

Science Faculty/Staff Field Activity Checklist

Before the Activity

- ___ 1. Include field activity requirements in the course syllabus [e.g. transportation, supplies, clothing, foot wear, Personal Protective Equipment (PPE)]
- ___ 2. Conduct a hazard assessment of each activity and complete one or more *Hazard Assessment* forms; These forms must be submitted with the *Science Field Activity Plan*
- ___ 3. Work with your Science Laboratory Assistant in obtaining appropriate PPE
- ___ 4. Add information to a *Policies and Emergency Information for Science Courses* form for each field activity; Participants must sign this form at the beginning of the semester or prior to each activity
- ___ 5. Work with your Science Laboratory Assistant to reserve transportation
- ___ 6. Insure that all ACC drivers are approved by the ACC Environmental Health Safety, and Insurance Office (EHS); The EHS requires at least 2 working days to approve a driver.
- ___ 7. Make reservations for any overnight stays
- ___ 8. Obtain emergency telephone numbers for the area of the activity and for the EHS [(512) 223-1015 or pager 849-5537].
- ___ 9. Apply for any local, state, or federal collecting permits and obtain advance permission for entry into any restricted areas
- ___ 10. Complete a *Science Field Activity Plan* and, if funds are required, an ACC *Request for Travel* form; Your Department Chair and Budget Authority must approve all activities requiring ACC funds
- ___ 11. Submit *Science Field Activity Plan*, one or more *Hazard Assessment* forms, and a partially completed *Policies and Emergency Information for Science Courses* form to Department Chair at least 3 days before an activity, or if funding is required, at least 15 days in advance. Approved forms must be in Dean's office prior to the activity.
- ___ 12. If privately owned vehicles (POVs) are used, make sure that all POV at least 18 years old. Send copies of POV driver licenses and proof of insurance to the EHS.
- ___ 13. Have your Science Laboratory Assistant inventory and check all PPE, first aid kits (1 for each ACC/rental vehicle), fire extinguishers (1 for each ACC/rental vehicle), and flashlights (1 for each ACC/rental vehicle). Ensure that you have a supply of *Student Accident Claim* and *Supervisor's Injury/Illness Analysis and Prevention Report* forms.
- ___ 14. Brief students on the upcoming field activity and provide students with a checklist of items to wear/bring for the field activity. Your briefing should include:
 - a. Required clothing/footwear – e.g. sturdy, enclosed footwear with < 1” heels if activity leaves hard/landscaped surfaces, beaches, or maintained roads/ trails
 - b. Suggested clothing – e.g. long sleeves/pants, hats, inclement weather gear
 - c. Required and suggested PPE
 - d. Food and water arrangements
 - e. Desirability of insect repellent, sunscreen and chapstick
 - f. Necessity to bring and administer your own medications
 - g. Reminder that no items will be allowed that are prohibited on campus
 - h. Assembly time for the activity
 - i. Requirement to show up on time for safety briefing to participate in the activity
 - j. Anticipated return time

k. How participants will be notified if the activity has been cancelled or postponed

___ 15. Distribute *Science Field Activity Waiver & Release of Liability, Policies and Emergency Information for Science Courses* forms, and if applicable, *Science Field Activity Volunteer Driver Waiver & Release of Liability* forms for completion and signature. This should be done far enough in advance to allow minors to have their parents/guardians sign their waiver and release forms.

___ 16. Send signed participant waiver & release forms to Department Chair and signed volunteer driver waiver & release forms to the EHS.

___ 17. If applicable, pick up rental vehicles. Purchase collision damage waiver (CDW) and insurance required by the EHS for all ACC rentals.

Day of the Activity

___ 1. Listen to latest weather/water condition forecast

___ 2. Ensure all safety equipment/supplies are loaded in vehicles. Load 15-passenger vans so as to maintain a low center of gravity forward of the rear axle.

___ 3. Confirm that you have signed *Policies and Emergency Information for Science Courses* forms for all participants and have received signed waiver & release forms for all participants and POV drivers.

___ 4. Ensure that all participants have the EHS telephone and pager numbers. They can be included in field activity checklists, handouts, or guidebooks.

___ 5. Ensure that participants have required clothing, footwear, and PPE

___ 6. Brief drivers on:

- a. Requirement for safety checks of vehicles
- b. Compliance with traffic laws
- c. Seat belt requirement
- d. How to handle fatigue/sleepiness
- e. Possible road/weather/water/parking hazards (e.g. fire hazard when parking in high grass, hazards associated with fog, slippery roads or water crossings)
- f. Directions to field activity location(s); Provide each driver with a map and/or written directions to get to field activity locations.
- g. Procedure if separated from convoy.
- h. Ensuring doors are locked when leaving vehicle
- i. EHS notification requirements for accidents
- j. (If applicable) Need for slow, wide turns with 15-passenger vans
- k. Other general safety policies, procedures, and hazards for the activity

___ 7. Brief all participants on:

- a. Location of first aid kits and fire extinguishers and seat-belt requirement
- b. How to handle driver fatigue/sleepiness
- c. Requirement to lock doors when leaving vehicles and to stay with the group
- d. Potential dismissal because of improper or illegal behavior
- e. Requirement to notify leader and others of hazardous conditions/flora/fauna
- f. Importance of drinking water all day – not just when you are thirsty
- g. Availability of PPE (e.g. ANSI Z89.1 safety hats, ANSI Z87.1 safety glasses)

- h. Traffic hazard for roadside stops
- i. General weather hazards (e.g. hypothermia, heat illness, lightning)
- j. Other general safety policies, procedures, and hazards for the activity

Upon Returning from Activity

- ___ 1. If applicable, obtain copy of rental contract/invoice from rental agency.
- ___ 2. Collect safety equipment and supplies.
- ___ 3. On or before the next class day notify your Science Laboratory Assistant of any broken/missing equipment and the use of any safety supplies (e.g. from first aid kit)
- ___ 4. Submit updated *Science Field Activity Plan* to Department Chair within one week after activity
- ___ 5. If applicable, submit *ACC Out-of-District Travel Expense Voucher* with original receipts and copy of the rental contract/invoice to your Department Chair within one week after activity
- ___ 6. Send any additional required forms or notifications to the EHS.