

FIELDWORK SAFETY & MANAGEMENT PLAN – TEMPLATE

This template may be used by the principal investigator (PI), responsible party (RP), field instructor, or safety officer to develop a Safety Plan. **The completed Safety Plan must be shared with all the members of the fieldwork team and kept with your safety document records.** Multiple trips to the same location can be covered by a single Safety Plan. The Safety Plan must be revised whenever a significant change to the location or scope of fieldwork occurs.

PI / RP / Safety Officer Contact Information:

Name:

Department:

Phone Number:

Email Address:

Dates of Travel: *List multiple dates if more than one trip is planned.*

Location of Fieldwork:

Country:

Fieldwork Address:

Nearest City:

Name, distance from site

Nearest Hospital:

Name, distance from site, phone number

NOTE: *All fieldwork that is taking place, regardless of funding status requires Principal Investigators (or PIs) to verify, in writing, permission to conduct fieldwork on private or public property prior to the start of the research. The signed document should stay in your possession as the PI.*

Type of fieldwork: Please include a brief description of the type of work to be performed.

WCU Contact Name & Phone Number:

Local (Field) Contact Name & Phone Number:

Communication Plan: Describe planned communication, including frequency of contact with WCU and local contacts.

Emergency Procedures: Please include detailed plans for field location, including evacuation plans and emergency communication. Emergency contact information must be included for each participant in the participant list of this document.

First Aid Training: Please list the names of participants who are trained in first aid and the type of training received.

Physical Demands: Please list any physical demands required for this field operation, e.g., diving, climbing, high altitude.

Chemicals and Hazardous Materials: Please list any chemicals and/or hazardous materials required for this field operation, e.g., preservatives, reagents, etc. Ensure proper containers and labeling are used, SDSs and spill kit(s) are available, and any applicable legal transportation requirements are met.

Chemical / Material	Hazards (e.g., flammable, toxic)

Risk Mitigation: Please ensure a risk assessment has been completed prior to writing your Field Safety Plan, including noting all hazards expected to be encountered. List appropriate measures put in place to mitigate risks involved in this operation.

Identified Risks	Controls

Travel Immunizations: Please list required immunizations/prophylaxis.

Field Team Membership: Please list the names, title (e.g., undergraduate, staff), and emergency contact information for all members of the field team and identify the Field Team Leader.

<u>Responsible Party Name</u>	<u>Title/Role</u>	<u>Emergency Contact Name</u>	<u>Emergency Contact Phone number</u>

<u>Team Member Name</u>	<u>Title/Role</u>	<u>Emergency Contact Name</u>	<u>Emergency Contact Phone number</u>

Training Certification:

By signing below the Principal Investigator (PI) verifies that he or she has shared the contents of this safety plan with all team members and that they are familiar with the risks, prevention measures, and emergency plans.

Signature	Printed Name	Date