

## REGARDING FIELD CARDS.

The field cards on the HSE Gate Way and in the BIO's HSE handbook do not fit all the different types of fieldwork that take place at BIO.

UiB have a pilot project on electronic field cards. Until the electronic field cards are ready for use, field cards must be sent to [bio.ekspedisjonen@bio.uib.no](mailto:bio.ekspedisjonen@bio.uib.no) or a paper version handed in to the reception.

If the field cards on the HSE portal do not fit, make your own. As a minimum, the field card must contain: who is participating in the fieldwork and where is he or she going, departure time and expected return. It is possible to create a seasonal overview of who is going on fieldwork, where and when.

The project manager / supervisor / course leader is responsible for making such an overview.

The purpose of the field card is that BIO as an employer, knows in which areas their employees and students are at any time and, to have next of kin information if it becomes necessary. The department can get the next of kin information from the UiB-database for employees and student registered at the UiB-portal. For others, next of kin information must be included in the field card.

The field cards will be deleted when the field period has expired.

Field information can be found in BIO's HSE handbook  
<https://mitt.uib.no/courses/11056/pages/felt> (Norwegian only)

HSE Gate Way.

<https://www.uib.no/en/hms-portalen/75278/fieldwork-and-research-cruises>

A risk assessment has to be made ahead of fieldwork. The project manager / supervisor / course leader is responsible for the risk assessment to be done.

Tips on risk assessment on the HSE Gate Way

If someone is going alone in the field, call The BIO Emergency Standby Contact, 45392771. It is important to inform The BIO Emergency Standby Contact before the field work if you go alone.