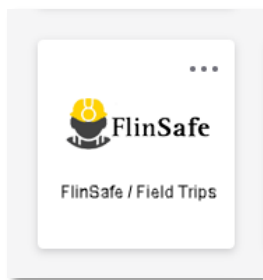


A field trip request is required to be submitted by the field trip leader for all field trips run by staff and students of the University. All submitted field trips require approval.

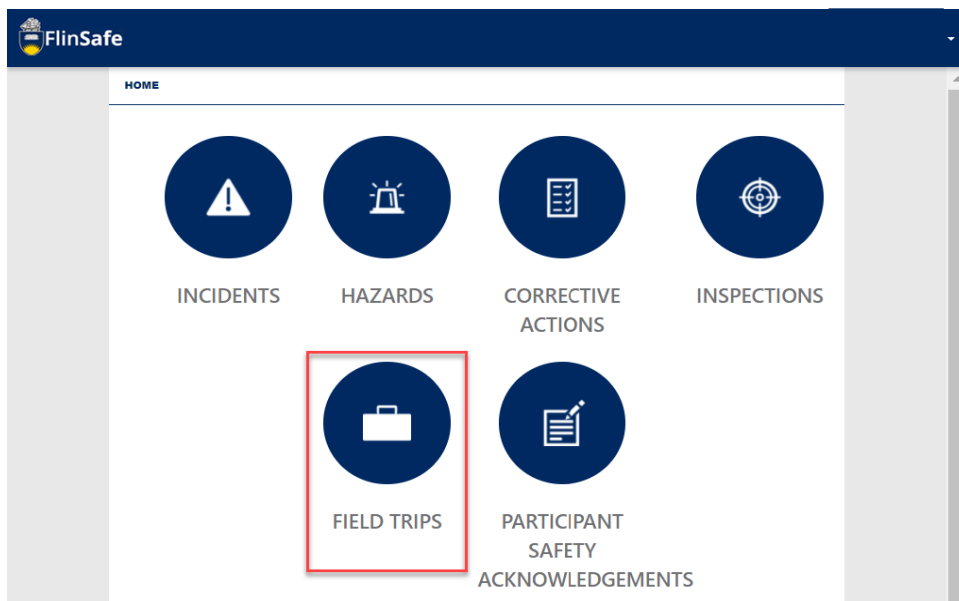
Staff and students participating in the field trip are required to complete a participant safety acknowledgement (PSA) form sent after the application of the field trip and prior to the approval of the field trip.

New Field Trip process

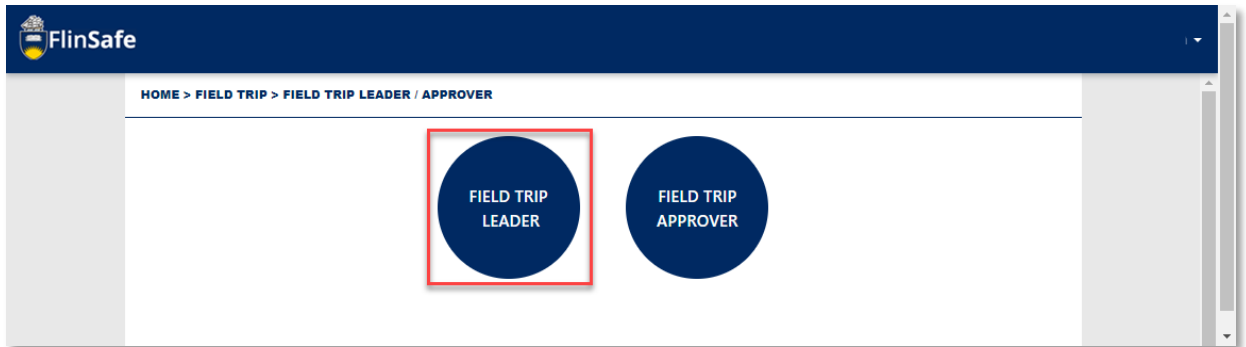
1. Open *FlinSafe/Field Trips* from okta.



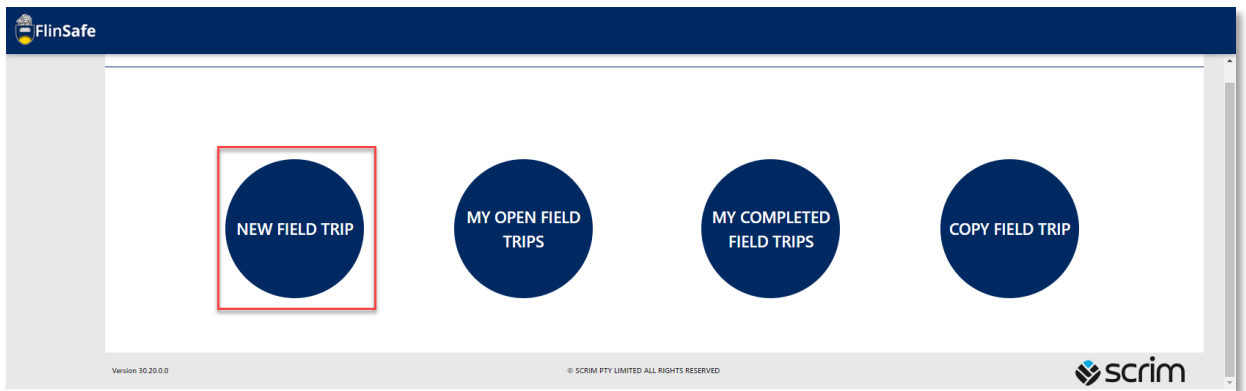
2. Select *Field Trips*.



3. Select *Field Trip Leader*.

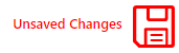


4. Select *New Field Trip*.



- 5. Complete the **Field Trip Summary** tab with the trip details. Ensure you enter the **Field Trip Title, Field Trip Purpose, Start date, Start Location** and all other fields with a red asterisk, as these are mandatory fields.


Note: once you start typing, the icon in the top right will show if there are unsaved changes.




Each time you navigate to another tab, this will auto save the record or you can click the Unsaved Changes icon which will save when it changes to a green "No Unsaved changes" icon.

HOME > FIELD TRIP > FIELD TRIP LEADER > NEW FIELD TRIP

<	1.Summary	2.Participants	3.Itinerary	4.Check-In Contact	5.Vehicles	6.Peri	>
---	-----------	----------------	-------------	--------------------	------------	--------	---


Field Trip Title * No Unsaved Changes 

Field Trip Purpose *

Start Date *  HH : MM Start Location *

Is end location different to start location?*

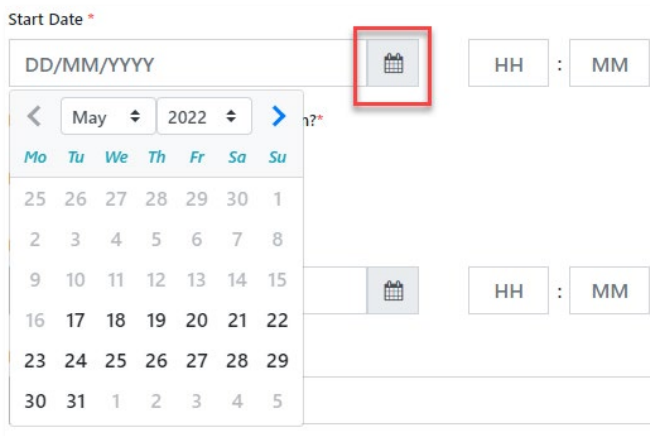
Is this a multiple instance field trip?*

End Date *  HH : MM End Location *

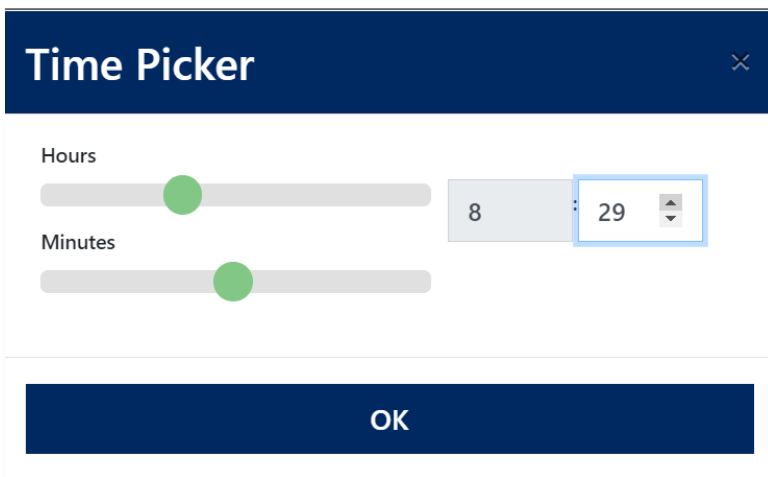
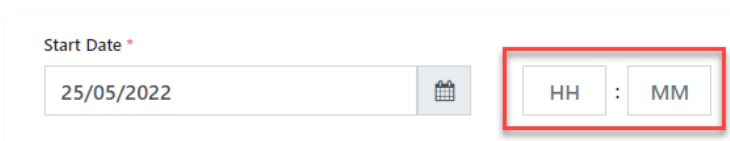
Brief Description *

College / Portfolio * Business Area *

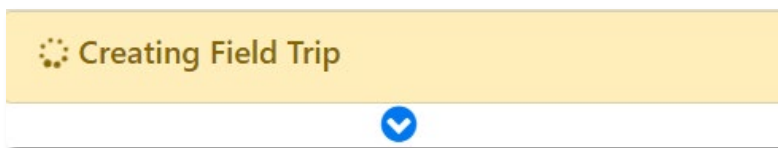
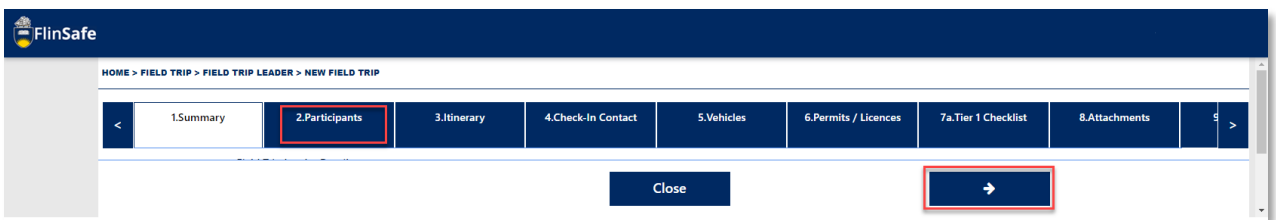
5.1 When entering the **Start date** and **End date** choose the calendar to select your date



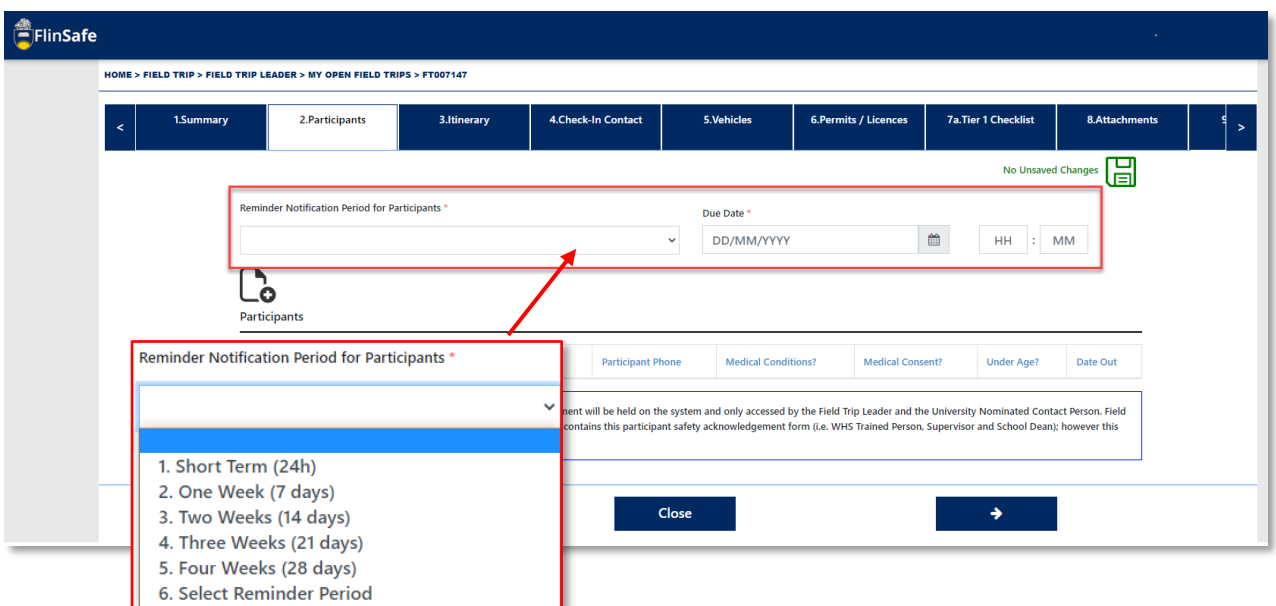
5.2 Click on the **hour (HH)** or **minute (MM)** box and use the **Time picker** slide or the up down arrows for the hours and minutes.



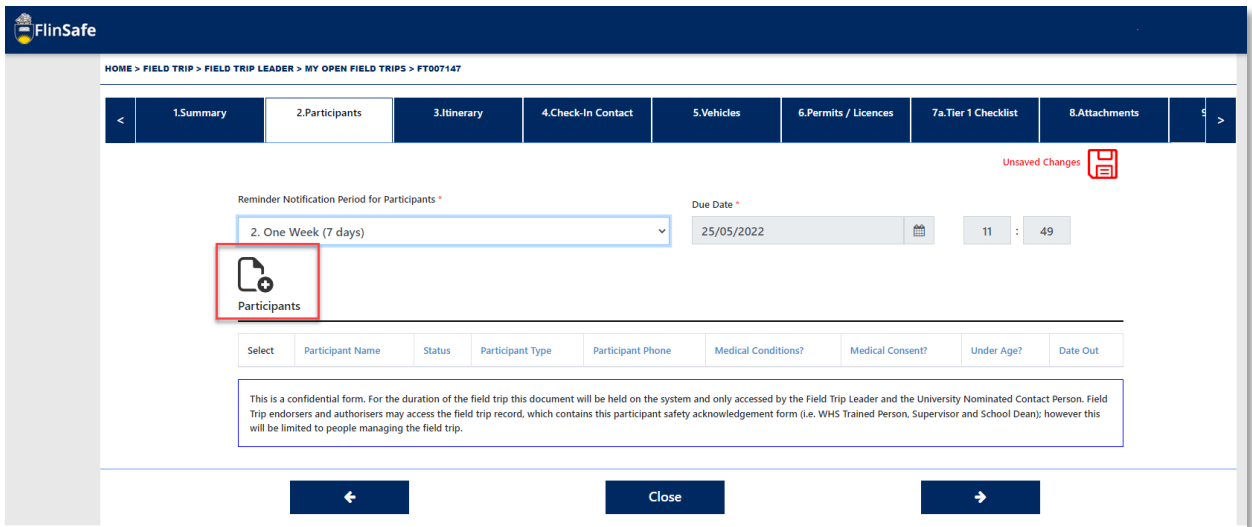
- Once all mandatory fields are entered, click the **next arrow** at the bottom or the **Participants** tab at the top. The field trip identification number will be created at this point. Note: if you do need to close the field trip page prior to this step (or other tabs), a pop-up window will appear asking if you would like to save the details entered.



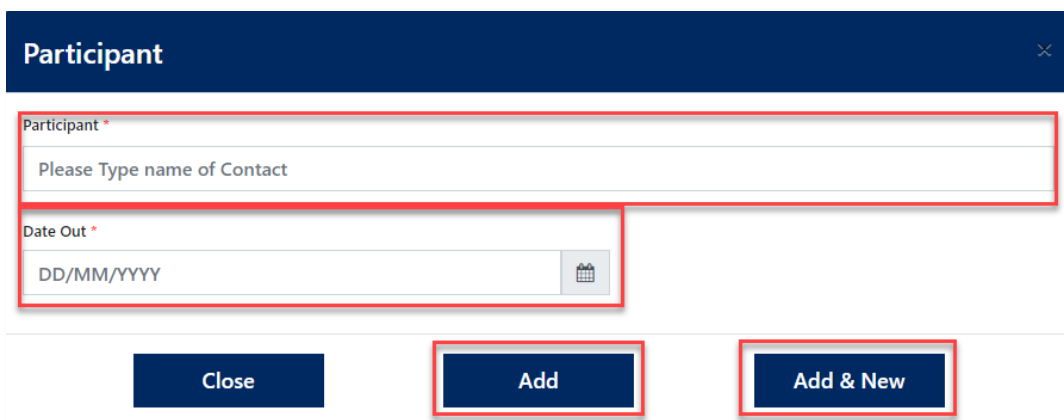
- On the Participants tab, select the reminder notification period for participants and the due date for response of the participant safety acknowledgement forms.



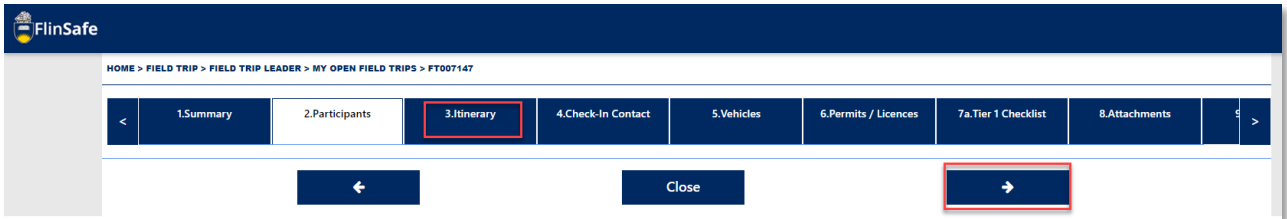
- Click on the **Participants** icon to add in the participants required on the field trip. Note: It is mandatory to add participants before the field trip can be submitted, but this can be edited after the field trip is submitted.



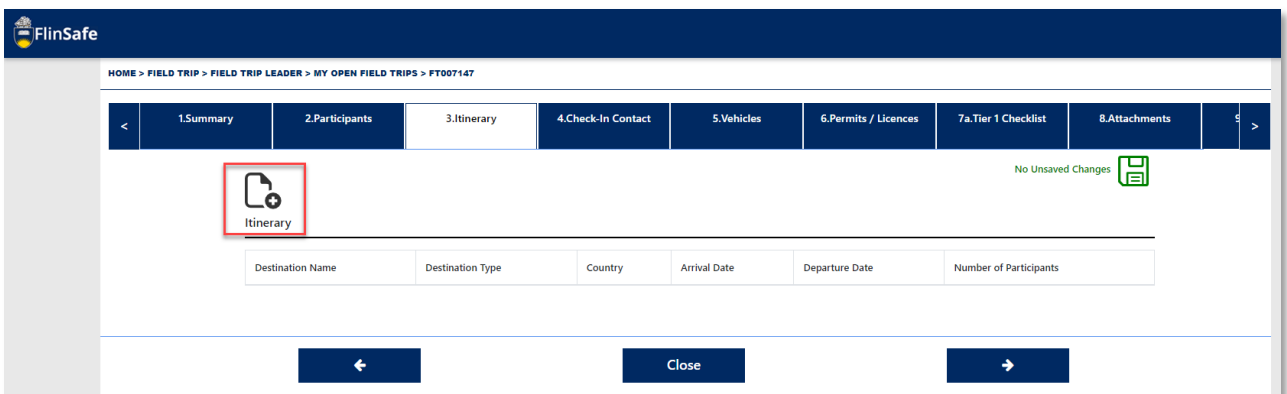
- Type the participants name and select from the list to populate, then use the calendar icon to enter in the **Date out** for the field trip. Select **Add & New** if you have more than one participant to add, otherwise just select **Add**.



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



11. Click on the *Itinerary* icon to add all details of the field trip.



12. Complete the **Destination** requirements making sure all fields with a red asterisk are completed, as these are mandatory fields. Complete any Destination Emergency Contacts. Once completed, select **Add and New** if you have multiple destinations or select **Add** if there is only one destination.

Destination ✕

Field Trip Destination *

Field Trip Destination Type *

Arrival Date *

Departure Date *

Country Name *

 ▼

Destination Contact Name *

Destination Contact Phone *

Number of Flinders Staff *

Number of Flinders Students *

Number of Volunteers / Others *

Total Number of Participants

Comments

Destination / Emergency Contact Details

Contact Type	Contact Name / Details	Contact Number	Remove	Edit

Close

Add

Add and New

13. Select the *next arrow* or *Check-In Contact*.

HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007147

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	25/05/2022	25/05/2022	5		

← Close →

14. Enter in the *University Nominated Contact Details*.

HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007147

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

No Unsavd Changes

University Nominated Contact Details

Name *

Please Type name of Contact

Mobile Phone *

Work Phone *

Is an Alternate University Nominated Contact required? Yes No

Agreed Contact Time *

Late Check in/Return Margin (hours) *

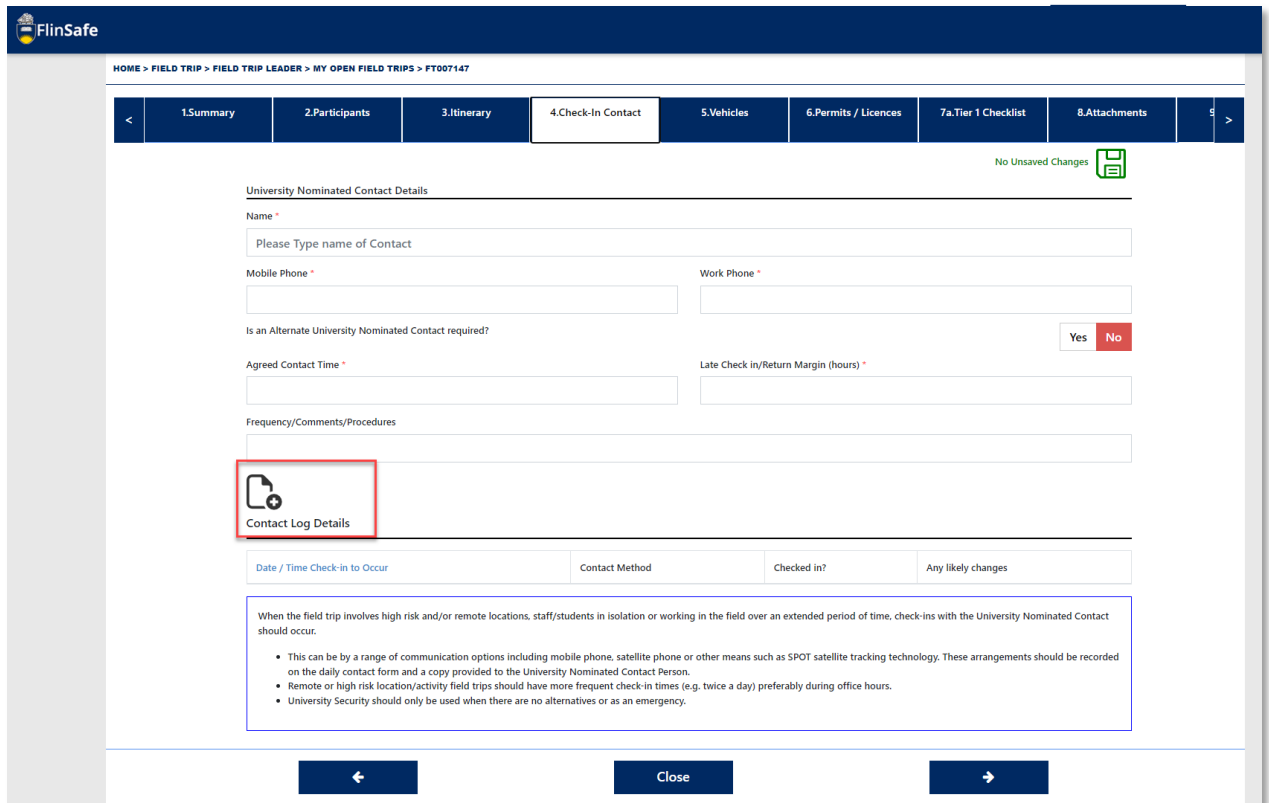
Frequency/Comments/Procedures

Contact Log Details

Date / Time Check-in to Occur	Contact Method	Checked in?	Any likely changes
<p>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.</p> <ul style="list-style-type: none"> 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 →

15. Select the **Contact Log Details** this should have the details including check in time and contact method of the person who will be checking in.



HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007147

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

No Unsaved Changes 

University Nominated Contact Details


Name *
Please Type name of Contact

Mobile Phone * Work Phone *

Is an Alternate University Nominated Contact required? Yes No

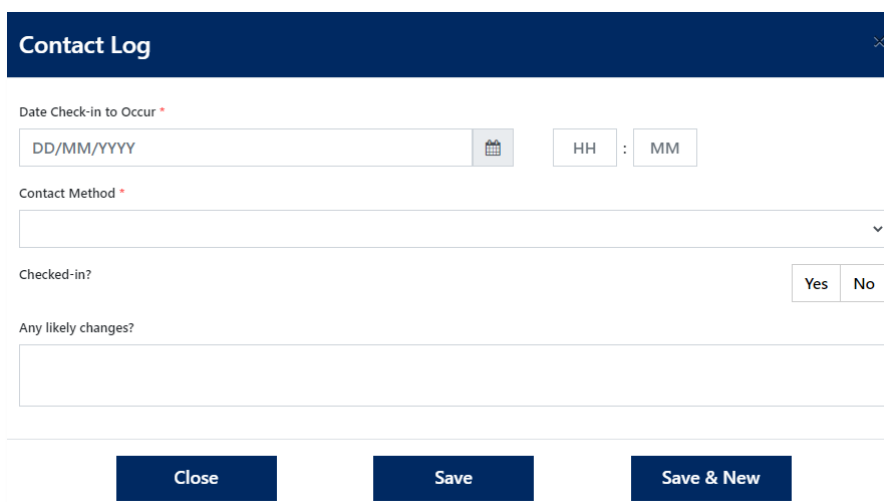
Agreed Contact Time * Late Check in/Return Margin (hours) *


Frequency/Comments/Procedures


 Contact Log Details

Date / Time Check-in to Occur	Contact Method	Checked in?	Any likely changes
<p>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.</p> <ul style="list-style-type: none"> 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 →



Contact Log 

Date Check-in to Occur *
DD/MM/YYYY  HH : MM

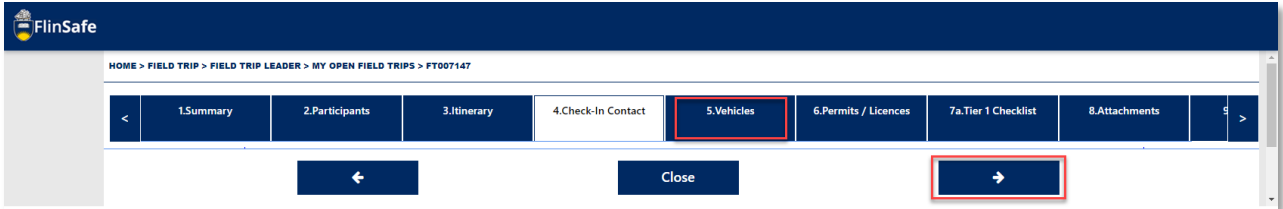
Contact Method *

Checked-in? Yes No

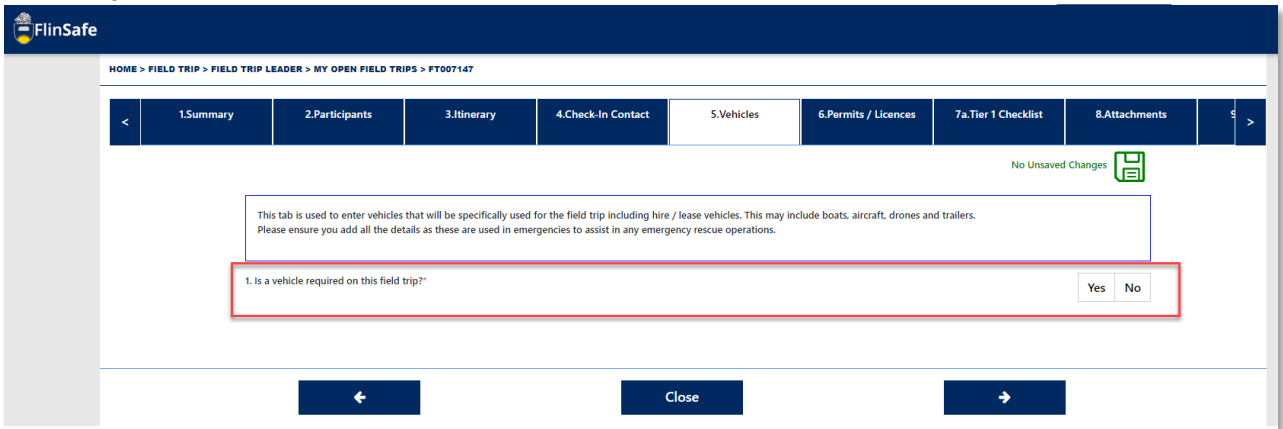
Any likely changes?

Close Save Save & New

16. Click on the *next arrow* or the *Vehicles* tab.



17. Select **Yes** or **No** to identify whether a vehicle is required on the field trip.



18. If you select **Yes**, complete the questions on the page and then click on **Vehicle Transportation Chosen**. If you select **No** move to step 20.

1. Is a vehicle required on this field trip? * Yes No

2. Will vehicles and trailers be registered and roadworthy? * Yes No NA

3. Will there be a need for spare fuel, parts and water? * Yes No NA

4. Will you need vehicle safety & recovery equipment (i.e. Bull bar, winch, tow rope, jumper leads, shackles, etc)? * Yes No NA

5. Will all drivers hold valid and appropriate vehicle licenses? * Yes No NA

Vehicle Transportation Chosen

Registration	Vehicle Type	Vehicle Make	Vehicle Model	Ownership Type	Ownership Details

19. Complete the **Vehicle Transportation Chosen** fields ensuring all fields with an asterisk are completed. Once done, select **Add and New** if multiple vehicles are required, or click **Add** if there is only one.

Vehicle Transportation Chosen ✕

Vehicle Type *

Registration

Vehicle Make

Vehicle Model

Vehicle Colour

Ownership Type *

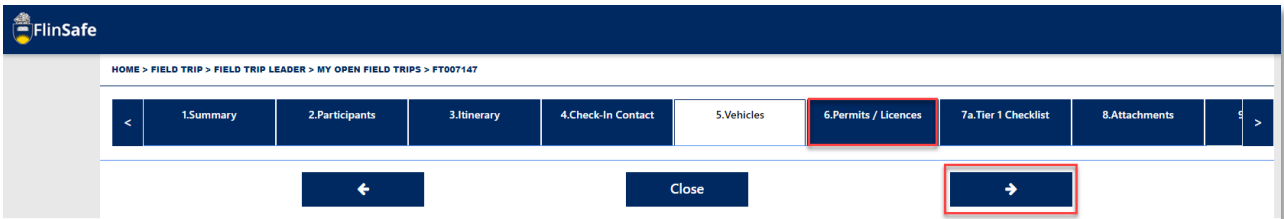
Ownership Details

Comments

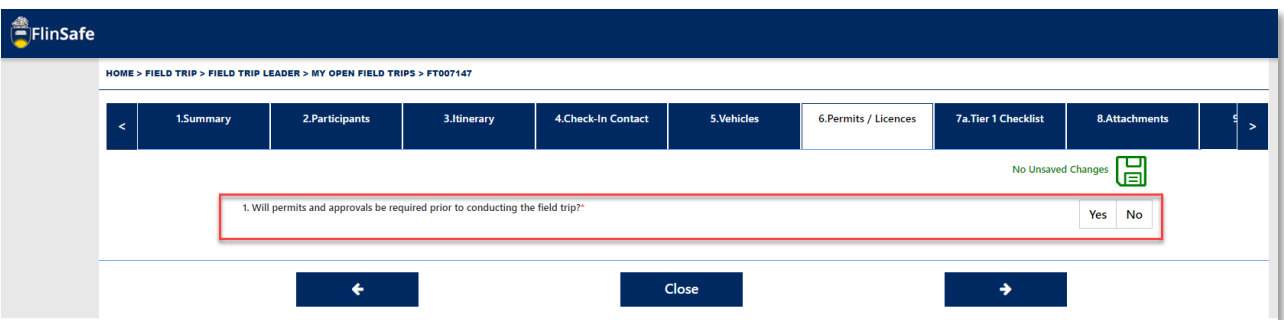
Driver/Operator Names *

Comprehensively Insured? Yes No

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



21. Select **Yes** or **No** to indicate whether permits are required prior to the field trip commencing.



22. If you select **Yes**, complete the questions on the page and the click on the **Approvals** icon. If you select **No** move to step 24.

1. Will permits and approvals be required prior to conducting the field trip? * Yes No

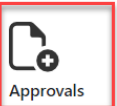
2. Will Flinders University ethics approval be required? * Yes No NA

3. Will the Local Park Ranger be advised of the proximity of field party? * Yes No NA

4. Will the Department of Environment and Natural Resources (DENR) and/or Department of Aboriginal Affairs and Reconciliation (ARD) be advised of the dates for planned field trip and associated trips? * Yes No NA

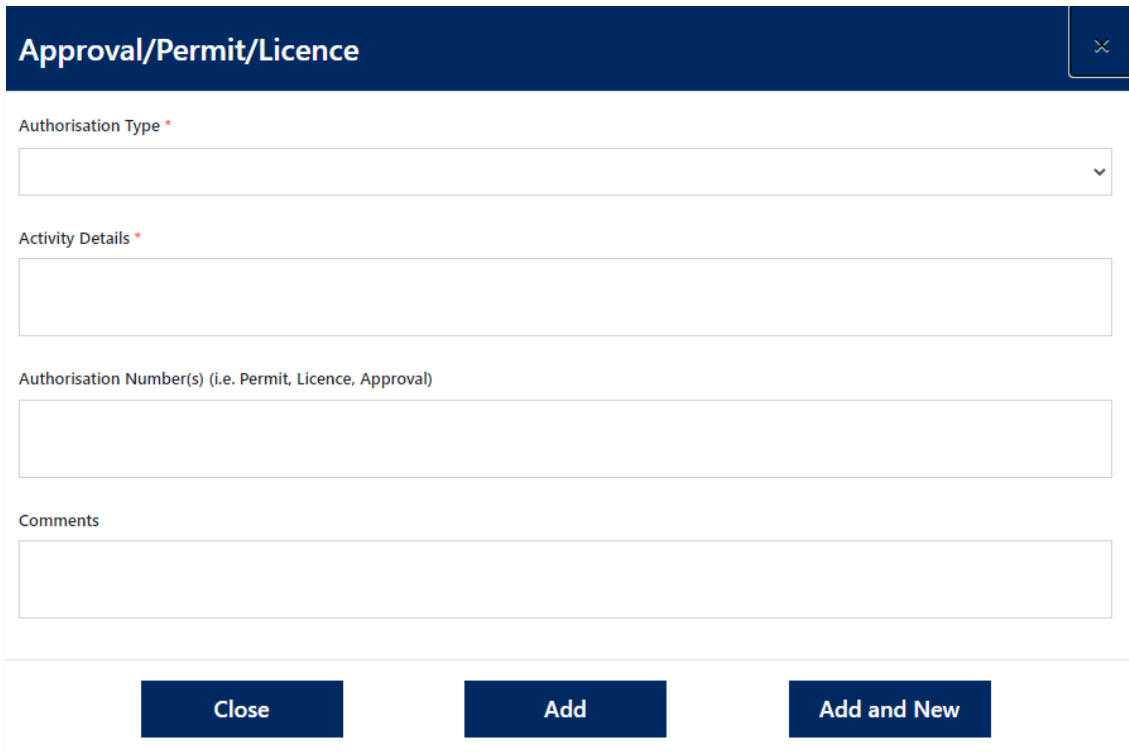
5. Will the Local Council be advised of trip? * Yes No NA

6. Have all licences, permits and special permissions been obtained? * Yes No NA

 Approvals

Authorisation Type	Authorisation Number	Activity Details

23. Complete the **Approvals** fields ensuring all fields with an asterisk are completed. Once done, select **Add and New** if multiple permits/licences are required, or click **Add** if there is only one.

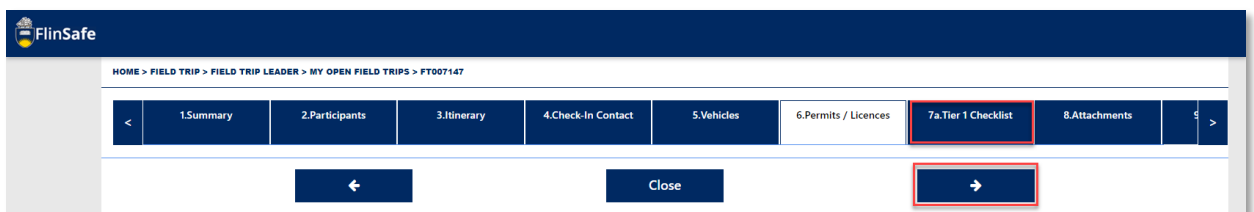


The screenshot shows a form titled "Approval/Permit/Licence" with a close button (X) in the top right corner. The form contains the following fields:

- Authorisation Type ***: A dropdown menu.
- Activity Details ***: A large text input area.
- Authorisation Number(s) (i.e. Permit, Licence, Approval)**: A text input area.
- Comments**: A text input area.

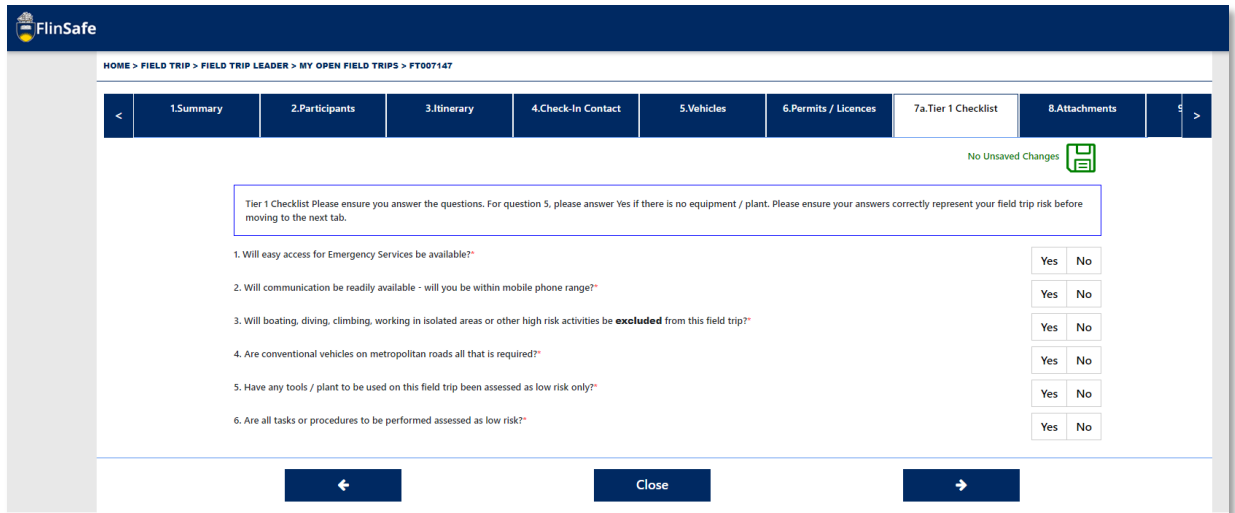
At the bottom of the form, there are three buttons: "Close", "Add", and "Add and New".

24. Once you have completed the Permits/Licences tab, click the **next arrow** or select the **Tier 1 Checklist**.



The screenshot shows the FlinSafe navigation bar with the following tabs: "1.Summary", "2.Participants", "3.Itinerary", "4.Check-In Contact", "5.Vehicles", "6.Permits / Licences", "7a.Tier 1 Checklist", and "8.Attachments". The "7a.Tier 1 Checklist" tab is highlighted with a red box. Below the tabs, there are three buttons: a left arrow, "Close", and a right arrow. The right arrow button is also highlighted with a red box.

25. Complete the questions on the Tier 1 tab answering Yes or No.



HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007147

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

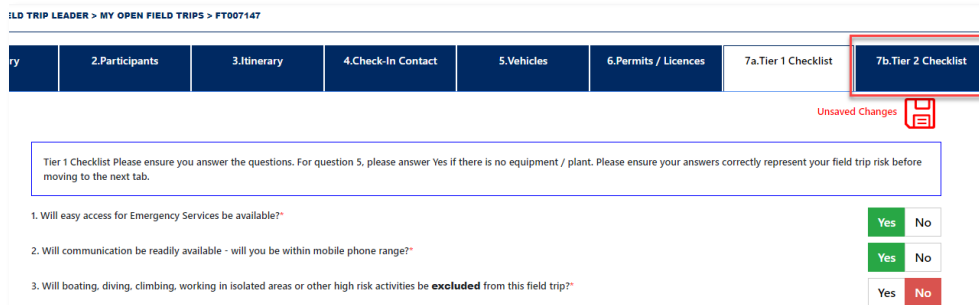
No Unsavd Changes

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 →

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 and all questions on that tab will be required to be answered. You will also need to attach a Risk Assessment (see step 29).



FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007147

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

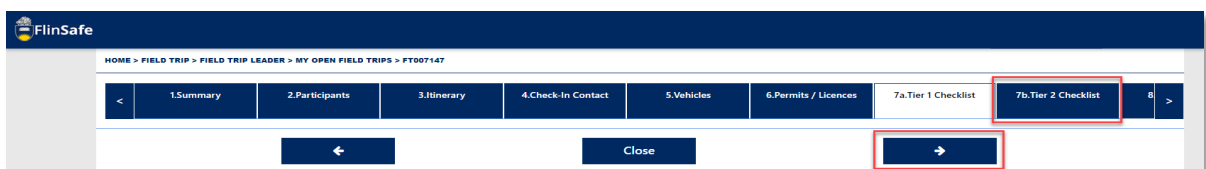
Unsavd Changes

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

← Close →

26. Once you have completed the checklist, if you selected No to any of the questions, click the **next arrow** or the **Tier 2 Checklist** tab. If you selected Yes to all questions, skip to step 29.

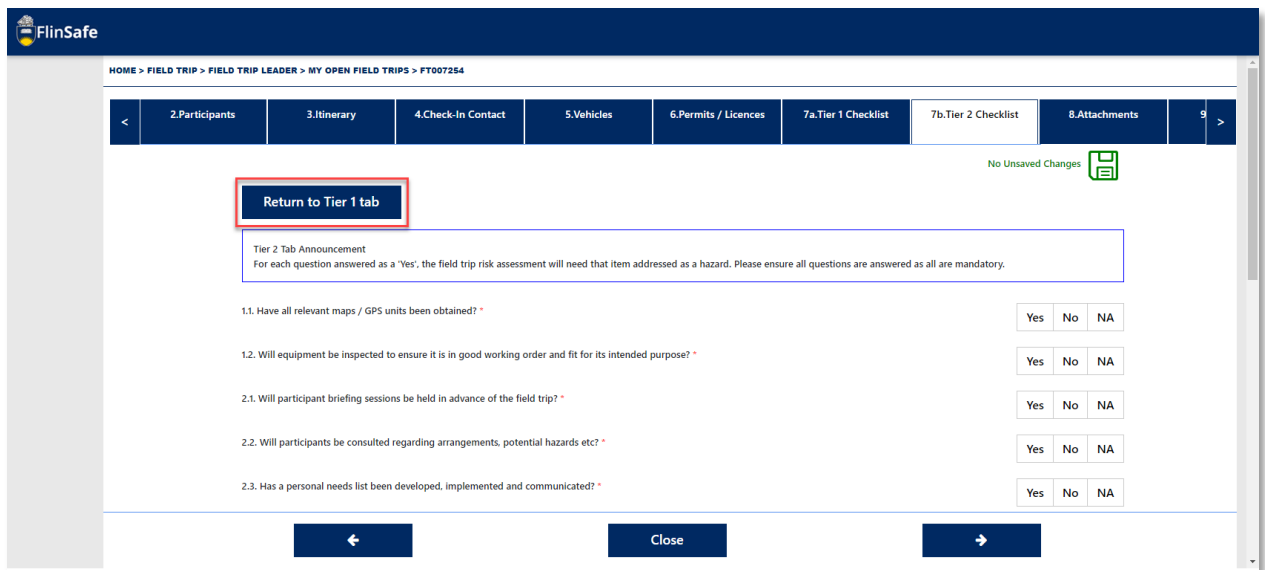


HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007147

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


← Close →

27. Complete the questions on the Tier 2 Checklist. If you have inadvertently selected this checklist, please click on the **Return to Tier 1 tab** button.



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

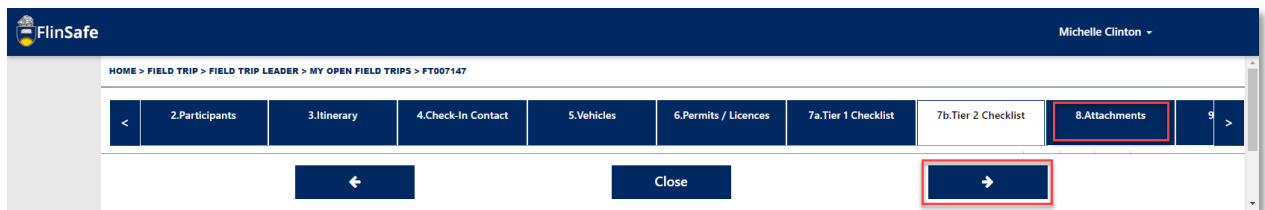
2.1. Will participant briefing sessions be held in advance of the field trip? * Yes No NA

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 →

28. Once all checklist questions have been answered for either Tier 1 or Tier 1 and Tier 2, click the **next arrow** or the **Attachments** tab.



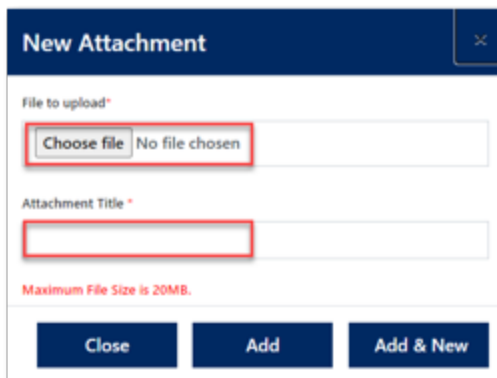
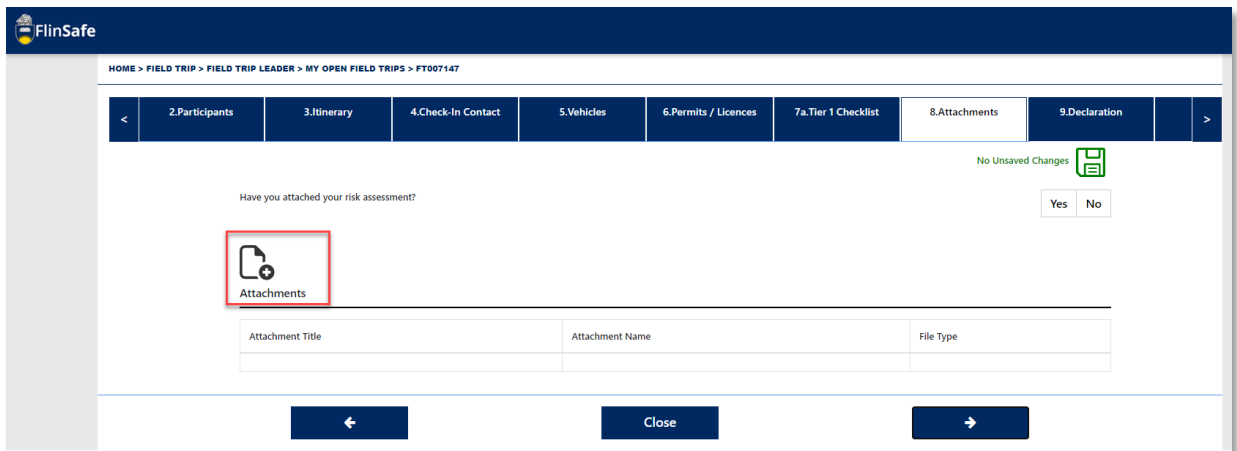
HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007147

Michelle Clinton ▾

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

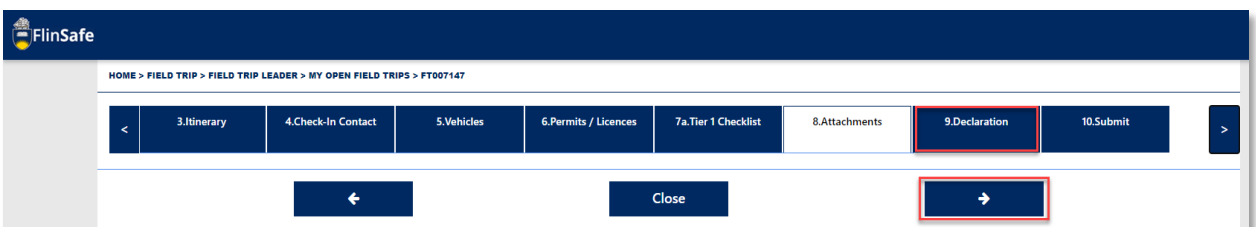
← Close →

29. Click on 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**.

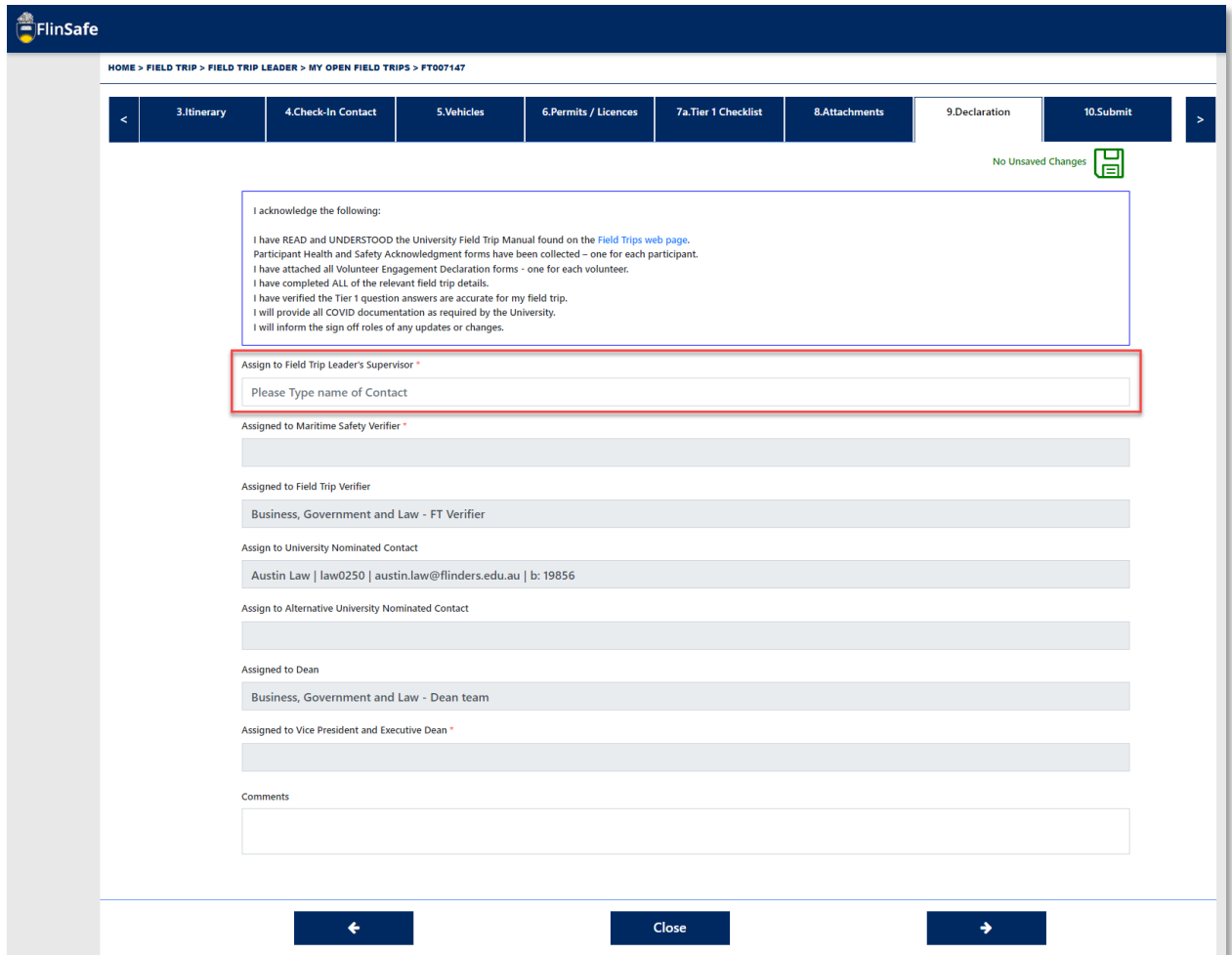


Note: The risk assessment is mandatory for a Tier 2 field trip. You will not be able to move forward with your field trip request without adding an attachment and selecting 'yes' acknowledging you have attached the risk assessment.

30. When all attachments have been added, click on the **next arrow** or the **Declaration** tab.




31. Enter in the *Field Trip Leader's Supervisor* details.



HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007147

3.Itinerary 4.Check-In Contact 5.Vehicles 6.Permits / Licences 7a.Tier 1 Checklist 8.Attachments 9.Declaration 10.Submit

No Unsaved Changes 

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.

Assign to Field Trip Leader's Supervisor *

Please Type name of Contact

Assigned to Maritime Safety Verifier *

Assigned to Field Trip Verifier

Business, Government and Law - FT Verifier

Assign to University Nominated Contact

Austin Law | law0250 | austin.law@flinders.edu.au | b: 19856

Assign to Alternative University Nominated Contact

Assigned to Dean

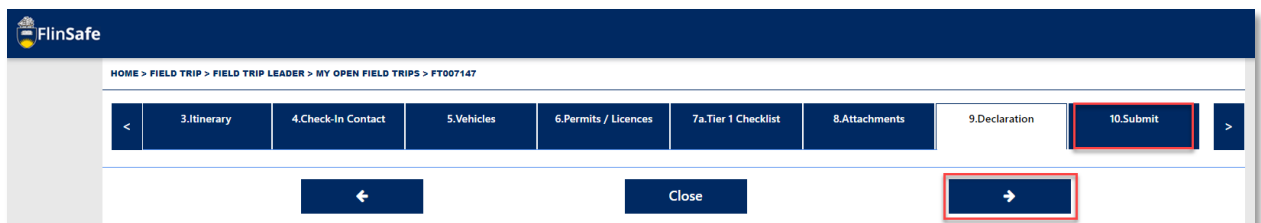
Business, Government and Law - Dean team

Assigned to Vice President and Executive Dean *

Comments

← Close →

32. Click the *next arrow* or the *Submit* tab.

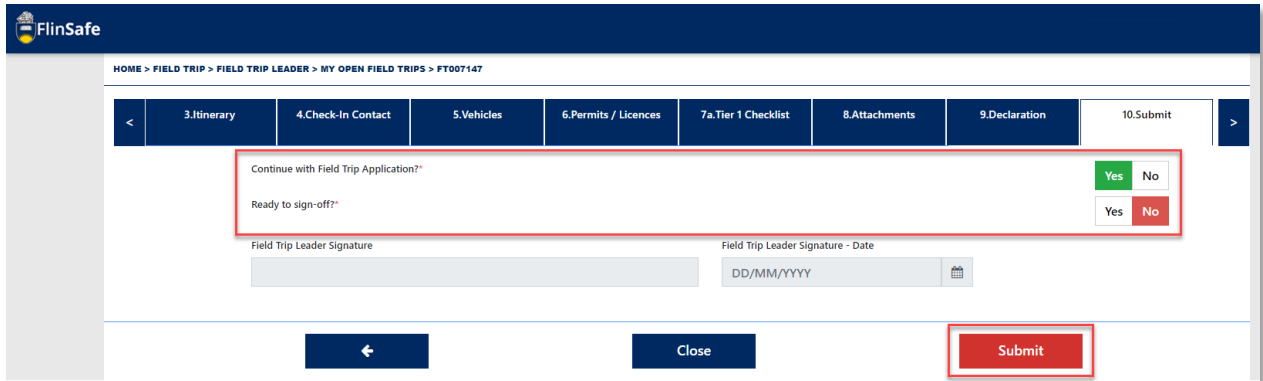


HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007147

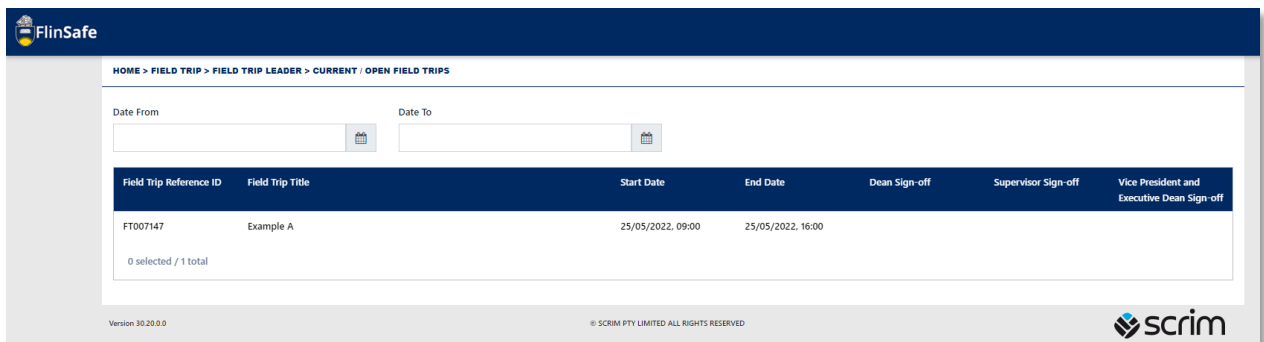
3.Itinerary 4.Check-In Contact 5.Vehicles 6.Permits / Licences 7a.Tier 1 Checklist 8.Attachments 9.Declaration 10.Submit

← Close →

33. 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 that have been requested. The additional requirements will also be displayed 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
FT007147	Example A	25/05/2022, 09:00	25/05/2022, 16:00			

As the field trip leader, please ensure you check in with your University Nominated Contacts so they can acknowledge contact was made in the Check in Contact tab. Also ensure you close off the field trip once it has been completed.

For any further information on field trips, please see the field trips webpage or contact your Work Health and Safety officer.

This ends the process.