Appendix 2: Field safety incident and near-miss log

This log can be used to document safety incidents that occur during field research and should be managed by the research supervisor. Incidents may include interpersonal interactions within field teams, interactions with non-field team people at the research site, or other dangers encountered during the field trip. We provide an "Incident Log Cover Page" for quickly summarizing reports and an "Incident Cover Report Form" for gathering details about each incident. Supervisors may want to separate incident reports about interpersonal conflicts, to maintain privacy of those involved, or create separate Incident Logs for each field site or field season.

Date	Name of researcher filling out report	Location of incident	Danger or threatening behavior?	Where was the report filed? (HR/EHS/Title IX)

Incident Log Cover Sheet

Incident Log Reporting Form

Team information							
Person(s) claiming incident:							
Project Name:	PI:	Staff:					
Team Member Names:							

About the Incident								
Research site location:		Date:		Time:				
Did the incident cause any harm? Yes / No Were you concerned for your safety? Yes / No If there were witnesses or mediators please include names and contact information (if available) here:		What was affected: (Tick all that apply) People Property Environment Other: 						
		If you checked People above, please answer: Who was affected by or put at risk by the incident? (Tick all that apply) Staff trainee Public/visitor Land owner Contractor						

Describe the incident in detail Please provide information about relevant events leading up to the incident, what strategies or approaches were used to remedy the problem, and what follow-up actions need to occur.

Signature of person preparing the incident log