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| **Section 1: Activity Overview** |
| **Department**  |  | **Date Initiated** |  |
| **Date Reviewed** |  |
| **Principal Investigator** |  | **Contact Information** | **Phone** |  |
| **Email** |  |
| **DESCRIPTION OF PROPOSED ACTIVITY /ACTIVITIES**  |
|  |
| **Date(s) of Activity** |  | **Location(s)** |  |
| **Emergency Response Plan Developed** | Yes [ ]  | No [ ]  | **Qualified 1st Aid Participating** | Yes [ ]  | No [ ]  | **Safety Briefing Developed** | Yes [ ]  | No [ ]  |
| **Type Transportation to Location** | [ ]  University Owned | [ ]  Public  | [ ]  Contracted  | [ ]  Personal ***(Enter License Plate)***:   |
| **Participants** |  |  |  |
| **Level of Inherent Risk for this Activity** | Low [ ]  | Medium [ ]  | Significant [ ]  | High [ ]  |
| **RELEVANT RISKS ASSOCIATED WITH THIS ACTIVITY / ACTIVITIES *(check all that apply)*** |
|  [ ]  Travel to Location(s) | [ ]  Biological Hazard(s) | [ ]  Hazardous Terrain |
|  [ ]  Adverse Weather Conditions | [ ]  Communications | [ ]  Environmental Hazards |
|  [ ]  Slips, Trips, and Falls | [ ]  Working On or Over Water | [ ]  Hiking |
|  [ ]  Wildfires | [ ]  Legal Compliance | [ ]  Food and Water |
|  [ ]  Handling of Activity Tools and Equipment | [ ]  Chemicals or Other Hazardous Materials | [ ]  Other ***(explain)*** |
| **ASSOCIATED SAFE WORKING PROCEDURES FOR THIS ACTIVITY / ACTIVITIES *(list all applicable)*** |
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| **Required or Recommended Safety Equipment / Tools** (including emergency equipment): |
| **COMPLIANCE CONSIDERATIONS IN DETERMINING CONTROL MEASURES** ***(list applicable legislation, regulations, standards, practices or guidance materials)*** |
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|  |  |
| **DECLARATION: The risk control measures identified above will be implemented before fieldwork begins.** |
| **PRINCIPAL INVESTIGATOR** |
| Signature:  | Date:  |
| **BIOSAFETY OFFICER (OEHS) APPROVAL** |
| Name: | Signature:  | Date:  |

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| **Section 2: Risk Controls** |
| **The following generic risk controls cover most activities associated with low risk fieldwork. Enter a checkmark for those relevant to your fieldwork. If these controls are insufficient for the proposed activity, additional risk controls must be documented in Section 3.** |
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| **TRAVEL TO LOCATION(S)** [ ]  Drivers are appropriately licensed and experienced with driving conditions. [ ]  Community standards for fatigue management will be applied to driving. [ ]  Vehicles are serviced and maintained per manufacturer recommendations. [ ]  Vehicle distractions (cell phones and other mobile electronic devices) are limited to those permitted by applicable local and state regulations. [ ]  Only reputable contract providers are permitted to be used. | **BIOLOGICAL HAZARD CONTROL** [ ]  Respectful behavior demonstrated around animals and plants. [ ]  Clothing and repellents appropriate to fieldwork location are to be worn. [ ]  Situational awareness of hazardous flora / fauna is practiced and participants keep to paths.  [ ]  First aid to be applied in the event of a bite or sting; hospitalization as required.  [ ]  Tetanus vaccinations verified where/ when appropriate.  [ ]  Rabies pre-exposure vaccinations where/when appropriate |
| **HAZARDOUS TERRAIN** [ ]  Appropriate behavior exhibited (no horse play tolerated). [ ]  No climbing trees, rock faces or structures without adequate gear and training specific to the gear used. [ ]  Participants to maintain high level of awareness in hazardous conditions.  [ ]  Alternative routes to be utilized where possible. | **WEATHER / EXPOSURE** [ ]  Clothes, shoes, hats and sun protection appropriate to location. [ ]  Sufficient drinking water carried at all times. [ ]  Prevailing / forecasted weather conditions and tide reports are monitored; fieldwork modified accordingly.  [ ]  Navigation tools, food, and illumination are carried if being stranded is a risk.  |
| **COMMUNICATIONS** [ ]  Communication equipment checked for proper function in the fieldwork location(s). [ ]  Operators of radios, phones, etc. are trained in their use. | **WILDFIRES** [ ]  Fieldwork in locations under any type of Fire Ban is to be avoided. [ ]  No fires to be left unattended.  [ ]  Smoking in the field is to be avoided if there is a fire risk.  |
| **FOOD AND WATER** [ ]  Personnel preparing food shall be trained on food hygiene. [ ]  Sufficient meals and water will be provided to sustain/hydrate field work staff. | **CHEMICALS AND OTHER HAZARDOUS MATERIALS** [ ]  Hazardous materials will be labeled, stored, transported, and used according to Regulatory requirements and VCU guidelines. [ ]  Hazardous waste will be safely disposed of appropriately.  |
| **ENVIRONMENTAL HAZARD CONTROL** [ ]  Participants briefed on appropriate behavior for the field location(s). [ ]  Litter to be collected and carried out of fieldwork location(s). [ ]  Toilet wastes to be buried 20cm in soil, at least 100m from water courses. [ ]  Sampling done in a manner that minimizes environmental disturbance. [ ]  Environmental damage will be reported to the relevant regulatory authority. | **WORKING ON OR OVER WATER** [ ]  No one may conduct fieldwork in or on seas, lakes, or rivers alone or unmonitored. [ ]  Site / task hazards will be assessed and communicated before starting fieldwork. [ ]  Personnel who cannot swim will not enter the water without wearing an approved Personal Floatation Device (life jacket).  [ ]  Personal Protective Equipment must be used as designed and required. [ ]  Personnel operating boats must be licensed and ensure safety regulations are followed. |
| **MANUAL HANDLING** [ ]  Field gear must be packed to minimize the risk of injury and to distribute weight evenly. [ ]  Heavy equipment will be moved either mechanically or by team lifting. | **EQUIPMENT USE** [ ]  Equipment to be maintained in safe working condition and fit for purpose. [x]  Personal Protective Equipment (e.g. safety vest, hard hats, safety glasses, gloves, respiratory protection) to be worn if required.  [ ]  Electrical appliances tested annually by a qualified electrician.  |
| **EMERGENCY**  [ ]  PIs will ensure that appropriate medical/first aid supplies are provided for the duration of fieldwork. [ ]  First Aid kit available. [ ]  At least one member of the team is First Aid qualified. [ ]  Designated Emergency Contact has immediate access to approved Fieldwork Safety Plan. | **LEGAL COMPLIANCE** [ ]  Any necessary permits to conduct fieldwork to be obtained by responsible official prior to activity. [ ]  The designated team “person in charge” will ensure that all relevant regulations and guidelines are complied with.  [ ]  Alcohol and Other Drugs are not permitted.  |
| Are the Section 2 Risk Control measures appropriate for the fieldwork? | YES [ ]  | NO [ ]  ***(If NO – complete Section 3)*** |

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| **Section 3: Additional Risk Controls** |
| **Risk Controls Needed** | **Responsible Person** | **Implemented (Yes or No)** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
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