

Risk and safety assessment for fieldwork and excursions

The employer/coordinator of the fieldwork has to make a risk assessment for all 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 (and field excursions) 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-visit at the site(s). The coordinator is also responsible for going through the safety precautions with all fieldworkers/excursion participants before the fieldwork/excursion starts.

Form: Use the following form to tick the boxes/risks you find relevant for your fieldwork/excursion, and make sure all participants read it in advance of the actual fieldwork/excursion. Get it approved and signed by your supervisor. Do not forget to bring a copy to the field.

General safety recommendations:

- **Inform** your fieldwork coordinator about leaving and returning home.
- **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. forest environments.
- **First aid kit:** bring a small first aid kit to carry with you, or one per group.
- **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

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.

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. [First aid | Staff Pages \(lu.se\)](#).

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

Equipment: Machines, tools, knives, needles etc. 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: Bring maps, mobile phone 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.

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 pågå!” 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, when 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 staff who are pregnant, have given birth to a child not more than 14 weeks before work is to be performed, or for staff who are breastfeeding.

Date

Coordinator's signature

Name

Date

Line manager's signature/ Risk-assessment approved Name

Name and signatures of all fieldwork participants:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____