

HSE-checklist for responsible of field work, research cruises and group travels* at the Department of Earth Science

Field work:		Research cruise:		Group travels:	
Where:					
Departure:		Return:			
Responsible person:					

Field, research cruises and group travels:	OK	Not relevant
Are all participants registered in this form: https://skjemaker.app.uib.no/view.php?id=9211024		
Controlled and approved field - / research cruise equipment		
Risk assessment and briefing participants		
All participants have downloaded https://www.sikresiden.no/ on their mobile phone – gives you UiB's emergency information		
For field work / group travels:		
Obtained emergency telephone numbers for the area		
Radio with coverage in the area		
Established reporting procedures (alt. if communications equipment is not available / working)		
Health card or insurance certificate required		
Protective equipment and first aid kit included (life jacket, helmet, etc.)		
Vaccinations		
Provided training in the use of field work equipment provided		
Solitary work in the field: have you considered the risks and taken appropriate measures / equipment / notification		
Have read the HSE guidelines at UiB for field work		
For research cruises:		
Approved medical certificates (re-authentication after 2 years, people over age 50 need yearly approval)		
Procedures established to notify the department on departures from original mission plan		
Valid survival suit training (NUTEC course - new approval each 5.år)		
Students:		
Next of kin information and mobile number have to be registered in CIM (e-mail will be sent from CIM to all registered participants with a reminder)		
Information on safety regulations		
Information on insurance policies (in Norwegian only: https://www.uib.no/student/49043/forsikringsordningar-studentar)		
Obtain information about possibly diseases / disorders (diabetes, epilepsy, etc.)		
Travel insurance, health card, vaccines, medical certificate, visa, etc. in order before departure (if required)		
Elect group leader for the students		
The reception is informed on who is present at departure		
After conclusion of field work/research cruise:		
Group leader for the students submits a brief status on HSE to HSE- coordinator (short e-mail)		
Course/field supervisor sends an HSE report to the HSE-coordinator(short e-mail)		

To be submitted with a risk assessment attached, to post@geo.uib.no at the Department of Earth Science

Cleaning and storage of field equipment		
HSE-coordinator to be informed whether first-aid equipment needs refilling		

Date: _____

Signed (Responsible for the fieldwork): _____

Signed (Head of administration at GEO): _____