

## Environmental Health and Safety

**Field Safety Checklist**

This form is designed to assist the Principal Investigator (PI), or Supervisor with assessing potential hazards of fieldwork. **The completed checklist must be shared with all the members of the field team and a copy must be kept on file on campus.** Multiple trips to the same location can be covered by a single checklist, as long as any changes in hazards and/or participants are documented. NAU's Regulatory Compliance groups are available to review these plans, and will conduct periodic reviews of departmental checklists.

**Before you go:**

- This checklist must be completed, with a copy maintained on campus, prior to departure for any fieldwork.
- Prepare first aid kit and any documentation needed (SOPs, Chemical Safety Data Sheets, etc)
- Assemble and check safety provisions
- Check to assure all required immunizations are current for all team members
- Check to assure all emergency health care and insurance requirements have been met.

**Principal Investigator/Supervisor:****Type of Field Work:** ☐ Academic Field Trip ☐ Field Research ☐ Observation ☐ Other**Dates of Travel:** *(List multiple dates if more than one trip is planned)***Mode of Transportation:****Location of Field Work:**

Country: \_\_\_\_\_ Geographical Site: \_\_\_\_\_

Nearest City: \_\_\_\_\_ Distance from Site: \_\_\_\_\_

Nearest Hospital/Distance (Attach map when applicable): \_\_\_\_\_

**Field Work:** (Please include a brief description of the field work)**No-Go Criteria:** *(Any circumstance that would require cancellation of field work such as lightning, or otherwise)***Emergency Procedures:** *(Please include detailed plans for field location including evacuation and emergency communication; Include a separate sheet if necessary)***University Contact (Name/ Phone):****Local Field Contact (Name/ Phone):****Special Medical Requirements:** *(bee sting kits, insulin, etc.)***First Aid Training:** *(Please list any team members who are first aid trained and the type of training they have)***Physical Demands:** *(Please list any physical demands required for this field work, e.g., Diving, Climbing, Temperature Extremes, High Altitude)*

**Risk Assessment:** Please list identified risks associated with the activity or the physical environment and the appropriate safety measures to be taken to reduce the risks (personal protective equipment, training, SOPs, etc); Include a separate sheet if necessary. Attach Safety Data Sheets (SDSs) and training documentation for any chemicals that will be used.

| Identified Risk   | Safety Measures |
|---|-----------------|
| <input type="checkbox"/> Temperature Extremes                                   |                 |
| <input type="checkbox"/> Work in Remote Locations                               |                 |
| <input type="checkbox"/> Limited Communication                                  |                 |
| <input type="checkbox"/> Working at Heights (Ladders/Climbing/Rappelling)       |                 |
| <input type="checkbox"/> Chemical Hazards (Cleaners, Sample Preservatives, etc) |                 |
| <input type="checkbox"/> Biological Hazards                                     |                 |
| <input type="checkbox"/> Radiation Hazards                                      |                 |
| <input type="checkbox"/> Wild Animals   |                 |
| <input type="checkbox"/> Venomous Reptiles/Insects                              |                 |
| <input type="checkbox"/> Endemic Diseases                                       |                 |
| <input type="checkbox"/> Zoonotic Diseases                                      |                 |
| <input type="checkbox"/> Firearms/Explosives                                    |                 |
| <input type="checkbox"/> Regional Hazards (Hunting season, civil unrest, crime) |                 |
| <input type="checkbox"/> Heavy Machinery/Tools (Saws, Excavators, etc.)         |                 |
| <input type="checkbox"/> Open Water/River Crossings                             |                 |
| <input type="checkbox"/> Other  |                 |

**Animal Studies:** A field study is defined as any study conducted on free-living wild animals that does not involve an invasive procedure or materially alter the behavior of the animal under study. In order to help you determine if your study fits this criteria, please answer the following questions.

1. **Does your study greatly disturb the animals under study?** ☐ Yes ☐ No  
(ex. testing predator vocalization, supplemental feeding, nest manipulation)
2. **Does your study involve an invasive procedure?** ☐ Yes ☐ No  
(ex. blood sampling, tagging)
3. **Does your study cause potential harm/injury to the animal?** ☐ Yes ☐ No  
(ex. net and trap capture, bagging)

If you answered **YES to any** of these questions, your study involves invasive procedures or materially alters the behavior of the animal under study. Please fill out the full IACUC protocol application form.  
<https://nau.edu/nau-research/research-safety-and-compliance/animal-care/animal-use-forms/>

If you answered **NO to all three** of these questions and your study will only involve observation of free ranging animals, then an IACUC protocol is not required.

**Field Team Membership** (Please list the names of all members of the field team, and the Field Team Leader.) *Include a separate sheet if necessary.*

**Name/Cell Phone Number (if applicable on site)**

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