

Risk Assessment

Title:	
Issue Date:	
SOP#	
Revision #	

FIELDWORK RISK ASSESSMENT CHECKLIST (5 pages)

Contact Information

Name	Status (ie. Undergrad, grad student etc.)	Email	Phone #	Address
Dates of trip	Fieldwork area/purpose of work		Address/phone in field	
2 people to be contacted in emergency (optional)				
Name (and relationship to you)	Address:		Phone #'s	Email
Name (and relationship to you)	Address:		Phone #'s	Email
Contact details in host location				
Name of Host:	Address:		Phone #	Email
Emergency/Insurance Details				
			Trip insurance policy No:	Insurance phone:
Saint Mary's University department contact details				
Name of supervisor:		Name of others on trip:		
Email:				
Phone #:				

Please provide a summary detailing your proposed activities.

Signature of Responsible Faculty Member

Print Name of Responsible Faculty Member

Dated

Signature of Dean

Print Name of Dean and Faculty

Dated

Complete the following checklist to outline risk and your planned risk management.

If there are further topics of concern please add to this checklist.

TRAVEL (Auto, boat, air)			
Hazard Identification (potential)	Applicable? (Y/N)	Risk Analysis	Risk Management Plan
Vehicle Condition (safety equipment, mechanical, tires, etc.)			
Driver Qualification/Experience for location activity			
Route Conditions – Weather extremes			
Route Conditions - rough (inc. flat tires)			
Route Conditions - congestion			
Route Conditions - winding, limited sight line			
Pedestrians			
Intersections/Railroad Crossings			
OTHER:			
OTHER:			
HUMAN FACTORS/PARTICIPANT ACTIVITIES			
Hazard Identification (potential)	Applicable? (Y/N)	Risk Analysis	Risk Management Plan
Hiking/Walking			
Climbing			
Lifting/Carrying			
Swimming/Snorkeling/SCUBA/Boating			
Digging/Trenching			
Use of Tools (including chipping)			
Extended Immobility (auto, boat, air)			
Fatigue/Dehydration			
Food Handling			
Language/Culture Differences			
Separation of Individuals from Group			

Lack of Rest Stops/Facilities			
Individual Behaviors/Risk Acceptance			
Equipment Failure			
OTHER:			
OTHER:			

ENVIRONMENTAL HAZARDS (Natural) (List identified hazards associated with the environment)

Hazard Identification (potential)	Applicable? (Y/N)	Risk Analysis	Risk Management Plan
Temperature Extremes (Hot/Cold)			
Uneven/Slippery Walking Surfaces			
Sharp Objects—rocks, coral, vegetation			
Heights/Drop-offs (including high elevation)			
Falling Objects/Obstructions			
Tight Spaces/Narrow Openings/Overhangs			
Darkness/Low Light			
Strong Sunlight (including sunburn)			
Foul Weather—wind, rain, snow, lightning, flash flood			
Fire Hazard			
Smoke/Dust/Fog			
Toxic/Allergic Sources (vegetation, pollen)			
Animals—insects, reptiles, mammals, other			
Water/Current—streams, waves, tides, depth			
OTHER:			
OTHER:			

ENVIRONMENTAL HAZARDS (Man-made)

Hazard Identification (potential)	Applicable? (Y/N)	Risk Analysis	Risk Management Plan
Vehicular Traffic—roads, railroads			
Bridges			

Fences			
Utility Lines			
Local Inhabitants (including hunters)			
Crowds/Spectators			
OTHER:			
OTHER:			
EMERGENCY RESPONSE			
Hazard Identification (potential)	Applicable? (Y/N)	Risk Analysis	Risk Management Plan
Limited/Remote Medical Services			
Limited Communications			
OTHER:			
OTHER:			

HEALTH If any participant has a health concern that may cause a concern during the trip, the participant should document the pertinent information and put in a sealed envelope, marked “confidential, only to be open in case of a medical concern”. Unopened envelopes will be returned to participants at the end of the trip.			
INHERENT TO THE COURSE ITSELF (list hazards associated with the nature of the course content itself and/or associated research)			
LEGAL CONSIDERATIONS (List identified hazards associated with the laws and legal system of the country in which the activity is taking place, e.g. laws relating to drugs/ alcohol, sexuality, severity of punishment for crimes; nature of the legal system; obtaining legal assistance.)			