

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	
<input type="checkbox"/> Will you be traveling away from your home campus/office?	<ul style="list-style-type: none"> • Register for Viking Travel Training • Familiarize yourself with how to submit a Travel Authorization form and/or an In-State Travel Reimbursement form
<input type="checkbox"/> Will you be traveling internationally?	<ul style="list-style-type: none"> • Be familiar with the PSU Education Abroad Policies and Procedures and International Travel and Re-Entry • Review the PSU International Travel Insurance policies • Enroll in PSU's International Travel Insurance Enrollment program
<input type="checkbox"/> Will you be traveling internationally for 30+ days?	<ul style="list-style-type: none"> • Familiarize yourself with PSU's policy on Extended International Travel • Complete a Travel Endorsement Request AND an Extended Travel Request on WorldLink at least two weeks before departure.
<input type="checkbox"/> Does the CDC, or State Department recommend vaccinations or prophylaxis for your destination?	<ul style="list-style-type: none"> • Schedule a medical visit at least 6-8 weeks prior to your trip; contact The Center for Student Health and Counseling (SHAC)
<input type="checkbox"/> 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)?	<ul style="list-style-type: none"> • Complete a Field Safety Plan and review with all participants. • At least one participant should have current first aid training and carry a first aid kit.
<input type="checkbox"/> Does your worksite lack reliable phone service?	<ul style="list-style-type: none"> • Include check-in procedures in your Field Safety Plan • Avoid working alone, when possible • Carry field radios or satellite communication device • Delorme satellite trackers can be borrowed from EHS.
<input type="checkbox"/> Will you be visiting private property or entering private homes?	<ul style="list-style-type: none"> • Avoid working alone, when possible • Ensure proper approvals/protocols are in place • Carry PSU identification • If appropriate for the setting, wear a PSU branded safety vest that can be borrowed from EHS • Dress comfortably but professionally • Carry a reliable means of communication and check in with your supervisor regularly
<input type="checkbox"/> Will you be visiting controlled sites such as construction sites or mines?	<ul style="list-style-type: none"> • Request PPE and site access requirements in advance • Carry PSU identification • Avoid working alone, when possible • Check-in with site manager/superintendent

	to understand what other hazards are currently present on the job-site
<input type="checkbox"/> Will you be driving to your destination via PSU, state motor pool, other rental or personal vehicles?	<ul style="list-style-type: none"> Review PSU's guidance on Motor Vehicle Claims for students, faculty and staff; complete relevant Safe Driving training as required by PSU Consider off road/4x4 and/or trailer hauling training, if applicable, through an outside contractor
<input type="checkbox"/> Will anyone be chartering boats, planes or using other non-commercial means of transportation?	<ul style="list-style-type: none"> Consult with the PSU Risk Management Department regarding appropriate insurance and precautions

Participation

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

Field Activities - Specifics to integrate into your Field Safety Plan

<input type="checkbox"/> Working outdoors with temperatures over 80 degrees F?	<ul style="list-style-type: none"> Complete Heat Illness Prevention training (through self-registration on Canvas) Carry sufficient water, take breaks in shade Carry shades or tarps if natural shade is unavailable Maintain means of communication, awareness of worksite location, and ability to obtain EMS
<input type="checkbox"/> Working in dry vegetation/areas with high fire danger?	<ul style="list-style-type: none"> Complete fire extinguisher training Carry a fire extinguisher, which can be borrowed from EHS, shovel, and bucket of sand in your vehicle Consult with the PSU Fire Prevention Coordinator

<input type="checkbox"/> Working in cold, possibly wet conditions?	<ul style="list-style-type: none"> • Provide all participants a recommended gear list including waterproof clothing, boots; layers for insulation, extra dry socks, tarp, etc. • Carry extra blankets or sleeping bag in your vehicle for emergencies
<p>Does work involve:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Excavating soil more than 4 feet deep? <input type="checkbox"/> Working at heights over 6 feet? <input type="checkbox"/> Entering caves, vaults, mines, or other potential confined spaces? <input type="checkbox"/> Handling or transporting hazardous materials or samples? <input type="checkbox"/> Use of powered tools or equipment? <input type="checkbox"/> Working in loud noise? <input type="checkbox"/> ATVS? <input type="checkbox"/> Snowmobiles? <input type="checkbox"/> Clinical work or handling of biological specimens? <input type="checkbox"/> Handling/trapping wildlife? 	<ul style="list-style-type: none"> • Contact EHS for appropriate hazard assessment, training, and PPE selection • Include training requirements and precautions in your Field Safety Plan or refer to specific procedures, JHAs, etc. • 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). • Please reference the PSU Inadvertent Discovery Plan for more relevant information.
<input type="checkbox"/> Will anyone be operating Unmanned Aircraft Systems (drones)?	<ul style="list-style-type: none"> • Review Oregon guidelines for UAS.
<input type="checkbox"/> Will anyone be boating (motorboats, kayaks, canoes, or other paddlecraft)?	<ul style="list-style-type: none"> • Properly fit PFDs must be worn at all times • Complete a Float Plan for every trip. • To operate a motorboat operating over 10 horsepower you must have an Oregon Boater Education Card. • Paddle craft safety training is recommended for kayaking and canoeing.
<input type="checkbox"/> Will anyone be diving?	<ul style="list-style-type: none"> • Please refer to the American Academy of Underwater Sciences - Standards for Scientific Diving Manual. • Reference OSU's Dive Plan Submittal Form in order to prepare for your dive trip. Be sure to complete a Dive Plan for every trip.