/compliance/rlss/chemical-safety/chemical-hygiene-plans) |  |
| Radioactive materials  *\*See RLSS* [*Radiation Safety Program*](https://research.arizona.edu/compliance/RLSS/radiation-safety/radioactive-materials/packaging-radioactive-waste) |  |
| Lasers  *\*See RLSS* [*Laser Safety Program*](https://research.arizona.edu/compliance/RLSS/radiation-safety/laser-safety-program) |  |
| Infectious or other biohazardous agents  *\*See RLSS* [*Biosafety Program*](https://research.arizona.edu/compliance/RLSS/biosafety-program) |  |
| Transport of hazardous materials |  |
| Potential for hazmat spill |  |
| Hazardous waste generation |  |
| Other |  |

**Site Hazards**

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| **Hazard** | **Summary** |
| Vector-borne disease  *\*Contact* [*Occupational Health*](https://occhealth.arizona.edu/) *for assistance/concerns* |  |
| Endemic diseases |  |
| Allergic reaction  *\*Contact* [*Occupational Health*](https://occhealth.arizona.edu/) *for assistance/concerns* |  |
| Extreme heat or cold |  |
| Sun/UV exposure |  |
| Potential for dehydration |  |
| Navigational difficulties |  |
| Remote location |  |
| Potential for severe weather |  |
| High altitude |  |
| Travel to a country with an active travel alert or warning from the U.S. State Department |  |
| Other |  |

**Activity Hazards**

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| **Hazard** | **Summary** |
| Animal work (capture, processing, etc.)  *\*Contact the* [*Animal Welfare Program*](https://research.arizona.edu/compliance/IACUC) |  |
| Off-road driving  *\*Must follow* [*Fleet Safety Policies*](https://risk.arizona.edu/occupational-safety/fleet-safety) |  |
| Boating/watercraft use |  |
| Diving  *\*Must receive approval from* [*Dive Control Board*](https://research.arizona.edu/compliance/RLSS/scientific-diving) |  |
| Climbing or other rope work |  |
| Caving |  |
| Strenuous physical activity (hiking, heavy lifting, etc.) |  |
| Use of power tools/mechanical equipment |  |
| Excavation, trenching, or other confined space entry |  |
| Loud noise exposures  *\*Contact* [*UA Hearing Conservation Program*](https://research.arizona.edu/compliance/RLSS/hearing-conservation-program) |  |
| Slip/Trip/Fall (uneven ground, climbing, etc.) |  |
| Firearms |  |
| Drones  *\*Must follow* [*UA Drone Policies*](https://risk.arizona.edu/drone-policy) |  |
| Other |  |

**Personal Hazards**

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| **Hazard** | **Summary** |
| Work could exacerbate pre-existing health concerns |  |
| Working alone |  |
| Personal security issues |  |
| Cultural variations and/or issues |  |
| Other |  |

**RISK MANAGEMENT PLAN**

Consider the hazards identified in the previous section that pose risks to health and safety. Use the chart below to develop controls, or measures to manage and mitigate these risks.

Whenever possible, the control measures should follow the hierarchy of controls, described below:

1. Elimination/Substitution – Can the hazard be eliminated or substituted with a less hazardous option?
2. Engineering Controls – Can workers be physically isolated from a hazard, such as with physical barriers or mechanical devices?
3. Administrative Controls – Can changes in work practices minimize exposure to hazards? Can training(s) or Standard Operating Procedures be utilized to control risk?
4. Personal Protective Equipment – Can PPE be utilized to minimize exposure?
   1. If respiratory protection is utilized, workers must enroll in the [Respiratory Protection Program](https://research.arizona.edu/compliance/RLSS/respiratory-protection-program).

It is *highly recommended* to contact RLSS for a consultation and assistance in the development of the risk management plan. Many hazards require compliance with federal or state regulations and/or official UArizona policies. RLSS will help to ensure that the risk management plan facilitates compliance with applicable regulations.

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| **Identified Hazard** | **Control Plan** |
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