**University of Toronto Field Research Safety Planning Record**

**(Risk Assessment)**

Pursuant to the University of Toronto Guidelines for Safety in Field Research (<http://www.ehs.utoronto.ca/Assets/ehs+Digital+Assets/Guidelines+on+Safety+in+Field+Research.pdf>), this form is to be completed by the Academic Supervisor and submitted to the Department Chair (or equivalent) prior to departure on field research. Multiple trips to the same site or group of sites can be covered by one form. This form is valid for a single academic year and a new form must be completed annually.

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person in charge of field research (e.g. faculty, TA or supervisor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail of contacts who should receive copies of this assessment: (Chair, Director, JHSC co-chairs etc.) (Please separate multiple with semicolon): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Field Research (City, Province, Country): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that for all students travelling to a country (other than Canada), the Out of Country Program Risk Assessment is available from the Safety Abroad Office (SAO) at [http://www.cie.utoronto.ca/Safety.htm](http://www.utoronto.ca/safety.abroad/) and must be completed. For staff and supervisors, please ensure that you are aware and follow the risk level assessment and recommendations made available by the SAO.

**Details of Trip**

Date of Departure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Field Research Team:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Please select one: |  |  | First Aid Trained |
|  | Team lead | Team member | Other: specify | Yes or No |
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**Assessment Procedures:**

The Academic Supervisor/Coordinator in charge of the field research is responsible to ensure that all applicable hazards are assessed and appropriately mitigated.

The purpose of a hazard assessment is to determine the measures which must be taken to enable work to be carried out safely. A hazard is an attribute of an activity, substance or thing which confers on it the potential to cause injury, damage or loss. Risk is the probability of this injury, damage or loss occurring and includes the severity. The output of this assessment tool will help identify those hazards that require further work in order to be counteracted. If you require guidance in conducting the assessment and in implementing appropriate controls, you can contact the Office of Environmental Health and Safety at [ehs.office@utoronto.ca](file:///C:\Users\EHSguestuser\Desktop\ehs.office@utoronto.ca).

Note that the below does not represent all possible hazards that could be encountered. If there are hazards not found in the table, it is the responsibility of the PI to use the “Other” categories to enter the information.

**Travel & Location**

|  |  |  |  |
| --- | --- | --- | --- |
| **Travel & Location** | Location of hazard  (At research site or en route to site, located by accommodations etc.) | Hazard description | Safety mitigation |
| Airplanes, helicopters, watercraft |  |  |  |
| Using/driving vehicles |  |  |  |
| Travel on dangerous roads or off-roads |  |  |  |
| High altitudes |  |  |  |
| Activities requiring high fitness levels |  |  |  |
| Hiking |  |  |  |
| Climbing/cliffs |  |  |  |
| Isolated or remote locations |  |  |  |
| Other locations not specified above (enter below)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |

**Hazardous Agents**

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazardous Agent** | Location of hazard  (At research site or en route to site, located by accommodations etc.) | Hazard description | Safety mitigation |
| Hazardous materials - chemicals / biological agents/ ionizing and non-ionizing radiation |  |  |  |
| Designated substances – asbestos / lead / silica / mercury |  |  |  |
| Noise >85 decibels |  |  |  |
| Vibration |  |  |  |
| High force motions |  |  |  |
| Working with or near explosives |  |  |  |
| Other hazardous agent not specified above (enter below)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |

**Wildlife**

|  |  |  |  |
| --- | --- | --- | --- |
| **Wildlife** | Location of hazard  (At research site or en route to site, located by accommodations etc.) | Hazard description | Safety mitigation |
| Dangerous animals |  |  |  |
| Insects & bites, venomous, disease from insect vectors (e.g. malaria, lyme etc.) |  |  |  |
| Plants (poison ivy, oak etc.) |  |  |  |
| Other wildlife not specified above (enter below)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |

**Equipment & Tools**

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| --- | --- | --- | --- |
| **Equipment & Tools** | Location of hazard  (At research site or en route to site, located by accommodations etc.) | Hazard description | Safety mitigation |
| Sharps (needles etc.) |  |  |  |
| Hand tools and equipment (e.g. hammer, screwdriver, etc.) |  |  |  |
| Powered tools |  |  |  |
| Exposed moving parts |  |  |  |
| Stationary Power Machines |  |  |  |
| Lifting devices & or Mobile equipment |  |  |  |
| Large or heavy equipment |  |  |  |
| Welding |  |  |  |
| Centrifuge |  |  |  |
| Autoclave |  |  |  |
| Compressed gas and/or pressurized systems |  |  |  |
| Electrical equipment: (e.g. electrical panels, lighting, electrical wiring) |  |  |  |
| Firearms, projective weapons, etc. |  |  |  |
| Other equipment and tools not specified above (enter below)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |

**Physical Environment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Environment** | Location of hazard  (At research site or en route to site, located by accommodations etc.) | Hazard description | Safety mitigation |
| Diving – caves, current, deep diving, wreak, etc. |  |  |  |
| Working from heights – scaffolds / ladders |  |  |  |
| Confined or restricted spaces |  |  |  |
| Working alone |  |  |  |
| Working with or near fire |  |  |  |
| Temperature extremes |  |  |  |
| Sun exposure |  |  |  |
| Unclean water |  |  |  |
| Other physical environment not specified above (enter below)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |

**Social Environment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Social Environment** | Location of hazard  (At research site or en route to site, located by accommodations etc.) | Hazard description | Safety mitigation |
| Violence: Are there situations where the student could be exposed to violence? Could the student become a subject of violence? |  |  |  |
| Work Stress: Will there be a high level of stress in the student’s work? (e.g. work requiring constant alertness for long periods of time, such as a security monitor, or work with high levels of emotional stress such as working in an Emergency Room) |  |  |  |
| Other social environment not specified above (enter below)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |

**Any other concerns or comments not previously covered:**

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**Health Considerations when travelling:**

The CDC (Center for Disease Control and Prevention) offers an array of resources and tools so that you may assess and review the health consideration for your research destination. For more information please visit: <http://wwwnc.cdc.gov/travel/>

The CDC also offers a guide on Health Information for International Travel (commonly called the Yellow Book); published every two years by CDC as a reference for those who advise international travelers about health risks. For more information please visit: <http://wwwnc.cdc.gov/travel/page/yellowbook-home-2014>

The ISTM (International Society for Travel Medicine) promotes healthy travel to international destinations and also provides the Global Travel Clinic tool which allows you to search for medical facilities located in more than 80 countries, clinics offer pre-travel immunizations, counseling and medicines to help protect travelers while traveling internationally. Most clinics also provide care to travelers if needed upon their return. It is strongly recommended that a travel clinic be visited well in advance of any travel. For more information please visit: <http://www.istm.org/>

**Duration of travel**

Please note that for UofT employees (not students), a worker who is an Ontario resident, and whose usual place of employment is in Ontario, is automatically covered under WSIB for up to six months while temporarily working outside Ontario.

For travel longer than 6 months please contact the Office of Health & Well-being at [anne.chreptak@utoronto.ca](file:///C:\Users\EHSguestuser\Desktop\anne.chreptak@utoronto.ca).

**EMERGENCY PROCEDURES:**

University contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University contact phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate university contact phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local contact name and number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local emergency service number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scheduled communication (e.g. weekly calls to check in with designated person): \_\_\_\_\_\_\_\_\_\_

**Additional comments:**

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**ACKNOWLEDGEMENT OF TEAM MEMBERS:**

I, the undersigned, acknowledge that I have read the University of Toronto Guidelines for Safety in Field Research and in keeping with it,

(a) I have been fully informed of the risks of this field research and I accept them;

(b) I will comply with the established safety procedures;

(c) I am in a satisfactory state of health to undertake the research; and

(d) I have received all of the prescribed immunizations.

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| Name | Signature | Date |
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**Signature of Academic Supervisor/PI:**

I acknowledge that this safety plan has been prepared in keeping with the requirements of the University of Toronto Guidelines for Safety in Field Research. I understand that as the supervisor I am responsible for the health and safety of staff and students participating in this work.

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
|  |  |  |

**Signature of Department Chair (or equivalent):**

I acknowledge receipt of this document. I understand that I am responsible for the health and safety of staff and students participating in this work and ensure that supervisors and PI’s in my department who conduct this work have been made aware of the responsibilities.

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
|  |  |  |

\*Please ensure a copy of this assessment gets sent to your department chair (or equivalent) and any other relevant personnel.