# Flinders University

# FIELD TRIPS; workflow, College of Humanities, Arts and Social Sciences

## (use ‘CHROME’ then {Okta} and FlinSafe shortcut button)

## For activities defined as Field Trips

Field trip forms must be completed by the Field Trip Leader, in consultation with the Field Trip Leader’s Supervisor and if necessary the WHS Officer.

HELP & Guides

Field Trip Guidelines - https://www.flinders.edu.au/ohs-files/documents/Field\_Trips/Field\_Trip\_Guidelines.pdf

Field Trip FAQ’s - <http://www.flinders.edu.au/ohs-files/documents/FlinSafe/FlinSafe_Field_Trips_FAQs.pdf>

FlinSafe Information - <http://www.flinders.edu.au/whs/flinsafe/welcome-to-flinsafe.cfm#fieldtripguide>

or contact; Mr. John Naumann, 8201 3186, College Senior Health and Safety Officer

The FlinSafe Field trips module collects information through sections divided into tabs. FlinSafe is the University’s WHS document management and archiving system.

**tab 1 ‘Summary’**

|  |  |  |
| --- | --- | --- |
| FIELD TRIP TITLE: Use a succinct clear title; 5-10 words. |  | Field Trip Purpose: Start with key word description and then include more details if necessary. |
| Use the “print” button (bottom left of summary tab) to produce a PDF copy of all field trip information including participants’ medical forms when all information has been completed. |  | MULTIPLE INSTANCE: if it is planned to repeat (same place same tasks) then click [YES] and add extra “itinerary” entries even if same spot, but different dates |

**tab 2 ‘Participants’**

|  |
| --- |
| 1. Add yourself first; as the Field Trip Leader you still need to list yourself as a participant.
2. Move on to complete the remaining information on tabs 3 to 8.
3. After information has been entered including tab 8, send out a general email to all participants advising that an automated email from FlinSafe will come to them shortly. Request that each participant complete and submit their participant safety acknowledgement and medical information as soon as possible after receiving this notification.
4. Return to tab 2 and add entries for any additional participants. Once the participant details have been entered and saved, an automated email will be sent requesting that the participant completes their participant safety acknowledgement and medical details.

‘Date Out’ is the date that particular participant commences on the field trip.  |
| Special considerations: participants who do not have a FAN cannot be added to the participants tab and need to be added separately especially volunteers. Fill in the stand alone pdf form, link below, and once completed, upload to the attachments tab 8. Note that if a student or volunteer is under 18 years of age, their parent/caregiver also needs to sign. |
|  |
| <http://www.flinders.edu.au/ohs-files/documents/Field_Trips/Field_Trip_Volunteer_Form.pdf> |

**tab 3 ‘Destination’**

|  |  |  |
| --- | --- | --- |
| ADD: places and contacts. |  |  |
| Add at least one emergency service number usually 000 or 112. If international check and list actual number.Add details for a nearby hospital where possible. |  | Boat destinations MUST include Latitude & Longitude. This is launch and retrieve point, and working locations. |

**tab 4 ‘Check-In Contact’**

|  |  |
| --- | --- |
| **Field trip leader is:** | **University nominated contact is** |
| A student | Scott Castledine 0431 500885 08 82015016 |
| A member of Academic staff | Scott Castledine 0431 500885 08 82015016 |
| A member of Professional staff | Scott Castledine 0431 500885 08 82015016 |

You will need to enter mobile contact numbers for your University nominated contact person.

If remote or long time span; add details for an **Alternative** University nominated contact person. They need to be warned.

The “Contact Log Details” dates are to be filled in prior to departure. The frequency and type of ‘check­ins’ should be discussed and agreed upon with your University Nominated Contact. The University nominated contact has a procedure to follow if the Field Trip Leader fails to check in by the nominated time so details entered here must be accurate.

**tab 5. Vehicles**

|  |  |  |
| --- | --- | --- |
| If [Yes] add details about the vehicle/s |  | All private vehicles MUST be comprehensively insured. |
| If [No] then explain transport |  | Add as much detail as you can before submission. |
| BOATING: add details as if it were a vehicle, or upload boat plan. Information about specific boating requirements can be found at <https://www.flinders.edu.au/whs/working-safely/boats-and-boating-activities.cfm> |  | Boat destinations, launch and retrieve, MUST include Latitude & Longitude. |

**tab 6 ‘Permits / Licences’**

|  |
| --- |
| Details of any relevant permits or licenses are added here. Provide as much detail as possible for the approvers to review. |

**tab 7a. ‘Tier 1 Checklist’**

|  |  |  |
| --- | --- | --- |
| Short set of questions to judge LOW or medium and high risk field trips. |  | Answering **[No]** to any questions will bring another tab visible 7b. as this is now judged ‘Medium’ risk or higher.CoVID-19 means all field trips need a covid-safety plan. |
| Carefully read questions that ask about **exclusions**; Q 3, and Q 5. If you *are* going boating or diving then expect tier 2, risk assessment therefore dive and boat plans will be needed. |  | Care is needed as FlinSafe does not like going backwards from tier 2 to tier 1. |

**tab 7b. ‘Tier 2 Checklist’**

|  |  |  |
| --- | --- | --- |
| Answer [Yes] or [N/A] to all questions |  | Upload documents as required to tabs 7c. or 8. |
| If ‘[Yes]’ to boating, diving, plant, *etc.* these require special mention in the Risk Assessment 7c. |  | Diving and boating require separate specialised dive and boat safety plans; discuss with Maritime Safety Officer. |

**tab 7c. ‘Risk Attachments’**

|  |
| --- |
| A separate Risk Assessment needs to be written as an active PDF and attached as an upload. Files must be less than 5Mb, and there must be no punctuation or symbols in filenames. |
| The risk assessment needs to include all sections to do with the trip |
| Use the Field Trip reference id number [*e.g*.; FT000666] and if required, booking numbers. |
| Risk Assessment form - [https://www.flinders.edu.au/ohs-files/documents/Field\_Trips/Field\_Trip\_Risk%20Assessment %20Form.pdf](https://www.flinders.edu.au/ohs-files/documents/Field_Trips/Field_Trip_Risk%20Assessment%20%20Form.pdf)Use the new version PDF, not saved old ones docs. |

**tab 8. ‘Attachments’**

|  |  |  |
| --- | --- | --- |
| Volunteer forms |  | ‘Smartraveller.gov.au’ create pdf of country |
| Students Under 18yrs Participant form |  | Landholder agreements or email trails; pdf’ed. |
| Flights and itinerary |  | Accommodation forms |

**tab 9. ‘Declaration’**

|  |  |  |
| --- | --- | --- |
| STUDENTS; The Field Trip Leader’s supervisor is your Academic supervisor / topic coordinator **not** the Dean [No] |  | “Maritime Safety Officer” is automatically filled in depending on answers to tier 1 and tier 2 checklist questions. |
| ACADEMIC STAFF; Answer [yes] to “Is the Dean the supervisor?”  |  | “College Field Trip Verifier” is automatically filled in if the field trip is tier 2. |
| PROFESSIONAL STAFF; The Field Trip Leader’s supervisor is your line manager / supervisor |  | “University Nominated Contact” and “Alternative University Nominated contact” are automatically filled in with data from Tab 4. |

**tab 10. ‘Submit’**

|  |  |  |
| --- | --- | --- |
| Answer [Yes] to both these questions (graphic below) and then “Submit” at the bottom of tab 10. |  | Check your email for “FlinSafe Admin” for approval updates or requests for additional information. |
| Continue to use tab 10, to check who **has** signed off |  | Do not make changes after signatures |
| Check who is next to approve *i.e*. where the approval process is up to. |  | Plan Tier 1 or Tier 2 at out-set; don’t make changes |

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