



## Fieldwork: Are you planning a trip or an excursion? Information for the check list "Fieldwork in Switzerland or abroad"

Members of the University of Zurich (UZH) involved in fieldwork outside the university (UZH) in Switzerland or who plan to participate in activities abroad (research-exchange, conferences, etc.) should be informed about all the necessary provisions and possible dangers/ risks associated with the planned activity. It is important that you are very familiar and comfortable with the activities you plan to carry out. You should not have physical or psychological issues that may interfere with your ability to carry out the task(s) at hand.

If you are seeing a doctor or specialist regularly for any health issue, you must discuss your plans with this professional before you travel or participate in any excursion.

If a known pre-existing condition (i.e. allergies, diabetes, epilepsy) could lead to a deterioration of your health during your planned activities, you are obliged to inform the organizer of the trip/activity.

If you are seeing a doctor or specialist regularly for any health issue, you must discuss your plans with this professional before you travel or participate in any excursion.

If a known pre-existing condition (i.e. allergies, diabetes, epilepsy) could lead to a deterioration of your health during your planned activities, you are obliged to inform the organizer of the trip/activity.

The division of Safety, Security, and Environment has put together a checklist for 'Fieldwork in Switzerland and abroad' to aid those planning such an activity. This checklist provides general information about basic risks and offers some recommendations on how to deal with them. **These recommendations extend to all university employees including undergraduate and master students.**

Many field activities are associated with very specific risks and hazards (i.e. through influences from the climate, infection, or specialized working conditions/organization), which you are normally not exposed to in the lab or in an office. It is often necessary to include precautionary/preventive medical care (i.e. vaccinations) when traveling to certain areas. Other difficulties resulting from very long travel (i.e. jetlag, acclimatization) should also be considered. Finally, there are activities abroad, which may put your personal safety in danger. If security in the region you plan to visit is an issue, please make sure you are duly informed about the situation before you leave. The checklist

- is designed to help you identify potential risks associated with your work or planned destination and
- offers you tips so that you can plan your trip appropriately. Since certain issues have to be considered far in advance (i.e. vaccinations!), it is important that you are informed about all possible risks as early in the planning period as possible.

Please also go through the checklist with your direct supervisor. This will help you decide whether there are additional issues that need to be considered or if you need additional assistance from the division of Safety, Security and Environment.



**How do you find out whether your work is risky and whether you need to take special measures to carry out this work?**

1. Fill in the checklist under [www.su.uzh.ch](http://www.su.uzh.ch)
2. You should be able to answer questions 1-5 and 33, and 34 with 'yes'. If you answer one or more of these questions with 'no' you should consult with your immediate supervisor about whether actions need to be taken or further clarification is needed on the issues concerned.
3. Answering questions 6-32, 35, and 36 with 'yes' means you may be facing a risk. Please find out whether these risks can be avoided or prevented with appropriate safety measures for your particular work. Risk prevention for some activities may require special skills. Please make sure that you are aware of the risks and how to deal with them safely before you embark on your fieldwork.
4. At the end of each question on the checklist, you can enter the date by which actions need to be taken AND document when you completed the necessary action.
5. If you have questions or are unsure about anything associated with fieldwork activities, please do not hesitate to contact the division of Safety, Security and Environment. They can help you make a detailed risk assessment. They can also help you find alternatives to minimize the risk of injury to yourself (and colleagues) for any activity you plan to carry out in or outside of Switzerland.

**Technical Expertise**

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**For administrative questions**

Human Resources University of Zurich

*Your HR officer*

Tel. 044/634 24 71 or 044/634 24 74

[www.pa.uzh.ch/aboutus/people.html](http://www.pa.uzh.ch/aboutus/people.html)

Hours: 8.30-11.30 and 13.30-16.30