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