

# Safety Practices and Procedures for Fieldwork

It is the policy of Earth Sciences and the University of Arizona that all students, employees, and visitors participating in official travel will observe and follow safe procedures and practices. The following is a checklist reminder of recommended procedures and practices to be followed by all personnel, as appropriate for your travel and work situation. Please read each item and sign and date at the bottom of this form to acknowledge that you have read and understood these items. Give the completed form to the Administrative Associate for filing. If needed, ask your immediate supervisor for further clarification or explanation of any of these items. Please note that this is not a comprehensive list of all safety practices that should be followed, since different situations will surely arise. All personnel are encouraged to learn basic cardio-pulmonary resuscitation (CPR) and first-aid techniques.

- In addition to the required, official UA travel orders, inform someone else where you are going and when you will return.
- Contact local officials when appropriate, inform them of what you are doing and where you will be; when in remote or potentially dangerous areas check in daily, or as frequently as possible.
- Make known to your supervisor any personal physical limitations, or medical needs and requirements that are relevant to the travel, fieldwork, or field situation.
- At the start of each workday, review with all personnel the safe procedures and practices to be followed during the day.
- Always keep in touch with the rest of your crew. No one will work alone, when feasible, or at least out of earshot of other workers or students. This is especially important during hazardous operations such as chainsaw use.
- Carry at least one First-Aid kit per crew; check it for completeness and appropriateness before departure; replenish when supplies are low or have expired.
- Avoid hypothermia (in cold weather situations): wear warm clothing; bring rain gear and a tent if needed.
- Avoid hyperthermia (in hot weather situations); wear loose, light colored clothing and drink plenty of water; avoid excessive fatigue; rest at adequate intervals.
- Protect yourself from the sun and skin cancer by wearing a wide-brim hat, long-sleeve shirt; use sunscreen.
- Take proper, advance health care precautions for your specific field area; immunizations are required, and prophylactic drugs recommended for some foreign travel. Prior to international travel, it would be prudent to review current U.S. State Department travel advisories for potential instabilities in the region to be visited. Also, if the travel will be in remote areas, it would be advisable to check in with the American Embassy prior to entering the back country.
- Carry and use insect repellent when necessary.
- Be attentive to vehicle safety: check tires, oil, etc. often.
- Know how to carry and lift objects without injuring your back.
- Know and practice safe handling and use of equipment and tools.
- Do not handle or use equipment for which you have not been thoroughly trained; power tools, such as chainsaws, are particularly dangerous; only trained personnel may operate them.
- Stay well clear of all individuals using power equipment, or other tools; cutting and felling of trees is particularly dangerous; keep a safe distance from equipment and potentially falling trees or debris.
- Carry some snack food in case of an unexpected delay.
- Be attentive to food spoilage; know how to keep various foods, and which ones to avoid because of rapid and dangerous spoilage.
- Beware of poisonous snakes, spiders, ticks, rodent disease vectors, thorns, and toxic or allergenic vegetation. Be familiar with the precautions necessary to prevent exposure to local health hazards, such as Hantavirus or other disease hazards that may be common in the area in which you are working.
- Avoid traveling and/or working in back country areas during hunting seasons.
- Verify the presence and good condition of all required personal protective equipment for field work. This will include, and not be limited to, items such as gloves, eye protection, hard hats, chaps, etc.

I have read and understood all of the items listed and checked above:

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name: \_\_\_\_\_