

APPENDIX 1

UNIVERSITY OF HAWAII AT MANOA

HEALTH AND SAFETY DIRECTORY

EXTENSIONS

I.	EMERGENCY SERVICES	
	Department of Public Safety	66911
II.	ENVIRONMENTAL HEALTH & SAFETY OFFICE	
	Director	68660
	Workplace Safety	63204
	Radiation Safety	66475
	Fire Safety	64953
	Laboratory Safety	65097
	Diving Safety	66420
	Hazardous Materials Management	63198
	Environmental Compliance	69173
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	Biological Safety	63197
IV.	FACILITIES PLANNING AND MANGEMENT OFFICE	
	Work Coordination	67134

**Note: EHSO's telephone numbers are answered only during regular business hours. Contact Department of Public Safety for 24-hour emergency assistance.**

## APPENDIX 2

### Extension Cord Use Policy

#### Introduction

Extension cords provide a convenient method of bringing temporary AC power to a device that is not located near a power outlet. If not used properly, extension cords can be the cause of electrical shock, equipment damage, and fire hazards.

#### General Policy

Extension cords may not be used in place of permanent facility wiring. Extension cords may be used for temporary applications only. "Temporary" means it is associated with a one-time job or with a transient condition. Install permanent wiring for long-term or repetitive needs. An extension cord may be used while awaiting permanent wiring, as long as all other conditions for proper use are met.

Extension cords must be of sufficient current-carrying capacity to power the device(s) they will be used with and shall not be substantially longer than required for the application.

Extension cords shall be UL® (or equivalent safety standard) listed and clean and properly maintained with no exposed live parts or conductors, splices, substantial abrasion, or other damage that might compromise its safe usage.

In addition to the total electrical load, the conditions of use affect extension cord safety. Rated capacity for an extension cord assumes it will be used in an open-air and straight configuration. In damp or wet areas, extension cords must be protected by a ground-fault circuit interrupter (GFCI). Extension cords shall not be subject to environmental or physical damage or be used in potentially hazardous atmospheres, such as flammable gases, vapors or explosive dusts.

Extension cords shall be plugged directly into an approved receptacle and shall not be daisy-chained (one extension cord plugged into another extension cord). Cords with molded multiple receptacles are acceptable if the total load does not exceed the cord ampacity.

University of Hawaii at Manoa  
Environmental Health and Safety Office

Extension cords used must be three-conductor (grounded) - even if the device they serve use a two-prong plug. Do not modify plug prongs to fit an existing outlet. Extension cords shall be unplugged when not in use.

Extension cords should not be used for heat-producing appliances such as coffee pots, toasters, microwave ovens and space heaters. The load from these devices often approaches the circuit capacity and the added cord length increases the chance of overheating.

Extension cords shall not be affixed to structures, run under floors, through doors, ceilings, windows, or holes in walls. This is to prevent "pinch" damage to the cord. If it is absolutely necessary to run an extension cord through a doorway or open window for short-term use, the cord must be protected from damage; removed immediately when no longer in use; and must not be a trip hazard.

As electric current passes through a wire, electrical resistance causes some voltage drop and heating of the wire. Coiling or winding excess cord length or tying a knot in the cord can concentrate this heat and cause overheating. Similarly, covering a cord with a rug or rag can trap heat and cause overheating. This trapped heat can damage the cord and lead to a fire.

Ensure that cords are of sufficient length to prevent strain being placed on the cord due to stretching, twisting or bending, especially at the receptacle ends. Connections between extension cords and equipment should not be left dangling unsupported.

### Power Strips (Multi-outlets)

A power strip is a variation of an extension cord, where the cord terminates in a row or group of receptacles. Power strips are commonly used in offices to provide multiple receptacles to office equipment. This use is permissible so long as the load does not exceed eighty percent (80%) of the current rating for the strip, it is equipped with an integral circuit breaker or fuse, have a cord no longer than 10 feet, and bear the approval marking of UL or equivalent.

### Acceptable Combinations of Extension Cords and Devices

- Receptacle to surge protector (or UPS) to extension cord to device
- Receptacle to power strip to UPS to device (electrical equipment)
- Receptacle to surge protector (or UPS) to device
- Receptacle to surge protector (or UPS) to power strip to device

## APPENDIX 3

### COMPUTER WORKSTATION ERGONOMIC GUIDE

Millions of people work with computers every day, and as a result this has resulted in problems ranging from simple eye strains to repetitive strain injuries to hands, arms, shoulders and necks. While there is no single “correct” posture or arrangement of components that will fit everyone, there are basic guidelines to consider when setting up a computer workstation, purchasing equipment for a workstation and performing computer-related tasks; these are covered in “OSHA’s Computer Station etool”:

[www.osha.gov/SLTC/etools/computerworkstations/index.html](http://www.osha.gov/SLTC/etools/computerworkstations/index.html)

However, here are some ergonomically friendly, quick tips to follow:

1. Use a good chair, with adjustable height and backrest and allows to seat back comfortably for lower back support.
2. No glare on screen, use anti-glare screen and/or position monitor to minimize or eliminate glare.
3. Top of monitor screen positioned at or below eye level and directly in front of user.
4. Use a document holder that is in-line with computer screen and is stable and large enough to hold documents.
5. Keyboard and keyboard/input device (i.e. track ball or mouse) holder is stable and large enough to accommodate keyboard and input device.
6. Input device positioned next to keyboard and operated without reaching.
7. Keyboard and input devices positioned directly in front of user.
8. Maintain neutral working postures:
  - a. Head, neck and trunk faced forward (i.e no twisting).
  - b. Head, neck upright or in-line with torso.
  - c. Trunk is perpendicular to the floor.
  - d. Shoulder and upper arms are relaxed and perpendicular to the floor.
  - e. Upper arms and elbows are close to the body.

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- f. Forearms positioned about 90 degrees to the upper arm.
  - g. Wrist and hand straight .
  - h. Thighs parallel to floor and lower legs perpendicular to floor.
  - i. Feet flat on the floor or footrest.
9. Take frequent short breaks from repetitive tasks.
10. Alternate work tasks, incorporating non-computer tasks into the workday.

**APPENDIX 4**  
**INCIDENT REPORTING FORM**

## INCIDENT REPORTING FORM

**Instructions:** Use this form to report all work related injuries, illnesses, or "near miss" events (those which could have caused an injury or illness due to hazards in the environment or unsafe practices). Please prepare in duplicate and submit original to: ENVIRONMENTAL HEALTH AND SAFETY OFFICE  
 2040 East-West Road  
 Honolulu, Hawaii 96822-2320

I am reporting a work related: <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Near Miss	
Your Name: _____	
Job Title: _____	
Supervisor: _____	
Was supervisor informed of your injury/near miss? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date and Time of Event: _____	
Name of Witnesses (if any): _____	
Where, exactly, did it happen? _____	
What were you doing at the time? _____	
Describe step by step what led up to the injury/near miss. (Continue on the back if necessary):          	
What could have been done to prevent this injury/near miss?          	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, whom did you see?	Doctor's phone number: _____
Date: _____	Time: _____
Has this part of the body been injured before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	Supervisor: _____
Your signature: _____	Date: _____

## Supervisor's Accident Investigation Form

Name of Injured Person: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

(Circle One)      Male                  Female

What part of the body was injured? (Describe in detail)

\_\_\_\_\_  
\_\_\_\_\_

Describe in full detail how the accident happened? What was employee doing prior to the event? What equipment, tools, being used?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) of all witnesses:

\_\_\_\_\_  
\_\_\_\_\_

Date/Time of Event: \_\_\_\_\_

Exact Location of Event: \_\_\_\_\_

What caused the event?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were safety measure/procedures in place and used? If not, what was wrong?

\_\_\_\_\_  
\_\_\_\_\_

Employee went to doctor/hospital? Doctor's Name: \_\_\_\_\_

Hospital's Name: \_\_\_\_\_

Recommended preventive action to take in the future to prevent recurrence:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

# INCIDENT INVESTIGATION REPORT

Instructions: For EHSO use only.

Incident Report Reviewed: Date \_\_\_\_\_ Time \_\_\_\_\_

Person Reviewing Report Form: \_\_\_\_\_  
(Please Print Name)

Investigation Conducted:  Yes  No

If yes: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Person(s) Interviewed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Observations: (i.e. engineering controls, PPE, training, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person Conducting Investigation:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

## APPENDIX 5

### LIST OF EHSO TRAINING CLASSES

#### **Fire Safety Program Training**

1. Fire Safety (1 hour)

Instruction includes chemistry, characteristics and behavior of fire, types of fire extinguisher and classes of fire; fire extinguisher ratings, reliability, design safety, identification, inspection, selection and use; fire extinguishers and extinguishing equipment common to the Manoa campus; proper procedures for reporting fires in campus and at home; and alarm, evacuation, and extinguishment safety procedures to be followed during an actual fire experience.

2. Fire Extinguisher Training (1/2 hour)

A practical demonstration of extinguisher use including hands on experience by class participants utilizing class "B" fire extinguisher on actual fires. This practical extinguisher training is a critical portion of the fire safety experience as it develops confidence in participants in their ability to actually assess, approach, attack and successfully extinguish fires in the incipient stage.

#### **Occupational Safety and Health (Workplace Safety) Training**

1. Asbestos Awareness Training (2 hours initial/annual refresher)

Inform employees on what is asbestos; location of asbestos-containing materials on campus; asbestos regulations and what needs to be done to prevent exposure.

2. Hazard Communication Training (1 hour)

Inform workers about the standard; its purpose, requirements for labeling and safety data sheets (SDSs).

3. Hearing Conservation Program Training (1 hour/annual refresher)

Inform workers on the general requirements of the program; the effects of noise on hearing; the fit, use and care of hearing protectors; and the need for audiometric testing.

4. Respiratory Protection Training (1 hour/annual refresher)

Inform workers on the general requirements of the respiratory program. The training provides information on the selection, use and maintenance of respirators. Workers are also fit-tested with the appropriate respirators at this time.

5. Back Injury and Prevention (1/2 hour)

The training briefly covers the anatomy of the back; causes and symptoms of back injuries; proper lifting techniques and other techniques to prevent back injuries.

6. Blood-borne Pathogens Training for Non-Research(1 hour/on-line refresher)

Training on HIOSH Blood-borne Pathogens Standard, including elements of an exposure control plan; compliance measures, exposure evaluation, post-exposure and follow-up and recordkeeping.

### **Radiation Safety**

Radiation Safety Class (3 hours)

This class is a formal training course for radiation safety workers or for person occupying a restricted laboratory area. Health physics, exposure limits and risk, university policies for safe use and handling of radioisotopes, waste disposal, procurement procedures, inventory records and survey techniques are covered during this course.

### **Laboratory Safety Program Training**

Laboratory Safety (1.5 hours)

Training includes elements of the written Chemical Hygiene Plan; safe lab practices; chemical use, storage and disposal; personal

protective equipment; proper fume-hood use; chemical spill clean-up procedures; and emergency preparedness.

### **Hazardous Materials Management Training**

Hazardous Waste Generator ( Initial- 2.5 hours/on-line annual refresher)

Federal and State regulations as well as the UH Hazardous Materials Management Program (HMMP) require that all generators of hazardous waste receive mandatory initial training and annual refresher training. The purpose of the training is to provide waste generators with EPA requirements and University hazardous materials/waste policies and procedures. EHSO will not accept a request for disposal of excess hazardous materials or hazardous waste unless the material/waste turn in form is signed by a generator that has attended the initial training, or a refresher training within the past year.

## **APPENDIX 6: FIELDWORK SAFETY GUIDELINES**

### 1.0 A CLIMATE OF CARE

The following guidelines focus on establishing a climate in which safety of the University personnel has primacy, where faculty, staff and students know the policies, procedures and guidelines to help create safe practices. Principal Investigators (PIs) may elect to manage the risks involved with their fieldwork in a different manner to these guidelines, but alternative practices must provide at least equivalent or better level of safety.

There is no successful method of guaranteeing safety of personnel. These guidelines attempt to provide a framework in which it is customary and normal that all possible precautions have been taken and all proper responsibilities met. The major requirements of assessment of risks, planning, training, equipment, communication, responsibilities are addressed in this document.

### 2.0 APPLICATION AND SCOPE

"Fieldwork" consists of activities authorized by the University, conducted for the purpose of study, research or teaching which are undertaken by faculty, staff, students and authorized volunteers of the University at a location outside the geographical boundaries of the University campuses.

Fieldwork activities, such as those involving isolated or remote locations; extreme weather conditions; hazardous terrain; harmful wildlife; or lack of ready access to emergency services, can expose participants to significant risks to their health, safety or well-being, at locations outside the direct supervisory control of the University.

The intent of these guidelines is to ensure that prior to undertaking fieldwork:

A) all concerned parties are aware of their responsibilities;

- B) a risk assessment is carried out to identify potential hazards associated with fieldwork and to establish appropriate controls to eliminate or minimize such hazards; and
- C) all participants have an informed understanding of the associated risks and provide their consent to the means for dealing with such risks.

Under normal circumstances, these guidelines are not intended for organized off-campus activities such as:

- Supervised study or work placements at external institutions which are affiliated with the University or which the University department has designated to be an approved placement center; or
- Travel for conferences, seminars, meeting or visits to other institutions.

For all off-campus activities conducted on the premises of or under the control of another organization or institution, Principal Investigators (PIs) must ensure that the local safety procedures of that organization or institution are appropriate to the type of activities being conducted, are in compliance with local laws and regulations, and are consistent with the safety standards and practices of the University of Hawaii.

### 3.0 RESPONSIBILITIES

The responsibilities of the following: 1) Deans, Directors and Department Chairs; 2) Departmental Safety Coordinators; 3) Principal Investigators/Supervisors; 4) Employees and Student and; 5) Environmental Health and Safety should be consistent with the responsibilities set forth in the University of Hawaii at Manoa Departmental Health and Safety Guide.

For the purpose of fieldwork, the following additional responsibilities are:

## TEAM LEADER

The Team Leader may be the Principal Investigator (PI) or may, in the absence of the PI, be another member of the team who has been designated as such by the PI. The Team Leader is responsible for:

- A) ensuring implementation of the control established by the PI, including the use of appropriate safety equipment, safety procedures and medical precautions by team members during fieldwork;
- B) conducting ongoing risk assessments during fieldwork and reporting any new hazards to the PI;
- C) dealing with and receiving any safety concerns which arise in the field;
- D) maintaining regular contact with the PI and/or departmental contact;
- E) informing the PI and/or departmental contact of all accidents, illnesses or emergencies which occur in the field; and
- F) ensuring team members have received adequate health and safety training as applicable and must retain training records.

## TEAM MEMBERS

Each member of the fieldwork is responsible for:

- A) acknowledging the risks of the particular field project;
- B) using the appropriate protective equipment provided and following the procedures established by the PI;
- C) working safely and in a manner to prevent harm to themselves or to others;
- D) understanding the Requirements for Reasonable Care outlined in Section 4.

E) reporting any identified hazards to the Team Leader or PI;  
and

F) reporting all accidents, illness or emergencies to the Team Leader.

#### 4.0 REQUIREMENTS FOR REASONABLE CARE

Those involved in fieldwork must exercise reasonable care to ensure safety include, but are not restricted to, the following:

A) only staff, students, and approved volunteers authorized by the PI may assist with fieldwork. **Friends, pets and children are prohibited from accompanying field teams.** Employees of the county, state and federal agencies of official business connected with the project may accompany people working in the field. **Researchers or other colleagues from other institutions not authorized by the PI are not allowed to accompany field teams.** Always consult with your PI if you are uncertain regarding someone's eligibility to accompany you in the field.

B) availability of appropriate first-aid supplies and expertise;and accessibility to emergency medical treatment;

C) availability of appropriate personal protective equipment(PPE) and field equipment to support the research;

D) availability of appropriate food and accommodations, and during travel to and from the site;

E) arrangements of appropriate transportation to, at and returning from the location of the fieldwork; vehicles must be operated in a manner consistent with Standard Operating Procedures (SOPs) for vehicles for the agency whose vehicle you are driving. Personnel should ask the PI for a briefing on the procedures before you operate the vehicle for the first time;

F) prior to departure, and on a continuing basis on the site, the tasks and responsibilities assigned to each participant must be clearly communicated;

G) knowledge of all health and safety standards and requirements applicable to the jurisdiction in which the

fieldwork is being conducted;

H) provision of appropriate information and training regarding the risks associated with fieldwork activities, materials, equipment and environment, and appropriate control measures for dealing with them;

I) provision of appropriate information and training for responding to and reporting of accidents involving injuries, damage to property and equipment, and spills, leaks or release of hazardous materials;

J) recognition of the right and responsibility of an individual to exercise personal judgment in acting to avoid harm in situations of apparent danger; in this regard, students should be informed of the general nature, requirements and location of their fieldwork; and

K) availability of procedures for contacting the University to obtain assistance in an emergency.

#### 5.0 SOLITARY FIELDWORK

Working alone is strongly discouraged, particularly when remote or hazardous locations, high-risk activities or other unusual conditions are involved.

In situations where solitary work is deemed necessary and unavoidable, a stringent code of practice must be established to address worker competency, procedures for regular reporting, emergency procedures, and other precautions and procedures appropriate to the type of activities involved. In such situations, the Solitary Field Researcher will assume the responsibilities of the Team Leader and Team Member. The field member must ensure that someone knows where he/she is and he/she is expected to return.

#### 6.0 REFUSAL OF UNSAFE WORK

Any individual member of a fieldwork team may refuse at any time to participate in any activity which they feel may endanger their health and safety or that of another person.

## 7.0 GENERAL GUIDELINES

Before fieldwork is conducted, the PI should develop standard operating procedures specific to their fieldwork. The SOPs should include at a minimum, information provided in sections 7.1, 7.2 and 9.0.

### 7.1 Preparation - Before Individual(s) Leave

One of the most important phases of a fieldwork experience is planning and preparation before you leave. Here are some suggestions before a person leaves:

A) Prepare a written plan of the trip or fill-out the form on pages 25 - 27 and leave this with a responsible party. Include the following:

- 1) Your itinerary: locations, arrival and departure dates, names, addresses and phone numbers of all fieldwork participants.
- 2) Contact person: Name and phone number of a person to contact in case of emergency.
- 3) Activities: General nature of activities being conducted.
- 4) Local contacts: Names of people at or near your fieldwork site who can reach you if necessary, as well as your check-in/check-out arrangements. Fieldworkers should check in with their group office regularly, and should advise the group office of any changes in schedule or points of contact. If possible, fieldworkers should also inform someone in their work locale (for example, local search and rescue personnel, police, sheriff or motel employee) each day about the daily fieldwork location and the approximate time of return. The local contact should be provided with telephone numbers of people to call (group

office, University contact, etc.) if the workers do not return or report in within a predetermined interval of the scheduled return time.

- B) Learn about potentially hazardous plants, animals, terrain and weather conditions in the areas where fieldwork is being conducted.
- C) Take a CPR/First Aid Class.
- D) Assemble safety equipment and other provisions and check everything before you leave; these include:
  - First aid kit and first aid manual
  - Medications taken on a regular basis
  - Allergy treatments as needed
  - Sunscreen and hat
  - Water purification tablets or filter devices
  - Personal protective equipment (PPE) such as safety glasses/goggles, gloves, hard hats, work boots, etc.)
  - Vehicle emergency kit
  - Flashlight
  - Flares
  - Two-way radio (if you will be working alone in an isolated or dangerous area) and/or cellular phone as appropriate
- E) Whenever possible, fieldwork activities should be done in teams of at least two people. The "buddy" system is the safest way to work.
- F) Ask your health insurance provider about how your coverage applies to medical treatment in the fieldwork locale, should that become necessary. Find out where you can go for emergency care.

G) Obtain authorization for access to state, federal and/or private lands.

H) Obtain permits for any sample collection from respective agencies (i.e. DLNR, NFWS, etc.)

## 7.2 Medical Care and First Aid

A) The first aid kit must be maintained at all times during the operation or exercise. At least one employee who is trained in first aid must be present during operations. At least one field crew member shall carry a first aid kit while in the field. Additionally, each vehicle should carry a fully stocked first aid kit and a survival kit.

B) There shall be at least one (1) individual per field crew with a current standard first aid certificate.

## 7.3 Travel on Foot

A) Wear proper safety gear.

B) Always carry a first aid kit, radio and water.

C) Be sure that equipment and supplies are carried in a manner consistent with safe travel over rough terrain. Backpacks should be in good repair and fit properly; **DO NOT OVER-ESTIMATE YOUR LOAD CAPACITY.**

D) Always be aware of what's around you (on ground and overhead).

E) Be conscious of surroundings - when disoriented, familiar objects can set you on track. Carry a compass and an area (field) map showing locations of pertinent transect, roads and trails, and other landmarks, especially in unfamiliar surroundings and/or when fog, rain, or darkness can set in.

F) Always be sure someone in the laboratory knows where you are and when you are expected to return.

G) Never overextend your capabilities.

- H) Be sure permission is granted before entering private property.
- I) Report accidents immediately to your supervisor.
- J) Use common sense.
- K) If you do get lost or become disoriented **STAY WHERE YOU ARE**. You may be overcome by panic. Sit down and quietly organize your thoughts on where you are. A few moments of recollection may clarify your situation. If not, find a comfortable place to rest. Use your whistle or other means to attract the attention of anyone around you. Do not try to leave the area if there are no signs of where to go. Do not follow a stream downhill; it will almost certainly go over a waterfall at some time. Do not travel at night. You can sometimes assist a helicopter search by starting a smoky fire but be extremely careful not to set the surrounding vegetation on fire.

#### 7.4 Other Transportation

##### 7.4.1 Use of Vehicles

Only licensed and appropriately trained drivers should be in charge of field vehicles. The PI should ensure that there is a system in place for checking for appropriate and current driving licenses and placing restrictions in use of vehicles, e.g. for untrained and inexperienced persons, and giving express permission for vehicle use. It is advisable for the PI to have guidelines on use and limitations of vehicles.

Only registered vehicles are to be used. Vehicles used for fieldwork should be well-maintained according to the manufacturer's service specifications and equipped with adequate spare parts and tools, according to the area and length of trip. Care must be taken when loading vehicles to maintain as low a center of gravity as possible and to secure items adequately in a cabin. Vehicles must be driven with caution and attention to prevailing road and weather conditions.

The vehicle should be selected for the type of terrain likely to be encountered. Drivers should be familiar with the vehicle before setting out on the trip. Drivers intending to use four wheel drive (4WD) vehicles should be received training in 4WH or be able to demonstrate experience in driving such vehicles. Drivers should be familiar with routine maintenance procedures such as checking oil, water, tire pressure, coolant, and battery, and charging tires. Drivers should also be aware of the fuel capacity and range of the vehicle.

Prior to setting out on the trip, the driver should check the vehicle to ensure it has been adequately maintained and has all necessary tools, spare parts and special equipment for the trip. A check should be made that luggage and other equipment are secure.

Rest stops and fuel stops should be used to check that the vehicle is operating normally with respect to tire pressure, engine leaks, etc. and that luggage and equipment remain secure. Every day, before setting out, check oil, water, fuel, battery fluid, coolant, brake fluid and tire pressures and that controls are working.

Driving times and distances should be planned to prevent fatigue. A driver should take periodic breaks after driving for a few hours. During the break some light physical activity such as walking should be incorporated. Driving at night is more hazardous than during daytime because of reduced visibility, and fatigue and should be minimized.

Drivers should always heed applicable road rules, including those pertaining to consumption of alcohol. Driving should always be done at safe and legal speeds. Safe speeds depend upon the road and weather conditions, experience of the driver, time of day, alertness of the driver and the vehicle itself. Unfamiliarity with the road or conditions and the presence of nocturnal animals contribute to driving hazards.

#### 7.4.2 Use of Boats

When boats are used, the PI in charge must be familiar with relevant state and federal boating laws. Personnel in charge of boats are responsible for ensuring that the appropriate licenses and any appropriate boat registrations are obtained.

Boats should be well-maintained and equipped with adequate spare parts and tools, according to the area worked and the length of the trip.

Prior to setting out, check the vessel for safety equipment, personal flotation devices, fully charged battery, fuel, spare plugs, cotter pins, anchor and small bucket for bailing.

#### 7.4.3 Helicopter Operations

- A) All field personnel involved in work that required use of helicopters must have completed a National Park Service B-1 Helicopter Safety Course within the last 3 years.
- B) All field workers involved in sling-load helicopter operations must have also completed the appropriate course within last 3 to 5 years.
- C) Personnel may only fly Department of Interior Office of Aircraft Safety certified helicopter flown by OAS Certified pilots.
- D) For helicopter operations involving flight over the ocean, all persons involved must have had training in the ocean-ditching protocol within the last two years. Taking the course for two years in a row is recommended for new employees.
- E) All personnel involved in any way with helicopter operations must use the appropriate flight suits, gloves, hard hats with chin straps or helmets, leather boots and other prescribed protective and safety clothing. Personnel flying a helicopter must wear appropriate fire-repellent clothing and communication helmet.

## 7.5 SCUBA Diving

Diving can only be authorized when done in accordance with the University of Hawaii Diving Safety Manual administered by the University's Diving Safety Officer.

Before diving, the PI must contact the University's Diving Safety Office (DSO) to ensure the requirements set forth in the UH Diving Safety Manual can be met.

## 7.6 Use of Firearms

- A) If your work requires you to carry a firearm you must have passed the federal firearms certification provided by the national Park Service or other federally approved program, e.g., N.R.A. This test must be repeated each year. You must obtain approval from the landowner to carry a firearm on their property.
- B) You must abide by all state and federal laws.
- C) Firearms must always be returned to the firearm's cache on returning from the field.
- D) You must ensure that the firearm is properly maintained.
- E) You must account for all ammunition used.

## 7.7 Use of pesticides/Other chemicals

- A) If your work requires you to use pesticides, you must either work under the supervision of a person who has a certificate for pesticide application or have a current certificate yourself. You must abide by the instruction on the pesticide label.
- B) You must wear the appropriate safety equipment and clothing at all times and are responsible for maintaining your equipment and clothing.
- C) Know the requirements of the University's Chemical Hygiene Plan and/or Hazard Communication Program as it applies to

your work; contact UH EHSO Chemical Hygiene Officer (CHO) or Industrial Hygienist (IH) for these requirements.

- D) In case of an accident, especially where you get chemicals on the skin, you must notify your supervisor immediately.

## 7.8 Working In Water

### 7.8.1 Coastal and Estuarine Work

When planning coastal and estuarine work, information about tides, currents, weather and other factors affecting safety must be considered. Work on rock-platforms can be particularly hazardous and adequate precautions must be taken to prevent anyone from being swept from rocks or injured by unexpected waves. Ensure that appropriate clothing, including footwear is worn by all personnel.

### 7.8.2 Streams

When working in streams, always be aware of the weather conditions, especially when heavy rains are forecast. Other precautions to consider are:

- A) Wear footwear appropriate for the tasks, e.g., rubber boots, tabis (i.e., those designed for wading). Do not jump from rock to rock. Always ensure that your footing is safe.
- B) If, after working in a stream or in some way associated with water, you come down with flu-like symptoms that persist consult your physician and inform him/her that you may have been exposed to leptospirosis. If you have a break in your skin that could be exposed to water let your supervisor know so that protective measures can be taken or you can be assigned to other duties.
- C) Never drink untreated water from streams or any source other than a municipal supply. If you suffer from diarrhea and have a hydrogen sulfide taste in your mouth after belching consult your doctor and inform him/her of the possibility of your having **giardiasis or amoebic dysentery**

**or other waterborne diseases.** If your doctor confirms that you are suffering any such disease you must notify your supervisor immediately. You will not be allowed to work in the field until your doctor has confirmed that you are free of the disease.

## 7.9 Terrestrial Fieldwork

Precautions required for terrestrial fieldwork vary according to the type of environment and likely weather conditions, including possible weather extremes which may be encountered. Rainforest, caves and mountain environments present different hazards. The PI should develop standard operating procedures (SOPs) for each type of terrestrial fieldwork it conducts. Fieldwork personnel should receive training on SOPs relevant to the environment being visited.

### 7.9.1 Working In Caves

Field personnel depending on the nature of their research, may from time to time need to enter cave systems to survey, monitor, sample or evaluate cultural and natural organisms and their habitats.

Caves in Hawaii occur primarily in volcanic substrates and consist of lava tubes or lava blisters that have formed in pahoehoe (smooth lava) flows. Tube widths can range from a few feet to thirty (30) feet and tubes or systems of tubes can extend up to several miles. Skylights or collapsed roof sections are common in tubes, which rarely extend intact for more than 100m. All tubes and blisters that are entered by field researchers should be prehistoric and have long since attained a cooled, non-toxic and stable condition. Tubes near active volcanic structures, as on Big Island should not be entered without special training. If there is any question about the safety of the tube, do not enter it. Do not enter a cave or tube if you are claustrophobic. Always file a "Cave Work Plan" with your supervisor/PI or local law enforcement.

A variety of animals may use caves. Honey bees and paper wasps

may nest overhangs at entrance. Move slowly and stay 10-15 feet away. Goats, sheep and pigs resting in caves may bolt for the entrance when startled and may dispute your right to stand in it, so approach a cave slowly.

Protocol for cave visits:

General Concepts:

- A) Treat caves with respect. Many are sacred places.
- B) Move slowly and softly. Careless movement may damage irreplaceable archeological, geological or biological resources.
- C) Do not move or remove cave material, except recent garbage. Do not dig as this may destroy stratified deposits. Do not change air flows as this may alter the cave's climate.
- D) Do not smoke in the cave.
- E) Take extreme care in transition and deep (lightless) cave environments; do not touch mineral deposits, animals, organic ooze, cave slime or tree roots.

Procedures:

- A) Approach cave entrances carefully and do not make a trail or trample vegetation. Avoid stepping on stone structures or plants.
- B) Allow 10 to 15 minutes for your eyes to adjust to the cave.
- C) Carry or wear the following (each cave): durable trousers, light jacket, shirt, hard hat, leather gloves and good quality walking shoes with reasonable ankle support and thick soles. Knee and elbow pads, if rough or confining conditions are expected.
- D) Each person should have a whistle and at least one flashlight (at least two D or four C cell flashlights) plus an extra set of batteries. Chemical light sticks

(cyalumes) should be carried as backup because they provide several hours of illumination. There should be at least one strong, extra flashlight for each three people. Headlights should be used in preference to hand lamps. Carry one-quart of water and food snacks.

- E) Each person should carry: 1) two-way radio; 2) compass; 3) flagging tape; 4) first aid kit 5) Insect sting kit; 6) navigation log book; 7) watch; 8) entrance-marker flag.
- F) Never enter a cave alone. Minimum crew is two.
- G) Leave a filled-out "Cave Work Plan" or forms in pages 25-27 with a reasonable individual. Plan should include who is in the field party, vehicle use, location of cave (if known only on arrival, call in on radio to your supervisor/PI), date, planned times to depart and return to base camp, planned time inside cave and purpose of cave mission.
- H) Mark cave entrance with visible flag before entering.
- I) Never separate in the cave, stay within eyesight of one another.
- J) Move slowly and stand up even slower. Watch for hazards overhead and underfoot.

#### 7.10 Working on State or Federal Lands

If you are working in a national park, wildlife refuge or state forest reserve and there is an emergency, e.g., volcanic eruption, wildfire, you may be required to participate in emergency operations. Obey the incident commander or other responsible official. Participation in such emergencies is optional but you are encouraged to support the emergency operation. During the period of the emergency you will be covered under the emergency regulations.

#### 7.11 Working With or Around Animals

Check with the Office of Research, Biological Safety Office and the Institutional Animal Care Use Committee (IACUC) for

additional approval and guidance when anticipating working with or around animals.

Rodents (rat and mice), cats and other animals are known to carry a variety of diseases, most of which have not been reported from Hawaii. If you are working with animals or areas that may have been contaminated by their dropping, you are required to take the following precautions.

#### Exposure to body fluids:

If you may be exposed to body fluids from these animals, during trapping, tagging or removal, you must take a variety of precautions. First, all direct contact with animals should be through barriers. Use protective bite-proof gloves with disposable gloves underneath, if you must handle live animals (this should be avoided except when absolutely required). Use non-allergic disposable gloves for handling carcasses. Dispose of gloves afterwards by enclosing in plastic bag, like a "ziploc" bag.

If you are not leaving the carcass in the field, place it in a sealed bag. If you are examining stomach samples or other body parts, use disposable gloves, use eye or lab glasses with side covering and a mask to prevent fluids from hitting your eyes, nose and mouth. Any contact with fluids on skin should be washed off with an antibacterial soap. Contact with eyes, nose or mouth should be washed out with saline solution (eyes) or regular water (mouth). Such examinations should take place in a well-vented room or outside. People of suppressed immune systems or are pregnant should avoid close contacts with cats, alive or dead, because the risk of toxoplasmosis.

#### Exposure to Airborne Disease:

If you are cleaning an enclosed area (cave, historical structure) with rodent, bad or cat dropping, **DO NOT** sweep it. Use disposable gloves if touching contaminated areas. The area should be mopped down with commercial chlorine bleach solution. The person doing the cleaning should wear gloves and respiratory protection. Similarly, any bedding from mouse or cat traps

should be handled only in the open, not inside an enclosed area. The droppings may carry leptospirosis and other diseases, so they should be treated as potentially infectious and buried away from streams and water courses or double-bagged and disposed of according to local regulations at sanitary landfills.

#### 7.12 Pests

A number of pests may be encountered in fieldwork. Follow these general guidelines to prevent injury and illness:

- A) Keep garbage in rodent-proof containers and stored away from your campsite or work area. Food crumbs and debris may attract insects and animals.
- B) Thoroughly shake all clothing and bedding before use.
- C) Do not camp or sleep near obvious animal nests or burrows.
- D) Carefully look for pests before placing your hands, feet or body in areas where pests live or hide (e.g. wood piles, crevices, etc.)
- E) Avoid contact with sick and dead animals.
- F) Wear clothes made of tightly woven materials, and tuck pants into boots.
- G) Wear insect repellent.
- H) Minimize the amount of time you use lights after dark in your camp or worksite, as they may attract pests and animals.
- I) Use netting to keep pests away from food and people.
- J) Carry a first aid manual and kit with you on any excursion so you can treat bites or stings. If the pests is poisonous or if the bite does not appear to heal properly seek medical attention immediately.
- K) Be aware of the appearance and habitat of pests likely to be found.

### 7.13 other Environmental Hazards

In addition to pests, other fieldwork exposures can be hazardous:

- A) Poisonous Plants - plants like "poison oak" may contain a potent allergen that can cause reaction anywhere from several hours to two (2) weeks after exposure. The allergen may spread by: contact with the plant itself, touching objects which have touched a plant (tools, for example); inhaling smoke from burning plant; and/or touching other areas of the body after touching the plant.

To prevent exposure, learn to recognize and avoid the plant and wear clothing such as long pants and long-sleeved shirts. If you come in contact with these plants, wash clothes and skin with soap and water as soon as possible.

- B) Impure Water - A variety of potentially harmful organisms and pathogens can live in "natural" water sources such as streams, lakes and rivers. Drinking impure water can cause more than just gastrointestinal problems. Waterborne toxins can also cause hepatitis, giardia, and certain viral diseases. If you are not going to be near a municipal or treated water source, carry your own water. Never drink straight from a "natural" source. If you must use these sources, treat the water first by using water purification tablets, boiling it for three (3) minutes, or using a special purification filter (available from sporting good stores).

- C) Exposure to Elements - Sunburn is a common and easily preventable hazard. Chronic exposure to the sun can increase one's risk of skin cancer. People differ in their susceptibility to sun due to their skin pigmentation. Certain drugs, such as sulfonamide, oral antibiotics, certain diuretics, most tetracycline, barbiturates, and biothionol (ingredients in soaps and many first aid creams)

can also increase susceptibility to the sun. To prevent sunburn, cover exposed skin and liberally apply sunblock creams. Wearing a long-sleeved shirt and hat will also provide protection from the sun.

- D) Heat Exhaustion - which can even affect individuals in excellent physical condition, is caused by prolonged physical exertion in hot environment (such as strenuous hiking in the desert during the summer). Heat exhaustion symptoms include fatigue, excessive thirst, heavy sweating, and cool and clammy skin and are similar to shock symptoms. If these symptoms are present, cool the victim, treat the shock and give water or electrolyte replacement slowly but steadily if the victim can drink. If heat exhaustion is not treated, the victim can suffer heat stroke. Heat stroke is far more serious than heat exhaustion. The blood vessels in the skin can become so dilated that the blood vessel to the brain and other vital organs is reduced to inadequate levels, causing the individual to become exhausted and faint; the skin becomes bright red and very warm to the touch. This is a potentially a fatal condition that requires immediate attention. Cool the victim at once, in anyway possible, replenish fluids as with heat exhaustion, and seek medical attention immediately. Failure to gradually acclimate to heat, or even minor degrees of dehydration or salt deficiency makes an individual more susceptible to heat exhaustion. To prevent heat exhaustion, drink plenty of liquids (electrolyte replacers) and take frequent rest breaks.
- E) Excessive Cold - On any trip, even a one-day excursion, where sudden changes in weather can occur, adequate clothing must be worn or carried. Prolonged exposure to excessive cold can lead to hypothermia, a lowering of the body temperature; symptoms include shivering, numbness, slurred speech and excessive fatigue. Long pants, a long-sleeved shirt or sweater, windbreaker or down jacket and a cap are the minimum essentials. In cold or icy water, it

is best to wear clothing made of material that will wick moisture away from the body (e.g. wool or polypropylene instead of cotton). Wear several layers of clothing to allow adjustments to differing levels of physical activity. Avoid getting damp from perspiration.

## 8.0 EQUIPMENT AND COMMUNICATION

### 8.1 Equipment

Safety equipment used in the field must be inspected and/or treated prior to the trip to ensure that it is in good operating condition, with fully charged batteries, sufficient fuel and that all appropriate parts, tools and manuals are available.

### 8.2 Special Safety Equipment

Depending on the type of work, the area to be visited and the likely weather conditions, special safety equipment may be required. This will include personal protective equipment (PPE) such as coveralls, proper footwear or boots, sunglasses, safety goggles, insect repellent, sunscreen, hats, wetsuit, gloves, respirators or personal flotation devices. Other suggested items include: water canteen, matches, whistles and flashlights.

Ensure that the equipment and material you need has been carefully thought about, made available and that everyone knows how to use it. If anyone in the group has specific medical conditions requiring medication, or has allergies to anything that may occur during the work, make sure someone else knows. The first aid officer should be made familiar with appropriate treatment for the condition.

### 8.3 Communication Equipment

Training and licensing are required for use of certain types of radios. Where these are the main form of communication, all members of the fieldwork group must be trained and licensed in their use.

If cellular phones are used, everyone must know how to use them

properly and must have access to the relevant contact numbers. Battery power for communication equipment should be sufficient to last beyond the expected duration of the fieldwork.

#### 8.4 Contacts and Continuity of Contact

No trip may take place without there being properly informed and competent designated contacts both within the fieldwork team and at the University base.

Before setting out to fieldwork, the schedules and methods for maintaining contact with the University and/or other contacts must be established and understood by everyone involved. Contacts at the University and elsewhere must be informed about the location of the fieldwork, the expected duration of work, how to contact field personnel, the planned time of return and at what time subsequent to this an alarm will be raised.

For long fieldwork, arrangement must be made to make contact on a regular basis, such as daily, or some other regular interval if daily contact is impractical. The frequency of the regular contacts will depend on the length of the trip and where it is, how many personnel are involved and what sort of communication is actually available.

If a scheduled contact is not made, the contact at the University or home must be able to raise the alarm. If plans change, members of the fieldwork team should alert their designated contact to prevent false alarms and waste of time.

Before any trip, contacts and members of the field team must have agreed how an alarm would be given under any worst case scenario (e.g. the boat sinks, a vehicle fire) when the planned means of communication is no longer feasible. An alternative means of communication should be agreed upon and a trial run be conducted to test its effectiveness.

The University campus security telephone number (956 -6911), which is monitored 24 hours a day, should be displayed in all vehicles and can be used as a last resort should other University-based contacts fail.

## 9.0 EMERGENCY PLAN

Contacts at the University, at home and/or at location near to the fieldwork should be notified of the intended route(s), timing and number of people involved in the work, etc., so that they can provide the information and help to direct search and rescue attempts. Maps and plans showing the locations of work should be provided to the designated contact person.

Anyone designated as the contact person for a particular fieldwork must be organized and know exactly what is required.

Schedules for contact, the timing and method of raising alarms if contact is not made, the circumstances of the work (e.g. the registration numbers of vehicles, or boats, the place where boats are to be launched) should be documented so that the contact can find them quickly if required.

No designated contact may pass on the responsibility simply by leaving a message for someone else to take over - if something changes, the new contact must be told personally and all the relevant information provided so that there is no break in the continuity of the contact. The fieldwork team leader must also be informed of the change of contact person.

Suggested SOP for emergencies may follow the following:

- a) Contact person initiates the emergency alert, if fieldwork team fails to return when scheduled. The response may involve the following steps:
  - Call 911, give your name, location of emergency, type of emergency and type of help required.
  - Notify any supervisory personnel and provide them with the same information. If you are working in a national park or wildlife refuge notify the local manager.
- b) Thirty (30) minutes from call-in time, an alert is issued. Contact person or another person should stay near the phone at the fieldworker's office or lab.

- c) One hour from call-in time, search procedures should begin.
- d) One person should remain near the phone, and one person familiar with the field area should begin tracking the scheduled route.
- e) Tracking person should call back to the lab/office every 20 minutes to see if field worker has made contact.
- f) Tracking continues until the person is found or word is received that she/he is safe.

University of Hawaii at Manoa

Field Research Safety Plan Form (page 1)

This form may be used by the Principal Investigator (PI) to assist with the development of a Safety Plan. The completed Safety Plan serves to supplement the information provided in this guide and should be shared with all members of the research team and kept on file with the PI or Department Chair. Multiple trips to the same location can be covered by a single Safety Plan provided there are no significant changes such as location and scope of research, which result in revision of the original plan. EHSO is available to assist in the completion or review of the Safety Plan (956-3204).

Principal Investigator:	Department:
Phone Number:	E-mail Address:
Dates of Scheduled Fieldwork (Multiple dates may be entered):	
Location of Field Research:  Outer Island/State: _____  Geographical Site: _____  Nearest City: _____ (Name, Distance from site)  Nearest Hospital: _____ (Location, Distance from Site)	

Field Research Plan Continued (Page 2)

Field Research: (Please include a brief description of the field work.)	
University Contact (Name and phone no.):	Local (Field) Contact (Name and phone no.):
Emergency Procedures: (Please include detailed plans for field location, including evacuation and emergency communication). Attach a separate sheet if necessary.	
First Aid Training: (Please list any team members who are trained in first aid and the type of training received).	

Field Research Safety Plan continued (page 3)

<p>Physical Demands: (Please list any physical demands required for this field research; e.g. high altitude, heat stress, climbing, hiking, etc.)</p>	
<p>Risk Assessment: Please list identified risks associated with the activity or the physical environment (e.g., extreme heat and cold, wild animals, firearms, zoonotic diseases). List appropriate measures to be taken to reduce the risks. Include a separate sheet if necessary.</p>	
Identified Risk	Control of Risk
1.	
2.	
3.	
4.	
5.	
<p>Travel Immunizations: (Please list required if any):</p>	
<p>Field Team Membership: (Please list the names of all members of the field research team, and identify the Field Team Leader.)</p>	

Field Research Safety Plan prepared by:

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_