



Checklist "Fieldwork in Switzerland or Abroad"

Further information and useful addresses for each block of questions can be found at the end of this checklist.

The division of Safety, Security and Environment will be happy to answer any additional questions: Tel. 044 635 44 10 or info@su.uzh.ch

General Organization and requirements

Consider these issues at least 3 months in advance!

Questions 1-5 deal with general requirements necessary for your fieldwork in Switzerland or abroad. Please discuss them with your supervisor in Switzerland or abroad (if applicable) and clear up any open issues.

		yes	no	unsure	Action	Date Completed
1.	a) Are the general requirements necessary for you to participate in this particular fieldwork clear and defined? b) Do you feel physically and psychologically ¹ able to carry out the tasks associated with this activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Have you been informed about your contractual status in relation to this fieldwork (i.e. employment status, practical course, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Will you obtain sufficient support during your fieldwork abroad from your UZH or local supervisor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Do you have the necessary travel documents (i.e. valid Passport, visa, etc.) and other documents you need (i.e. drivers license, diving certificate, etc.) to carry out your fieldwork?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Do you have the proper insurance policy so that you are appropriately covered during your fieldwork in case of an accident or illness? (see Merkblatt "Grenzüberschreitende Sozialversicherungen", Abteilung Personal, UZH)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

¹ 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.



Personal Safety and Security <i>Please consider these issues immediately before you begin your travels as well as for the duration of your stay!</i> <i>These questions are aimed at assessing the circumstances you can expect when you reach your fieldwork destination as well as prepare you for any situations you may encounter on your way there.</i>		yes	no	unsure	Preventative Measure	Date Completed
6.	Will you be working in an area that is politically unstable (war, protests, riots, terrorism) or a place that has received a travel warning from the EDA for other reasons (i.e. high rate of crime, mass migration, or epidemics)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Will your fieldwork expose you to special circumstances that may endanger your safety (i.e. working in a cultural or natural heritage site, in areas dominated by traditional societies, in an area with a high rate of crime)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.	Does your particular fieldwork activity require any special precautionary measures for your personal safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Working Conditions and workplace-environment						
Working hours, organization, time differences (jetlag) <i>To be considered upon arrival and during your stay!</i> <i>Questions 9-13: working hours and organization</i> <i>Questions 14-16: How to get there? (transport)</i> <i>Questions 17-22: special work environments according to EKAS-Guideline 6508</i>		yes	no	unsure	Preventative Measure	Date Completed
9.	Does your activity require you to work longer than 9 hours per day regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10.	Does carrying out your project require you to work nights or in total darkness (i.e. caves) all or part of the time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11.	Are you working in shifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12.	Do you have to carry out your work alone? (Are you the only one at your work station?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



13.	Will you be working in a remote area (far away from medical and emergency services)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14.	Does getting to your place of work require a long car journey?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
15.	Does getting to your place of work require a long airplane journey?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16.	Does getting to your place of work require you to travel through several time zones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
17.	Do your activities require you to repeatedly engage in labor with heavy items (> 15-20 kg)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
18.	Is your place of work associated with an increased accident risk? For example are steep falls, slippery and/or icy conditions, or collisions with vehicles (as a driver, passenger, biker or pedestrian) likely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
19.	Will you be working at an altitude > 2000 m above sea level (a.sl.)? (Especially critical are altitudes > 4000 m a.sl.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
20.	Does your work require you to be under water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
21.	Will you be working in extreme heat (>28°C) or cold (< 5°C)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
22.	Will you be working in humid/wet or very dry conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Physical Hazards						
Effects of noise, ionizing or ultraviolet radiation						
<i>Refers to conditions you encounter at your place of work!</i>						
		yes	no	unsure	Preventative Measure	Date Completed
23.	Are you exposed to noise > 85db(A)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
24.	Will be exposed to ionizing or ultraviolet radiation during work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



Chemical Hazards						
Hazardous Materials <i>Refers to conditions you encounter at your place of work!</i>		yes	no	unsure	Preventative Measure	Date Completed
25.	Does your work include handling chemical substances that are known to be harmful ² ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
26.	Does your work include activities with asphyxiating gases (carbon dioxide, carbon monoxide, nitrogen, etc.) or cause you to be exposed to rooms with reduced oxygen levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Hazardous Plants and Animals						
Contact with poisonous or dangerous organisms <i>To be considered at least one month before you travel!</i>		yes	No	Unsure	Preventative Measure	Date Completed
27.	Will your work expose you to poisonous plants, fungi or animals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
28.	Will your work potentially expose you to injury through animals (snakes, bites, stings, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
29.	Will your work potentially expose you to injury via plants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

² See Material Safety Data Sheet (MSDS)



Biological Hazards						
Exposure or handling microorganisms or pathogens						
<i>To be considered at least 3 months before you travel!</i>						
<i>In addition to considering the general dangers of infection associated with travel, certain field activities may harbor specific hazards. These may require additional preventative measures.</i>						
		yes	No	Unsure	Preventative Measure	Date Completed
30.	Will you be handling microorganisms belonging to group 2 or higher (see attachments, SAMV ³ and ESV ⁴)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
31.	Will your work expose you to an increased risk of infection? i.e. borreliosis and tick-born encephalitis when working in forests/wooded areas, or when working with animals; their excrements (feces, etc.) or parts of their bodies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
32.	Will you be working in tropical or subtropical areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	
33.	Have you received all the necessary vaccinations needed for your activities and the area you intend to visit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
34.	Do you have all the necessary first aid and preventative care medication needed for your fieldwork?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

³ SAMV: Verordnung über den Schutz der Arbeitnehmerinnen und Arbeitnehmer vor Gefährdung durch Mikroorganismen

⁴ ESV: Einschliessungsverordnung



Personal Protective Equipment (PPE)						
<i>Refers to conditions you encounter at your place of work!</i>		yes	No	Unsure	Preventative Measure	Date Completed
35.	Do you need personal protective equipment for your work (gloves, inhalation protection, safety goggles, other special protective garments)? Is the PPE available at your travel destination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
36.	Do you work with materials whose usage requires that emergency equipment be ready in case of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



Explanations and useful addresses

General Organization - Travel Documents and Insurance, Personal Safety and Security

Useful information about necessary travel documents and specific information about the safety and security status worldwide can be found on the federal department of external affairs (EDA) website www.eda.admin.ch/eda/de/home/travad.html or on the Safetravel website www.safetravel.ch. Please inform yourself about necessary insurance (personal liability, accident/ health insurance,) at least 3 months before you plan to embark on fieldwork abroad. Also check whether the coverage you need is offered through your employer (UZH), the institution abroad, or whether you have to get some additional private insurance. In the latter case health insurance may need to be expanded to cover Europe or the world. Travel insurance for you and any materials you plan to transport may also be worth considering. 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.

Organizing work, Working Hours and Transport

Working hours: Working long hours or during the night in a shift situation requires your body (even in completely healthy people) a proper adaptation period. Reasonable recovery phases should be part of the schedule in order to avoid the increased risk of accidents. Useful details on this topic can be found on the Seco website www.seco.admin.ch. There, you may also download or order a brochure (Arbeit und Gesundheit - Arbeits- und Ruhezeiten, Bestell-Nr. BBL: 710.224.d).

Working alone: If you are working alone or in an isolated area, you should make sure that multiple persons in the vicinity know where you are. These people should know how to react in case of an emergency. Please also have an action plan in place so that you can contact these people (or they can contact you) in case of an emergency (i.e. via mobile phone or radio transmitter).

Transport (How to get there? Arrival): If you plan a long journey by car, please remember to plan for regular stops (about every 2 hours). Alternatively you may have a second driver with you who you can swap with every 2 hours during the journey. This will greatly reduce the dangers of driving errors and nodding off. This is especially relevant if you are driving in areas with very different traffic rules (left-hand traffic) or in monotonous landscapes or driving at night.

You should not immediately drive a vehicle after a long airplane journey. We suggest you have someone pick you up or that you plan to stay at your arrival destination for at least one day before continuing further travel. If you have moved through 6 hours of time zones or more, the jetlag you may experience could negatively impact your driving skills for several days. We recommend you refrain from driving for a few days after arriving in the Americas, Australia, East Asia, and Oceania. You should give your body some time to adapt!

If possible, check whether there are any special risks or accidents associated with the activities you plan to engage in before you begin your work. Also make sure you have all the special protective equipment necessary (i.e. safety goggles, special shoes, climbing rope, anti-fall protection, see also section on PPE) in the checklist (questions 35 and 36).

Working at altitudes > 4000 m above sea level: If you suffer from any respiratory illness, hematological disorder, cardiovascular disorder, or have had problems adapting to altitude in the past we urge you to consult your doctor before taking up field activities associated with extreme altitudes!

Diving Activities: Before you can obtain a diving certificate, you must go through a physical check to show that you are fit and thus qualified to dive. It is best to consult with the appropriate physician before performing such activities if you have **any** health issues or if the activity is physically strenuous.



Physical and Chemical Hazards

Ionizing Radiation: Follow the guidelines governing radiation protection and safety provisions when handling radioactive material.

Ultraviolet Radiation: i.e. when welding or in areas with intense sun exposure protect your skin and eyes accordingly (safety goggles, sun glasses, sun screen and clothing). Please choose sunscreen appropriate for your specific skin type www.hauttyp.ch.

Chemicals: Follow the instructions on the label or package insert (Material Safety Data Sheet, MSDS). For more information, please consult the, i.e. Gestis Database www.dguv.de/bgia/stoffdatenbank

Plants, Animals, Microorganisms

Hazards may be specific to certain areas. For more information please see the safetravel webpage www.safetravel.ch. In addition the UZH travel clinic (Hirschengraben 84, 8001 Zürich) offers various services to help you with your planning. Please visit their English website under http://www.ispm.uzh.ch/travelclinic_en.html. You may also go by for a personal consultation.

If you are travelling into a malaria region, prophylactic medications may need to be started before you leave and continue on for 2-4 weeks after you return! If you are travelling to regions where yellow fever is prevalent, please note that special entry-requirements may apply. More information about these requirements can be obtained from the travel clinic listed above.

Please note that appropriate vaccines need to be administered in a timely fashion (2-3 months before travelling) in order to provide optimal protection.

You must be familiar with the special safety regulations pertaining to microorganisms if you want to handle such organisms during your fieldwork. Your employer will pay for vaccinations deemed necessary because of your work activities. Please look at the vaccination concept of the UZH and follow those procedures!

Be aware that airlines require a special permit from a medical doctor if you plan to take along certain medications (especially anesthetics) in your luggage!

The Swiss Tropical Institute can provide you with valuable information concerning exotic poisonous animals and plants: www.sti.ch (Socinstrasse 57, 4051 Basel; Tel. 061 284 81 11)

Personal Protective Equipment (PPE)

Your employer must provide you with the appropriate protective equipment. In case certain items are not available at your destination, you may be able to obtain some PPE at the Materialzentrum www.mul.uzh.ch/materialzentrum.html. If you have further questions, please contact Mr. S. Brentari stefan.brentari@su.uzh.ch.