

Appendix A: Offsite Safety Checklist

The following list of questions has been developed to assist those individuals or groups who are traveling to remote areas in an attempt to identify potential safety and health hazards. Not all questions are applicable to every trip. Please contact campus Environmental Health and Safety (EHS) at 865-974-5084 if you have any questions about this list or if you have a suggestion to improve this document. In addition, EHS is available to the extent feasible to assist with training, procedures, and other aspects related to safety.

Communication and Accountability

- Have plans been made to notify others of the following:
 - Anticipated departure and arrival time at the destination?
 - Destination address?
 - Return date and time?
 - Periodic check in during the trip?
 - Contact information at the site, phone #, e-mail, etc.?
 - Emergency contact information for members of the group?
- Is there a backup plan for communication?
- What process will be used to account for individuals who become separated from the group?
- Will language be a barrier?
- If cell phones are being used, do all members of the group have a list of needed phone numbers?

Personal Protective Equipment (PPE) and Clothing

- Will any of the following PPE be necessary during the trip?
 - Gloves?
 - Protective footwear?
 - Hard hats?
 - Protective suits?
 - Hearing protection?
 - Respiratory protection?
 - Eye protection?
 - Other _____
- Have individuals been appropriately trained in the use of the PPE?
- Has a written PPE assessment form been completed?
- Are individuals in the group familiar with the appropriate clothing for the trip?

Health

- Are there any special immunizations necessary when traveling to the area?
- Are there any individuals in the group who have special health conditions?
- How will minor injuries be handled?
- There are endemic diseases in the area that require special precautions?
- Are there any zoonotic diseases specific to the area?
- How will medical emergencies be handled?
- Where are the nearest medical facilities?

- Will there be the need for individuals who are trained in CPR, First Aid or use of an automated external defibrillator?
- Will any human tissue or fluid samples be taken during the trip?
- Will any prolonged high levels of noise, capable of causing hearing loss be encountered during the trip?
- Do all members of the group have health insurance?
- Will a safe source of food and drinking water be available?
- Are all members of the group physically fit for their anticipated tasks including
 - Physical fitness?
 - Acclimated to heat environments?
 - Altitude?
 - Strength?

Transportation

- Will reliable transportation be used to access the area?
- Is there a backup plan if the primary means of transportation fails?
- Will any members of the group from UT be operating a motor vehicle, motorcycle, 4-wheeler, ATV or other vehicle?

Weather Conditions

- Are extreme weather conditions likely to be encountered including
 - Temperature extremes
 - Tornadoes
 - Hurricanes
 - Lightning
 - Drought
 - High winds
 - Heavy Snow
 - Wild fires
 - Ice
 - Heavy Rain and/or Flooding
 - Other

Insurance

- Is special insurance needed for this trip?
 - If so, has the [Risk Management Office](#) been contacted?

Hazardous Substances

- Will hazardous substances be taken to or from the site?
- Are individuals in the group familiar with proper handling of these materials?
- How will hazardous substances be handled as a waste product?
- Will any chemical or biological samples be sent back to the University?
 - If so, have appropriate permits been obtained?
 - Are any of the materials prohibited from entry into the US?

Biological Hazard

- Are any of the following likely to be encountered

- Venomous spiders, snakes, and alike
- Poisonous plants
- Large mammals (elephants, rhinos, lions, bear, tigers)
- Dangerous fish (sharks, killer whales,)
- Dangerous reptiles

Potential Violence and Crime

- Will any part of the trip involve an area where there is:
 - Civil unrest
 - High crime rates – including theft
 - Potential violence, including kidnapping, rape, assaults, etc.
- How will valuable equipment and personal effects be protected from theft or vandalism?
- How will acts of crime against the group be reported and documented?

Equipment

- Will any powered (electric, propane, gas) equipment be used on the trip?
 - If so, are individual familiar with the proper use of the equipment?
- Will any heavy equipment (forklifts, backhoes, bulldozers, etc.) be used by the individual or group?
- Will equipment checks be made for proper guarding, electrical safety and proper use?
- Will there be the need for specific equipment training?

Cultural and Laws

- Are there any cultural aspects or customs that must be observed?
- Will work involve any culturally significant areas, buildings, or artifacts?
- Are there any special laws or regulations that must be observed?

Other Activities that Require Review

- Spelunking
- Underwater work (SCUBA)
- Working at elevated heights without fall protection (barriers or personal fall arrest system)
- Parachuting
- Excavation over 4 feet in depth with vertical walls
- Potential avalanche
- Horseback riding
- Work at elevations above 12,000 feet
- Work near active volcanoes
- Work in the polar regions
- Work at sea or on ships, boats or alike.
- Construction sites
- Carrying fire arms