



FIELD TRAVEL PLAN AND JOB HAZARD ANALYSIS
REQUIRED DOCUMENTS

All INE faculty, staff and student workers who perform fieldwork are required to complete the *Field Travel Plan* and *Job Hazard Analysis* forms prior to any off campus travel to perform fieldwork. One member of the field team may complete the forms, but all team members must review and sign the *Field Travel Plan* acknowledging their responsibilities to safety.

Field Travel Plan

The *Field Travel Plan* outlines the procedure to be followed and the contacts to reach if an emergency or incident occurs in the field. This is a confidential document that will be made available only to the members of the field team and to be kept on file with the Business Office as part of the travel process.

Job Hazard Analysis

The *Job Hazard Analysis* is a document outlining potential hazards that may be encountered while in the field. This document should list the anticipated hazards, along with procedures on mitigating each hazard. These documents will be on file and accessible for all employees going into the field for use as reference and as an accompanying form to the *Field Travel Plan*. Everyone is encouraged to update the *Job Hazard Analysis* forms with reliable methods of hazard mitigation.

Last Reviewed: 5/1/2017

A handwritten signature in blue ink, appearing to read 'W. Schnabel', is written over a horizontal line.

William E. Schnabel, PhD, PE
Director, Institute of Northern Engineering

