

Appendix R

Field Safety

The following checklist is provided for planning travel and events at UC Irvine by researchers taking work related field trips. This will be replaced by a more thorough Field Safety Planning Tool being developed by the UC Field Safety Work Group under the charter of the UC EH&S Directors. The particular event or travel will determine as to which items apply as a program is developed.

CHECKLIST FOR PLANNING FIELD TRIPS SAFELY UC IRVINE

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I. RESPONSIBILITIES AND PRINCIPLES

- Define the scope of activities and all the processes involved.
- Identify known hazards and associated risks with the activities and try to develop standard operating procedures and implement them. Contact UC Irvine Risk Management Coordinator Rick Coulon (rcoulon@uci.edu, 4-7419) for assistance in planning, insurance and waivers as needed.
- Consider safety training in specific areas of risk applicable to the event. Contact UC Irvine Environmental Health and Safety for assistance in obtaining training. Examples: Confined Space, Hazard communication, Respiratory protection, please visit – www.ted.uci.edu for further information on training available.

II. PREPARATION ARRANGEMENTS

- Review and approve the composition of the field team in field research activities and accommodations that may be necessary at the site.
- Appoint group leaders and supervisors. Establish method of communication and train users.
- Do not allow working alone.
- Determine the appropriate clothing, personal equipment, and field equipment to support the research.

- Establish an emergency contingency plan and provide this information to the participants. Keep a copy in the department office.
- Advise participants to seek medical guidance and information from their health care provider regarding health and immunization needs and other preventive measures appropriate to the areas to be visited.
- Advise participants to contact their health care plan regarding medical coverage while in a foreign country to familiarize themselves with out-of-area coverage provisions, exclusions, and claims-filing procedures.
- Provide participants with applicable campus emergency contact phone numbers and e-mails.
- Have list of contacts, including police and hospital at destination.
- Provide itinerary to the home department including duration, destination and how the group can be contacted.

III. INITIAL FIELD ENTRY PROCEEDURES

- Identify local emergency medical, public safety, fire, and aid centers.
- Inform local police or ranger station.
- Check the different means of communication used in emergencies; cell phone, public phone, radio, etc.
- Confirm your arrival with the department office or other designate.

IV. TRANSPORTING PERSONNEL AND EQUIPMENT:

- Check the local rules and requirements for safe driving.
- Determine shipping and transporting tools and equipment needs; check rules for what may be admitted or denied, check on local regulations for sample items to be sent out of local areas.
- Review arrangement for transportation before, during, and after returning from the event location.
- Review Customs requirements and appropriate visa and identity papers that may be required. Some countries may require that you have your passport on your person at all time.
- Review [export licensing requirements](#) for restricted items, countries, and individuals.

V. HAZARDOUS MATERIALS SHIPPING:

- Review arrangements for shipping and transportation of non-hazardous and hazardous materials to and from your site.

Finalize your list of hazardous materials that may be used in the field and need to be shipped. EH&S can provide guidance regarding proper shipment. To get started please visit the Shipping Hazardous Materials pages at <http://www.ehs.uci.edu/programs/dgoods/index.html>.

Researchers must properly package and label all hazardous material. Furthermore, if offering hazardous materials packages to commercial carriers for shipment to your destination, you must complete Shipper's Declaration Forms. Failure to do so can result in injury, loss of research materials and civil or criminal charges and penalties. It is unlawful to offer dangerous goods to commercial carriers unless you have received proper training. There are firms that specialize in packaging, labeling, and completing Shipper's Declarations for dangerous goods.

DOT policies are found in the U.S. code of Federal Regulations CFR title 49. DOT regulates transportation of hazardous materials by authority of the Hazardous Materials Transportation, Act (HMTA) of 1974.

DOT provides specific information on packaging, labeling, and declaring hazardous materials shipments at <http://hazmat.dot.gov/hazhome.htm>

Review [export licensing requirements](#) for restricted materials, countries, and individuals.

VI. OTHER REFERENCES AND RESOURCES

- Powerpoint available from UC Irvine Environmental Health & Safety, call 824-6200.
- [Federal Research Division - Country Studies](#)
- Los Alamos: http://www.ees1.lanl.gov:80/Group/hcp_sop_fieldwork.html
- University of Toronto: <http://www.ehs.utoronto.ca/resources/manindex/policies/fieldres.htm>
- McMaster University: <http://www.mcmaster.ca/policy/hlthsafe/field.htm>
- Southampton Univ.: <http://www.soton.ac.uk/~imw/safety.htm>
- Field Safety for Geologists Univ. of Derby <http://people.man.ac.uk/~ukescc/products/safety.html>
- Glen Kuban: <http://paleo.cc/kpaleo/palesafe.htm>
- UCSB Diving Safety - <http://ehs.ucsb.edu/units/diving/dsp/ucsbdsp.html>