



Field Work Risk Management Form

This form must be completed prior to undertaking any field work entailing higher risk and the requisite approvals obtained.

In cases of group projects, the UW Principal Investigator or Field Supervisor completes one form on behalf of the group. If only one person is undertaking the field work, she/he is responsible for completing the form.

Date of Request: _____

UW Principal Investigator or Field Supervisor

Name:		
Department:		
Contact email:		
Telephone: Home:	Office:	In the field:
Status(student, staff, faculty):		
Alternate Emergency Contact:		
Name:		
Department:		
Contact email:		
Telephone: Home:	Office:	In the field:

Other UW Field Work Participants

Name:	Department:

Non-UW Field Work Supervisor or Co-ordinator (e.g., at the site)

Name:		
Organization:		
Contact email:		
Telephone: Home:	Office:	In the field:
Position:		
Alternate Emergency Contact:		
Name:		
Organization:		
Contact email:		
Telephone: Home:	Office:	In the field:

Brief Description of Field Work including Purpose and Location(s)

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Trip Dates

Departure:	Return:

For the sections below, please contact the Safety Office (ext. 33587) or the International Programs Office (ext 32288) for additional information if required.

Transportation (15 person vans are prohibited)

Check those that apply to this activity:

<input type="checkbox"/>	Have reviewed UW Vehicle Use Safety Guidelines. http://www.safetyoffice.uwaterloo.ca/hse/fieldwork/Vehicle_Safety_Guidelines_UWOct2008.pdf
<input type="checkbox"/>	University vehicle (Insurance coverage provided for authorized drivers)
<input type="checkbox"/>	Private vehicle (\$2,000,000 personal liability coverage recommended, minimum of \$1,000,000 required)
<input type="checkbox"/>	Rented vehicle (collision coverage and \$2,000,000 of personal liability coverage recommended, minimum of \$1,000,000 required) http://www.adm.uwaterloo.ca/infopur/travel.html
<input type="checkbox"/>	Drivers have valid licenses (location - dependent): attach copies if not in Department Records
<input type="checkbox"/>	Hazardous Materials (radioactive, biohazard, and chemical) - Safety Office has been contacted for permit (ext. 33587).
<input type="checkbox"/>	Other forms of transport that require a license (e.g., boats, trailers) – specify and attach copies of licenses if applicable:

Environment (there is no limitation period on claims)

Check those that apply to this activity:

<input type="checkbox"/>	Activity located in or near a protected natural area
<input type="checkbox"/>	Activity includes sampling (specify). If live, non-human vertebrate animals, complete Office of Research Ethics (ORE) certification (AUPP) and copy to Office of Research Ethics, Needles Hall
<input type="checkbox"/>	Sampling or removal of flora or fauna
<input type="checkbox"/>	Remediation of contaminated land -- specify:
<input type="checkbox"/>	Approval will be obtained from applicable authorities if hazardous substances are deposited into the environment (air, land, water) – specify, including approval references:
<input type="checkbox"/>	Hazardous wastes if generated will be disposed of according to applicable legislation – specify, including approval references :
<input type="checkbox"/>	Other forms of environmental impact -- specify:
<input type="checkbox"/>	Required environmental permits or licenses have been obtained (e.g., radioisotope license) – specify and attach records if applicable:

Health/Safety

Check those that apply to this activity:

<input type="checkbox"/>	Recommended immunizations and/or vaccines have been obtained (mandatory) For information contact Occupational Health Nurse Ext. 36264. http://www.phac-aspc.gc.ca/tmp-pmv/index-eng.php
<input type="checkbox"/>	First aid kit and First aid certification (For any group size, at least one member must be certified) (mandatory)
<input type="checkbox"/>	Communication devices must be available (e.g., cell phones, BlackBerry) (mandatory) – specify (for remote locations refer to UW Remote Field Work Communication Guidelines and attach record of plan) http://www.safetyoffice.uwaterloo.ca/hse/fieldwork/Remote_Field_Work_Communication_Oct2008.pdf
<input type="checkbox"/>	Emergency contact person for group(s) has been indicated (mandatory)
<input type="checkbox"/>	Recommended pre-participation physical (normally required for strenuous activity such as using underwater equipment or working at high altitudes) has been completed
<input type="checkbox"/>	Other medical requirements have been met -- specify:
<input type="checkbox"/>	Personal protective equipment will be used (mandatory) --specify):
<input type="checkbox"/>	Health and Safety Training completed (e.g., use of boats) (mandatory) http://www.safetyoffice.uwaterloo.ca/hse/training/training.html WHMIS, (Workplace Hazardous Materials Information System) training mandatory for all field activity associated with hazardous materials. attach copies of records if not in Department Records
<input type="checkbox"/>	Task Hazard Analysis has been carried out (mandatory– Record Attached) http://www.safetyoffice.uwaterloo.ca/hse/hazard-analysis/task_hazard_analysis.html

Student Involvement

Check those that apply to this activity:

<input type="checkbox"/>	Risk and Responsibility Form has been completed (mandatory for each undergraduate or graduate student) copies to Dept prior to departure http://www.safetyoffice.uwaterloo.ca/hse/fieldwork/risk_responsibility08.pdf
<input type="checkbox"/>	Emergency Contact Form has been completed (mandatory for each undergraduate or graduate student) -copies to Dept prior to departure http://www.safetyoffice.uwaterloo.ca/hse/fieldwork/EmergencyInfoformDec08.pdf
<input type="checkbox"/>	UW International Pre-Departure Briefing completed (mandatory for all students to international locations , other than USA) http://www.research.uwaterloo.ca/international/predeparture.html
<input type="checkbox"/>	Have Registered at a Canadian Government Office Abroad (mandatory for international locations) https://www.voyage2.gc.ca/Registration_inscription/Register_Inscrire/Login_ouvrir-une-session-eng.aspx?fwd=true&hash=p0V4sJhYtXNnDsAOImpW8w6161
<input type="checkbox"/>	Field Program Pre-Departure Briefing Completed by supervisor for all participants (mandatory for all locations)

Cultural/Legal

Check those that apply to this activity:

<input type="checkbox"/>	Have reviewed DFAIT (Department of Foreign Affairs and International Trade – Canada) Travel Reports by Region (mandatory for international locations). http://www.voyage.gc.ca/countries_pays/menu-eng.asp
<input type="checkbox"/>	Required government, host or institution approvals, certifications, permits or licenses have been obtained –specify attach records if applicable:
<input type="checkbox"/>	Subcontractors have completed an equivalent risk management assessment if so attach record
<input type="checkbox"/>	Activity includes surveys of human participants. ORE certification (ORE 101) has been obtained from Office of Research, Ethics, Needles Hall.
<input type="checkbox"/>	Other forms of possible social or cultural impact --specify:

UW Policies and Guidelines

Check those reviewed that apply to this activity

<input type="checkbox"/>	Policy 31-Travel http://www.adm.uwaterloo.ca/infosec/Policies/policy31.htm Travel Requirements http://www.adm.uwaterloo.ca/infosec/guidelines/travel_requirements.htm
<input type="checkbox"/>	Policy 34-Health, Safety & Environment http://www.adm.uwaterloo.ca/infosec/Policies/policy34.htm Injury/Incident Reporting Requirements http://www.safetyoffice.uwaterloo.ca/hse/injury/injury_reporting.htm
<input type="checkbox"/>	Safety in Student Abroad Programs http://www.research.uwaterloo.ca/international/guidelines/safety.html
<input type="checkbox"/>	Policy 60- University of Waterloo Emergency Response http://www.adm.uwaterloo.ca/infosec/Policies/policy60.htm

Mitigation of Risk

Identify possible risks associated with principal activities and indicate risk - mitigating measures that will be undertaken. (Ensure that all participants are informed of possible risks as well as precautions to be taken, and that they receive appropriate training for ensuring their safety.)

Examples of Risk:

Natural Hazards (extreme heat/cold, avalanche, earthquake, floods, animals)

Environmental (contamination, pollution, biohazards)

Health (disease)

Occupational Health & Safety (inadequate safety measures or training)

Technological (explosion, firearms, equipment, travel)

Security (vandalism, theft, terrorism)

Human/Political (riots, sabotage, assault, political instability)

Legal (laws, licenses, permits, authorizations, contracts, negligence, drugs and alcohol, finances)

Social/Cultural (impacts to local communities)

Principal Activity / Possible Risk	Mitigating Measures

1. The Principal Investigator/Field Work Supervisor and Unit Head/Director/Dean sign two completed copies.
2. One signed copy retained by the Principal Investigator or Field Work Supervisor until the activity is over.
3. One signed copy retained in departmental records, for legal reference or audit, until reviewed by Safety Office (after review records retained by Safety Office for 3 years after activity ceases except environmental activities which are held indefinitely.).

Name: _____ Signature: _____ Date: _____
Principal Investigator* and or Field Work Supervisor *

Name: _____ Signature: _____ Date: _____
Unit Head*/Director* or Dean*

**As signatory, I have reviewed this proposal and am satisfied that all reasonable steps have been taken to mitigate risks.*

**In case of any field work emergency, the first UW contact is:
UW Police Services 519-888-4911. On campus Ext. 2222**

Endorsed: June 20, 2008 Associate Deans Research and September 17, 2008 Deans' Council

Revision October 28, 2008; July 10, 2009