

APPENDIX 4
FIELD TRIP SAFETY REPORT

(to be filled out by trip leader and filed with LOC Safety Officer or
Appropriate Section/Division Head or designate within 2 weeks of the end of the trip)

Field Trip Name _____

Dates _____

Field Trip Leader _____

Describe any safety-related incidents that occurred on the trip:

Nature of the incident	Nature of the response	Injury response if any

Describe any safety-related issues that arose during or as a result of the trip:

Are there any measures you can recommend to avoid similar issues on other GAC/MAC field trips?

How can GAC/MAC improve its safety program?