

## Field Work Training and Resource Checklist

### Assess Potential Field Hazards

Hazard assessment for field activities may be triggered by various entities, such as via animal protocol review (IACUC oversight needed), as part of the research/lab safety program at your campus, or through department procedures. The field hazard assessment tool below provides an overview of resources and hazard mitigation steps for common field activities. This tool is based off a tool created by the [University of California Field Operations Manual](#)

All fieldwork warrants a pre-trip discussion regarding foreseen hazards, appropriate precautions, communication options, and emergency procedures. Additional actions are listed below.

Destination	
<ul style="list-style-type: none"> <li>Will you be traveling away from your home campus/office?</li> </ul>	<ul style="list-style-type: none"> <li>Register for <a href="#">Viking Travel Training</a></li> <li>Familiarize yourself with how to submit a <a href="#">Travel Authorization</a> form and/or an <a href="#">In-State Travel Reimbursement</a> form</li> </ul>
<ul style="list-style-type: none"> <li>Will you be traveling internationally?</li> </ul>	<ul style="list-style-type: none"> <li>Be familiar with the <a href="#">PSU Education Abroad Policies and Procedures</a> and <a href="#">International Travel and Re-Entry</a></li> <li>Review the <a href="#">PSU International Travel Insurance</a> policies</li> <li>Enroll in <a href="#">PSU's International Travel Insurance Enrollment program</a></li> </ul>
<ul style="list-style-type: none"> <li>Will you be traveling internationally for 30+ days?</li> </ul>	<ul style="list-style-type: none"> <li>Familiarize yourself with PSU's policy on <a href="#">Extended International Travel</a></li> <li>Complete a Travel Endorsement Request AND an Extended Travel Request on <a href="#">WorldLink</a> at least two weeks before departure.</li> </ul>
<ul style="list-style-type: none"> <li>Does the CDC, or State Department recommend vaccinations or prophylaxis for your destination?</li> </ul>	<ul style="list-style-type: none"> <li>Schedule a medical visit at least 6-8 weeks prior to your trip; contact <a href="#">The Center for Student Health and Counseling (SHAC)</a></li> </ul>
<ul style="list-style-type: none"> <li>Will you be visiting sites with hazardous terrain, climate, wildlife, zoonotic risks, poor sanitation, other environmental hazards, or remote sites with limited services (e.g. more than 30 minutes from emergency medical services)?</li> </ul>	<ul style="list-style-type: none"> <li>Complete a <a href="#">Field Safety Plan</a> and review with all participants.</li> <li>At least one participant should have current first aid training and carry a first aid kit.</li> </ul>
<ul style="list-style-type: none"> <li>Does your worksite lack reliable phone service?</li> </ul>	<ul style="list-style-type: none"> <li>Include check-in procedures in your Field Safety Plan</li> <li>Avoid working alone, when possible</li> <li>Carry field radios or satellite communication device</li> <li>Delorme satellite trackers can be <a href="#">borrowed from EHS</a>.</li> </ul>
<ul style="list-style-type: none"> <li>Will you be visiting private property or entering private homes?</li> </ul>	<ul style="list-style-type: none"> <li>Avoid working alone, when possible</li> <li>Ensure proper approvals/protocols are in place</li> <li>Carry PSU identification</li> <li>If appropriate for the setting, wear a PSU branded safety vest that can be</li> </ul>

	<a href="#">borrowed from EHS</a> <ul style="list-style-type: none"> <li>• Dress comfortably but professionally</li> <li>• Carry a reliable means of communication and check in with your supervisor regularly</li> </ul>
<ul style="list-style-type: none"> <li>• Will you be visiting controlled sites such as construction sites or mines?</li> </ul>	<ul style="list-style-type: none"> <li>• Request PPE and site access requirements in advance</li> <li>• Carry PSU identification</li> <li>• Avoid working alone, when possible</li> <li>• Check-in with site manager/superintendent to understand what other hazards are currently present on the job-site</li> </ul>
<ul style="list-style-type: none"> <li>• Will you be driving to your destination via PSU, state motor pool, other rental or personal vehicles?</li> </ul>	<ul style="list-style-type: none"> <li>• Review PSU's guidance on <a href="#">Motor Vehicle Claims</a> for students, faculty and staff; complete relevant <a href="#">Safe Driving training as required by PSU</a></li> <li>• Consider <a href="#">off road/4x4 and/or trailer hauling training</a>, if applicable, through an outside contractor</li> </ul>
<ul style="list-style-type: none"> <li>• Will anyone be chartering boats, planes or using other non-commercial means of transportation?</li> </ul>	<ul style="list-style-type: none"> <li>• Consult with the PSU Risk Management Department regarding appropriate insurance and precautions</li> </ul>

Participation	
<ul style="list-style-type: none"> <li>• Are you responsible for students registered in a field course?</li> </ul>	<ul style="list-style-type: none"> <li>• Review the <a href="#">PSU Student Code of Conduct</a></li> <li>• Set the tone for a safe trip by discussing expectations and rules before the trip</li> <li>• Have your students fill out a <a href="#">field trip waiver form</a>.</li> </ul>
<ul style="list-style-type: none"> <li>• Will participants be camping or sleeping in shared dorms, housing, etc.?</li> </ul>	
<ul style="list-style-type: none"> <li>• Will volunteers be helping on your project?</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Register volunteers formally</a>; consult with <a href="#">PSU Risk Management</a></li> </ul>
<ul style="list-style-type: none"> <li>• Will family members, partners, or other companions be traveling with participants?</li> </ul>	<ul style="list-style-type: none"> <li>• Check in the <a href="#">PSU Education Abroad Department</a> and the <a href="#">PSU Resource Center for Students with Children</a> prior to departure</li> <li>• Review <a href="#">Bringing minors into the field</a></li> </ul>

## Field Activities - Specifics to integrate into your Field Safety Plan

<ul style="list-style-type: none"> <li>Working outdoors with temperatures over 80 degrees F?</li> </ul>	<ul style="list-style-type: none"> <li>Complete <a href="#">Heat Illness Prevention training</a> (through self-registration on Canvas)</li> <li>Carry sufficient water, take breaks in shade</li> <li>Carry shades or tarps if natural shade is unavailable</li> <li>Maintain means of communication, awareness of worksite location, and ability to obtain EMS</li> </ul>
<ul style="list-style-type: none"> <li>Working in dry vegetation/areas with high fire danger?</li> </ul>	<ul style="list-style-type: none"> <li>Complete fire extinguisher training</li> <li>Carry a fire extinguisher, which can be <a href="#">borrowed from EHS</a>, shovel, and bucket of sand in your vehicle</li> <li>Consult with the <a href="#">PSU Fire Prevention Coordinator</a></li> </ul>
<ul style="list-style-type: none"> <li>Working in cold, possibly wet conditions?</li> </ul>	<ul style="list-style-type: none"> <li>Provide all participants a recommended gear list including waterproof clothing, boots; layers for insulation, extra dry socks, tarp, etc.</li> <li>Carry extra blankets or sleeping bag in your vehicle for emergencies</li> </ul>
<p>Does work involve:</p> <ul style="list-style-type: none"> <li>Excavating soil more than 4 feet deep?</li> <li>Working at heights over 6 feet?</li> <li>Entering caves, vaults, mines, or other potential confined spaces?</li> <li>Handling or transporting hazardous materials or samples?</li> <li>Use of powered tools or equipment?</li> <li>Working in loud noise?</li> <li>ATVS?</li> <li>Snowmobiles?</li> <li>Clinical work or handling of biological specimens?</li> <li>Handling/trapping wildlife?</li> </ul>	<ul style="list-style-type: none"> <li>Contact EHS for appropriate hazard assessment, training, and PPE selection</li> <li>Include training requirements and precautions in your Field Safety Plan or refer to specific procedures, JHAs, etc.</li> <li>If medical clearance or vaccinations are required, schedule your appointment with Occupational Health at least 6-8 weeks prior to travel (e.g. for use of respirators, working in loud noise, handling bats or other hazardous wildlife).</li> <li>Please reference the <a href="#">PSU Inadvertent Discovery Plan</a> for more relevant information.</li> </ul>
<ul style="list-style-type: none"> <li>Will anyone be operating Unmanned Aircraft Systems (drones)?</li> </ul>	<ul style="list-style-type: none"> <li>Review <a href="#">Oregon guidelines for UAS</a>.</li> </ul>
<ul style="list-style-type: none"> <li>Will anyone be boating (motorboats, kayaks, canoes, or other paddlecraft)?</li> </ul>	<ul style="list-style-type: none"> <li>Properly fit PFDs must be worn at all times</li> </ul>

	<ul style="list-style-type: none"> <li>• Complete a <a href="#">Float Plan</a> for every trip.</li> <li>• To operate a motorboat operating over 10 horsepower you must have an <a href="#">Oregon Boater Education Card</a>.</li> <li>• <a href="#">Paddle craft safety training</a> is recommended for kayaking and canoeing.</li> </ul>
<ul style="list-style-type: none"> <li>• Will anyone be diving?</li> </ul>	<ul style="list-style-type: none"> <li>• Please refer to the American Academy of Underwater Sciences - <a href="#">Standards for Scientific Diving Manual</a>.</li> <li>• Reference OSU's <a href="#">Dive Plan Submittal Form</a> in order to prepare for your dive trip. Be sure to complete a Dive Plan for every trip.</li> </ul>