

## FIELD SAFETY PLAN – TEMPLATE #1

This form may be used by the Principal Investigator (PI), Supervisor, or Field Instructor to develop a Field Safety Plan. **The completed Field Safety Plan must be shared with all members of the fieldwork team and kept with the team's safety documents.** Multiple trips to the same location can be covered by a single plan. The plan must be revised when/if a significant change to the location or scope of work occurs.

### PI/RP/Field Instructor 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:

Geographical Site/GIS Coordinates:

Nearest City:

*Name, distance from site*

Nearest Hospital:

*Name, distance from site, phone number*

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

### UNM Contact:

Name and Phone Number:

**Local (Field) Contact:**

Name and Phone Number:

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

**Emergency Communication Plan & Procedures:** Describe who will be called in the event of an emergency.

Emergency/24-HR Contact # for PI:

Emergency Contact # for Department:

EHS After-Hours Emergency #: 505-951-0194

UNM Risk Services #: 505-273-1573

**First Aid Training:** Please list the names of participants who are trained in first aid and the type of training received. At least one member of the field team must have taken first aid training.

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

**Chemicals/Hazardous Materials:** Please list any chemicals and/or hazardous materials required for this field operation; e.g., preservatives, reagents, etc. Ensure chemicals are labeled properly (name & hazards, minimum) and stored within secondary containment during transport. Ensure SOPs, SDSs and a spill kit are available.

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


**Risk Mitigation:** Ensure that a hazard analysis has been completed prior to writing your safety plan (see Field Safety Program). List measures in place to mitigate hazards (engineering/administrative controls, PPE, etc.).

Identified Hazards	Controls

**Travel Immunizations:** Please list required immunizations/prophylaxis. *Contact UNM Employee Occupational Health Services for additional information (505) 272-8043*

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

<u>Participant name</u>	<u>Title</u>	<u>Emergency Contact Name</u>	<u>Emergency Contact Phone Number</u>
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**Responsible Party:**

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Team Members:			

**Training Certification:**

By signing below, the Principal Investigator (PI), Supervisor, or Field Instructor verifies that they have shared the contents of this field safety plan with all team members and that they are familiar with the hazards, hazard controls, prevention measures, and emergency plans.

Signature	Printed Name	Date
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