

CEC safety checklist for fieldwork and excursions

Before the fieldwork starts you need to do three actions:

1. A risk assessment for fieldwork in accordance with the law of Systematic Work Environment Management (In Swedish "SAM"), that has to be documented (<https://www.cec.lu.se/staff-pages/field-work>), with the necessary appendices (e.g. safety data sheets) whenever required. This will be approved by your line manager, who then deposits it in the BOX "CEC Field work risk assessment" (<https://lu.app.box.com/folder/135932850467>) under a folder with the name of the fieldwork coordinator.
2. During Corona restrictions – A risk assessment with a decision for exemption from not working at the workplace has to be approved by your line manager. This describes how the work is done and how potential risks are avoided. The template is found on CEC:s webpage for fieldwork: <https://www.cec.lu.se/staff-pages/field-work>. Get it *approved and signed by your line manager*. If more than one line manager is responsible for the involved staff, they all have to sign.
3. Go through this checklist with all field workers

General safety recommendations:

- **Prepare** In general, the coordinator has done a field visit/pre-excursion at the site. The coordinator is also responsible for going through the safety precautions with all fieldworkers before the excursion/fieldwork starts
- **Inform** about leaving and returning 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, sun screen, sun hats, ear muffs, GPS, gloves, whistle, medication, safety goggles, headlamp, helmet, water bottle etc.
- **Visibility:** Use magnetic stickers with LU-logo on your cars and also use caps and/or T-shirts with the logo, use high visibility clothes when possible in e.g. forested environments.
- **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 be brought along on 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 and inform each other of the plans for the day.
 - Keep your telephone charged. Don't use the last bits of batteries while at work.
 - Bring extra charger if necessary.

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 and ask for “giftinformationen” or “poison information” (**112** if acute, 010-456 6700 for advice/information).
 - Wild animals: In Scania encounters with larger wild animals is rather unlikely during daytime. Wild boars 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. In other regions other precautions may apply. If relevant, use the “other risks” section to describe.
 - 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.
- COVID-19:**
 - A COVID-19 *risk analysis for workplace-based activities* is **required** for fieldwork, in which you describe how risks are minimized during travelling and at the place where fieldwork is conducted (e.g. minimizing number of people, wearing protective gear in field cars).
 - Stay informed of the national and regional regulations, and LU policy, see <https://www.lunduniversity.lu.se/about-lund-university/universitys-handling-coronavirus>
 - Stay informed of Faculty guidelines <https://www.science.lu.se/internal/organisation-and-governance/facultys-management-coronavirus-covid-19>
 - Keep to the rules and recommendations (e.g. distancing) when encountering others (farmers, foresters etc.) and avoid meeting indoors
 - If a COVID-19 case occurs in the work group: <https://www.staff.lu.se/organisation-and-governance/coronavirus-covid-19-information-regarding-staffphd-doctoral-students/faqs-managers-corona#Management%20of%20situations%20in%20which%20one%20person%20or%20more%20in%20a%20work%20or%20student%20group%20has%20fallen%20ill%20with%20Covid-19>
- 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 phone numbers of all members of 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. <https://www.staff.lu.se/support-and-tools/case-emergency/first-aid> or <https://hlrwebbkurs.se/gratis-expresskurs-hlr-start/>

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.
- Pregnancy:** *Risk assessment should be done immediately* for work where workers are pregnant, have given birth to a child not more than 14 weeks before work is to be performed, or for workers who are breastfeeding.
- Sexual harassment:** There is a risk of sexual harassment during fieldwork. Follow general safety rules and avoiding working alone contribute to reducing (but not eliminating) these risks. Prioritize personal safety when in an ambiguous situation. If you suspect sexual harassment has happened inform the field work coordinator, and contact your line manager, administrative manager or your safety representative. You can also contact one of the colleagues in the CEC's group for gender equality and equal treatment, and/or seek support outside CEC by contacting The Occupational Health Centre at Lund University, or in the case of PhD students, The Doctoral Student Ombudsman.
- Slipping:** Be careful along slippery ground. Use suitable shoes.
- Stings or bites by insects:** If you are allergic to bee or bumblebee stings you must carry your personal medicine and also avoid working alone. In case you get stung, always go to a hospital, since you could experience a paraphyletic shock unexpectedly.
- Temperature – getting too warm or cold:** Adapt your clothing so you do not get too warm in summertime or freeze in winter. Bring extra clothes in case you get wet and need to change.
- Ticks:** Look out for ticks during fieldwork and examine yourself afterwards. Use repellent if possible and put your socks outside your trousers. It's also advisable to use rubber boots.
- TBE:** Will the fieldwork be carried out *in an area with TBE?*

If the answer to these question is yes, the employer will pay the vaccination for all fieldworkers, including hourly employed. The employee is responsible for the vaccination process him- or herself and *the employer takes no responsibility for anyone who does not vaccinate.*

The vaccination consists of three doses during one year. You get some protection even after the first dose. Keep in mind that *the first dose of TBE vaccine must be taken two months before* the fieldwork begins to provide proper protection.

Save the receipts and register as expenses in Primula and CEC will reimburse the costs.

Transportation:

- Avoid driving for a very long time. Don't drive if you are tired.
- If an accident happens involving personal damage call **112!** This also applies if you think the police should be present! You call **11414** if you want to get in contact with the police in *non-emergency matters*, for example if you get involved in an accident.

- Waste:** Never leave any kind of waste in the field. Bring appropriate waste containers:
 - Plastic bags for burnable waste
 - Correctly marked container for sharp and pointed waste
 - Correctly marked containers for chemical waste

- Weather hazards:** check for weather warnings and avoid working when there is a high risk of e.g. extreme heat, wildfire, heavy snowfall, flooding etc.

- Other risks:** Are there more risks to be considered? Risks of working in or close to water? Risks of working in remote places? Working along roadsides?