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**Field Work/Trip** **Hazard Identification Checklist/Risk Assessment**

**Field Work/Trip Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Field Work/Trip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Departure Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Field Work/Trip Supervisor Instructions:**

1. Fill in Checklist at least **three weeks** prior to the departure date for travel within North America, and at least **eight weeks** prior to the departure date for travel outside North America.
2. Meet with the Safety Officer (Kevin Smith) to determine if safework procedures or training is required (see instructions below).
3. Once safety conditions are met, Safety Officer and Supervisor sign form.
4. Meet with the Coordinator to conduct risk assessment (see last part of this form).

[The Associate Dean of Arts is currently filling in for the Coordinator.]

1. FILL IN THE CHECKLIST: The Field Work/Trip Supervisor is responsible for identifying items that may pose a hazard to safety and health and signing below.

**Hazard Identification Checklist** *(please check all that apply & list any additional items)*

 **Location *(check and/or list all factors that apply)***

|  |  |  |
| --- | --- | --- |
|  | **Hazard** | **Risk Rating** |
|  | Distant Field Work/Trip |  |
|  | Isolated Field Work/Trip  |  |
|  | Government of Canada Travel Advisory designation: Avoid all non-essential travel |  |
|  | Government of Canada Travel Advisory designation: Avoid all travel |  |
|  |  |  |
| **Highest Risk Rating for Category** |  |

 **Site *(check and/or list all factors that apply)***

|  |  |  |
| --- | --- | --- |
|  | **Hazard** | **Risk Rating** |
|  | Falling trees/tree branches |  |
|  | Flash flooding/mudslide |  |
|  | Rockslide |  |
|  | Exposure to fire |  |
|  | Exposure to wildlife/livestock |  |
|  | Exposure to vehicles |  |
|  | Theft |  |
|  |  |  |
| **Highest Risk Rating for Category** |  |

 **Personal *(check and/or list all factors that apply)***

|  |  |  |
| --- | --- | --- |
|  | **Hazard** | **Risk Rating** |
|  | Allergies |  |
|  | Cold stress (hypothermia) |  |
|  | Heat stress (heatstroke) |  |
|  | Sunburn |  |
|  | Mental stress |  |
|  | Personal security and safety (including harassment/hostile persons) |  |
|  | Slips/trips/falls |  |
|  | Local disease |  |
|  |  |  |
|  |  |  |
| **Highest Risk Rating for Category** |  |

 **Flora and Fauna *(check and/or list all factors that apply)***

|  |  |  |
| --- | --- | --- |
|  | **Hazard** | **Risk Rating** |
|  | Airborne allergens |  |
|  | Exposure to stinging or venomous animals/insects (terrestrial/marine) |  |
|  | Handling of small animals |  |
|  | Handling of large animals |  |
|  | Harmful plant contact (sap, toxins, stinging hairs, etc.) |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Highest Risk Rating for Category** |  |

 **Chemicals/Hazardous Substances *(check and/or list all factors that apply)***

|  |  |  |
| --- | --- | --- |
|  | **Hazard** | **Risk Rating** |
|  | Carcinogens, genotoxins (mutagens, teratogens) |  |
|  | Corrosive agents |  |
|  | Cryogenic fluids |  |
|  | Flammables |  |
|  | Irritants |  |
|  | Sensitizing agents |  |
|  | Solvents |  |
|  | Toxic substances (poisons) |  |
|  |  |  |
|  |  |  |
| **Highest Risk Rating for Category** |  |

 **Activities/Tasks *(check and/or list all factors that apply)***

|  |  |  |
| --- | --- | --- |
|  | **Hazard** | **Risk Rating** |
|  | Boating |  |
|  | Cave diving (confined space) |  |
|  | Diving/snorkeling/working in water |  |
|  | Driving off-road |  |
|  | Rapelling |  |
|  | Rock/tree climbing |  |
|  | Sample collecting/geological sampling |  |
|  | Underground work/caving |  |
|  | Use of firearms or other weapons |  |
|  | Use of specialized Personal Protective Equipment (please specify) |  |
|  | Use of power tools including changing blades, etc. |  |
|  | Wall collapse potential |  |
|  | Working alone |  |
|  | Working at height (please specify) |  |
|  |  |  |
| **Highest Risk Rating for Category** |  |

 **Transport *(check and/or list all factors that apply)***

|  |  |  |
| --- | --- | --- |
|  | **Hazard** | **Risk Rating** |
|  | Aircraft (non-commercial)  |  |
|  | Boats |  |
|  | Specialized off-road vehicles (motorbike/ATV) |  |
|  | Vehicles  |  |
|  |  |  |
| **Highest Risk Rating for Category** |  |

 **Misc. Hazards *(check and/or list all factors that apply)***

|  |  |  |
| --- | --- | --- |
|  | **Hazard** | **Risk Rating** |
|  | Use of high voltage equipment |  |
|  | Use of explosives |  |
|  | Use of radiation – sealed |  |
|  | Use of radiation – unsealed  |  |
|  | Use of radiation – ionizing  |  |
|  | Use of high-power laser |  |
|  |  |  |
|  |  |  |
| **Highest Risk Rating for Category** |  |

**2) SUPERVISOR MEETS WITH UW SAFETY OFFICER:**

Contact the UW Safety Officer (Kevin Smith) for resources and assistance with the development of Safe Work Procedures (SWP)—and any training that Field Work/Trip Participants will require. SWP need to be developed to control the identified hazards and risks and training records must be retained for inspection by the Safety Office and/or regulatory authorities.

**3) SIGNATURES:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Field Work/Trip Supervisor Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Safety Officer Date**

**RISK ASSESSMENT**

**Instructions:**

 Field Work/Trip Supervisor consults with the coordinator or Associate Dean of Arts to determine the Risk Rating for each identified hazard based on the potential Likelihood and ***Severity***of an incident using the **Risk Matrix**. When all identified hazards have been assessed, list the **highest** Risk Ratingfor each **Hazard Category**.

**Likelihood**

Almost Certain - event expected to occur

Likely - event could occur, but not certain to occur

Slight - small chance that event will occur

Unlikely - chance of event occurring is doubtful or improbable

Rare - no expectation that event will occur

**Severity**

Severe - causing death, widespread occupational illness, loss of facility

Major - severe injury, serious illness, significant property and/or equipment damage

Moderate - formal medical treatment, property and/or equipment damage

Minor - first aid, non-serious injury, illness or damage

Negligible - minor first aid, short-term discomfort

**Risk Matrix**

|  |  |
| --- | --- |
|  | **Severity** |
| **Likelihood** | **Negligible** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Almost Certain** | **Medium** | **High** | **Very High** | **Very High** | **Very High** |
| **Likely** | **Medium** | **Medium** | **High** | **Very High** | **Very High** |
| **Slight** | **Low** | **Medium** | **High** | **High** | **Very High** |
| **Unlikely** | **Low** | **Low** | **Medium** | **Medium** | **High** |
| **Rare** | **Low** | **Low** | **Low** | **Medium** | **Medium** |

**Risk Rating:**

**On the basis of a risk assessment of the identified Hazards, the Field Work/Trip has been determined to be (to be completed by the Coordinator, Experiential Learning):**

*Note – Item 4 may apply in conjunction with item 2 or 3.*

1. Low Risk \_\_\_\_\_\_\_ **All** Hazard categories have been rated as **Low** or **Medium** Risk. Approval of Field Work/Trip Plan is required by Coordinator, Experiential Learning.
2. Higher Risk \_\_\_\_\_\_\_ One **or more** Hazard categories have been rated as **High** Risk and **no** Hazard categories have been assessed as **Very High** Risk. Approval of Field Work/Trip Plan is required by Coordinator, Experiential Learning.
3. Higher Risk \_\_\_\_\_\_\_ One **or more** Hazard categories have been rated as **Very High** Risk. Approval of Field Work/Trip Plan is required by the area Dean and VPA.
4. Higher Risk \_\_\_\_\_\_\_ Destination has a Government of Canada Travel Advisory designation of **“Avoid all travel” or “Avoid non-essential travel”**. Approval of Field Work/Trip Plan is required by the area Dean and Vice-President (Academic).

**Depending on Risk assessment, a combination of approvals may be required. If the risk rating is ranked as level 1 or 2, only the Coordinator’s signature is required below.**

Individuals responsible for approving a Field Work/Trip Plan have the right to refuse to grant approval, make approval conditional on certain criteria being met, or seek further expert advice or opinion.

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**Signature of Coordinator Date**

(Associate Dean of ARTS)

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**Signature of Faculty Dean Date**

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**Signature of Provost and Vice-President, Academic Date**