NAU Field Safety Manual

Office of Regulatory Compliance, Environmental, Health & Safety
Box 4137
Flagstaff, Arizona 86011-4137
www.orc.nau.edu
Departmental Contacts

Office of Regulatory Compliance
Director
John McGregor
John.Mcgregor@nau.edu
www.orc.nau.edu
(928)523-7258 Office
(928)220-1388Cell

Industrial Hygiene Manager
Jim Biddle
Jim.Biddle@nau.edu
www.orc.nau.edu
(928)523-6109 Office
(928)220-1728Cell

Program Coordinator/Loss Prevention Coordinator
Sarah Ells
Sarah.Ells@nau.edu
www.orc.nau.edu
(928)523-3961 Office
(928)607-6857 Cell

Fronske Health Center
Appointments :( 928)523-8995
Information :( 928)523-2131
Immunizations :( 928)523-635
http://www4.nau.edu/fronske/

Human Resources
(928) 523-2223
Hr.Contact@nau.edu
http://hr.nau.edu/

NAU Travel
Gerry Barela (928)523-6064
Rosanna Ruiz (928)523-6478
http://home.nau.edu/comptr/travel.asp
1.0 INTRODUCTION ................................................................................................................................................................................. 5
2.0 SCOPE .......................................................................................................................................................................................................... 5
3.0 DEPARTMENTAL RESPONSIBILITIES ................................................................................................................................................ 5
  3.1 DEANS AND DIRECTORS .................................................................................................................................................................. 5
  3.2 FACULTY, PRINCIPLE INVESTIGATORS, AND SUPERVISORS .................................................................................................. 5
3.3 FIELD RESEARCH TEAM LEADER ................................................................................................................................................ 5
3.4 FIELD RESEARCH TEAM MEMBERS ........................................................................................................................................... 6
4.0 GENERAL FIELD SAFETY GUIDELINES .............................................................................................................................................. 6
  4.1 SUPERVISORS REPORT OF INJURY OR ILLNESS(SRI) .................................................................................................................. 6
5.0 PHYSICAL AND ENVIRONMENTAL HAZARDS .......................................................................................................................................... 6
  5.1 TRANSPORTATION ............................................................................................................................................................................. 6
    5.1.1 Transportation of Personnel ....................................................................................................................................................... 6
    5.1.2 Vehicle Accidents ...................................................................................................................................................................... 6
    5.1.3 Transport/Shipments of Equipment and Field Samples ..................................................................................................... 7
  5.2 SLIPS, TRIPS AND FALLS ................................................................................................................................................................. 7
  5.3 DEHYDRATION .................................................................................................................................................................................. 7
  5.4 IMPURE WATER CONSUMPTION .................................................................................................................................................. 7
  5.5 SUN EXPOSURE .................................................................................................................................................................................. 7
  5.6 TEMPERATURE EXTREMES ............................................................................................................................................................... 7
  5.7 EXTREME WEATHER ...................................................................................................................................................................... 7
  5.8 HIGH ALTITUDE ILLNESS ............................................................................................................................................................... 8
  5.9 WATER SAFETY ................................................................................................................................................................................ 8
  5.10 EXCAVATION SAFETY .................................................................................................................................................................... 9
  5.11 WORK AT HEIGHTS ...................................................................................................................................................................... 9
  5.12 MACHINERY HAZARDS ............................................................................................................................................................... 9
  5.13 HUNTING SEASON ........................................................................................................................................................................ 9
6.0 ANIMALS AND PESTS ............................................................................................................................................................................. 9
  6.1 RODENTS ......................................................................................................................................................................................... 10
  6.2 ANIMAL ATTACKS/BITES ................................................................................................................................................................. 10
    6.2.1 Bears ..................................................................................................................................................................................................... 10
    6.3.1 Mountain Lions ........................................................................................................................................................................ 11
    6.3.3 Sharks ........................................................................................................................................................................................ 11
    6.3.4 Crocodiles and Alligators ...................................................................................................................................................... 11
    6.3.2 Snakes .................................................................................................................................................................................................. 11
    6.3.3 Spiders .................................................................................................................................................................................................. 11
    6.3.4 Scorpions .................................................................................................................................................................................................. 11
    6.3.5 Bees, Wasps, etc. .................................................................................................................................................................... 12
    6.3.6 Fleas and Ticks ......................................................................................................................................................................... 12
7.0 DISEASES ........................................................................................................................................................................................................... 12
8.0 CHEMICAL EXPOSURE .................................................................................................................................................................... 12
9.0 ADDITIONAL RESOURCES ................................................................................................................................................................. 12
APPENDIX A: NAU FIELD RESEARCH SAFETY PLAN ........................................................................................................................................ 23
APPENDIX B: SUPERVISOR’S REPORT OF INJURY OR ILLNESS ........................................................................................................... 26
1.0 Introduction
Field Work is an important part of teaching and research at Northern Arizona University (NAU). Employee safety is of the upmost importance during field work. As research often takes students and staff off campus, this program has been written to address health and safety issues that may arise in the field. University policies and requirements are in place for travel and certain activities that may be included in field research. Those issues are addressed generally in this written program. For more specific information please contact your supervisor, or the Office of Regulatory Compliance (ORC). See departmental contacts in the front of this manual.

2.0 Scope
This field safety manual applies to all NAU employees, students, and volunteers performing research or work at all NAU campuses, or in the field. Specific policies exist for outreach work with minors.

3.0 Departmental Responsibilities
3.1 Deans and Directors
Deans and Directors of individual departments are responsible for fully supporting compliance with the NAU Field Safety Manual and its contents.

3.2 Faculty, Principle Investigators, and Supervisors
Departmental Faculty, Principle Investigators (PIs), and Supervisors, or their designates are responsible for research teams’ overall compliance with the NAU Field Safety Program. Each researcher must have access to this manual in paper or electronic format, and be familiar with its content and requirements. In addition, Faculty, PIs, and Supervisors, or their designates are responsible for the following:

- Hazard assessment of field research
- Assuring all safety requirements have been addressed prior to field research
- Identification of field research team members, including the Field Research Team Leader (See 3.3)
- Accounting for the presence of each team member before travelling to or from the site, particularly when more than one vehicle is being used.
- Establishment of emergency procedures and contacts
- Assuring a copy of the safety plan is left on campus
- Review of safety plan with research team members prior to field research beginning.
- Providing project-specific standard operating procedures (SOPs) and special training when field specific activities create potential hazards. ORC is available for consultation in these areas.

3.3 Field Research Team Leader
Each research team shall appoint a field team leader. The Field Research Team Leader is responsible for knowing the potential hazards associated with the field research and reviewing the completed Northern Arizona University Field Research Safety Plan (Appendix A) with all team members prior to mobilization at the site of field work.
3.4 Field Research Team Members
Field trip participants are responsible for compliance with this written program and its contents prior to commencing field work, and for the duration of the project. They must also participate in the completion of the Northern Arizona University Field Research Safety Plan included in Appendix A of this manual prior to mobilization at the site of field work.

4.0 General Field Safety Guidelines
One of the most important phases of your fieldwork activity will take place before you leave. Completion of the following items prior to departure will ensure that you will be in contact/be contacted by someone in the event of emergency, and that hazards have been evaluated and steps have been taken to mitigate those hazards:

- Completion of the NAU Field Research Safety Plan – Appendix A (a completed copy of this plan must stay on campus with your departmental office at all times through the duration of fieldwork)
- Project-specific hazard assessment for hazardous plants, animals, insects, terrain and weather (see hazard assessment portion of NAU Field Research Safety Plan in Appendix A)
- Consult with Fronske Health Center (see departmental contacts in the front of this manual) for immunizations that may be required or advised due to the nature of your field work. Keep in mind that some immunizations require a series of inoculations and adequate lead time must be considered to complete series.
- In the event that you will work with animals, wild or domestic, consult the Institutional Animal Care and Use Committee (IACUC)

4.1 Supervisors Report of Injury or Illness (SRI)
A Supervisors Report of Injury or Illness (SRI) must be completed whenever a work-related injury or illness occurs. An electronic copy of this form can be found in Appendix B and online.

5.0 Physical and Environmental Hazards
All fieldwork has the potential to present physical and/or environmental hazards. As medical attention is not always readily available to field workers, special attention should be paid to hazard assessment and mitigation of those hazards whenever possible.

5.1 Transportation

5.1.1 Transportation of Personnel

5.1.2 Vehicle Accidents
Vehicle accidents can occur from driver fatigue or error, roadway or vehicle factors or driver impairment. NAU’s fleet safety policy requires that any employee or student undergo drivers license screening prior to operating any university vehicle. Supervisors are responsible for assuring that employees complete the screening. NAU expectations are that the operation of any
5.1.3 Transport/Shipments of Equipment and Field Samples
Special transportation and shipping requirements apply to the transport of certain chemical, biological or radioactive samples or products. Contact the Office of Regulatory Compliance (See Departmental Contacts in the front of this manual) for more information.

5.2 Slips, Trips and Falls
Hiking or walking on uneven terrain, scrambling over loose soils or rocks, or steep embankments and weather factors such as rain, snow and ice can create slip, trip and fall hazards. Footwear that is suitable for fieldwork conditions must be selected and mandated during the duration of the project. In some cases, the use of crampons, or other traction enhancing footwear may be necessary. Proper lighting must also be considered in certain work areas for fall prevention.

5.3 Dehydration
To prevent dehydration, fieldwork participants should consume at least two quarts of water per day. When working strenuously, or in extreme heat, electrolyte beverages should be consumed in addition to water. When working in remote areas, pre-planning for water supply and sources is crucial. Researchers should also avoid excess consumption of caffeinated beverages, and take frequent breaks to avoid dehydration. Symptoms of dehydration include increased thirst, dry mouth, flushed skin, dizziness, headache, weakness, muscle cramps and dark urine. Researchers should watch for these symptoms in themselves and others on the field research team.

5.4 Impure Water Consumption
Harmful organisms and pathogens can live in natural water sources and if consumed, can result in gastrointestinal illnesses and flu-like symptoms. These illnesses when combined with exertion and heat can result in life-threatening dehydration and electrolyte imbalances. To avoid waterborne illness, bring water to the extent possible. If natural water sources need to be used, always treat water with tablets, purifiers, or by boiling for at least 3 minutes.

5.5 Sun Exposure
Outdoor work, especially in desert and high altitude regions, can result in extreme sun exposure and sunburn. Wear brimmed hats and cover exposed skin with light colored clothing and apply sun block with a sun protection factor (spf) of 30 or greater to minimize sunburn risk.

5.6 Temperature Extremes
When conducting field research high and low temperatures of the region should be researched, proper clothing selected and review of the following temperature related hazards should be reviewed with field team members. See Table 1.

5.7 Extreme Weather
Severe weather can result in physical injury or death. To the extent possible, follow local weather forecasts. Be aware of special weather concerns and bring appropriate equipment to
deal with severe weather. In the event of snow storms, heavy rain, lightning, tornadoes or hurricanes, seek shelter immediately. If you are working in areas prone to flash flooding, establish an exit plan and meeting place on high ground prior to work.

5.8 High Altitude Illness
Work at high altitude can result in decreased oxygen intake. Along with increased breathing rate, this can result in high altitude illness. To avoid altitude illness, allow your body to acclimatize by gaining elevation gradually. Altitude illness is characterized by headache, nausea and weakness. Treatment includes the use of supplemental oxygen, and retreating to lower elevation.

<table>
<thead>
<tr>
<th>Table 1 – Temperature Extremes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Illness</strong></td>
</tr>
</tbody>
</table>
| Heat Exhaustion | - Fatigue  
- Excessive Thirst  
- Heavy Sweating  
- Cool, Clammy Skin | - Cool Victim  
- Treat for Shock  
- Slowly replace fluids with water and/or electrolytes | - Hydrate  
- Acclimate to heat gradually  
- Take frequent breaks |
| Heat Stroke | - Exhaustion  
- Light-headedness  
- Bright red, warm skin | - Cool victim at once  
- Replace fluids  
- Seek Medical Attention Immediately | - Hydrate  
- Acclimate to heat gradually  
- Take frequent breaks |
| Frostbite | - Waxy, whitish numb skin  
- Swelling, itching, burning, and deep pain as skin warms | - Slowly warm the affected areas (do not rub area)  
- Seek medical attention immediately | - Dress in layers  
- Cover all exposed skin and extremities with warm clothing |
| Hypothermia | - Shivering  
- Numbness  
- Slurred Speech  
- Excessive Fatigue | - Remove cold, wet clothes  
- Put on dry clothes  
- Use blanket or skin to skin contact drink warm liquids  
- Seek medical attention immediately | - Dress in layers  
- Wear appropriate clothing  
- Avoid getting damp from perspiration |

5.9 Water Safety
When field work involves working on or around open water, follow US Coastguard guidelines for vessel safety and personal flotation devices. Water safety requirements must be assessed in the reviewed with all field trip participants prior to the commencement of field activities. All
hazards must be assessed in the NAU Field Trip Safety Plan (Appendix A). Adhere to all applicable regional watercraft guidelines and regulations.

5.10 Excavation Safety
Research activities such as soil sampling and archaeological exploration can involve work in trenches and excavations. These excavations should be properly sloped and shored to provide safe means of access and egress and prevent cave-in. Consult with ORC for specific requirements.

5.11 Work at Heights
When working at heights, follow the “six foot rule”. Any work being done 6’ or greater off the ground requires the use of fall protection such as rails, guards, harnesses and lanyards, and PPE. Any work being done on a roof must be done 6 feet from the edge or the aforementioned safety measures are required as well. Consult with ORC for more information.

5.12 Machinery Hazards
The use of machinery in field research can result in hazards such as lacerations, electrocution, and pinching. Machinery with combustion mechanisms can result in hazardous atmospheres and must not be used in confined spaces, or nearby where exhaust could enter the space. Use of certain machinery will require special training prior to work.

5.12.3 Chainsaw Use
The use of chainsaws results in thousands of injuries and deaths annually in the United States. When fieldwork involves the use of a chainsaw, consult the OSHA Fact Sheet: Working Safely with Chainsaws in Appendix C.

5.12.4 Lockout/Tagout
Work with or maintenance of equipment can result in injury from electric shock or injury when inadvertently energized. Consult ORC for hazard assessment and safety requirements on equipment in the field.

5.13 Hunting Season
A hunting accident can result in serious injury or death. Be sure to avoid hunting areas during hunting season. Wear appropriately colored safety clothing when working in areas frequented by hunters, and avoid behaviors that could be mistaken for animal movements such as using foliage for a screen.

6.0 Animals and Pests
There are many general safety hazards pertaining to animals and other indigenous creatures that exist in nearly every location worldwide. All field researchers, regardless of the work location, should read through this section to learn general guidelines for preventing unwanted encounters with animals and “pests”.

Follow these general guidelines to prevent close encounters of the painful kind:
- Wear insect repellent - **mosquito-borne illnesses are responsible for more than a million deaths each year.**
- Use netting to keep pests away from food and people.
- Keep garbage in rodent-proof containers and stored away from your campsite or work area. Food crumbs and debris may attract insects and animals.
- Thoroughly shake all clothing and bedding before use.
- Do not camp or sleep near obvious animal nests or burrows.
- Carefully look for pests before placing your hands, feet or body in areas where pests live or hide (wood piles, crevices, etc.).
- Avoid contact with sick or dead animals

### 6.1 Rodents

Steps can be taken to reduce the risk of rodent-borne diseases. The most effective step is to make your work area unattractive to rodents. When indoors, cover or repair holes into a building to prevent unwanted rodents. If camping, keep the area clean of crumbs, food scraps, trash and store food carefully to prevent attracting rodents. Don’t camp near rodent burrows. If rodent feces or dead rodents are discovered, some precautions will help reduce the risk of exposure to rodent-borne diseases when cleaning the area:

- **Indoors:** **Do not stir up dust.** Ventilate the area by opening the doors and windows for at least 30 minutes to diffuse potentially infectious aerosolized material. Use cross-ventilation and leave the area during the airing-out period.

- **Dead Rodent:** Using gloves soak the rodent, droppings and nest with a solution of 1 part bleach to 9 parts water, let soak for at least 5 minutes before picking it up with a plastic bag. Place bag in a second plastic bag.

- **Rodent Feces:** Don’t sweep or vacuum rodent droppings. Spray the droppings with 1 part bleach to 9 parts water, let soak for at least 5 minutes, and then wipe up the droppings. If possible, wet mop the area with the bleach solution.

### 6.2 Animal Attacks/Bites

Depending on your research location, animals can pose a danger. The following information should be considered a basic overview of species by location, including measures to prevent encounters, and first aid to use in the event of an encounter. This is not an all inclusive list. Your pre-fieldwork hazard assessment should include research on which animals you are likely to encounter during your work.

#### 6.2.1 Bears

Black Bear (North America), Grizzly Bear (Alaska, Western Canada, Pacific Northwest), Polar Bear (Arctic) can be encountered during fieldwork. To avoid encounters, never approach a bear or bear cub. Wear a bell, or other noisemaker while working in bear country. Keep food and fragrant items out of sleeping areas and in bear boxes or bear canisters. Stay away from bears’ natural food sources. If you encounter a bear, do not run. Move slowly and speak in a low, soft voice. If attacked, assume the fetal position and play dead, protecting your head.
6.3.1 Mountain Lions
Mountain lions can be encountered while working in North, Central and South America. To avoid a mountain lion encounter avoid activities during times when mountain lions are most active: dawn, dusk, at night. Avoid walking near dense growth, or rock outcroppings. Be aware of the surrounding area above and behind you. In the event of a mountain lion encounter, do not run. Make yourself appear larger by waving your arms (and if possible, jacket) above your head. Use a loud voice, throw sticks and rocks and look the animal in the eye in an attempt to scare it away. If attacked, protect your head and neck and use your thumbs to poke the animal in the eyes.

6.3.3 Sharks
Sharks can be encountered worldwide on ocean shores. The most dangerous species include Great White, Bull, Tiger and Oceanic White tip. To prevent shark encounters, never swim alone, don’t enter the water when bleeding, and don’t wear contrasting colors or bright jewelry. In the event of a shark encounter, call for help, and swim toward safety. If defensive measures are necessary, kick and punch the shark. Seek medical attention for serious wounds.

6.3.4 Crocodiles and Alligators
Crocodiles and Alligators can be encountered in the tropics and subtropics of North America, Australia, Eastern China and Africa. To avoid encounters, avoid waters known to be inhabited. If you spot a crocodile or alligator, stay a minimum of 30 feet away. Seek medical attention for injuries or wounds.

6.3.2 Snakes
Fieldwork in North America and Mexico can result in encounters with venomous snakes including rattlesnakes, cottonmouths, coral snakes, water moccasins and copperheads. To avoid snake encounters, walk in open areas, wear heavy boots and use a walking stick to disturb brush in front of you. In the event you are bitten, let the wound bleed freely for 30 seconds, apply cold pack and keep the area immobilized at heart level. Seek medical attention immediately, phoning ahead if possible.

6.3.3 Spiders
In North America, the Black Widow and Brown Recluse are the most common venomous spiders encountered. To avoid contact, use caution when disturbing rock piles, logs, bark, gardens, outdoor privies and old buildings. Wear gloves, and shake out bedding and clothing before use. If bitten, clean the wound, apply cold pack and keep area immobilized at heart level. Seek medical attention immediately.

6.3.4 Scorpions
Scorpions can be encountered in North America, especially in Arizona, Southeast California and Utah, and in Mexico. To avoid contact, avoid lumber piles and old tree stumps, wear gloves and shake out bedding and clothing before use. If stung by a scorpion, clean wound, apply cold pack and keep area immobilized at heart level. If needed, use a painkiller or antihistamine. Seek medical attention if you don’t experience an improvement in symptoms.
6.3.5 **Bees, Wasps, etc.**
Fieldwork participants with known bee allergies should make co-workers aware of their allergy and bring medication. To avoid contact with bees and wasps, keep scented drinks and food covered. Wear shoes to avoid stings to the feet. Avoid wearing bright colors, floral prints and perfume. Move slowly or stand still.

6.3.6 **Fleas and Ticks**
Fleas and ticks can be encountered in shrubbery and high grasses. To avoid contact, wear long clothing made of a tightly woven material. Use insect repellant, and stay on the widest part of paths. If you are bitten by a flea or tick, remove it with tweezers or tissue. Clean the wound and watch for signs of illness (see Table 3) Seek medical attention if needed.

7.0 **Diseases**
There are diseases caused by viruses, bacteria, fungi, and parasites in nearly every location worldwide. This guide is **not** intended to cover every health risk in every location, but to provide information about some common diseases. **Always check with your health care provider or Fronske Heath Center before travelling out of the country to learn about specific health risks for the region in which you will conduct your research.** All field researchers, regardless of the work location, should read through this section to learn more about some general diseases that exist worldwide. See **Table 2 for General Disease Information.** If your research is in North America, please also see **Table 3: North America.** If your research will take you out of North America, please also see **Table 4: International.**

8.0 **Chemical Exposure**
If chemical products such as sample preservatives or disinfection products are used in fieldwork, special training will be required prior to the commencement fieldwork. The type of training required will depend on the chemical and work setting. Please contact the ORC for more information on chemical hazard assessment and safety requirements.

9.0 **Additional Resources**
Additional NAU resources available to NAU field researchers, but not directly covered in this manual include:

- NAU Safe Working and Learning Environment Policy 5.15
- [NAU Travel Office](#)
<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
<th>Exposure Route</th>
<th>Symptoms</th>
<th>First Aid</th>
<th>Prevention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campylobacteriosis</td>
<td>Worldwide</td>
<td>Foodborne – poultry products, unpasteurized milk or water contaminated with <em>Campylobacter</em></td>
<td>-Diarrhea</td>
<td>-Drink plenty of fluids</td>
<td>-Always cook food thoroughly</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Gastrointestinal symptoms</td>
<td>-Seek medical attention if symptoms persist</td>
<td>-Never drink water from an impure source</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Fever</td>
<td></td>
<td>-Do not drink unpasteurized milk</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-Wash hands with soap and water frequently</td>
</tr>
<tr>
<td>Cholera</td>
<td>Africa, Asia, Latin America</td>
<td>Foodborne – food and water contaminated with <em>Vibrio cholerae</em></td>
<td>-Diarrhea</td>
<td>-Drink plenty of fluids</td>
<td>-Always cook food thoroughly</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Gastrointestinal symptoms</td>
<td>-Seek medical attention if symptoms persist</td>
<td>-Never drink water from an impure source</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-Wash hands with soap and water frequently</td>
</tr>
<tr>
<td>E. coli O157:H7 and Shiga toxin-producing E. coli Gastroenteritis</td>
<td>Worldwide</td>
<td>Foodborne – beef, unpasteurized milk, unwashed raw vegetables, water contaminated with <em>Escherichia coli</em></td>
<td>-Diarrhea</td>
<td>-Drink plenty of fluids</td>
<td>-Always cook food thoroughly</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Gastrointestinal symptoms</td>
<td>-Seek medical attention if symptoms persist</td>
<td>-Wash vegetables before consuming</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-Never drink water from an impure source</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-Wash hands with soap and water frequently</td>
</tr>
<tr>
<td>Hepatitis A (Vaccine Available)</td>
<td>Worldwide (under-developed countries)</td>
<td>Foodborne – water, shellfish, unwashed raw vegetables contaminated with Hepatitis A virus</td>
<td>-Diarrhea</td>
<td>-Drink plenty of fluids (bottled or purified water – not local water)</td>
<td>-Obtain a vaccine</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Gastrointestinal symptoms</td>
<td>-Seek medical attention if symptoms persist</td>
<td>-Always cook food thoroughly</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-Wash vegetables before consuming</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-Never drink water from an impure source</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-Wash hands with soap and water frequently</td>
</tr>
<tr>
<td>Type</td>
<td>Location</td>
<td>Exposure Route</td>
<td>Symptoms</td>
<td>First Aid</td>
<td>Prevention</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Histo-plasmosis</td>
<td>Worldwide (especially Miss. &amp; Ohio River Valleys)</td>
<td>Inhalation of fungus <em>Histoplasma capsulatum</em> from soil contaminated with bat or bird droppings</td>
<td>-Mild flu-like</td>
<td>-See a doctor if you suspect histoplasmosis</td>
<td>-Use caution when disturbing dry soils or working near bat or bird droppings -Personal protective equipment may be needed</td>
</tr>
<tr>
<td>Human Immuno-deficiency virus/ Acquired Immune Deficiency Syndrome (HIV/AIDS)</td>
<td>Worldwide</td>
<td>-Being exposed to blood or body fluids infected with HIV -Having sex or sharing needles with someone infected with HIV</td>
<td>-May have flu-like symptoms 14-60 days post infection -Attacks the immune system, may eventually result in opportunistic infections or cancers</td>
<td>-None -Blood test for diagnosis -Treatment with antiretroviral drugs for long term maintenance</td>
<td>-Follow Bloodborne Pathogen training when handling any unfixed human blood or tissue -Do not engaging in risky activities</td>
</tr>
<tr>
<td>Influenza (seasonal)</td>
<td>Worldwide Note: As of 2008 Pandemic Strains of Influenza (not seasonal) have been reported in Africa, Asia, Europe, near East and can occur primarily in birds.</td>
<td>-Inhalation of influenza virus -Contact with birds infected with influenza</td>
<td>-Fever (usually high) -Headache -Extreme tiredness -Dry cough -Sore throat -Runny or stuffy nose -muscle aches -stomach symptoms more common in children</td>
<td>-Flu antiviral drugs can treat the flu or prevent infection -Your health care professional will decide whether you should take antiviral drugs -Antiviral drugs should</td>
<td>-Annual flu vaccination -Cover your nose and mouth with a tissue or your elbow when you cough or sneeze -Wash hands with soap and water frequently -If you are not near</td>
</tr>
<tr>
<td>Type</td>
<td>Location</td>
<td>Exposure Route</td>
<td>Symptoms</td>
<td>First Aid</td>
<td>Prevention</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------</td>
<td>--------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>H1N1</td>
<td>Worldwide</td>
<td>Inhalation of influenza virus</td>
<td>-Fever (usually high)</td>
<td>-See a doctor if you suspect H1N1</td>
<td>-Use care when working in the water, especially after a flooding event</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Headache</td>
<td></td>
<td>-Avoid entering the water with open wounds</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Extreme tiredness</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Dry cough</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Sore throat</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Runny or stuffy nose</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-muscle aches</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-stomach symptoms</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>more common in children</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leptospirosis</td>
<td>Worldwide</td>
<td>Ingestion, swimming, or other activities in water contaminated with Leptospira</td>
<td>-Flu-like</td>
<td>-See a doctor if you suspect Leptospirosis</td>
<td>-Use care when working in the water, especially after a flooding event</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Occasionally more serious symptoms</td>
<td></td>
<td>-Avoid entering the water with open wounds</td>
</tr>
<tr>
<td>Norovirus “Norwalk-like viruses” (NLV) Gastroenteritis</td>
<td>Worldwide</td>
<td>Foodborne - food, water, surfaces or objects contaminated with Norovirus</td>
<td>Nausea, vomiting, diarrhea, stomach cramping</td>
<td>Stay hydrated</td>
<td>-Wash hands with soap and water frequently</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Some people also have a low-grade fever, chills, headache, muscle aches, malaise</td>
<td></td>
<td>-Wash fruits/vegetables, and steam oysters</td>
</tr>
<tr>
<td>Plague</td>
<td>Worldwide</td>
<td>Flea-borne - from rodents infected with Yersinia pestis to humans</td>
<td>-Flu-like</td>
<td>See a doctor if you suspect plague</td>
<td>-Use care when working in areas where plague is found</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Non-specific</td>
<td></td>
<td>-Use caution when working with wild rodents</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Swollen and painful lymph nodes (bubonic)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>Location</td>
<td>Exposure Route</td>
<td>Symptoms</td>
<td>First Aid</td>
<td>Prevention</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------</td>
<td>--------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Rabies</td>
<td>Worldwide</td>
<td>-Infection from bite of an animal (e.g., raccoons, skunks, bats, foxes, coyotes, dogs, cats) infected with <em>Lyssavirus</em>&lt;br&gt;-Bat bites are difficult to see and may not be felt. Exposure is also possible when a bat is found in living or sleeping quarters.</td>
<td>-Fatal (within days of symptoms) w/o immediate treatment&lt;br&gt;-Early symptoms: fever, headache, malaise&lt;br&gt;-Later: insomnia, anxiety, confusion, paralysis, hallucinations, hypersalivation, difficulty swallowing, fear of water</td>
<td>Disinfect and wash the wound. See a doctor IMMEDIATELY if potentially exposed to a rabies-carrying species (e.g., bat, carnivore)</td>
<td>-Obtain a vaccine if you will be working with bats or carnivores&lt;br&gt;-Use extreme caution handling these animals&lt;br&gt;-Vaccinate pets</td>
</tr>
<tr>
<td>Salmonellosis</td>
<td>Worldwide</td>
<td>-Foodborne – beef, poultry, milk, eggs, unwashed raw vegetables contaminated with salmonella bacteria</td>
<td>-Diarrhea -Gastrointestinal symptoms</td>
<td>-Drink plenty of fluids&lt;br&gt;-Seek medical attention if symptoms persist</td>
<td>-Always cook food thoroughly&lt;br&gt;-Wash vegetables before consuming&lt;br&gt;-Wash hands with soap and water frequently</td>
</tr>
<tr>
<td>Typhoid Fever</td>
<td>Worldwide</td>
<td>-Foodborne – food and water contaminated with <em>Salmonella typhi</em></td>
<td>-Diarrhea -Gastrointestinal symptoms</td>
<td>-Drink plenty of fluids&lt;br&gt;-Seek medical attention if symptoms persist</td>
<td>-Obtain a vaccine&lt;br&gt;-Always cook food thoroughly&lt;br&gt;-Never drink water from an impure source</td>
</tr>
<tr>
<td>Tetanus</td>
<td>Worldwide</td>
<td>A wound that is infected with <em>Clostridium tetani</em>; tetanus toxin is produced by the bacteria and attacks nerves</td>
<td>-Early symptoms: lockjaw, stiffness in the neck and abdomen, difficulty swallowing&lt;br&gt;-Later symptoms: muscle spasms, seizures, nervous system disorders</td>
<td>-See doctor for wounds contaminated w/ dirt, feces, soil, or saliva; for puncture wounds; and for crushing, burns, and frostbite wounds</td>
<td>-Obtain a vaccine for tetanus every 10 years or immediately following a suspect wound or injury&lt;br&gt;-Once the disease starts it must run its course</td>
</tr>
<tr>
<td>Type</td>
<td>Location</td>
<td>Exposure Route</td>
<td>Symptoms</td>
<td>First Aid</td>
<td>Prevention</td>
</tr>
<tr>
<td>------------</td>
<td>----------------</td>
<td>--------------------------------------------------------------</td>
<td>------------------</td>
<td>------------------------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Typhus Fever</td>
<td>Worldwide</td>
<td>Infection from bite of lice, fleas, ticks, or mites infected with <em>Rickettsiae</em> species</td>
<td>-Headache</td>
<td>-See a doctor if you suspect Typhus Fever</td>
<td>-Use insect repellant</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Fever</td>
<td>-Treatable with antibiotics</td>
<td>-Wear long sleeve shirts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Rash</td>
<td></td>
<td>-Tuck pants into boots</td>
</tr>
<tr>
<td>Type</td>
<td>Location</td>
<td>Exposure Route</td>
<td>Symptoms</td>
<td>First Aid</td>
<td>Prevention</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Coccidiodo- mycosis “Valley Fever” | North and South America semiarid regions | *Coccidioides* species fungus is inhaled when soil is disturbed | -None in most people ~60%  
-Flu-like (fever, cough, rash, headache, muscle aches)  
-Occasionally, chronic pulmonary infection or widespread disseminated infection (skin lesions, central nervous system infection, and bone and joint infection) | -See a doctor if you suspect Valley Fever | -Wet soil before digging  
-If you are immunocompromised, wear a mask when digging  
-Stay inside during duststorms in areas where *Coccidioides* fungus is present  
-Keep doors and windows tightly closed |
| St. Louis Encephalitis     | North and South America         | -Mosquito-borne - infection from bite of a mosquito infected with St. Louis Encephalitis virus | -Mild - fever and headache  
-Severe - headache, high fever, neck stiffness, stupor, disorientation, coma, tremors, convulsions, muscle weakness, paralysis, and rarely death | Seek medical attention immediately if you suspect encephalitis | -Use insect repellent  
-Many mosquitoes are most active at dusk and dawn, consider staying indoors during these hours  
-Wear long sleeves and pants  
-Avoid areas of standing water where mosquitoes breed |
<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
<th>Exposure Route</th>
<th>Symptoms</th>
<th>First Aid</th>
<th>Prevention</th>
</tr>
</thead>
</table>
| Lyme Disease                     | United States, Europe and Asia              | Infection through the bite of a tick infected with *Borrelia burgdorferi* (U.S.) *Borrelia afzelii* or *Borrelia garinii* (Europe) | - Spreading rash ("bullseye")  
- Early symptoms: flu-like  
- Later symptoms: arthritis and neurologic problems | See a doctor if you suspect Lyme Disease | - Avoid tick infested areas  
- Wear long sleeves and pants  
- Use insect repellent  
- Check clothing and hair for ticks and remove any ticks |
| Rocky Mountain Spotted Fever      | United States, southern Canada, Mexico, and Central America | Infection through the bite of an infected tick *Rickettsia rickettsii* | - Sudden onset of fever  
- Headache  
- Muscle pain  
- Spotty rash | See a doctor if you suspect Rocky Mountain Spotted Fever | - Avoid tick infested areas  
- Wear long pants, shirts  
- Use a repellent  
- Check clothing and hair for ticks and remove any ticks |
| Hantavirus Pulmonary Syndrome (HPS) – Sin Nombre Virus | North America | Inhalation of dusts or aerosols from the infected rodent’s feces, urine, or saliva  
- Vector: Deer mouse (*Peromyscus maniculatus*) | -(Early, 1-5 weeks) fatigue, fever, muscle aches, chills, headaches, dizziness, sometimes abdominal problems  
-(Late, 4-10 days after early) coughing, shortness of breath | Seek medical attention IMMEDIATELY if you suspect HPS. The likelihood of survival is greatly increased with early diagnosis and treatment | - Avoid contact with rodents, especially their feces  
- See section 6.1 on dealing with rodent infested areas |
<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
<th>Exposure Route</th>
<th>Symptoms</th>
<th>First Aid</th>
<th>Prevention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arenavirus (White Water Arroyo)</td>
<td>North America</td>
<td>Inhalation of dusts or aerosols from the infected rodent’s feces,</td>
<td>-Fever -Headache -Muscle aches -Severe</td>
<td>Seek medical attention <strong>IMMEDIATELY</strong> if you suspect WWA. The likelihood of survival is greatly increased with early diagnosis and treatment</td>
<td>-Avoid contact with rodents, especially their feces -See section 6.1 on dealing with rodent feces.</td>
</tr>
<tr>
<td>West Nile Virus</td>
<td>North America</td>
<td>-Mosquito-borne - Infection from the bite of a mosquito infected with West Nile Virus -Handling infected birds</td>
<td>-None in most people ~80% -Mild - fever, headache, body aches, nausea, vomiting, and sometimes swollen glands or a rash on the chest, stomach and back; -Severe - high fever, neck stiffness, stupor, muscle weakness, disorientation, coma, tremors, convulsions, vision loss, numbness, paralysis</td>
<td>See a doctor if you suspect that severe symptoms are due to West Nile Virus</td>
<td>-Use insect repellent -Many mosquitoes are most active at dusk and dawn, consider staying indoors during these hours -Wear long sleeves and pants -Avoid areas of standing water where mosquitoes breed -Don’t handle dead birds with your bare hands</td>
</tr>
<tr>
<td>Type</td>
<td>Location</td>
<td>Exposure Route</td>
<td>Symptoms</td>
<td>First Aid</td>
<td>Prevention</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>------------------------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Dengue Fever</td>
<td>Africa, Southeast Asia, China, India, Middle East, South and Central America, Australia and the Pacific Islands</td>
<td>-Mosquito-borne - Infection from the bite of a mosquito infected with 1 of 4 dengue viruses</td>
<td>-Flu-like -Sudden, high fever -Severe headache -Pain behind eyes -Nausea/vomiting -Rash</td>
<td>-See a doctor if you suspect Dengue Fever -Takes up to 1 month to recover</td>
<td>-Wear long sleeves and pants -Use insect repellent -Use a mosquito net</td>
</tr>
<tr>
<td>Malaria (Preventable with Drugs)</td>
<td>Central and South America, Hispaniola, Africa, India, South Asia, Southeast Asia, the Middle East, and Oceania</td>
<td>-Mosquito-borne - Infection from the bite of an infective female <em>Anopheles</em> mosquito -Blood transfusion -Contaminated needles/syringes</td>
<td>-May take 10 days to 1 year for symptoms to appear -Flu-like, fever, sweats, chills, headache, malaise, muscle aches, nausea, vomiting, jaundice -Untreated may cause severe complications including death</td>
<td>-See a doctor <em>IMMEDIATELY</em> if you have traveled in a malaria-risk area and suspect malaria</td>
<td>-Use a mosquito net -Use insect repellent -Take Antimalarial drugs (visit your health care provider 4-6 weeks before travel) -Wear long sleeves and pants</td>
</tr>
<tr>
<td>Severe Acute Respiratory Syndrome (SARS)</td>
<td>Occurred in 2003 in North America, South America, Europe, and Asia</td>
<td>-Close person-to-person contact -Inhalation of respiratory droplets produced when an infected person coughs or sneezes -Touching surface or object contaminated with</td>
<td>-Begins with a high fever (&gt;100.4°F [38.0°C]) -Headache -Malaise -Some have mild respiratory symptoms at the outset -10-20% have diarrhea</td>
<td>-Wash your hands with soap and water frequently or an alcohol-based hand rub -Travelers to China should avoid live food markets and contact with civets and other wildlife (no evidence that direct</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>Location</td>
<td>Exposure Route</td>
<td>Symptoms</td>
<td>First Aid</td>
<td>Prevention</td>
</tr>
<tr>
<td>------</td>
<td>----------</td>
<td>----------------</td>
<td>----------</td>
<td>----------</td>
<td>------------</td>
</tr>
<tr>
<td><strong>Yellow Fever (Vaccine Available)</strong></td>
<td>South America and Africa</td>
<td>-Mosquito-borne - Infection from the bite of a mosquito infected with Yellow fever virus</td>
<td>-Flu-like -Jaundice -Can be fatal</td>
<td>See a doctor if you suspect Yellow Fever</td>
<td>-Visit doctor at least 10 days before travel for vaccine -Wear long sleeve shirts and pants -Use insect repellant -Use a mosquito net</td>
</tr>
<tr>
<td><strong>Hantavirus (Sin Nombre Virus) and Arenavirus (White Water Arroyo)</strong></td>
<td>Central and South America and Asia</td>
<td>-Inhalation of dusts or aerosols from the infected rodent”s feces, urine, or saliva -Vector: Rodents; especially Neotoma and Peromyscus species</td>
<td>-Fever -Headache -Muscle aches -Severe respiratory distress (occasionally)</td>
<td>Seek medical attention <strong>IMMEDIATELY</strong> if you suspect hanta or arenavirus. The likelihood of survival is greatly increased with early diagnosis and treatment</td>
<td>-Avoid contact with rodents, especially their feces -See section on proper rodent handling for cleaning a rodent infested area</td>
</tr>
<tr>
<td><strong>Schistosomiasis, (or bilharzias)</strong></td>
<td>Brazil, Egypt, sub-Saharan Africa, southern China, the Philippines, and Southeast Asia</td>
<td>Transmitted by swimming in contaminated fresh water</td>
<td>-Can be asymptomatic -(Acute: 2-3 weeks) Fever, weight loss, weakness, cough, headaches, abdominal, joint and muscle pain, diarrhea, nausea -(Chronic) disease in lungs, liver, intestines, bladder</td>
<td>See a doctor if you suspect schistosomiasis</td>
<td>-Avoid fresh-water wading or swimming in endemic regions -Heat bath water over 50 C for at least 5 minutes before use</td>
</tr>
</tbody>
</table>
Appendix A: NAU Field Research Safety Plan
NAU Field Research Safety Plan

This form may be used by the Principal Investigator (PI), or Project Lead, to assist with the development of a Safety Plan. The completed Safety Plan must be shared with all the members of the field research team and kept on file on campus. Multiple trips to the same location can be covered by a single Safety Plan. The Safety Plan should be revised whenever a significant change to the location or scope of field work occurs. ORC is available to review these plans, and will conduct periodic reviews of departmental plans.

<table>
<thead>
<tr>
<th>Before you go:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ This plan must be completed, and a copied maintained on campus, prior to departure for any field work.</td>
</tr>
<tr>
<td>□ Prepare first aid kit and manual</td>
</tr>
<tr>
<td>□ Assemble and check safety provisions</td>
</tr>
<tr>
<td>□ Check to assure all required safety equipment is current for all team members</td>
</tr>
<tr>
<td>□ Check to assure all emergency health care and insurance requirements have been met.</td>
</tr>
</tbody>
</table>

Principal Investigator:

Phone Number:

**Dates of Travel:** *(List multiple dates if more than one trip is planned)*

**Location of Field Research:**

Country: ____________________________  Geographical Site: ____________________________

Nearest City: ____________________________  Distance from Site: ____________________________

Nearest Hospital: ____________________________  Distance from Site*: ____________________________

*Attach map when applicable

**Field Research:** *(Please include a brief description of the field work).*

**Emergency Procedures:** *(Please include detailed plans for field location including evacuation and emergency communication; *Include a separate sheet if necessary).*

University Contact (Name/ Phone)

Local Field Contact (Name/ Phone)

**Special Medical Requirements:** *(bee sting kits, insulin, etc.)*

**First Aid Training:** *(Please list any team members who are first aid trained and the type of training they have).*
**Physical Demands:** (Please list any physical demands required for this field research, e.g., Diving, Climbing, Temperature Extremes, High Altitude).

**Risk Assessment:** Please list identified risks associated with the activity or the physical environment (e.g., extreme heat or cold, chemical use, wild animals, endemic diseases, firearms, explosives, violence). List appropriate measures to be taken to reduce the risks; *Include a separate sheet if necessary.*

<table>
<thead>
<tr>
<th>Identified Risk</th>
<th>Control of Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
</tbody>
</table>

**Field Team Membership** (Please list the names of all members of the field research team, and the Field Team Leader.)

Name/Cell Phone Number (if applicable on site)

1. 
2. 
3. 
4. 
5. 

**Animal Studies:** A field study is defined as any study conducted on free living wild animals that does not involve an invasive procedure or materially alter the behavior of the animal under study. In order to help you determine if your study fits these criteria, please answer the following questions.

**Does Your Study?**

1. **Greatly disturb the animals under study?**
   - Yes ___  No ___
   - (ex. testing predator vocalization, supplemental feeding, nest manipulation)

2. **Involve an invasive procedure?**
   - Yes ___  No ___
   - (ex. blood sampling, tagging)

3. **Cause potential harm/injury to the animal?**
   - Yes__  No__
   - (ex. net and trap capture, bagging)

If you answered **YES to any** of these questions, your study involves invasive procedures or materially alters the behavior of the animal under study. Please fill out the full IACUC protocol application form.


If you answered **NO to all three** of these questions and your study will only involve observation of free ranging animals, please complete the NAU Field Research Safety Plan.
Appendix B: Supervisor’s Report of Injury or Illness
### Supervisor's Report of Injury / Illness (SRI)

**FOR OFFICE USE ONLY:**
- **DATE RECORDED/TIME:** ____________________
- **PS ENTRY:** ____________________
- **WEBENVISION:** ____________________

---

**Call Early Reporting Claims Service** at 1-800-837-8583 once injury is reported (within 24 hours)

**In addition to calling the 800#, this form must be completed. Mail original to HR – Box 4113**

### WORKER’S INFORMATION

<table>
<thead>
<tr>
<th>LAST NAME, FIRST NAME, MI</th>
<th>NAU ID</th>
<th>SSN</th>
<th>DATE OF BIRTH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOME ADDRESS, CITY, ZIP CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

- **CIRCLE ONE**
  - MARRIED / SINGLE
  - __________

- **# OF DEPENDENTS**
  - __________

- **HOME PHONE #**
  - __________

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>DEPARTMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **SCHEDULED WORK HOURS:**
  - BEGIN
  - END

- **WAS EMPLOYEE ON OVERTIME WHEN INJURED?**
  - YES
  - NO

<table>
<thead>
<tr>
<th>SUPERVISOR’S LAST NAME, FIRST NAME, MI</th>
<th>SPVSR NAU ID</th>
<th>SPVSR PHONE #</th>
<th>SUPERVISOR’S DEPT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### INJURY / ILLNESS DETAILS

- **IS THIS A RECURRENCE?**
- **DATE OF INJURY**
  - __________
  - __________

- **TIME OF INJURY**
  - AM / PM

<table>
<thead>
<tr>
<th>LAST DATE WORKED</th>
<th>DATE INJURY REPORTED</th>
<th>TIME INJURY REPORTED</th>
<th>BLDG # WHERE INJURY HAPPENED</th>
<th>EMPLOYEE’S DEPARTMENT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **PART(S) OF BODY INJURED**
  - Left ___ Right ___

- **NATURE OF INJURY – (IE, STRAIN, BRUISE, CUT)**
  - __________

- **DID INCIDENT RESULT IN ILLNESS? WHAT SYMPTOMS EXPERIENCED?**
  - __________

### WHERE WAS INJURY TREATED?

- **NO TREATMENT**
- **FRONSKE HEALTH CENTER**
- **OTHER**

<table>
<thead>
<tr>
<th>PHYSICIAN / HOSPITAL / FACILITY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF FACILITY:</td>
</tr>
<tr>
<td>PHYSICIAN NAME:</td>
</tr>
<tr>
<td>ADDRESS:</td>
</tr>
<tr>
<td>CITY, STATE, ZIP:</td>
</tr>
<tr>
<td>PHONE NUMBER:</td>
</tr>
</tbody>
</table>

- **WAS EMPLOYEE HOSPITALIZED OVERNIGHT?**
  - YES
  - NO

---

### BILLING INFORMATION

- **Arizona Department of Administration**
  - **Risk Management Division**
  - **Worker’s Compensation Unit**
  - **100 N 15th Avenue, STE 301**
  - **Phoenix, AZ 85007**
  - **Phone (602) 542-2182**
  - **Fax (602) 542-1490**
  - **Web Site:** [www.azrisk.state.as.us](http://www.azrisk.state.as.us)

### PHYSICIAN’S BILLING INFORMATION

- **A Physician’s Report of Injury** (pink 102 form) should be completed and signed at the health provider’s office. If this form is not filled out, the Industrial Commission and insurance carrier will not be officially notified and claim activity can be delayed.

---

Employee’s Signature: ____________________ Date: __________ Time: __________

Injury Reported To: Signature ____________________ Date: __________ Time: __________

Title ____________________ Phone ____________________

(Original copy to HR, second copy to Department, third copy to Doctor) Revised 3/13/09
### Supervisor’s Report of Injury / Illness (SRI) Cont.

**FOR OFFICE USE ONLY:**
- DATE
- RECORDED/TIME:
- PS ENTRY:
- WEBENVISION:

---

#### WITNESSES

<table>
<thead>
<tr>
<th>#1 WITNESS:</th>
<th>EMPLOYEE NAU ID</th>
<th>NON-NAU EMPLOYEE</th>
<th>DIRECTLY INVOLVED WITH INCIDENT</th>
<th>CONTACT PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#2 WITNESS:</th>
<th>EMPLOYEE NAU ID</th>
<th>NON-NAU EMPLOYEE</th>
<th>DIRECTLY INVOLVED WITH INCIDENT</th>
<th>CONTACT PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NAME OF OTHERS INJURED IN THE SAME ACCIDENT: (PLEASE INCLUDE NAU ID IF NAU EMPLOYEE)**

---

**IS PERSONAL PROTECTIVE EQUIPMENT REQUIRED?**  YES / NO  **WAS IT BEING WORN?**  YES / NO

---

#### ON THE SCENE: TREATMENT INFORMATION

<table>
<thead>
<tr>
<th>PRIMARY OUTCOME</th>
<th>IF TREATMENT REQUIRED, PLEASE CHECK ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>INJURY</td>
<td>MEDICAL / FIRST AID / NONE</td>
</tr>
<tr>
<td>ILLNESS</td>
<td></td>
</tr>
<tr>
<td>DEATH</td>
<td></td>
</tr>
</tbody>
</table>

**AT THE SCENE OF INJURY, DID ONE OF THE FOLLOWING OCCUR?**

<table>
<thead>
<tr>
<th>PATIENT TAKEN TO HOSPITAL</th>
<th>PATIENT FELL UNCONSCIOUS</th>
<th>FATAL INJURIES SUSTAINED</th>
<th>RESUSCITATION REQUIRED</th>
<th>AMBULANCE REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IF FIRST AID GIVEN:**

<table>
<thead>
<tr>
<th>DATE OF FIRST AID</th>
<th>TIME OF FIRST AID GIVEN</th>
<th>NAU EMPLOYEE NAME / ID #</th>
<th>NON EMPLOYEE NAME / PH#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AM / PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IS VALIDITY OF CLAIM DOUBTED?**  YES / NO  **If Yes, please explain:**

---

(Original copy to HR, second copy to Department)
Appendix C: Working Safely with Chainsaws (OSHA Factsheet)
Working Safely with Chain Saws

The chain saw is one of the most efficient and productive portable power tools used in the industry. It can also be one of the most dangerous. If you learn to operate it properly and maintain the saw in good working condition, you can avoid injury as well as be more productive.

Before Starting the Saw

• Check controls, chain tension, and all bolts and s to ensure they are functioning properly justed according to the manufacturer’s tions.
• Fuel the saw at least 10 feet from sources of a.
• Check the fuel container for the following requirements:
  be metal or plastic
  not exceed a 5 gallon capacity
  be approved by the Underwriters tory, Factory Mutual (FM), the ment of Transportation (DOT), or other ally Recognized Testing Laboratory.

While Running the Saw

• Keep hands on the handles, and maintain secure footing while operating the chainsaw.
• Clear the area of obstacles that might interfere with cutting the tree or using the retreat path.
• Do not cut directly overhead.
• Shut off or release throttle prior to retreating.
• Shut off or engage the chain brake whenever the saw is carried more than 50 feet, or across hazardous terrain.
• Be prepared for kickback; use saws that reduce kickback danger (chain brakes, low kickback chains, guide bars, etc.).

Personal Protective Equipment Requirements

Personal protective equipment (PPE), for the head, ears, eyes, face, hands, and legs are designed to prevent or lessen the severity of injuries to loggers and other workers using chain saws.

• PPE must be inspected prior to use on each work shift to ensure it is in serviceable condition
• The following PPE must be used when hazards make it necessary:
  • Head Protection
  • Hearing Protection
  • Eye/Face Protection
  • Leg Protection
  • Foot Protection
  • Hand Protection

Training

Employers involved in tree removal/logging are required to assure that their employees are able to safely perform their assigned tasks. When loggers are trained to work safely they should be able to anticipate and avoid injury from the job related hazards they may encounter. Training requirements include:

• Specific work procedures, practices and requirements of the work site, including the recognition, prevention, and control of general safety and health hazards.
• Requirements of the OSHA Logging standard, Bloodborne Pathogens standard, First Aid, and CPR training.
• How to safely perform assigned work tasks, including the specific hazards associated with each task and the measures and work practices which will be used to control those hazards.
• How to safely use, operate, and maintain tools, machines and vehicles which the employee will be required to utilize in completing the assigned requirements.