

## Risk and safety assessment for fieldwork and excursions

**The employer/coordinator of the fieldwork has to make a risk assessment for every fieldwork in accordance with the law of Systematic Work Environment Management (In Swedish "SAM"), and it has to be documented.**

This document applies mainly to fieldworkers at CEC and to fieldwork within Sweden, and considers the most common risks. Other risks may apply in specific environments (both in Sweden and abroad), and should then be outlined in the text field at the end of the document.

### How to:

*Pre-excursion:* In general, the coordinator has done a pre-excursion at the site. The coordinator is also responsible for going through the safety precautions with all fieldworkers before the excursion starts.

*Form:* Use the following form to tick the boxes/risks you find relevant for your fieldwork. Get it *approved and signed* and make sure all participants in the fieldwork read it. Do not forget to *bring a copy* on fieldwork.

*Hand in* the form to Åsa-Katrin.Erlandsson@cec.lu.se.

### General safety rules:

- **Inform** about leaving and coming home: Inform your fieldwork coordinator.
- **Avoid risks:** Do not expose yourself to unnecessary risks. Don't overestimate your own or your colleague's abilities.
- **Safety equipment:** Bring safety equipment: mobile phone, sun glasses, ear muffs, gps, gloves, whistle, medication, safety goggles, headlamp, helmet etc.
- **Visibility:** Use magnetic stickers with LU-logo on your cars and also use caps or T-shirts with the logo. Preferably use colorful clothes.
- **First aid kit:** Bring a small first aid kit to carry with you, or one per group.
- **Report incidents/accidents:** All incidents or accidents must be reported to the coordinator (=> head of admin.)
- **Insurance:** Make sure you are insured at all times.
  - **Registered** university students or employees are always insured by the university (For work *outside the EU* you must bring the insurance certificate card from Kammarkollegiet. You do not need this within the EU).
- **Not allowed:** Friends, children or pets are not allowed to bring in fieldwork.
- **Working alone:** Working alone should be avoided. It is always safer to be more than one.
- **Mobile phone:**
  - Everyone should bring a mobile phone.
  - Field working personnel are encouraged to **program ICE** – In Case of Emergency – plus phone numbers to the closest relatives. Through this number rescue personnel can, in the event of a serious accident, quickly get in touch with relatives.
  - Exchange telephone numbers in your field group.
  - Maintain regular contact with each other.
  - Keep your telephone loaded. Don't use the last bits of batteries while at work.
  - Bring extra charger if necessary.

## Risk and safety assessment

Name of project/fieldwork:

Coordinator:

Name and phone no.:

Field sites:


Period of fieldwork:

From	Until
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Protocol for fieldwork – what are you going to do in the field?


### Potential risks and how to avoid or minimize them

- Allergies - known:** Anyone who knows that he or she is allergic is responsible for their own medication.
- Allergies – acute attacks:** Unfortunately cortisone tablets cannot be provided by the employer. Purchase privately and on prescription.
- Animal attacks:**
  - Grazing animals: avoid contact/confrontation. No one should work alone on pasture ground. Show safe and respectful behavior towards farm animals. Contact landowner for advice if unsure about whether it is safe/appreciated for you to enter an area under grazing.
  - Loose dogs: Stand still and avoid eye contact. Walk slowly away from the dog when the dog has calmed down.
  - Snakes: If you get bitten by a viper/snake, always contact healthcare!
  - Wild animals: In Scania encounters with larger wild animals is rather unlikely during daytime. Wild bores are probably the most dangerous – especially if they have piglets. To avoid close encounters, make noise (loud) to let them know you are around. Talking or singing is a good idea.
  - Insects – see “Stings and bites” and “TBE” below.

**Chemicals - fire, explosions poisoning:**

- If you work with chemicals, it is very important that you know the risks and how to handle them.
- *Lab safety course:* At least one person in your field group – yourself or a colleague – have to have attended the course “*Lab safety*” at the Biology department (Responsible teacher: Helene Bracht Jörgensen).
- Coordinators of fieldwork should attend the *course* in “*Risk analysis in connection with the handling of chemicals or during fieldwork*” at Biology department (Responsible teacher: Helene Bracht Jörgensen).
- *Make one risk analysis per risk element.*
- *Attach Safety Data Sheets* for each carried chemical *to this risk assessment and* make sure everyone reads them!
- Do not work with chemicals *alone* or do not handle chemicals if you work alone!
- Flammable products like ethanol, acetone and petrol have to be brought into field with extreme caution. NO SMOKING, NO OPEN FIRES or anything that might create SPARKS are allowed in the proximity of these chemicals.
- **A fire extinguisher** should *always* be brought along with flammable chemicals.

**Chemicals and fuel – transportation and storing**

- Transportation of chemicals must be carried out in accordance with **special safety regulations**.
- Only bring the absolute minimum amount in appropriate containers and keep them as cold as possible – preferably in a cooling box.
- Never keep chemicals in a **hot** car! Ethanol, which many groups use for disinfecting, can be dangerous when left in a hot car. Batteries can explode.
- Spirit or gas used for cooking should also be handled with caution.

**Dehydration:** If the weather is hot, bring enough water and refreshments.

**Emergency:**

*First aid kit* – do not forget!

The fieldworkers should *disclose any health issues* that may affect their ability to undertake the fieldwork and such information *must be treated confidentially*.

*Mobile phone* with the number to all in the field group.

*ICE* (“In Case of Emergency”) programmed on your mobile phone.

*First aid course:* At least one in the group should have attended such a course.

*Hospital:* Check where the closest health care facility/hospital is situated.

**Equipment:** Machines, tools, knives, needles... Become familiar with safety risks associated with the equipment/instruments you will be using *before starting* fieldwork and take a training course if necessary.

**Getting lost:** Maps and/or GPS for work in terrain far away from roads. Don’t forget to bring extra batteries! Carry a headlamp if you work in evenings, to secure visibility. Mobile phone of course.

**Getting tired:** Schedule breaks during work. Don’t drive if you are tired.

**Hunters:** avoid hunting season or sites where hunting is going on. Make sure all students and assistants (Swedish and non-Swedish) understand the sign “Jakt pågår!” and that they keep out from that area – no matter other agreements with landowners! It is also a good idea to wear colorful clothing!

**Ladders:** If a ladder is used you are not allowed to climb higher than 4 meters. (If you intend to climb higher than that you must complete a special course).

**Landowners – respect and avoiding confrontation:** The landowner must always be contacted beforehand if destructive sampling is to be carried out (beyond what is covered by [Allemansrätten](#)- Check carefully and if in doubt contact the landowner), and/or if sampling equipment, like traps, are left in the field. Use clothes and car stickers with the LU logo. Make sure you have the landowner’s approval of your fieldwork and keep in good contact with them. (Reporting back to land-owners if you see something you might find strange is most often very much appreciated – therefore it is a good idea to bring a list with contact information of all involved land-owners)

**Lifting:** Ask for help when lifting or carrying very heavy items, and use the correct technique for lifting (i.e. bending your knees).

**Mental health:** Avoid working alone, schedule regular breaks, plan enough time to complete fieldwork and, where possible, limit long working hours. Make a list of work priorities with the fieldwork coordinator so that it is clear what the most important tasks are and which ones can be left out if necessary.



Date

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Coordinator's signature

Name

Date

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Line manager's signature/ Risk-assessment approved Name

Name and signatures of all fieldwork participants:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_