

DRAFT

Great Basin College

Field Trip & Field Work Safety Checklist

The Great Basin College Safety Committee recommends use of the following checklist for all GBC field trips, field studies, capstone field projects, internships or other types of field work. It is understood that not all areas of the checklist will apply to all trips afield, however use of the list will help ensure that general safety procedures and common practices are followed.

All Required forms should be completed and approved prior to travel date:

- Employee Travel Request Authorization
- Volunteer Form
- Team Travel form and instructions
- Liability Release Form
- Emergency contact information sheet for each participant
- Any permits or letters of permission required to work at the planned location
- All drivers of Great Basin College/State vehicles have provided a valid Nevada Driver's License and completed the Driver's Acknowledgement form at the Controller's office.

Trip Planning Prior to the Travel Date:

- Reserve college vehicles or rentals in advance to provide enough transportation for all participants
- Verify the vehicles have been recently serviced, have good tire tread, no broken windows and functional vehicle safety equipment (vehicle checklist page 3)
- Provide maps and/or GPS locations to participants for off road or unfamiliar locations so they may inform family members of their location(s)
- Ensure that all members of the class/trip know the meeting locations and times
- Develop a trip plan so all participants understand the scope of the field work and the length of the trip and provide a copy to the department or Director of EHS&S
- Develop an emergency contact sheet for the specific location; BLM, USFS, County Sheriff, Tribal Lands, Private Ranch, etc.
- Provide participants with a list of recommended items specific to the course and/or trip (i.e., boots, sunscreen, food, tools, sleeping bag, backpack, etc.)
- Obtain a field trip first aid pack from the Environmental Health, Safety & Security office

- Verify that all participants are trained on the use of any equipment required for the field study, especially power tools or specialized equipment
- Provide Chemical Safety Data Sheets to participants for any chemicals that will be used during testing or experiments

Trip Essentials:

- Any person requiring regular medication should ensure they bring enough for the planned length of the trip plus a day or two extra for unplanned delays
- Any person with a severe allergy should advise the trip coordinator and provide information on the best immediate treatment (i.e., bee stings and use of an epi pen)
- Trip leaders should ensure that there is enough water transported or available on site for the number of participants and days expected to be in the field plus a day or two extra supply for unplanned delays
- Participants should carry some extra food or high energy snacks in case of unexpected delays
- Trip Organizers should verify that all participants have required personal protective safety equipment for the specific type of field work and experiments that will be performed including but not limited to, gloves, eye protection, boots, etc.
- Cell phone or GBC emergency satellite phone (SPOT) and method to keep charged
- Carry a basic tool kit in the vehicle that includes rope, a shovel and fire starter
- First Aid and CPR training for at least a couple of the members traveling
- Check the weather forecasts before departing and during the trip when possible. Know the weather features of the area of travel including the potential for thunder storms, flash flooding, and heavy snow.

Vehicle Pre-Operation Checklist

- Housekeeping – vehicle is clean, windows washed
- Seatbelts are all in working order and used by occupants
- Engine Oil is full and has been changed recently (within 5000 miles)
- Transmission oil is full
- Lights – check all lights to ensure they are working including any trailer in tow
- Brakes have pressure and work correctly
- Parking Brake
- Tires are correctly inflated, have good tread and vehicle has a spare
- Horn works
- Windows have no major defects
- Wipers – blades work well, washer fluid is full
- Mirrors have no major defects and are correctly aligned for the driver
- Vehicle emergency road kit, fire extinguisher and first aid kit are present
- Service needs and defects are reported to the Controller's office for service to be scheduled