

# Field Hazard Assessment Guide

Hazard Assessment	Mitigation Measures
DESTINATION	
<input type="checkbox"/> Will travel be domestic?	<ul style="list-style-type: none"> <li>• Be familiar with Stanford's <a href="#">travel policies</a></li> <li>• Faculty, staff and postdocs can book airfare, hotels and rental cars for university-sponsored travel with <a href="#">Stanford Travel</a>.</li> <li>• (Optional) Schedule a medical visit at least 6-8 weeks prior to your trip with the <a href="#">Occupational Health Center Travel Medicine</a> clinic (faculty, staff, and postdocs) or with <a href="#">Vaden Health Services</a> (students).</li> </ul>
<input type="checkbox"/> Will travel be international?	<ul style="list-style-type: none"> <li>• Be familiar with Stanford's <a href="#">international travel policies</a> and <a href="#">emergency services and resources</a></li> <li>• International airfare associated with university travel is required to be registered, either by booking via a <a href="#">Stanford Travel booking channel</a> (such as Egencia), or by including the traveler's itinerary in the university registry via a one-step <a href="#">email forwarding process</a>.</li> <li>• Consult <a href="#">Global Risk</a> regarding international travel plans, especially to higher-risk destinations. Global Risk can advise on issues of safety and security, medical, security and travel risk assessment, assistance during an emergency and travel alerts and updates, as well as required approvals. Global Risk can help you navigate to the appropriate offices for visas, permits, finances, import/export controls, transportation of specialized equipment and field samples, and data security must be considered.</li> <li>• Contact <a href="#">Global Business Services</a> if local labor will be utilized. They can provide assistance regarding local practices related to taxes, legal, financial and HR considerations.</li> <li>• Schedule a medical visit at least 6-8 weeks prior to your trip with the <a href="#">Occupational Health Center Travel Medicine</a> clinic (faculty, staff, and postdocs) or with <a href="#">Vaden Health Services</a> (students).</li> </ul>

	<ul style="list-style-type: none"> <li>Complete the university's <a href="#">Export Controls Restricted Party Screening Tool</a> to ensure compliance with limitations/prohibitions</li> </ul>
<input type="checkbox"/> Will there be 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"> <li>Complete a Field Safety Plan and review with all participants.</li> <li>At least one participant must have current first aid training and carry a first aid kit.</li> </ul>
<input type="checkbox"/> Does the worksite lack reliable phone service?	<ul style="list-style-type: none"> <li>Include check-in procedures in your Field Safety Plan</li> <li><a href="#">Avoid working alone</a>, when possible</li> <li>Carry field radios or satellite communication device</li> </ul>
<input type="checkbox"/> Will private property or homes be entered?	<ul style="list-style-type: none"> <li><a href="#">Avoid working alone</a>, when possible</li> <li>Ensure proper approvals/protocols are in place</li> <li>Carry identification</li> <li>Dress comfortably but professionally</li> <li>Carry a reliable means of communication and check in with your supervisor regularly</li> <li>Contact Risk Management and Insurance office if evidence of insurance is required.</li> </ul>
<input type="checkbox"/> Will controlled sites such as construction sites or mines be visited?	<ul style="list-style-type: none"> <li>Request PPE and site access requirements in advance</li> <li>Carry identification</li> <li><a href="#">Avoid working alone</a>, when possible</li> <li>Check-in with site manager/superintendent to understand what other hazards are currently present on the job-site</li> </ul>
<input type="checkbox"/> Will university, rental or personal vehicles be utilized?	<ul style="list-style-type: none"> <li>Review the <a href="#">Vehicle Use and Accident Reporting Policy</a>. Note that coverage differs for university faculty/staff vs. students.</li> <li>Complete relevant driver safety training as required by your department/unit</li> <li>Consider off road/4x4 training if applicable.</li> </ul>
<input type="checkbox"/> Will anyone be chartering boats, planes or using other non-commercial means of transportation?	<ul style="list-style-type: none"> <li>Consult with <a href="#">Risk Management and Insurance</a> and EH&amp;S regarding appropriate insurance and precautions</li> <li>Ensure chartered transportation provides COI per Stanford Supplier Insurance Guidelines</li> </ul>

PARTICIPATION	
<input type="checkbox"/> Are you responsible for students registered in a field course?	<ul style="list-style-type: none"> <li>• Review Campus Support Resources &amp; Policies</li> <li>• Consider establishing a “Student Behavior Agreement” or reviewing a “Code of Conduct”</li> <li>• Set the tone for a safe trip by discussing expectations and rules before the trip</li> <li>• Carry a participant roster with emergency contact information at all times</li> </ul>
<input type="checkbox"/> Will participants be camping or sleeping in shared dorms, housing, etc.?	
<input type="checkbox"/> Will volunteers be helping on the project?	<ul style="list-style-type: none"> <li>• Consult with Stanford’s <a href="#">Office of Risk Management</a></li> <li>• Have volunteers sign waivers</li> </ul>
<input type="checkbox"/> Will family members, partners, or other companions be travelling with participants?	<ul style="list-style-type: none"> <li>• Have non-affiliates sign <a href="#">waivers</a></li> </ul>

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"> <li>• Complete Outdoor Heat Illness Prevention training create a heat illness prevention plan specific to your project</li> <li>• Carry sufficient water, take breaks in shade</li> <li>• Carry shades or tarps if natural shade is unavailable</li> <li>• Maintain means of communication, awareness of worksite location, and ability to obtain emergency medical services</li> </ul>
<input type="checkbox"/> Working in dry vegetation/areas with high fire danger?	<ul style="list-style-type: none"> <li>• Complete fire extinguisher training</li> <li>• Carry a fire extinguisher, shovel, and bucket of sand in your vehicle</li> <li>• Consult with the Stanford University Fire Marshal Office</li> <li>• Check fire/smoke/air quality conditions regularly:               <ul style="list-style-type: none"> <li>◦ <a href="#">Wildfire Aware</a> (ArcGIS)</li> <li>◦ <a href="#">Map of Fires</a></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ <a href="#">AirNow</a></li> </ul>
<input type="checkbox"/> Working in cold, possibly wet conditions?	<ul style="list-style-type: none"> <li>● Provide all participants a recommended gear list including waterproof clothing, boots: layers for insulation, extra dry socks, tarp, etc.</li> <li>● Carry extra blankets or sleeping bag in your vehicle for emergencies</li> </ul>
<p>Does work involve:</p> <input type="checkbox"/> Excavating soil more than 4 feet deep? <input type="checkbox"/> Working at heights over 6 feet? <input type="checkbox"/> Working within 6 feet of a 30 inches or greater elevation change or 40 degree or greater slope <input type="checkbox"/> Entering caves, vaults, mines, pits or other potential confined spaces? <input type="checkbox"/> Handling or transporting hazardous materials, controlled substances or samples? <input type="checkbox"/> Use of powered tools or equipment? <input type="checkbox"/> Working in loud noise areas? <input type="checkbox"/> All terrain vehicles? <input type="checkbox"/> Snowmobiles? <input type="checkbox"/> Clinical work or handling of biological specimens? <input type="checkbox"/> Handling/trapping wildlife? <input type="checkbox"/> Highly-exertion work (e.g., trekking at altitude)	<input type="checkbox"/> Contact EH&S for appropriate hazard assessment, training, and PPE selection <input type="checkbox"/> Include training requirements and precautions in your Field Safety Plan or refer to specific procedures, Job Hazard Analysis, etc. <input type="checkbox"/> If medical clearance or vaccinations are required, schedule your appointment with the <a href="#">Occupational Health Center</a> (faculty, staff and postdocs) or <a href="#">Vaden Health Center</a> (students) at least 6-8 weeks prior to travel (e.g. for use of respirators, working in loud noise, handling bats or other hazardous wildlife).
<input type="checkbox"/> Will anyone be operating Unmanned Flying Vehicles (drones)?	<ul style="list-style-type: none"> <li>● All UFV flights require prior approval</li> <li>● <a href="#">UFV Application form</a> must be submitted for approval</li> <li>● Flights must comply with the <a href="#">No Fly Zone Map</a></li> </ul>
<input type="checkbox"/> Will anyone be boating (motorboats, kayaks, canoes, sails or other paddlecraft)?	<ul style="list-style-type: none"> <li>● Properly fit personal flotation devices must be worn at all times</li> <li>● Contact the university's <a href="#">Boating Safety Officer</a> for training and guidance</li> <li>● Complete a Float Plan for every trip</li> </ul>
<input type="checkbox"/> Will anyone be underwater diving?	<ul style="list-style-type: none"> <li>● Contact the university's <a href="#">Dive Safety Officer</a> for required training and approvals</li> </ul>