

### University of Toronto Field Research Assessment Form

Pursuant to the University of Toronto Guidelines for Safety in Field Research (<http://www.ehs.utoronto.ca/Assets/ehs+Digital+Assets/Guidelines+on+Safety+in+Field+Research.pdf>), this form is to be completed by the Academic Supervisor and submitted to the Department Chair (or equivalent) prior to departure on field research. Multiple trips to the same site or group of sites can be covered by one form. The form is good for a single academic year and a new form must be completed annually.

Department: \_\_\_\_\_  
 Person in charge of field research (e.g. faculty, TA or supervisor) \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Academic Supervisor: \_\_\_\_\_  
 Location of Field Research (City, Province, Country): \_\_\_\_\_

Please note that for all students travelling to a country (other than Canada), the Out of Country Program Risk Assessment available from the Safety Abroad Office (SAO) at <http://www.utoronto.ca/safety.abroad/> must be completed. For staff and supervisors please ensure that you are aware and follow the risk level assessment and recommendations made available by the SAO.

#### Details of Trip

Date of Departure: \_\_\_\_\_  
 Date of Return: \_\_\_\_\_

#### Field Research Team:

Name	Please select one:			First Aid Trained Please select Yes or No
	Team leader	Team member	Other: specify	

### Assessment Procedures:

The Academic Supervisor/ Coordinator in charge of the field research is responsible to ensure that all applicable hazards are assessed and appropriately mitigated.

The purpose of a hazard assessment is to determine the measures which must be taken to enable work to be carried out safely. A hazard is an attribute of an activity, substance or thing which confers on it the potential to cause injury, damage or loss. Risk is the probability of this injury, damage or loss occurring and includes the severity. The output of this assessment tool will help identify those hazards that require further work in order to be counteracted. If you require guidance in conducting the assessment and in implementing appropriate controls you can contact the Office of Environmental Health and Safety at [ehs.office@utoronto.ca](mailto:ehs.office@utoronto.ca).

Note that the below does not represent all possible hazards that could be encountered. If there are hazards not found in the table, it is the responsibility of the PI to use the “Other” categories to enter the information.

### Hazardous Agent

Agent	Exact Location of hazard (At research site or en route to site, located by accommodations etc.)	Hazard description	Safety mitigation
Hazardous chemicals			
Ionizing radiation			
Non-ionizing radiation			
Biological agents			
Noise >85 decibels			

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Vibration			
Asbestos			
Lead or compounds			
Silica			
Mercury or compounds			
Carcinogens			
Diseased animals			
Dangerous animals			
Insects & Bites			
Disease from insect vectors (e.g. malaria, lyme etc.)			



Plants (poison ivy, oak etc.)			
Diseased humans			
Working with or near explosives			
Working with or near fire			
Flammables/combustibles			
Cryogenics			
High or low pressure vessels			
Temperature extremes			
Sun exposure			
Unclean water			
Travel on dangerous roads or off-road			



Working with electricity			
Other Agent not specified above (enter below) _____			

### Hazardous Equipment

Equipment	Exact Location of hazard (At research site or en route to site, located by accommodations etc.)	Hazard description	Safety mitigation
Hand tools and equipment (e.g. hammer, screwdriver, etc.)			
Stationary Power Machines			
Autoclave			
Powered cutting tools			
Exposed moving parts			
Lifting devices & or Mobile equipment			
Sharps (needles etc.)			



Magnetic fields			
Glassware			
Airplanes helicopters			
Centrifuge			
Drills			
Lasers			
Large or heavy equipment			
X-ray equipment			
Firearms, projective weapons, etc.			
Compressed gas tanks			
Electrical equipment: (e.g. electrical panels, lighting, electrical wiring)			



Pressure systems: Will the student be working in proximity to pressure pipes or steam boilers?			
Other equipment not specified above (enter below) _____			

### Hazardous Activities

Activities	Exact Location of hazard (At research site or en route to site, located by accommodations etc.)	Hazard description	Safety mitigation
Confined or restricted spaces			
Harassment: Is there a policy on harassment that will be provided to the student?			
Violence: Are there situations where the student could be exposed to violence? Could the student become a subject of violence?			
Shift Work			
Work Stress: Will there be a high level of stress in the student's work? (e.g. work requiring constant alertness for long periods of time, such as a security monitor, or work with high levels of emotional stress such as working in an Emergency Room)			



General Housekeeping: Will the student work in uncluttered workspace with minimal distractions? (e.g. tidy work area)			
Entrances, exits and stairways: Will the student encounter passageways, entrances, exits (especially fire) or stairways that are not clearly marked or clear of obstructions?			
Working alone			
Welding			
Conducting equipment repairs			
Lifting heavy objects			
Working from scaffolds			
High force motions			
Climbing/cliffs			
Activities requiring high fitness levels			



Elevated height (>3m)			
Isolated or remote location			
Using/driving vehicles			
Working with ladders			
Repetitive motions			
Producing hazardous waste			
Awkward postures			
High altitudes			
Water travel			
Hiking			
Other Activity not specified above (enter			

below)			
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Any other concerns or comments not previously covered:

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### Health Considerations when travelling:

The CDC (Center for Disease Control and Prevention) offers an array of resources and tools so that you may assess and review the health considerations for your research destination. For more information please visit: <http://wwwnc.cdc.gov/travel/>

The CDC also offers a guide on Health Information for International Travel (commonly called the Yellow Book); published every two years by CDC as a reference for those who advise international travelers about health risks. For more information please visit: <http://wwwnc.cdc.gov/travel/page/yellowbook-home-2014>

The ISTM (International Society for Travel Medicine) promotes healthy travel to international destinations and also provides the Global Travel Clinic tool which allows you to search for medical facilities located in more than 80 countries, clinics offer pre-travel immunizations, counseling and medicines to help protect travelers while traveling internationally. Most clinics also provide care to travelers if needed upon their return. It is strongly recommended that a travel clinic be visited well in advance of any travel. For more information please visit: <http://www.istm.org/>

### Duration of travel

Please note that for U of T employees (not students), a worker who is an Ontario resident, and whose usual place of employment is in Ontario, is automatically covered under WSIB for up to six months while temporarily working outside Ontario.

For travel longer than 6 months please contact the Office of Health & Well-being at (416) 978-2149 or [www.hrandequity.utoronto.ca](http://www.hrandequity.utoronto.ca)

### EMERGENCY PROCEDURES:

If you require an alternative format of this document please contact [ehs.office@utoronto.ca](mailto:ehs.office@utoronto.ca).

University Contact Name: \_\_\_\_\_

University contact phone #: \_\_\_\_\_

Alternate university contact phone #: \_\_\_\_\_

Local Contact Name and number: \_\_\_\_\_

Local emergency service number: \_\_\_\_\_

Scheduled Communication (e.g. weekly calls to check in with designated person): \_\_\_\_\_

Additional comments:

### ACKNOWLEDGEMENT OF TEAM MEMBERS:

I, the undersigned, acknowledge that I have read the University of Toronto Guidelines for Safety in Field Research and in keeping with it,

- (a) I have been fully informed of the risks of this field research and I accept them;
- (b) I will comply with the established safety procedures;
- (c) I am in a satisfactory state of health to undertake the research; and
- (d) I have received all of the prescribed immunizations.

Name	Signature	Date

**Signature of Academic Supervisor/PI:**

I acknowledge that this safety plan has been prepared in keeping with the requirements of the University of Toronto Guidelines for Safety in Field Research. I understand that as the supervisor I am responsible for the health and safety of staff and students participating in this work.

Name	Signature	Date

**Signature of Department Chair (or equivalent):**

I acknowledge receipt of this document. I understand that I am responsible for the health and safety of staff and students participating in this work and ensure that supervisors and PI's in my department who conduct this work have been made aware of the responsibilities.

Name	Signature	Date

**\*Please ensure a copy of this assessment gets sent to your department Chair (or equivalent) and any other relevant personnel.**