

# UTSA Field Trip Safety Inspection Checklist

## 1. Travel Details

- Vehicle roadworthy
- Driver of vehicle appropriately licensed
- Appropriate insurances in place and cover all people
- Adequate number of drivers (eg. to cover rest periods)
- Environmental influences that may affect driving conditions (eg. weather, terrain, etc)

## 2. Communication

- Adequate number and type of communication devices available
- Will communication devices work in the field trip location
- Mobile Phone-fully charged

## 3. Supervision

- Adequate number of staff to supervise students
- First aid available

## 4. Field Site Hazards

Which of the following hazards will be on site?

- Water- physical, chemical, biological
- Soil- physical, chemical, biological
- Bites and stings
- Exposure to outdoor UV Radiation
- Exposure to cold conditions
- Exposure to hot conditions-working in heat
- Changes in weather conditions
- Electrical- electric gate, fences, generator, etc.
- Traffic hazards
- Manual handling
- Risk Assessment-completed and signed off

## 5. Chemicals

- Labelling-all chemicals correctly and clearly labelled
- Chemicals well packed and stored for transport
- Disposable Gloves and Safety Glasses-packed
- SDS available for each chemical

- Risk Assessment- up to date, comprehensive
- 6. Biological**
- Soap and water for hand washing
  - Protective gloves
  - Immunization (if applicable)
- 7. Electrical**
- Visual inspection of all electrical leads
  - Visual check of equipment tags
- 8. Equipment/Mechanical**
- 8.1 Field Instruments**
- Instruments maintained and in good condition
  - User trained in correct use of instruments
  - Instrument body, sensors and cabling thoroughly cleaned after field work
- 8.2 Field Equipment**
- Equipment maintained and in good condition
  - User trained in correct use of equipment
  - Equipment decontaminated after field work
- 9. Manual Handling**
- Risk Assessment- up to date, comprehensive
- 10. Field Trip Safety Training**
- Complete and sign UTSA Field Safety Plan
  - Give a copy of the UTSA Field Safety Plan to someone not on the field trip
- 11. Emergency Procedures**
- First Aid Kits-fully stocked
  - Emergency contact numbers provided
  - Local Hospital, police numbers easily accessible in event of emergency
- 12. Personal Protective Equipment**
- Footwear-check condition-appropriate for terrain?
  - Safety vests
  - Waders/boots
  - Wet weather gear

- Head protection (sun hats, caps)**
- Warm protective clothing**
- Change of clothes**
- Towels**
- Sunscreen and Insect Repellent**
- Protective gloves**