

Central Michigan University Field Safety

Fieldwork Safety Plan

Instructions and Checklist

The principal investigator (PI) or lead instructor (LI) is responsible for preparing a fieldwork Safety Plan for each and every field excursion that is covered by CMU's Field Safety Policy.

The checklist below is intended to help the PI or LI complete all the necessary steps in preparing and submitting the Safety Plan. Information about potential hazards and control measures may be found on the [Office of Laboratory and Field Safety web site](#).

- Names and contact information of all participants (PI/LI, field team leader, other team members or participants) are entered. You may attach a class list with contact information added.
- Information about the field location including nearest medical facility is entered.
- Information about the nature of the field work is entered.
- Information about participants who are trained in First Aid and CPR is entered.
- Emergency procedures, including communication plans, are described.
- Any physical demands needed for the field work are described.
- All potential risks and hazards are identified along with measures to reduce each risk.
- Relevant forms (travel itineraries, SCUBA itineraries, Educational Trip forms, *etc.*) are attached.
- All personnel who will drive vehicles are approved by Risk Management.
- All participants have reviewed the CMU Field Safety Policy within the past year and submitted the acknowledgment form (forms kept by the Department and Office of Lab and Field Safety).
- Relevant participant forms (health information, volunteer waiver, informed consent) have been collected and retained or submitted to the department chair as appropriate.
- Safety Plan is submitted to department chair for approval **at least one week prior to departure**.

Each Fieldwork Safety Plan should be retained by the Department for a period of one year.

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Principal investigator or lead instructor	Field team leader (if different)
Name:	Name:
Department:	Department:
Phone number:	Phone number:
Email:	Email:
Travel schedule (dates, times of departure and return)	

Location of field work	
Country:	Geographical site:
Nearest town and its distance from field site:	Nearest medical facility and its distance from field site:

Field work summary (nature of field activities)
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Emergency contacts	
University contact (Name and phone number):	Local contact (Name and phone number):

List all field work team members and relationship to CMU (student, employee, volunteer).

First aid / CPR training. List all individuals who are trained in first aid and CPR, including the type of training received and expiration of training.

Emergency procedures (e.g., evacuation and emergency communication).

Physical Demands: List any physical demands required for field work (e.g., diving, climbing, hiking, heavy lifting).

Risk assessment: List identified risks associated with the field work (e.g., extreme heat or cold, rough terrain, wild animal hazards, chemical hazards). List appropriate measures to be taken to reduce risk.

Identified risk	Control of risk
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

Reviewed by Department chair: _____ Date: _____
or Program director