

**Fieldwork Safety Manual
Plan and Guidelines for
Fieldwork Safety 2020**



McCOY COLLEGE OF
Science, Mathematics & Engineering

1. Introduction

Part of the mission of Midwestern State University (MSU) is to provide students with a rigorous undergraduate and graduate education and prepare graduates for the future. To do this often requires applied practical experiences in the laboratory and in the field to allow students to work with equipment and techniques used in the discipline. The McCoy College of Science, Mathematics and Engineering (MCOSME) dean's office supports these activities and provides the funding and equipment for faculty to safely provide these practical experiences into their pedagogy.

Fieldwork is an important part of teaching and research at MSU. The following procedures and guidelines are intended to help prepare for health and safety concerns encountered when conducting fieldwork. Faculty, staff, and students should be appropriately trained, equipped, and prepared to assess and minimize risk and provide aid to themselves and their colleagues in case of an emergency in the field.

These guidelines apply to all fieldwork activities and work from a minimum expectation of what a fieldwork activity should address. They also provide guidance for reporting and procedures in the event of a field safety incident.

2. Acronyms

| | |
|-----------|-------------------------------------|
| MSU Texas | Midwestern State University |
| NPS | National Park Service |
| TPWD | Texas Parks and Wildlife Department |
| TXDPS | Texas Department of Public Safety |
| EMS | Emergency Medical Services |
| AMR | American Medical Transport |

3. Definitions

- 3.1. **Fieldwork** includes any work, study, or research approved by MSU and conducted by faculty, staff, or students at a site other than the MSU campus. In MCOSME, these are typically outdoor field experiences, although may include visits to indoor facilities such as greenhouses and testing facilities.
- 3.2. **Levels of Fieldwork** are distinguished based on distance from campus, inaccessibility, and duration, such that:
 - 3.2.1. **Opportunistic Fieldwork** occurs as course-required field surveying or sampling by fieldwork members during portions of the, or throughout the entire, semester both on and off campus (e.g., insect or photo collections).
 - 3.2.2. **Local Fieldwork** occurs during university business hours (i.e., excludes overnight and weekend or weekday trips that exceed university regular semester hours).
 - 3.2.3. **Extended/Remote Fieldwork** includes one or more of the following: 1) outside university regularly scheduled course hours, 2) in areas where there topographically challenging terrain, 3) areas that are distant or have minimal roads, such that accessing medical and other emergency support requires

significant time and effort.

3.2.4. **International Fieldwork** occurs under any work conducted outside of the United States.

3.3. **Emergencies** are unexpected situations that require immediate action.

3.4. **Fieldwork Personnel**

3.4.1. **Faculty Supervisor** is the faculty member who oversees adherence to the Fieldwork Safety Plan and Guidelines, serves as the responsible party for the fieldwork personnel, and provides initial approval for all fieldwork activities. The Faculty Supervisor must complete the Fieldwork Safety Plan for all Opportunistic Fieldwork

3.4.2. **Fieldwork Leader(s)** complete the Field Safety Plan and ensure all fieldwork members adhere to the Fieldwork Safety Plan and Guidelines during fieldwork. They also have the authority to influence or direct the actions of students or employees involved in the activity. Fieldwork Leaders must be designated by or be a Faculty Supervisor. The Faculty Supervisor must complete the Fieldwork Safety Plan for all Opportunistic Fieldwork

3.4.3. **Fieldwork Members** are students and/or employees involved in the activity.

3.4.4. **Field Site Manager** is the individual or entity that owns, operates, governs, or otherwise controls the field area (e.g., landowner, city office, park service).

3.4.5. **Local Contacts** are individuals at or near a fieldwork site who can be contacted if necessary and who are familiar with check-in and check-out arrangements.

4. **Fieldwork Approval**

Fieldwork approval and information retention procedures are determined according to the level of fieldwork undertaken such that:

4.1. **Opportunistic Fieldwork** requires written approval of the fieldwork leader's Faculty Supervisor and department chair as specified in the Fieldwork Safety Plan.

4.2. **Local Fieldwork** requires written approval of the fieldwork leader's Faculty Supervisor and department chair as specified in the Fieldwork Safety Plan.

4.3. **Extended/Remote Fieldwork** requires the written approval of both the fieldwork leader's Faculty Supervisor, department chair, and the MCOSME dean as specified in the Fieldwork Safety Plan.

4.4. **International Fieldwork** requires the written approval of the fieldwork leader's Faculty Supervisor, department chair, MCOSME dean, provost, and university president as specified in the Fieldwork Safety Plan and the MSU Travel Guide.

5. The Fieldwork Safety Plan

Planning and preparation are the most critical parts of fieldwork. A written plan will instruct the fieldwork group and the fieldwork leader. A Fieldwork Safety Plan must be completed before engaging in field activities.

The **Fieldwork Safety Plan** contains several forms. The Fieldwork Safety Plan prompts the fieldwork leader(s) to carefully consider safety, security, and health and wellbeing using the following documents. These forms are found in Appendices A1 through A5.

5.1. Acknowledgement of Fieldwork Members and Leaders Form (Appendix A1)

This form should be completed by the Fieldwork Leader in advance of fieldwork. The administrator appropriate to the level of fieldwork (as defined in Item 3 above) should review and sign the fieldwork safety plan. A copy of the form should be filed with the appropriate Administrator and kept for one year following the end of the semester in which the fieldwork is completed.

- 5.1.1. For recurring field trips as part of a course or research project, the Fieldwork Safety Plan and associated forms may be completed just once provided that subsequent field trips involve no changes to the field site, members, or safety conditions. If there are any changes, then a new submission is required.
- 5.1.2. The Acknowledgement of Fieldwork Members form includes **Emergency Contacts and Allergies, Illness or Special Needs Information** for each fieldwork participant.
 - i. Emergency contact name and phone number for each fieldwork participant (including fieldwork leaders.)
 - ii. Allergies, Illness, or Special Needs information (note that this information will be kept confidential and used only for the purpose of the fieldwork.)

5.2. Fieldwork Description and Site Contact Information Form (Appendix A2).

- i. General information about the project, fieldwork leader, and the dates of departure and return.
- ii. Fieldwork location and the general nature of the activities involved in the fieldwork.
- iii. Contact information for Field Site and Local Contacts
- iv. As indicated by the location and nature of fieldwork, it is recommended that for extended, remote, and international fieldwork, Fieldwork Leaders inform an additional contact (e.g., police, sheriff, hotel staff, or local search and rescue personnel) about the daily fieldwork location and the approximate time of return, and then inform that person upon return.

5.3. Risk Assessment Form (Appendix A3)

A Risk Assessment Form should be completed to identify risks associated with fieldwork activities and the environment in which they are conducted. It is important to be familiar with the inherent risks of each fieldwork location in advance. Risks may include potentially hazardous conditions associated with plants, animals, terrain, weather, and identity-based harassment. Appendix B gives examples of risk assessment.

5.4. Emergency Services Procedures and Training Form (Appendix A4)

- i. Nearest Law Enforcement, Fire Rescue, & EMS locations
- ii. Emergency contact procedures are site-specific contact information beyond local law enforcement and health services (e.g., National Park Service, U.S. Coast Guard, Game Warden Office).
- iii. Alternate emergency contacts, if applicable
- iv. List of individuals with first aid training, type of training, and expiration date.

5.5. Medical Plan (Appendix A5)

- i. List any designated first aid area (“medical aid stations”) where all team members can access the first aid kit and a person with first aid training.
- ii. Transportation is a specific list of any agency in the area that can provide emergency medical transportation to ill or injured persons. (e.g., AMR, County EMS).
- iii. List the nearest hospitals to location first, then closest level III trauma center or higher, and finally the closest burn center. Trauma Center information can be found at: www.amtrauma.org/FindTraumaCenter & Burn Center Information can be found at: www.ameriburn.org/burn-center-regional-map
- iv. Medical Emergency Procedures are a list of procedures appropriate to this Field Safety Plan only. If an incident were to happen what are the steps needed to be taken to get aid to the victim. (e.g., Call emergency number US: 9-1-1, retrieve first aid kit and person with first aid training etc.)

5.6. Communications List (Appendix A6)

List each person involved in the fieldwork project and a way to communicate with them. If the area has limited cell phone service list other ways you could contact them.

5.7. Release and Indemnification Form (Appendix A7)

A signed, dated, and witnessed Release & Indemnification Form should be collected from each fieldwork participant prior to fieldwork and retained with the other Fieldwork Safety Plan Documents. Fieldwork leaders should explain the rights and responsibilities inherent in signing the Release and Indemnification Form, and remind students that they should be knowledgeable about their healthcare provider and insurance.

6. Guidelines for Field Safety Planning

6.1. Protecting individuals from identity-based harassment

MCOSME and MSU are committed to diversity, inclusion, and equity, both on-campus and in off-campus activities. When conducting fieldwork, fieldwork participants may be harassed, made to feel uncomfortable or unsafe, and/or placed at risk of physical or mental harm on the basis of their appearance, identity, or background. This risk may be elevated in some field locations but can be reduced by preparing as follows.

- i. Identity-based harassment risk and mitigation should be discussed with Faculty Supervisor or Fieldwork Leaders and Fieldwork Members.
- ii. Field-site Manager(s) should be informed of when Fieldwork Members will be present. If it is public land, carry the contact information for the entity responsible for that land (e.g., TP&W, The Nature Conservancy, etc...)
- iii. All participants should carry personal identification and the phone numbers of MSU contacts. Students working in remote areas and highly vegetated areas should wear high visibility jackets for their safety and easy to locate in case of an emergency.
- iv. Fieldwork participants who feel uncomfortable or at risk should remove themselves from the situation and immediately report the incident to Fieldwork Leaders. The incident time, location, physical description of the harassers, and the nature of the harassment should be fully documented.

6.2. Communication, required equipment, itinerary, and participant information

6.2.1. Communication

All fieldwork should include communication tools appropriate for the location and work being conducted. Lines of communication must be established prior to fieldwork to ensure that communication within the group, to the University, and to local emergency services is maintained at all times. Good communication allows fieldwork participants to be forewarned of dangers as well as calling for help in an emergency.

Appropriate communication preparedness includes:

- i. Fieldwork Leaders and Field Researchers should verify that the communication device(s) (e.g., cell phone, radio, etc....) function at the site of work
- ii. Spare power source for communication devices
- iii. Expected contact frequency (daily, more than once daily, etc.)
- iv. Acknowledgement of Fieldwork Members Form with names of participants within the group
- v. Providing itinerary information to any Local Contacts

- vi. Report changes on field plan to Faculty Supervisor, department chair, or Dean

6.2.2. Required equipment

Fieldwork Leaders and Field Researchers should always carry:

- i. First aid kit
- ii. Stop the Bleed kit
- iii. Toilet paper and feminine hygiene supplies
- iv. Fragrance-free 60% ethanol hand sanitizer
- v. DEET-based insect repellent
- vi. Garbage collection bag

6.2.3. Fieldwork Leaders and Field Researchers should carry the following items if the conditions of the fieldwork require them:

- i. Equipment required to mitigate hazards listed in the Risk Assessment Form (e.g., hardhats, safety vests, gloves).
- ii. A trowel for digging individual latrines

6.2.4. Itinerary and participant information disclosure. Fieldwork leaders should inform fieldwork members of the following:

- i. What tasks they must execute.
- ii. A clear itinerary that describes routes, worksites/stops, comfort and food breaks, so Fieldwork Members know what to expect both intellectually and logistically.
- iii. A reminder to wait for a vehicle to come to a complete stop before entering or leaving it. Passengers should never get off or on the vehicle while it is in motion.
- iv. A reminder to work along and cross roadways with care and to never stand in a roadway.
- v. Ensure that they and all participants follow MSU Policies and Procedures as outlined in the Policies and Procedures Manual (<https://msutexas.edu/human-resources/policy/0-table-of-contents/index.asp>) and Student Handbook (https://msutexas.edu/student-life/_assets/files/handbook.pdf).

6.2.5. Preparatory guidelines for Fieldwork Leaders

- i. Utilize the Checklist for Fieldwork Planning (Appendix B1) and examples of Risk Assessment (Appendix B2) and examples of field Hazards (Appendix B3)
- ii. Dry run any new field trip in advance
- iii. Procure and possess of evidence authorization and valid identification as warranted.
- iv. Prepare a stop list and route, specifying a transit time between stops, and a duration and assembly point at each stop. Evaluate comfort and food stop options.
- v. Strive to make the field experience accessible to all students; be aware of

ADA compliance and appropriate accommodations (https://www.ada.gov/2010_regs.htm).

- vi. Recognize that each vehicle driver is entirely in charge of his/her vehicle and passengers. Fieldwork Members should obey the driver promptly and respectfully.
- vii. Make a headcount on each stop to ensure that no one is left behind.

6.3. Healthy Hygiene Practices.

Fieldwork Leaders should:

- i. Emphasize handwashing, avoiding touching eyes, nose, and mouth, and covering coughs and sneezes.
- ii. Encourage Fieldwork Members to wash hands for 20 seconds with soap, including before and after restroom visits. Appropriate use of restrooms at public places includes courtesy to shop attendants and facility managers, including minimal mess created by participants.
- iii. Have all participants use fragrance-free ethanol-based hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Isopropyl or methanol sanitizers are not to be used, as they may be toxic when ingested or absorbed. Call Poison Control if consumed: 1-800-222-1222.

7. Field Incident Management

7.1. Field response to emergency due to accidental injury or illness

7.1.1. Follow basic first aid guidelines. The Fieldwork Leader or other person knowledgeable about first aid should:

- i. Verify that the scene is safe for all
- ii. Assess who is injured or ill
- iii. Conduct primary assessment
 - a) Check responsiveness and receive consent to conduct first aid. If unresponsive, ask a bystander to call for help.
 - b) Ask the victim about injury or illness. If severe, ask a bystander to call for help (see below).
 - c) Place victim in a comfortable position, have a bystander stabilize the head. Place an unconscious victim in the recovery position to aid breathing and prevent choking.
 - d) Check airway.
 - e) Assess breathing.
 - f) Check for bleeding and assess circulation.
 - g) Limit exposure.
 - h) Verify information regarding special needs or conditions.

- i)
- iv. Conduct secondary assessment and examine the victim for
 - a) Deformities
 - b) Open wounds
 - c) Tenderness
 - d) Swelling
- v. With the conclusion of first aid: evacuate or remit victim to medical care.
- vi. The Fieldwork Leader or designee should:
 - a) Remain with the victim until care is established.
 - b) Remain positive and supportive.
 - c) Not establish fault or liability.

7.1.2. Field incident reporting

Each field incident should be followed up with a **Field Incident Report** (Appendix C1).

- i. Submit a completed and signed form and copies of the Field Safety Plan to the
 - a) Department Chair
 - b) MCOSME Dean's Office
 - c) Appropriate Supervisor (if employee)
 - d) HR Director (if employee)
 - e) Vice President for Student Affairs (if student)
- ii. Replenish first aid kit

7.2. Identity-Based Harassment-Related Reporting Guidelines

7.2.1. Title IX violations should be reported through the Sexual Misconduct Resource page on Title IX at <https://msutexas.edu/titleix/> Texas law requires Employees to report certain types of sexual misconduct, including but not limited to Title IX Sexual Misconduct, to appropriate University personnel. All Employees, including student Employees, who in the course and scope of employment, witness or receive information regarding the occurrence of an incident that the Employee reasonably believes constitutes either Title IX Sexual Misconduct or "Sexual Misconduct" (as defined in MSU Policy 4.16.B) and is alleged to have been committed by or against an individual who was a student enrolled at or an Employee of the University at the time of the incident shall promptly report the incident to the University Title IX Coordinator or a Title IX Deputy Coordinator. An Employee is required to report an incident regardless of where or when the incident occurred. Failure to report "Sexual Harassment", "Sexual Assault", "Dating Violence", or "Stalking", as such terms are defined in MSU Policy 4.161.B, is a violation of state law that shall result in termination of employment and may result in criminal penalties.

- 7.2.2. Americans with Disabilities Act (ADA) violations should be reported through the Disability Grievance Procedures at <https://msutexas.edu/student-life/disability/disability-grievance-procedures.php> It is the policy of MSU that no otherwise qualified person, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program, activity, or employment of the University. It is MSU's policy to provide equal access and opportunity to individuals with disabilities in compliance with federal law. Employees or students who believe the University has not met its obligations under the ADA should consult with the University's ADA Coordinator, who serves all MSU sites and has overall responsibility for coordinating the efforts of the University to comply with ADA and investigating any complaints regarding the same.
- 7.2.3. Employee ethical conduct is defined in the MSU Policies and Procedures Manual section 3.314 Employee Ethics https://msutexas.edu/human-resources/policy/3.3-employee-policies/3.314-Employee_Ethics.asp Ethical violations may be reported to the employee's supervisor or through the Internal Audits office at <https://msutexas.edu/internal-audits/fraud.php>
- 7.2.4. Student conduct violations should be reported to the Director of Student Rights and Responsibilities, through the General Complaints process at <https://msutexas.edu/student-life/conduct/complaints.php>. The MSU Student Handbook (<https://msutexas.edu/student-life/assets/files/handbook.pdf>) describes information on the Code of Student Conduct

APPENDICES:

Appendix A: Fieldwork Safety Plan Documents

Appendix B: Example Risk Assessment and Hazards Example List

Appendix C: Field Incident Report

APPENDIX A

Fieldwork Safety Plan Documents

A1 – To be completed at the beginning of semester or for each field trip

| ACKNOWLEDGEMENT OF FIELDWORK MEMBERS | | 1. Project Name | | 2. Date Prepared | | |
|---|----------|------------------------|------|--------------------------------------|------------------------|--------------------------------|
| I acknowledge that I have reviewed Midwestern State University’s Fieldwork Safety Procedures and Guidelines and: | | | | | | |
| a) I have been fully informed of the risks of the fieldwork and I accept them; b) I have reviewed and will comply with the established emergency procedures; c) I have received all of the prescribed immunization (if applicable); and d) I am in a satisfactory health to participate in fieldwork. e) I have completed all necessary field safety training (if applicable) | | | | | | |
| Name | M Number | Signature | Date | Allergies, Illness, or Special Needs | Emergency Contact Name | Emergency Contact Phone Number |
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| Number of members + leaders | | | | | | _____ |

A1 – To be completed at the beginning of semester or for each field trip

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|--|------------------------|-------------------------|
| Acknowledgement of Fieldwork Leader(s) | 1. Project Name | 2. Date Prepared |
| I acknowledge that this fieldwork Safety Plan was prepared in keeping with the minimum requirements of the Midwestern State University Fieldwork Safety Procedures and Guidelines. | | |
| Name (<i>fieldwork leader</i>) | Signature | Date |
| Name (<i>alternate leader</i>) | Signature | Date |
| Signature of Department Chair (local, extended/remote, and international fieldwork) | | |
| Name | Signature | Date |
| Signature of College Dean (extended/remote and international fieldwork) | | |
| Name | Signature | Date |
| Signature of University President (international fieldwork only) | | |
| Name | Signature | Date |

A2 – To be completed for each field trip

| | | |
|---|------------------------|-------------------------|
| FIELDWORK DESCRIPTION AND SITE CONTACT INFORMATION | 1. Project Name | 2. Date Prepared |
| | Department: | Fieldwork Leader: |
| | Phone ext.: | University Email: |
| | Date of Departure: | Date of Return: |
| Location of Fieldwork | | |
| Country, State: _____ | | |
| Geographical Site Coordinates (<i>WGS 1984 datum, DD</i>): _____ | | |
| Nearest Community (<i>name & dist. from geographic site</i>): _____ | | |
| Description of Fieldwork | | |
| | | |
| Field Site Contacts | | |
| | | |
| Managerial Role | Name | Phone |
| | | |
| Managerial Role | Name | Phone |
| | | |
| Managerial Role | Name | Phone |
| | | |
| Local Contacts | | |
| | | |
| Role | Name | Phone |
| | | |
| Role | Name | Phone |

A4 – To be completed for each field site

| RISK ASSESSMENT | 1. Project Name | 2. Date Prepared |
|---|------------------------|-------------------------|
| Identify risks associated with fieldwork activities and pertinent to the field environment. (e.g., identity-based violence, political instability, water, extreme weather, wild animals, endemic disease, hunting seasons, etc...). Also list appropriate measures to be taken to reduce the risks. | | |
| Risk | Preventative Measure | |
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| Travel Immunizations – list required immunizations/prophylaxis according to physician recommendations. | | |

A4 – To be completed for each field site

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|--|---------------------------|------------------------|--------------------------------------|
| Emergency Services, Procedures, and Training | | 1. Project Name | 2. Date Prepared |
| Nearest Emergency Services | | | |
| Emergency Service | Name of Department | Location | Distance from geographic site |
| Police | | | |
| Fire Rescue | | | |
| Emergency Medical Services | | | |
| Alternate Emergency Contacts – site specific emergency contacts (if applicable) | | | |
| | | | |
| Agency | | Contact Information | |
| | | | |
| Agency | | Contact Information | |
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| Agency | | Contact Information | |
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| First Aid Training | | | |
| Name | Type of Training | | Expiration |
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A5 – To be completed for each field site

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|------------------------------|------------------------|-------------------------|-------------|-------|---------------|---------------------|----|-------------|----|
| MEDICAL PLAN | 1. Project Name | 2. Date Prepared | | | | | | | |
| Fieldwork First Aid Area | | | | | | | | | |
| MEDICAL AID STATIONS | LOCATION | | | | | First Aid Certified | | | |
| | | | | | | YES | NO | | |
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| TRANSPORTATION | | | | | | | | | |
| AMBULANCE SERVICES | | | | | | | | | |
| NAME | ADDRESS | | | PHONE | | PARAMEDICS | | | |
| | | | | | | YES | NO | | |
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| HOSPITALS | | | | | | | | | |
| NAME | ADDRESS | | TRAVEL TIME | | Trauma Level | HELIPAD | | BURN CENTER | |
| | | | AIR | GRND | I,II,III,IV,V | YES | NO | YES | NO |
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| MEDICAL EMERGENCY PROCEDURES | | | | | | | | | |
| | | | | | | | | | |

A6 – To be completed for each field site

| COMMUNICATIONS LIST | 1. Project Name | 2. Date Prepared |
|--------------------------------|--|---|
| | Basic Local Communications Information: | |
| Assigned Position | Name (Alphabetized) | Method(s) of Contact (phone, pager, cell, etc.) |
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A7 – To be completed for each participant on each field trip

RELEASE AND INDEMNIFICATION AGREEMENT FOR ADULT STUDENTS

To be completed by each student participating in the Activity or Trip

PARTICIPANT: (Name and Address)

INSTITUTION:

Midwestern State University
3410 Taft Boulevard
Wichita Falls, Texas 76308-2099

DESCRIPTION OF ACTIVITY OR TRIP:

MODE OF TRANSPORTATION:

LOCATION(s) of activity or trip:

DATE(s) of activity or trip: FROM: _____, 20 ____ TO: _____, 20 ____

I, the above-named participant, am eighteen years of age or older and have voluntarily applied to participate in the above Activity or Trip. I acknowledge that the nature of the Activity or Trip may expose me to hazards or risks that may result in my illness, personal injury or death and I understand and appreciate the nature of such hazards and risks. In consideration of my participation in the Activity or Trip, I hereby accept all risk to my health and of my injury or death that may result from such participation and I hereby release Midwestern State University (MSU), its governing board, officers, employees and representatives from any and all liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the Activity or Trip, whether caused by negligence of MSU, its governing board, officers, employees, or representatives, or otherwise. I further agree to indemnify and hold harmless MSU and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligence or intentional act or omission while participating in the described Activity or Trip.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENCE OR INTENTIONAL ACT OR OMISSION.

Signature of Participant _____ Date Signed _____

Signature of Witness _____ Date Signed _____

Printed Name of Witness _____

Appendix B



Example Risk Assessment and Hazards Example List

| Checklist for Fieldwork Planning | |
|--|--------------------------|
| Acknowledgement of Fieldwork Members and Leaders form (Appendix A1) | <input type="checkbox"/> |
| Fieldwork members completion of D2L field safety training | <input type="checkbox"/> |
| Fieldwork Description and Site Contact Information form (Appendix A2) | <input type="checkbox"/> |
| Risk Assessment form (Appendix A3) | <input type="checkbox"/> |
| Emergency Services Contact Procedures and Training form (Appendix A4) | <input type="checkbox"/> |
| Medical plan (Appendix A5) | <input type="checkbox"/> |
| Communications List (Appendix A6) | <input type="checkbox"/> |
| Student completion of Release and Indemnification form (Appendix 7) | <input type="checkbox"/> |
| Reviewed Guidelines for addressing identity-based harassment (6.1) | <input type="checkbox"/> |
| Reviewed Guidelines for trip expectations, rest stops, and hygiene (6.2) | <input type="checkbox"/> |
| Distributed itinerary to fieldwork members | <input type="checkbox"/> |
| Distributed required and optional equipment list to fieldwork members | <input type="checkbox"/> |
| We can come up with others... | |


| Risk Assessment: <i>Example</i> | |
|---|---|
| Identify risks associated with fieldwork activities and pertinent to the field environment. (e.g., identity-based violence, political instability, water, extreme weather, wild animals, endemic disease, hunting seasons, etc...). Also list appropriate measures to be taken to reduce the risks. | |
| Risk | Preventative Measure |
| Hit by car on roadside | All fieldwork members shall wear reflective vests and work as far as possible from roadway. Park vehicles well away from road. |
| Snakebite | Wear snake guards |
| Car Accident | Only university employees with a valid driver's license and an approved driver request form shall be allowed to drive university vehicles. Obey all traffic laws and do not drive when tired. |
| Falling rocks | Minimize time spent at the base of cliff sides, especially in inclement weather. All team members must wear hardhats while at cliff base. |
| Theft | Keep wallet in front pocket. Do not carry expensive belongings with you. Carry shoulder bags diagonally across body. |
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| Travel Immunizations – list required immunizations/prophylaxis according to physician recommendations. | |

General Environmental Hazard Examples (from UT Field Researchers Safety Guidelines)

| Hazard | Location | Cause | Symptoms | Prevention |
|--|----------------------------|--|---|--|
| Vehicle Accident | Worldwide | -Fatigue -Impaired driving -Driver error -Roadway factors -Vehicle factors | -Various trauma injuries | -Obey traffic laws -Wear your seatbelt -Don't drive impaired -Don't speed or drive recklessly -Don't use a 12 or 15 passenger van |
| Boating Accident | Worldwide | -Lack of proper training -Fatigue -Severe weather -Alcohol impairment -Dangerous/unfamiliar conditions | -Various injuries or death | -Proper training and certification by appropriate authority -Don't drive while impaired - Don't speed or drive recklessly |
| Slips, trips, falls | Worldwide | -Loose, irregular or slippery surface -Wrong footwear -Poor lighting -Obstruction -Improper (or lack of) use of ladders -Inattention or distraction | -Strains, fractures, bruises and contusions (head, wrist, elbow, shoulder, back, hip, knee, ankle) | -Proper "housekeeping" -Wear proper footwear -Adequate lighting -Don't carry oversized objects -Use ladders properly |
| Dehydration  | Worldwide | Not enough water intake | -Increased thirst -Dry mouth -Flushed face -Dizziness -Headache -Weakness -Muscle cramps -Dark urine | -Drink plenty of water (at least 2 quarts per day), more if working strenuously or in a warm climate |
| High Altitude Illness | Worldwide – high altitudes | Decreased oxygen intake and increased breathing rate | -Headache -Nausea -Weakness | -Allow your body to acclimatize by gaining elevation slowly |
| Water | Worldwide | -Currents, waves, turbulent, fast moving water -Drop-offs | -Drowning or near drowning -Injuries | -Familiarize yourself with water safety practices and techniques -Use proper gear including flotation devices -Protective footwear for wading, marsh, reef, or rocky bottom research |

| Hazard | Location | Cause | Symptoms | Prevention |
|--|---|--|--|--|
| Impure Water | Worldwide | Harmful organisms and pathogens living in water sources | -Gastrointestinal illness -Flu-like symptoms | -Carry your own water -Treat water before use with tablets, purifiers, or by boiling for > 3 minutes |
| Sunburn  | Worldwide | Excessive exposure to the sun | -Irritated skin, pink or red in color | -Wear long sleeved clothing and a hat -Apply SPF ≥ 30 sun block |
| Heat Exhaustion | Worldwide – hot climates | Prolonged physical exertion in a hot environment | -Fatigue -Excessive thirst -Heavy sweating -Cool, clammy skin | -Acclimate to heat gradually -Drink plenty of liquids -Take frequent rest breaks |
| Heat Stroke | Worldwide – hot climates | Prolonged physical exertion in a hot environment | -Exhaustion -Light-headedness -Bright red warm skin | -Acclimate to heat gradually -Drink plenty of liquids -Take frequent rest breaks |
| Frostbite | Worldwide – cold climates | Exposure to cold temperatures | -Waxy, whitish numb skin -Swelling, itching, burning, and deep pain as the skin warms | -Dress in layers -Cover your extremities with warm clothing, e.g., hats, facemask, gloves, socks, and shoes |
| Hypothermia  | Worldwide – cold climates | Prolonged exposure to cold temperatures | -Shivering -Numbness -Slurred speech -Excessive fatigue | -Dress in layers -Wear appropriate clothing -Avoid getting damp from perspiration |
| Carbon Monoxide | Worldwide | Running a vehicle or burning a fuel stove in an enclosed space | -Severe headaches -Disorientation -Agitation -Lethargy -Stupor -Coma | -Keep areas adequately ventilated when burning fuel -Ensure that vehicle tailpipe is not covered by snow |
| Extreme Weather | Worldwide | Snow squalls, blizzards, heavy rains, lightning, tornadoes, hurricanes, flash floods | Severe weather can result in physical injury and/or death | -Be aware of special weather concerns -Bring appropriate equipment to deal with severe weather |
| Red/Brown tides | Red tides occur on both sides of the Atlantic, off Florida, and along the Pacific coast to Alaska | Algal blooms | -Respiratory distress -Dead fish -Discolored water | -Avoid areas where tides are in bloom |





Region-Specific Environmental Hazard Examples (from UT Field Researchers Safety Guidelines)

| Hazard | Location | Cause | Effects | Prevention |
|---|-----------------|--|---|---|
| Hunting Season  | United States | Local hunting seasons and regulations vary | -A hunting accident may result in serious injury or death | -Wear appropriately colored safety clothing -Avoid animal like behavior (e.g., hiding in thickets) |
| Poisonous Plants | North America | Exposure to poison ivy, poison oak, or poison sumac plants | -Itchy rash -Red, swollen skin | -Avoid contact with poisonous plants -Use pre-exposure lotion -Wash clothes and skin with soap and water after exposure |

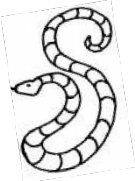



Human Hazard Examples (from UT Field Researchers Safety Guidelines)

| Hazard | Location | Response | Prevention |
|--|-----------------|---|--|
| Violence caused by political unrest or military conflict | International | Leave the area as soon as it is safe to do so | -Be aware of current travel advisories (Security travel advisories are available from International SOS- See Section II, First Aid for access information) |
| Theft | International | Report theft immediately to local authorities | -Keep wallet in front pocket -Carry shoulder bag diagonally and keep bag in front under your arm |

Animal Hazard Examples (from UT Field Researchers Safety Guidelines)

| Type | What to do if encountered | Prevention |
|---|---|--|
| Mosquitoes | | <ul style="list-style-type: none"> -Use insect repellent -Don't leave standing pools of water -Use bed nets |
| Rodents | -Don't touch a rodent, dead or alive | <ul style="list-style-type: none"> -Keep areas clean to avoid attracting rodents -Store food in sealed containers |
| Flies | <ul style="list-style-type: none"> -Remove insects from the area if possible -Avoid areas with heavy fly infestations | |
| Conenose "Kissing" Bugs  | -Remove the bug from the premises | <ul style="list-style-type: none"> -Use caution when working near nests and wood rat dens -Use extra caution when working near rock shelters |
| Sharks | Call for help, swim towards safety, punch or kick the shark if necessary | <ul style="list-style-type: none"> -Never swim alone -Don't wear sparkling jewelry -Don't enter the water when bleeding |
| Crocodiles & Alligators | Do not provoke an alligator or crocodile | <ul style="list-style-type: none"> -Avoid waters known to be home to crocodiles or alligators -Keep at least 30 feet away from any crocodile or alligator |
| Sting-rays  | <ul style="list-style-type: none"> - Do not provoke or feed -Shuffle feet to let stingrays know you are there -Move to another area if possible | <ul style="list-style-type: none"> -Stingray encounters usually happen when walking in shallow water Shuffle feet while wading -Wear proper footwear |
| Fish | <ul style="list-style-type: none"> -Do not provoke or feed -Work somewhere else if possible | <ul style="list-style-type: none"> -Be aware of which fish you might encounter in their habitats -Use fish handler gloves |
| Oysters, Shells, Corals  | <ul style="list-style-type: none"> -Avoid the area -Seek medical treatment immediately | <ul style="list-style-type: none"> -Immediate cleansing and treatment for any wounds -Wear clothing to avoid getting scratched/stung -Avoid touching or handling |
| Bears | <ul style="list-style-type: none"> -Do not run -Move slowly and speak in a low soft voice -If attacked, lay in the fetal position and protect head -Play dead | <ul style="list-style-type: none"> -Keep food out of sleeping areas -Never approach a bear (or bear cub) -Wear a bell or other noisemaker -Stay away from the bear's food supply |
| Mountain Lions  | <ul style="list-style-type: none"> -Do not run, back away slowly, do not corner it - Do not play dead, look it in the eyes -Make yourself look larger (arms overhead), do not bend down -Use a loud voice -Throw sticks or rocks -Fight back, poke it in the eye with your thumb -Protect your neck and head | <ul style="list-style-type: none"> -Do not leave children or pets unattended -Do not feed deer -Avoid hiking, biking, jogging alone or other outdoor activities when mountain lions are most active, dawn, dusk, and at night -Avoid walking near dense growth, rock outcroppings, ledges -Always look up and behind you -Carry pepper spray |

B3

| Type | What to do if encountered | Prevention |
|--|--|---|
| <p>Snakes</p>  | <ul style="list-style-type: none"> -Back away slowly while keeping an eye on the snake -Do not make fast movements | <ul style="list-style-type: none"> -Walk in open areas -Wear heavy boots -Use a stick to disturb the brush in front of you - Do not pick up, disturb, or corner a snake -Back away from a snake -Avoid locations where snakes may be |
| <p>Spiders</p>  | <ul style="list-style-type: none"> -If you cannot leave/avoid the area, remove the spider from the area without using hands directly | <ul style="list-style-type: none"> -Use care around rock piles, logs, bark, gardens, outdoor privies, old buildings -Wear gloves when working outside -Shake out clothing and bedding before use -Do not pick up or disturb a spider -Avoid locations where spiders may be such as dark places |
| <p>Scorpions</p>  | <ul style="list-style-type: none"> -If you cannot leave/avoid the area, remove the scorpion from the area without using hands directly | <ul style="list-style-type: none"> -Shake out clothing and bedding before use -Avoid lumber piles and old tree stumps -Wear gloves when working outside --Do not pick up or disturb a scorpion -Avoid locations where scorpions may be |
| <p>Bees, Wasps, etc.</p> | <ul style="list-style-type: none"> - Do not swat or kill – this may elicit an attack response from other bees/wasps -Leave the area immediately and quickly -If being chased move into a closed area if possible -Cover face | <ul style="list-style-type: none"> -Bring medication if you have an allergy (the sting may be fatal) -Keep scented foods, drinks and meats covered -Wear shoes outside - Avoid wearing bright colors, flower prints and perfume -Move slowly or stand still (don't swat at insects) |
| <p>Fleas & Ticks</p>  | <ul style="list-style-type: none"> -Brush away if not attached -If attached remove quickly -Remove from premises | <ul style="list-style-type: none"> -Wear long clothing with tightly woven material -Wear insect repellent -Tuck pants into boots -Drag cloth across campsite to check for fleas/ticks -Protect pets -Avoid shrubbery -Stay on widest part of path |

APPENDIX C

Field Incident Report

C1 – To be completed in the event of a field safety incident

**MIDWESTERN STATE UNIVERSITY
FIELD INCIDENT REPORT**

Date: _____ Time: _____ Location: _____

Name of Person Involved: _____ Telephone: _____

Form Completed By: _____ Telephone: _____

INCIDENT

- Illness**
 - Injury**
 - Other (explain)**
- _____

ASSISTANCE REQUIRED

- Police**
- Basic First Aid**
- Medical Attention**
 - EMS**
 - Recommend Dr. followup**

TAKEN TO HOSPITAL? **

(Circle one) YES NO
 Transported by (name and phone): _____
 Other information: _____

Others Involved:

Witnesses:

Description of Incident (attach additional pages as necessary)

Cause of Incident (attach additional pages as necessary)

| <u>Corrective Actions*</u> | <u>Person Taking Corrective Action</u> | <u>Date Completed</u> |
|-----------------------------------|---|------------------------------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |

Complete 24 hour follow-up on the reverse side of this page.
**Please list any first-aid supplies used in corrective actions.*
***MSU Employees may not provide hospital transport to students*

Signatures Required

Injured: _____
MSU Employee: _____
Witness: _____

Medical Attention

- Refused**
- Received** –documentation needed for return to work/class

Routing / Distribution

Copies of Incident Report must be sent to the following:

- **Department Chair**
- **Dean's Office**
- **Appropriate Supervisor** (if employee)
- **HR Director** (if employee)
- **Vice President for Student Affairs** (if student)

***Documentation of Follow-Up:** (within 24 hours of incident, follow up with student via phone call to the provided # on this form—have they set an appointment, been seen to already, or have any lingering symptoms?)

Please attach copies of all travel and field safety forms.