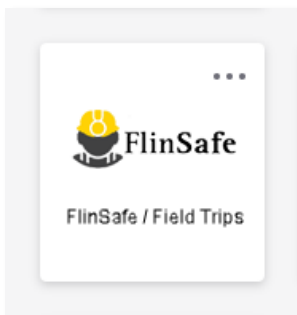


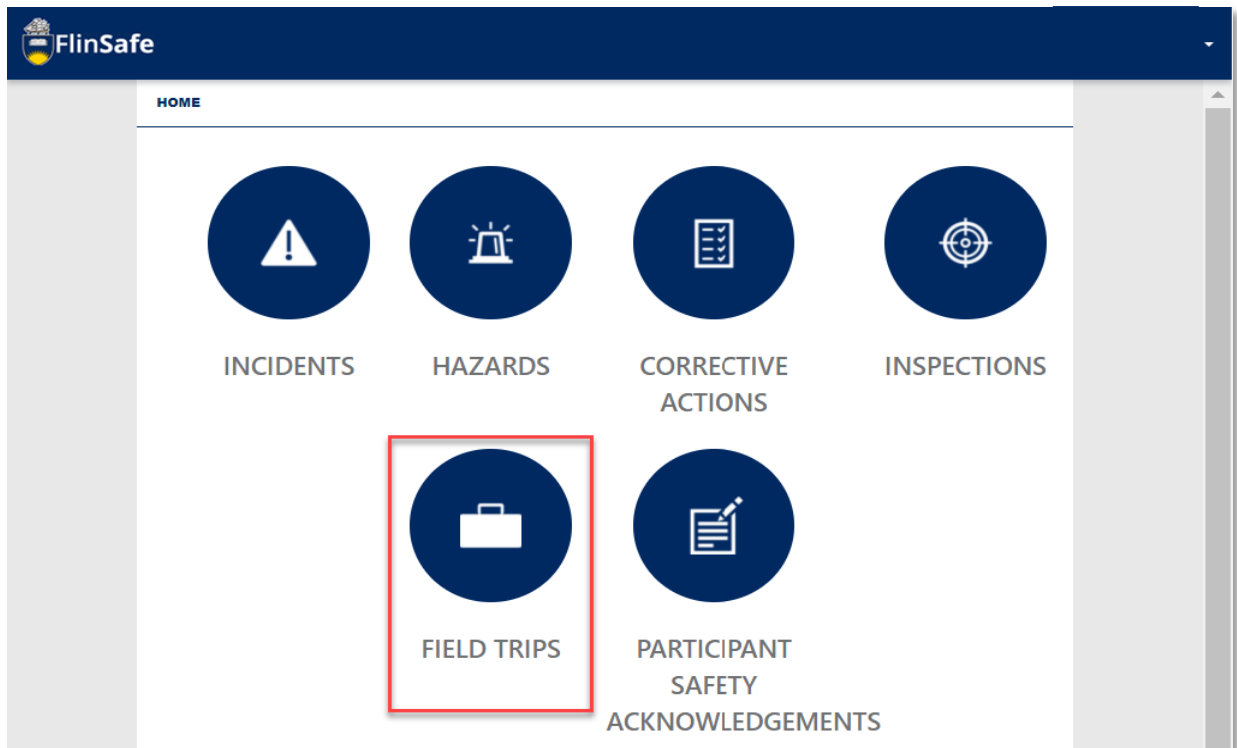
If a field trip has been conducted before, you are able to copy an existing field trip. This guides shows the process to copy an existing field trip.

Copy field trip process

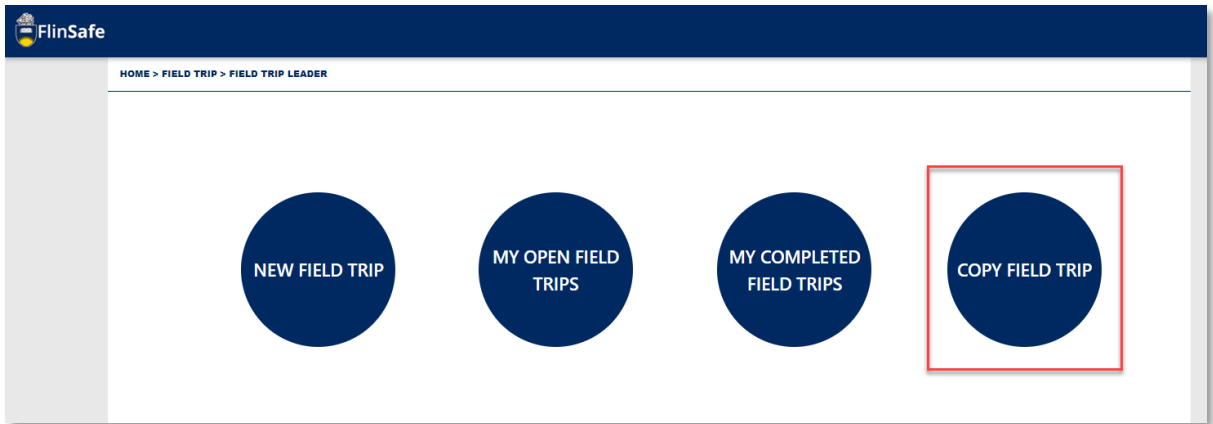
1. Open **FlinSafe** from your okta dashboard.



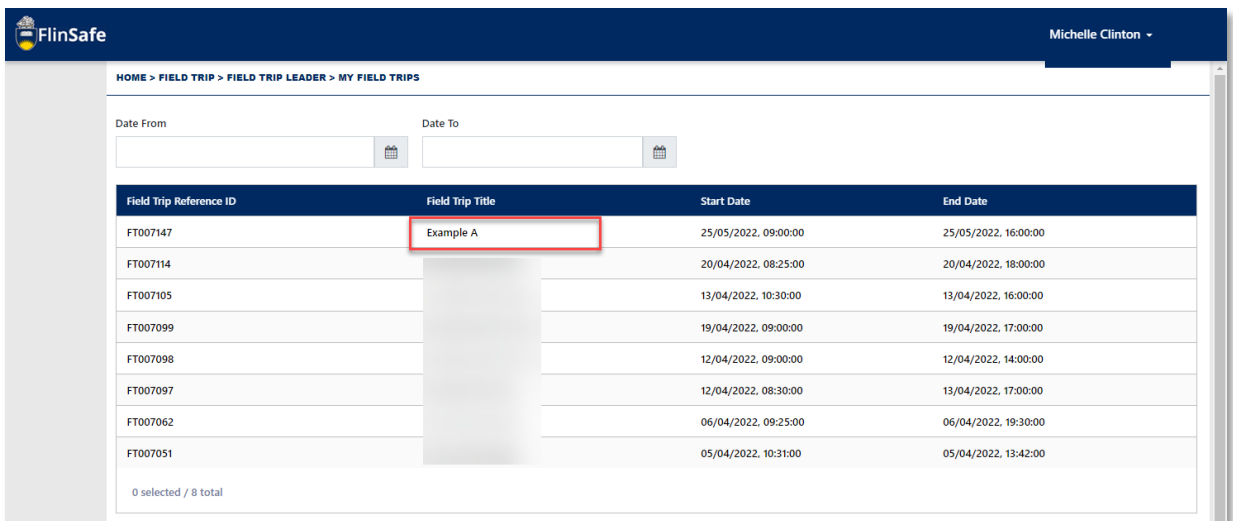
2. Select **Field Trips**.



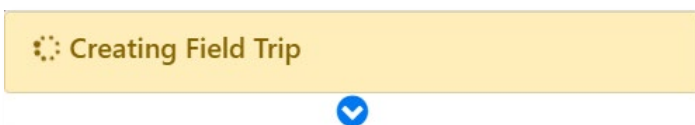
3. Select *Copy field trip*.



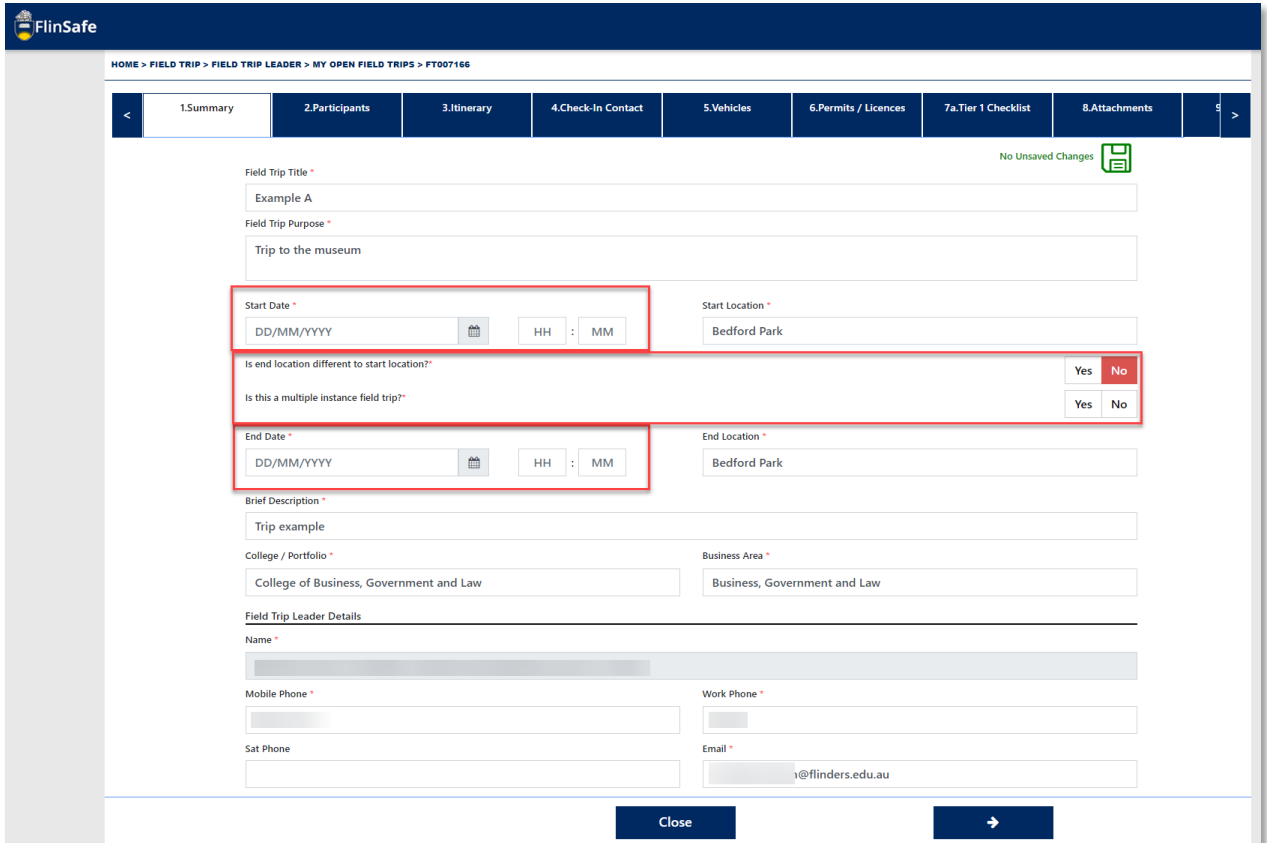
4. Select the field trip from the list you wish to copy. Note you'll find the field trip title column helpful in finding the item you wish to copy.



5. Once you select the field trip you wish to copy, a new field trip will be created.



- Complete the fields that require information for the new field trip such as the **Start date**, **end date** and questions as highlighted below.

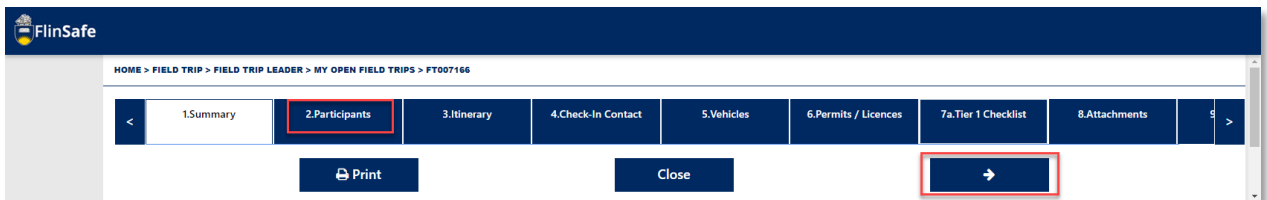


The screenshot shows the FlinSafe Field Trip form. The '1.Summary' tab is selected. The form contains several fields, with the following ones highlighted by red boxes:

- Start Date ***: A date input field with a calendar icon and a time selection (HH:MM).
- End Date ***: A date input field with a calendar icon and a time selection (HH:MM).
- Is end location different to start location?***: A radio button question with 'Yes' and 'No' options.
- Is this a multiple instance field trip?***: A radio button question with 'Yes' and 'No' options.

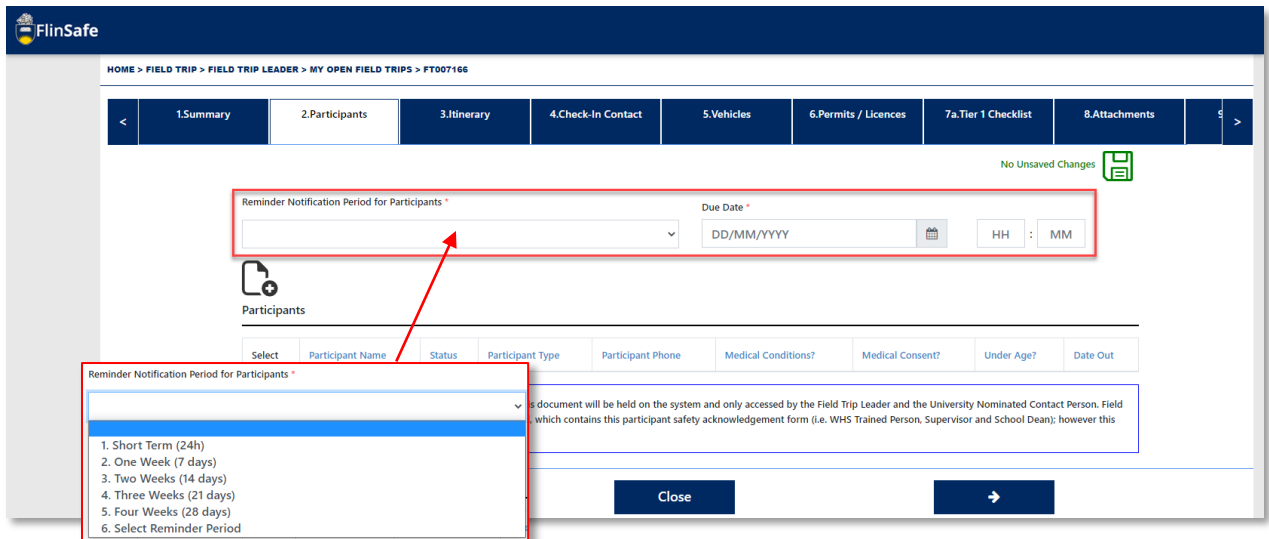
Other visible fields include: Field Trip Title (Example A), Field Trip Purpose (Trip to the museum), Start Location (Bedford Park), End Location (Bedford Park), Brief Description (Trip example), College / Portfolio (College of Business, Government and Law), Business Area (Business, Government and Law), and Field Trip Leader Details (Name, Mobile Phone, Work Phone, Sat Phone, Email).

- Click the **next arrow** or the **Participants** tab.



The screenshot shows the FlinSafe Field Trip form with the '2.Participants' tab selected. The '1.Summary' tab is also visible. The 'Print' button and the 'next arrow' button are highlighted with red boxes.

- On the participants tab, select the reminder notification period for participants to respond to the participant safety acknowledgement forms.



HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007166

1.Summary 2.Participants 3.Itinerary 4.Check-In Contact 5.Vehicles 6.Permits / Licences 7a.Tier 1 Checklist 8.Attachments

Reminder Notification Period for Participants * Due Date * DD/MM/YYYY HH : MM

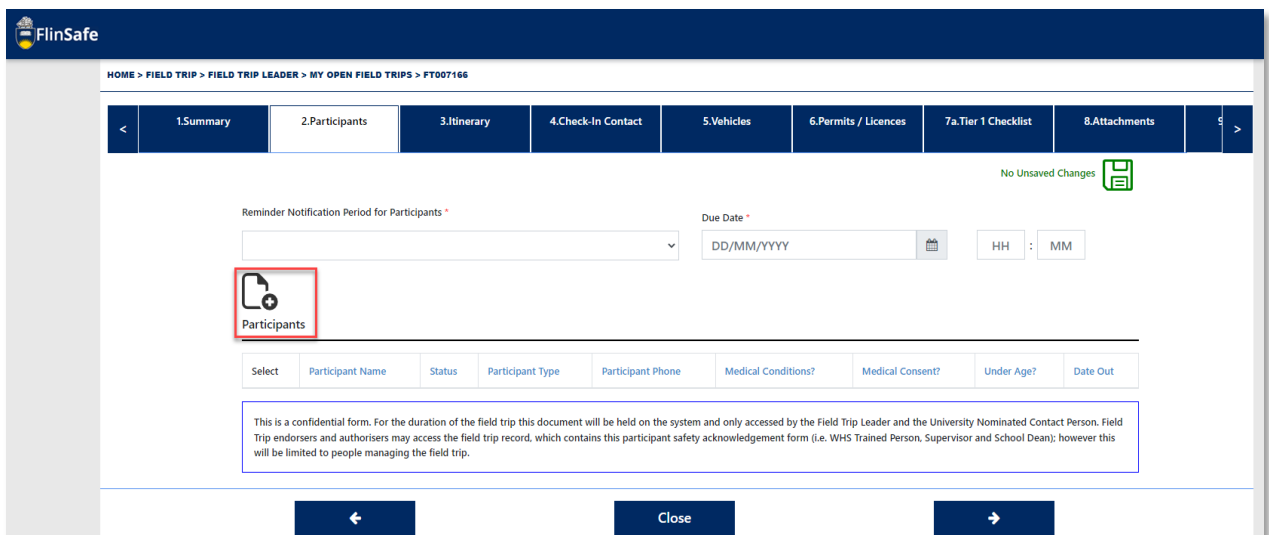
Participants

Select Participant Name Status Participant Type Participant Phone Medical Conditions? Medical Consent? Under Age? Date Out

1. Short Term (24h)
2. One Week (7 days)
3. Two Weeks (14 days)
4. Three Weeks (21 days)
5. Four Weeks (28 days)
6. Select Reminder Period

Close

- Click on the **Participants** icon to add in the participants required on the field trip.



HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007166

1.Summary 2.Participants 3.Itinerary 4.Check-In Contact 5.Vehicles 6.Permits / Licences 7a.Tier 1 Checklist 8.Attachments

Reminder Notification Period for Participants * Due Date * DD/MM/YYYY HH : MM

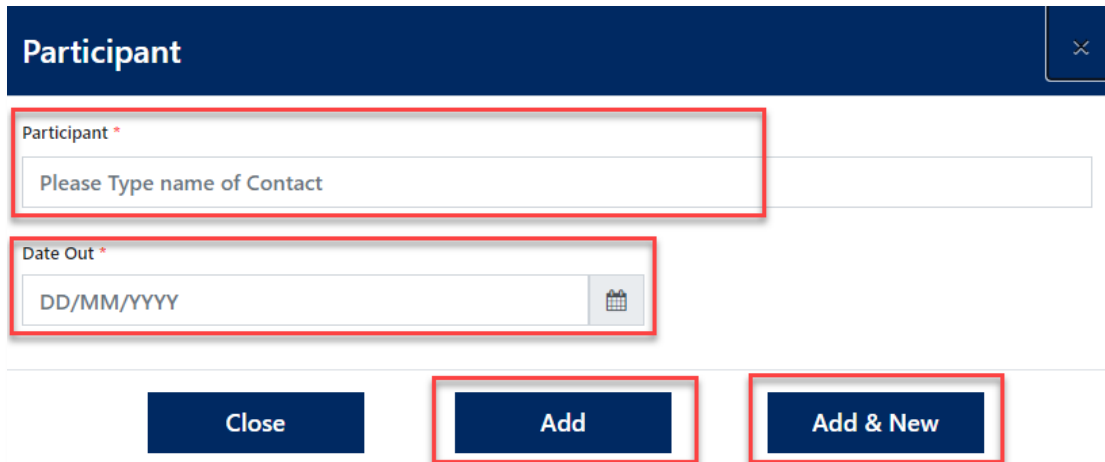
Participants

Select Participant Name Status Participant Type Participant Phone Medical Conditions? Medical Consent? Under Age? Date Out

This is a confidential form. For the duration of the field trip this document will be held on the system and only accessed by the Field Trip Leader and the University Nominated Contact Person. Field Trip endorser and authorisers may access the field trip record, which contains this participant safety acknowledgement form (i.e. WHS Trained Person, Supervisor and School Dean); however this will be limited to people managing the field trip.

Close

10. Type the participants name and select from the list to populate, then use the calendar icon to enter in the **Date out** for the field trip. Select **Add & New** if you have more than one participant to add, otherwise just select **Add**.



Participant

Participant *

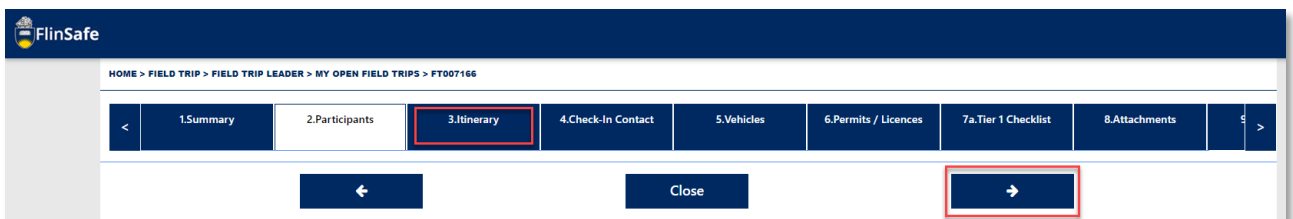
Please Type name of Contact

Date Out *

DD/MM/YYYY

Close Add Add & New

11. Click on **next arrow** or the **Itinerary** tab.

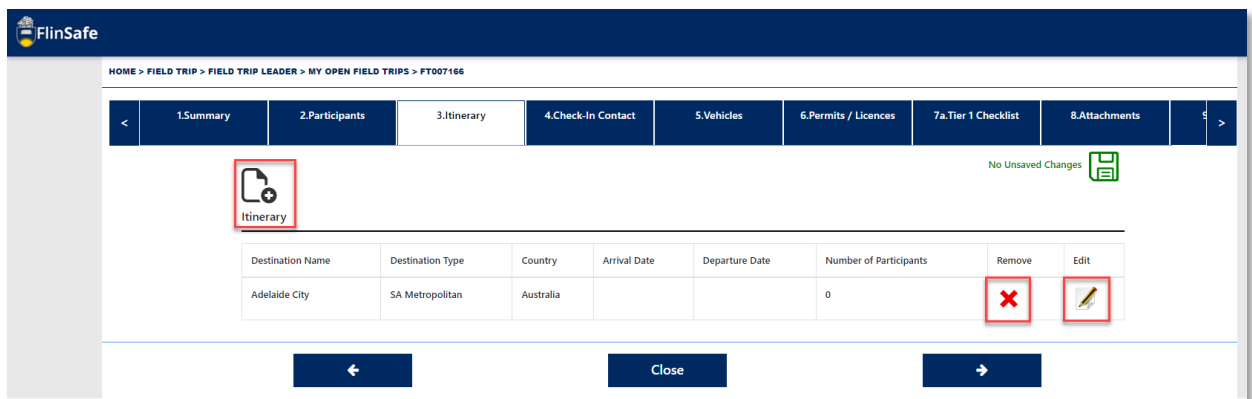


HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007166

1.Summary 2.Participants 3.Itinerary 4.Check-In Contact 5.Vehicles 6.Permits / Licences 7a.Tier 1 Checklist 8.Attachments

← Close →

12. On the Itinerary tab, you'll note the destination information from the copied field trip will populate some of the fields. There are still mandatory fields that relate to the new Field trip that will be required to be entered. To view this information, click the **edit** icon. If you need to remove the destination, click the **remove** cross and add to the itinerary by clicking the **Itinerary** icon and adding the required information. If you are happy with the destination information, move on to step 13.



HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007166

1.Summary 2.Participants 3.Itinerary 4.Check-In Contact 5.Vehicles 6.Permits / Licences 7a.Tier 1 Checklist 8.Attachments

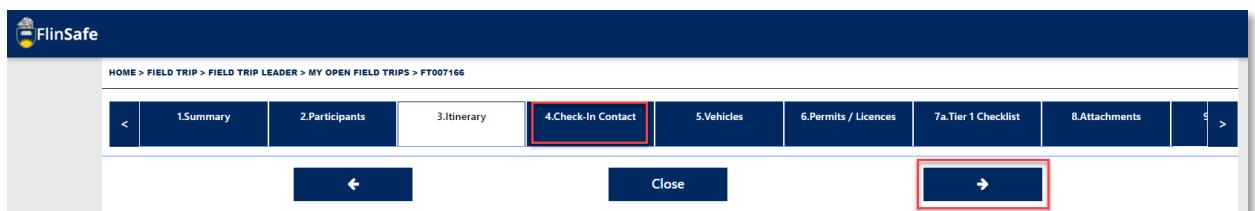
No Unsavd Changes

Itinerary

Destination Name	Destination Type	Country	Arrival Date	Departure Date	Number of Participants	Remove	Edit
Adelaide City	SA Metropolitan	Australia			0	X	

← Close →

13. Click on the **next arrow** or the **Check-In contact** tab.

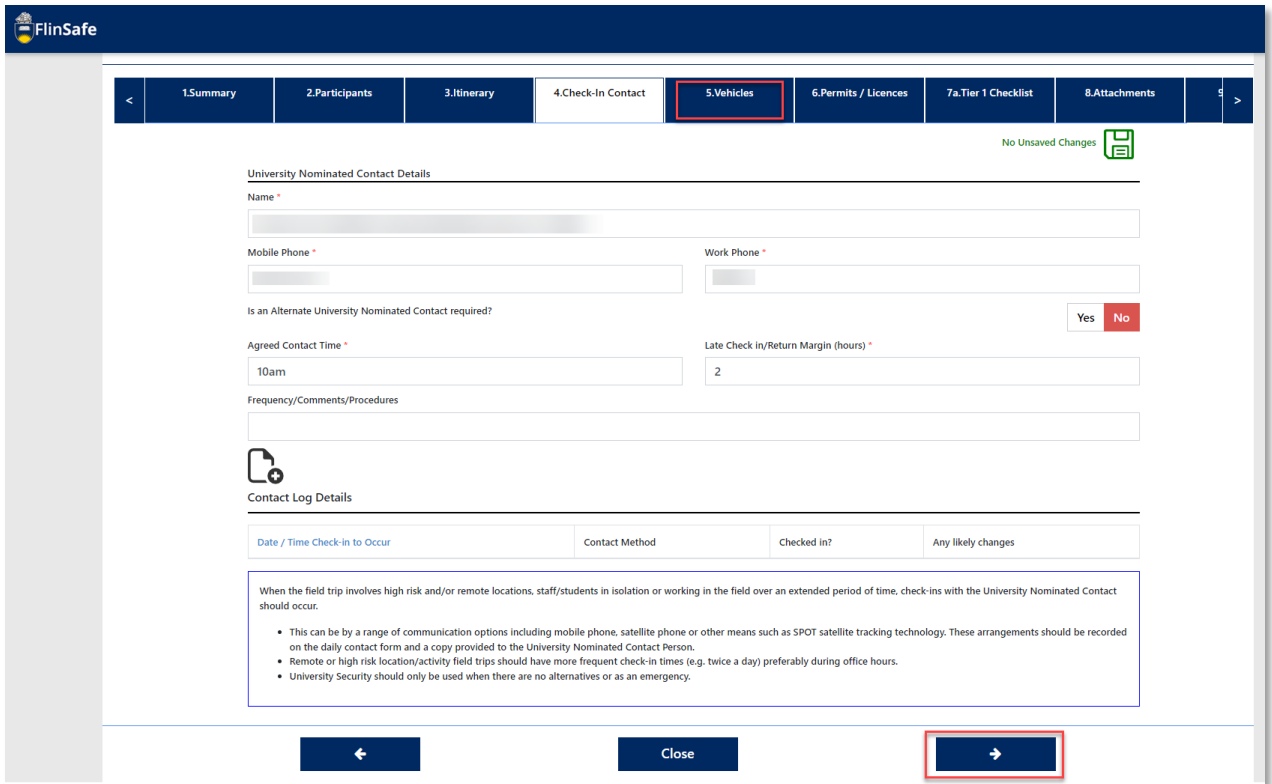


HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007166

1.Summary 2.Participants 3.Itinerary 4.Check-In Contact 5.Vehicles 6.Permits / Licences 7a.Tier 1 Checklist 8.Attachments

← Close →

14. Confirm the information on the Check-in contact tab is correct. Amend any required fields. Then click the **next arrow** or the **Vehicles** tab.



5. Vehicles

University Nominated Contact Details

Name *

Mobile Phone *

Work Phone *

Is an Alternate University Nominated Contact required?

Agreed Contact Time *

Late Check in/Return Margin (hours) *

Frequency/Comments/Procedures

Contact Log Details

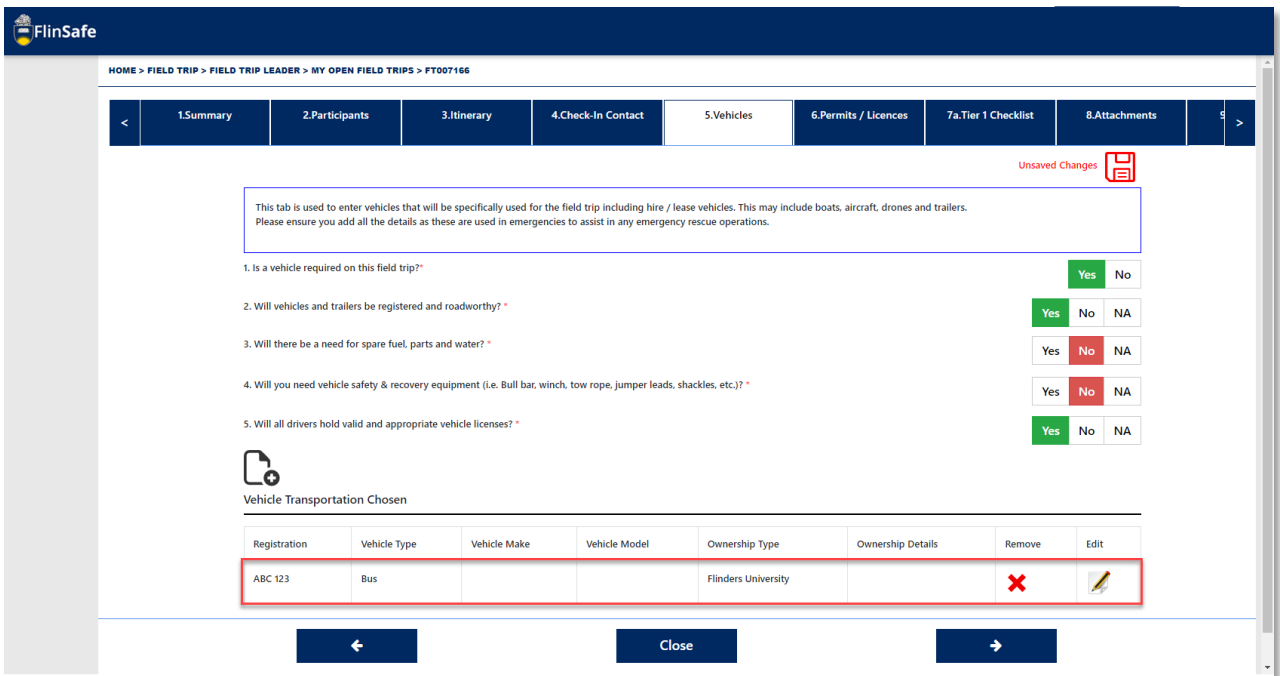
Date / Time Check-in to Occur	Contact Method	Checked in?	Any likely changes
-------------------------------	----------------	-------------	--------------------

When the field trip involves high risk and/or remote locations, staff/students in isolation or working in the field over an extended period of time, check-ins with the University Nominated Contact should occur.

- This can be by a range of communication options including mobile phone, satellite phone or other means such as SPOT satellite tracking technology. These arrangements should be recorded on the daily contact form and a copy provided to the University Nominated Contact Person.
- Remote or high risk location/activity field trips should have more frequent check-in times (e.g. twice a day) preferably during office hours.
- University Security should only be used when there are no alternatives or as an emergency.


← Close →

- Review the information on the vehicles tab. Ensure you update any vehicle registrations if a vehicle is being used that is different to the previous field trip. Use the Edit icon to change driver name or vehicle details.




HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007166



1.Summary 2.Participants 3.Itinerary 4.Check-In Contact **5.Vehicles** 6.Permits / Licences 7a.Tier 1 Checklist 8.Attachments 9.

Unsaved Changes 

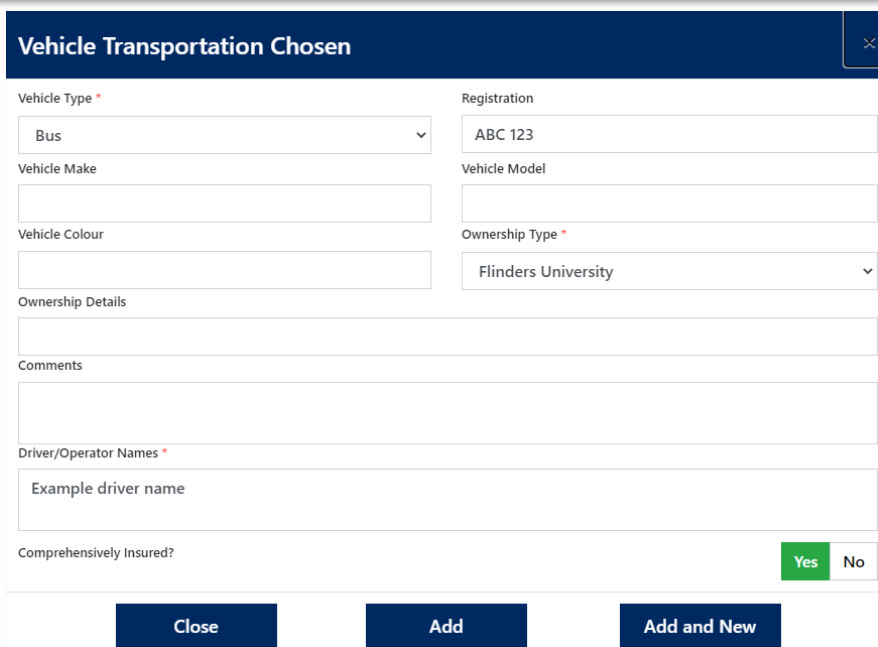
This tab is used to enter vehicles that will be specifically used for the field trip including hire / lease vehicles. This may include boats, aircraft, drones and trailers. Please ensure you add all the details as these are used in emergencies to assist in any emergency rescue operations.


1. Is a vehicle required on this field trip?
2. Will vehicles and trailers be registered and roadworthy?
3. Will there be a need for spare fuel, parts and water?
4. Will you need vehicle safety & recovery equipment (i.e. Bull bar, winch, tow rope, jumper leads, shackles, etc.)?
5. Will all drivers hold valid and appropriate vehicle licenses?

 Vehicle Transportation Chosen

Registration	Vehicle Type	Vehicle Make	Vehicle Model	Ownership Type	Ownership Details	Remove	Edit
ABC 123	Bus			Flinders University			

← Close →



Vehicle Transportation Chosen 

Vehicle Type *

Registration

Vehicle Make

Vehicle Model

Vehicle Colour

Ownership Type *

Ownership Details

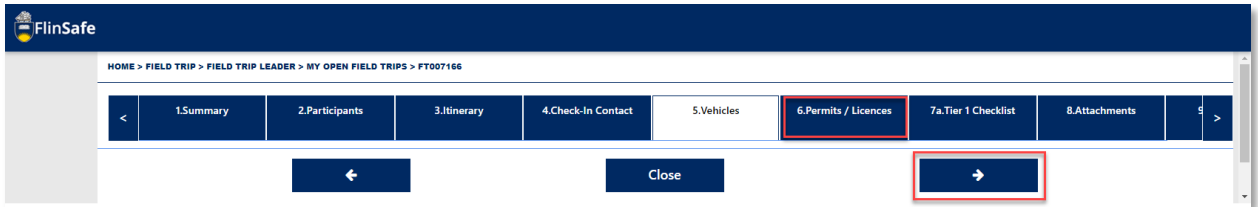
Comments

Driver/Operator Names *

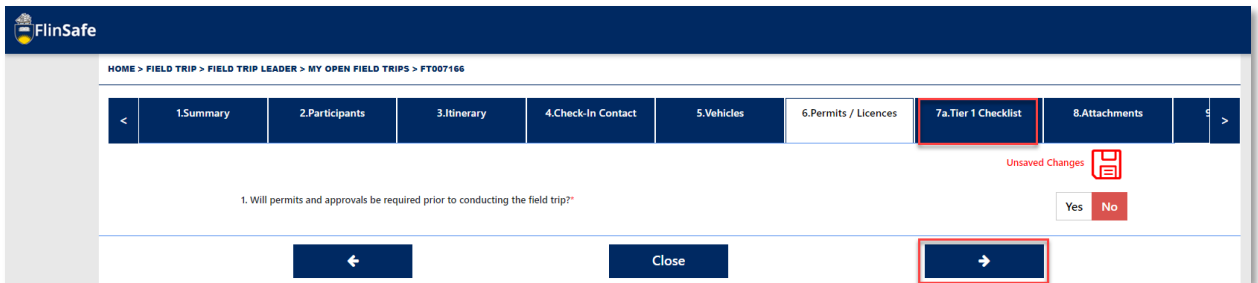
Comprehensively Insured?

Close Add Add and New

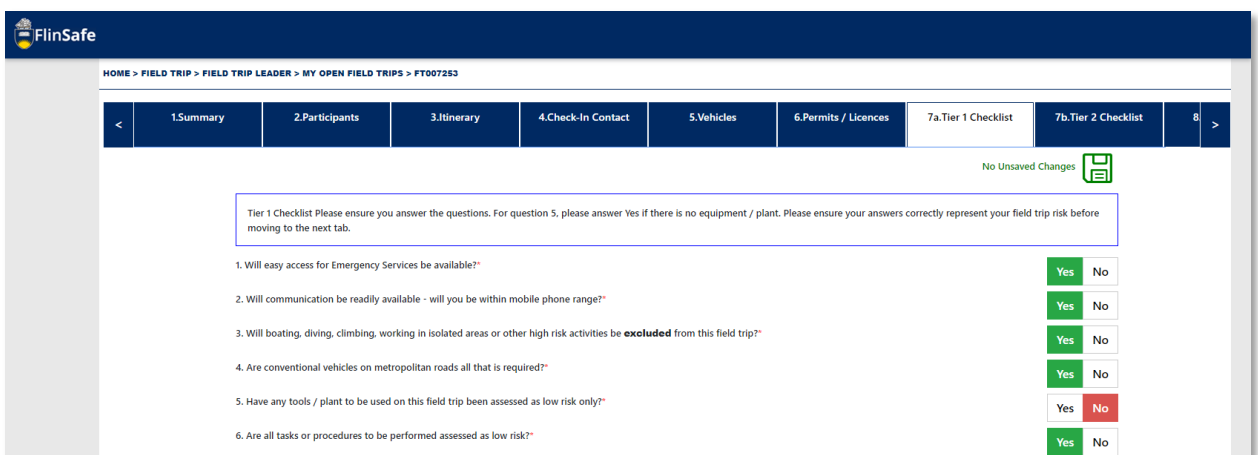
16. Click on the **next arrow** or select the **Permits/Licences** tab.



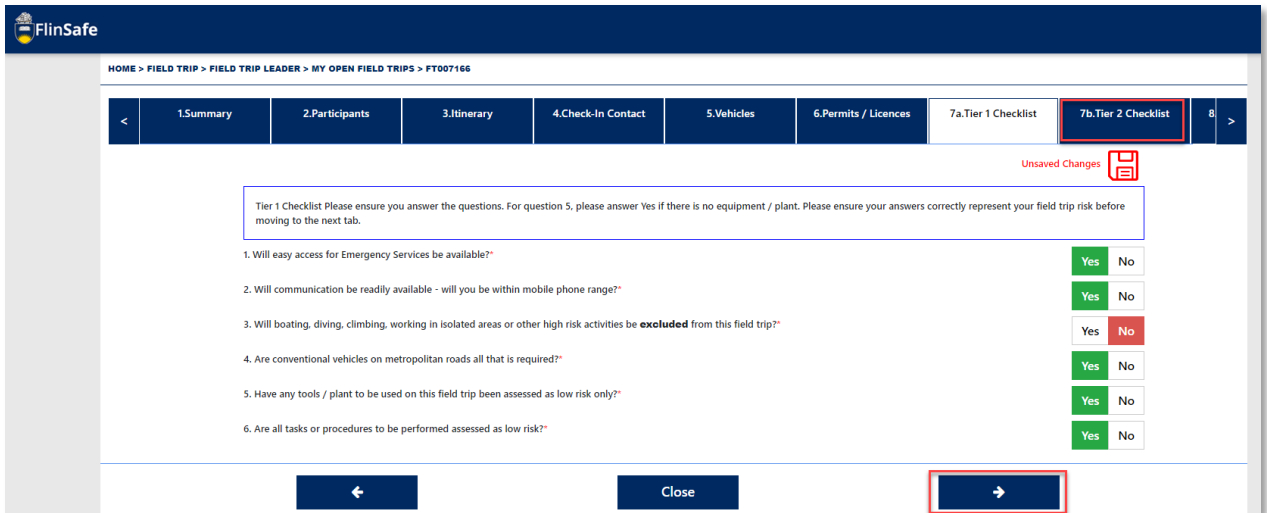
17. Check that all permits if required are still current. Update permit/licences as required. Once all permits are ok or if there are none, click on the **next arrow** or select the **Tier 1 Checklist** tab.



18. Complete the questions in the checklist. Note: if you answer **no** to **any** of the questions on the Tier 1 checklist tab then the field trip becomes a Tier 2. A Tier 2 checklist tab will be displayed.




19. If you have answered no to a question, once you finish the questions click on the **next arrow** or the **Tier 2 Checklist** tab.



HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007166

1.Summary 2.Participants 3.Itinerary 4.Check-In Contact 5.Vehicles 6.Permits / Licences 7a.Tier 1 Checklist 7b.Tier 2 Checklist 8

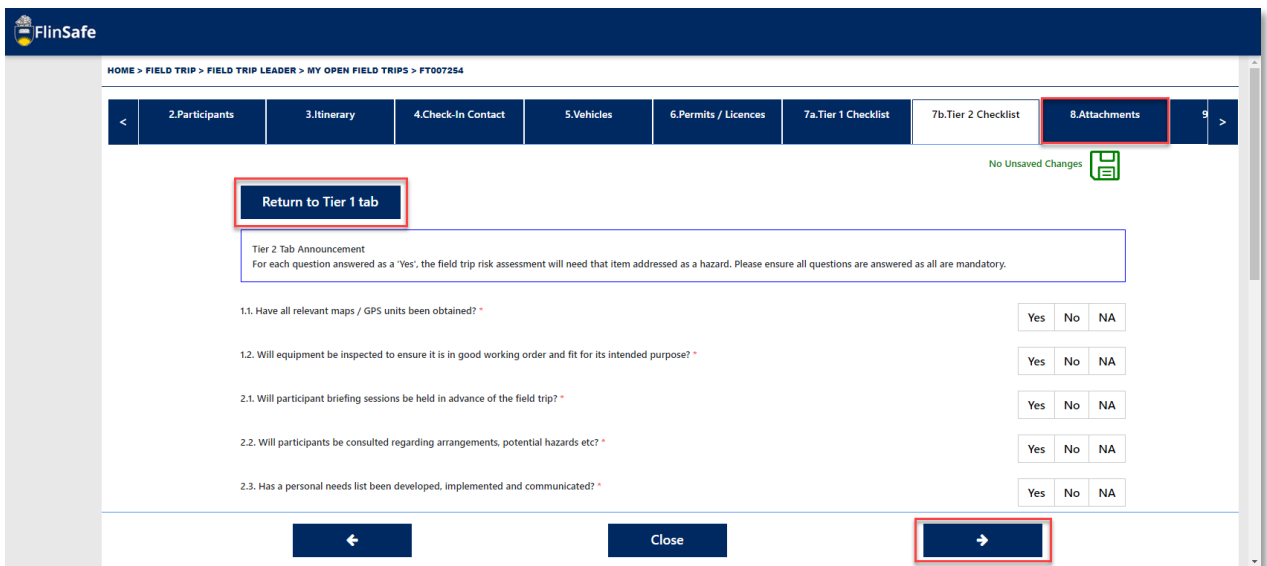
Unsaved Changes 

Tier 1 Checklist Please ensure you answer the questions. For question 5, please answer Yes if there is no equipment / plant. Please ensure your answers correctly represent your field trip risk before moving to the next tab.

1. Will easy access for Emergency Services be available? * Yes No
2. Will communication be readily available - will you be within mobile phone range? * Yes No
3. Will boating, diving, climbing, working in isolated areas or other high risk activities be **excluded** from this field trip? * Yes No
4. Are conventional vehicles on metropolitan roads all that is required? * Yes No
5. Have any tools / plant to be used on this field trip been assessed as low risk only? * Yes No
6. Are all tasks or procedures to be performed assessed as low risk? * Yes No


← Close →

20. If you have created the Tier 2 Checklist in error, select **Return to Tier 1**. Otherwise, once all questions have been completed click the **next arrow** or select the **Attachments** tab.



HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007254

2.Participants 3.Itinerary 4.Check-In Contact 5.Vehicles 6.Permits / Licences 7a.Tier 1 Checklist 7b.Tier 2 Checklist 8.Attachments 9

No Unsaved Changes 

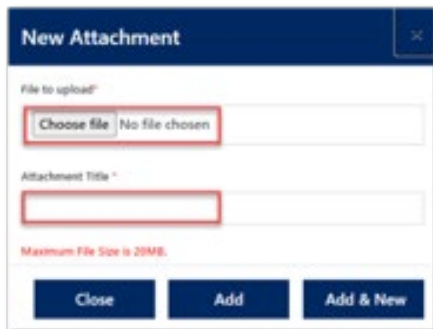
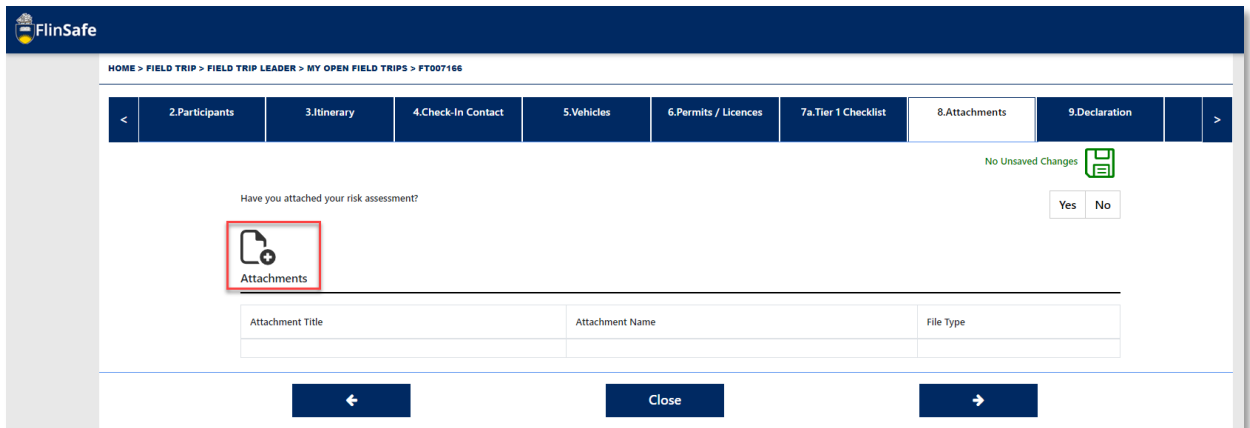
Return to Tier 1 tab

Tier 2 Tab Announcement
For each question answered as a 'Yes', the field trip risk assessment will need that item addressed as a hazard. Please ensure all questions are answered as all are mandatory.

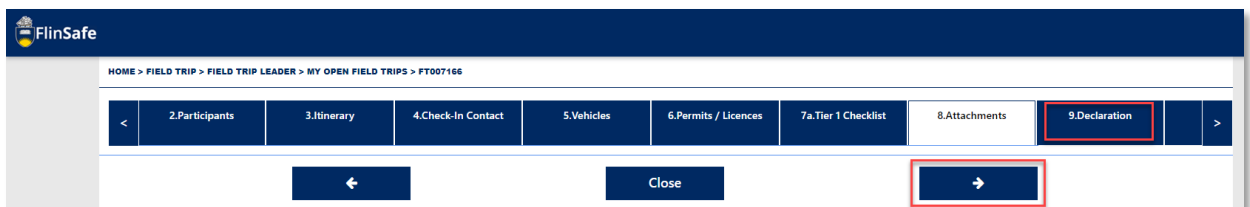
- 1.1. Have all relevant maps / GPS units been obtained? * Yes No NA
- 1.2. Will equipment be inspected to ensure it is in good working order and fit for its intended purpose? * Yes No NA
- 2.1. Will participant briefing sessions be held in advance of the field trip? * Yes No NA
- 2.2. Will participants be consulted regarding arrangements, potential hazards etc? * Yes No NA
- 2.3. Has a personal needs list been developed, implemented and communicated? * Yes No NA

← Close →

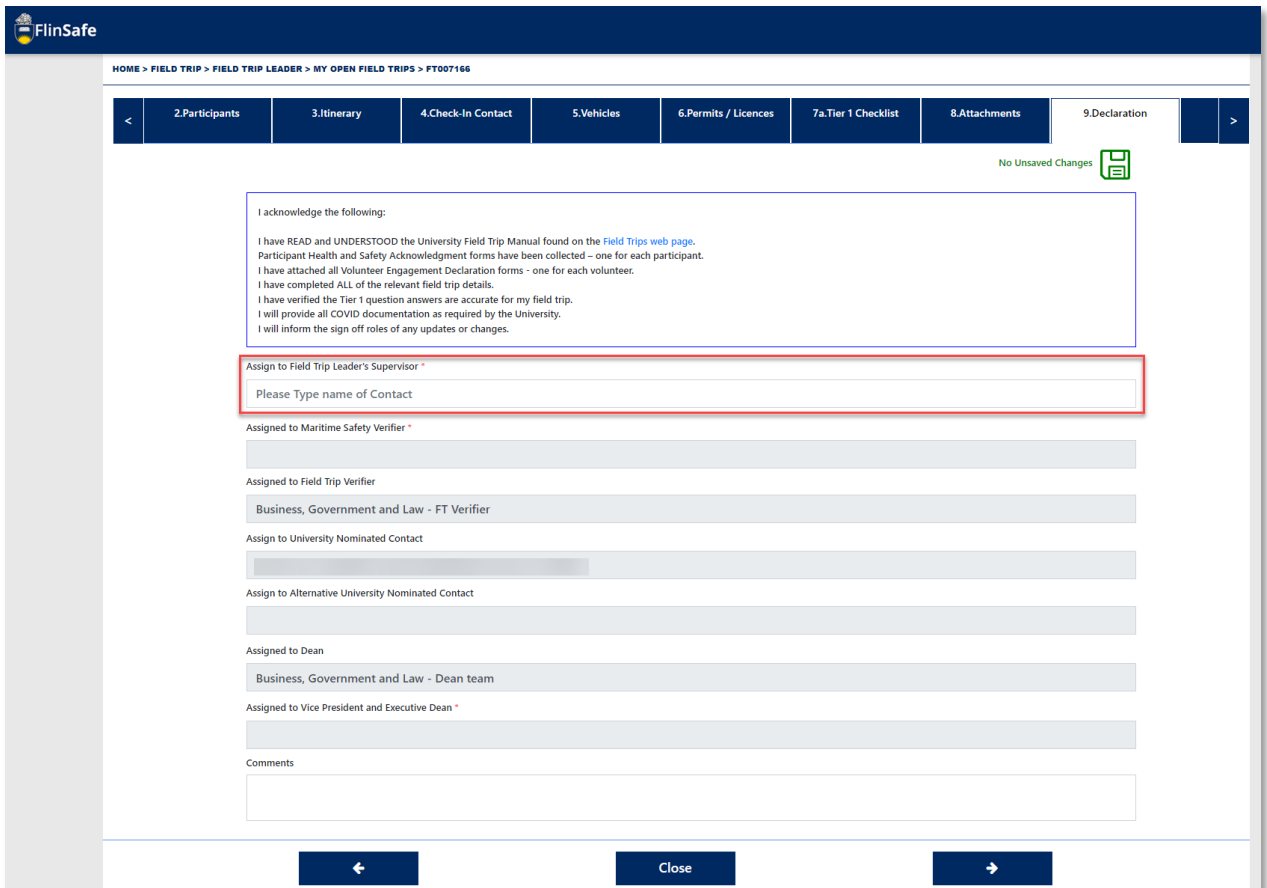
21. Add any required attachments by selecting the **Attachments** icon. **Choose file** and select a file already saved to your device. Then, enter the **Attachment title** and click **Add & New** to add another attachment, or if all attachments are added, click **Add**.



22. Click on the **next arrow** or select the **Declaration** tab.

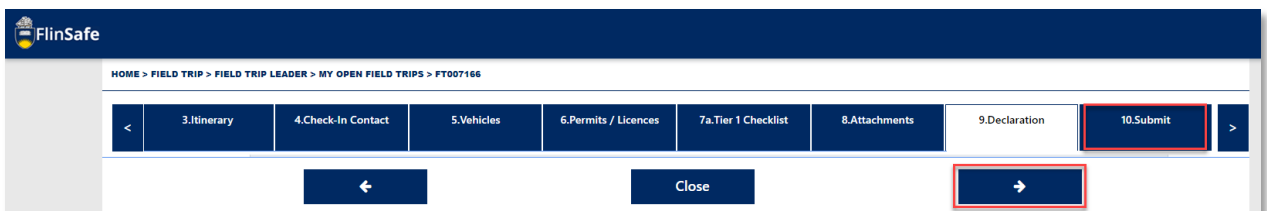


23. Enter in the **Field Trip Leader's Supervisor** name. When completing the approver list you are acknowledging that you understand and/or completed the items noted at the top of the declaration tab.



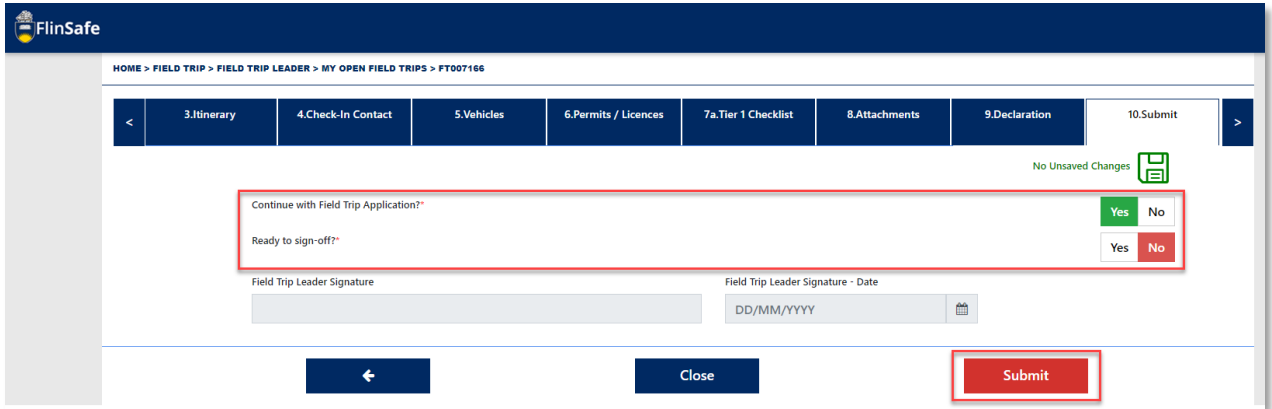
The screenshot shows the '9.Declaration' tab of the FlinSafe system. The breadcrumb trail is 'HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007166'. The navigation bar includes tabs for 2.Participants, 3.Itinerary, 4.Check-In Contact, 5.Vehicles, 6.Permits / Licences, 7a.Tier 1 Checklist, 8.Attachments, and 9.Declaration. A 'No Unsavd Changes' indicator is present. The main content area contains an acknowledgment section with the following text: 'I acknowledge the following: I have READ and UNDERSTOOD the University Field Trip Manual found on the Field Trips web page. Participant Health and Safety Acknowledgment forms have been collected – one for each participant. I have attached all Volunteer Engagement Declaration forms - one for each volunteer. I have completed ALL of the relevant field trip details. I have verified the Tier 1 question answers are accurate for my field trip. I will provide all COVID documentation as required by the University. I will inform the sign off roles of any updates or changes.' Below this is a red-bordered input field labeled 'Assign to Field Trip Leader's Supervisor *' with the placeholder text 'Please Type name of Contact'. Other assignment fields include 'Assigned to Maritime Safety Verifier *', 'Assigned to Field Trip Verifier' (with 'Business, Government and Law - FT Verifier' selected), 'Assign to University Nominated Contact', 'Assign to Alternative University Nominated Contact', 'Assigned to Dean' (with 'Business, Government and Law - Dean team' selected), and 'Assigned to Vice President and Executive Dean *'. A 'Comments' field is at the bottom. Navigation buttons for back, Close, and forward are at the bottom.

24. Click the **next arrow** or select the **Submit** tab.

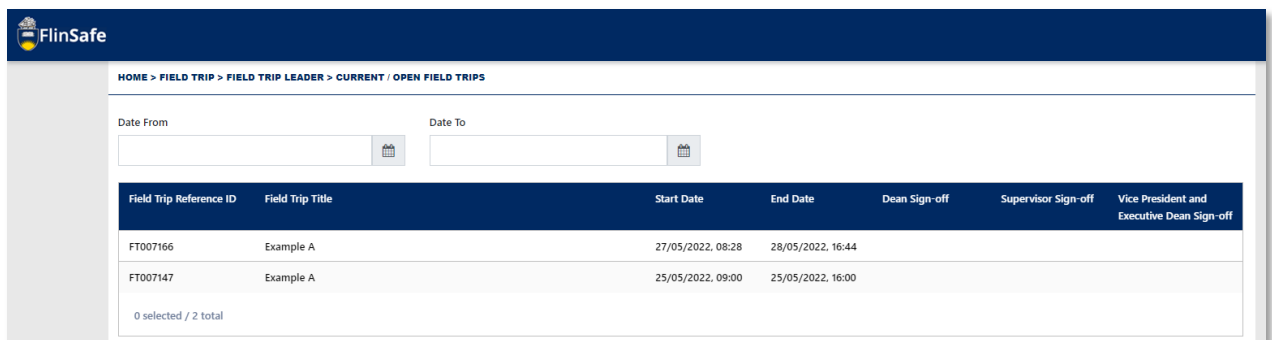


This screenshot shows the navigation bar of the FlinSafe system. The breadcrumb trail is 'HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007166'. The navigation bar includes tabs for 3.Itinerary, 4.Check-In Contact, 5.Vehicles, 6.Permits / Licences, 7a.Tier 1 Checklist, 8.Attachments, 9.Declaration, and 10.Submit. The '10.Submit' tab is highlighted with a red border. Below the navigation bar are buttons for back, Close, and forward. The forward button is also highlighted with a red border.

25. Answer the questions on the **Submit** tab, then click **Submit**.



Once you submit the field trip request, you will be navigated to your Current/Open field trips. The approval process will take place once you submit your request. If any of the approvers require more information, you will receive an email in your Outlook inbox. You'll find a link in the email to the field trip along with the additional requirements. The additional requirements will also be found on the Submit tab.
 Note: "Continue with Field Trip Application" on the Submit tab must be **Yes** or the field trip will cancel.



Field Trip Reference ID	Field Trip Title	Start Date	End Date	Dean Sign-off	Supervisor Sign-off	Vice President and Executive Dean Sign-off
FT007166	Example A	27/05/2022, 08:28	28/05/2022, 16:44			
FT007147	Example A	25/05/2022, 09:00	25/05/2022, 16:00			

0 selected / 2 total

As the field trip leader, please ensure once the end date has passed you close off the field trip once it has been completed.

For any further information on field trips, please see the field trips web page or contact your Work Health and Safety Officer.

This ends the process.