

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*.

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IN	CIDENTS	HAZARDS	CORRECTIVE ACTIONS	INSPECTIONS	
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		FIELD TRIPS	PARTICIPANT SAFETY ACKNOWLEDGEMENT:	S	





3. Select Field Trip Leader.

FlinSaf	e	1.	•
	HOME > FIELD TRIP > FIELD TRIP LEADER / APPROVER	^	
	FIELD TRIP LEADER FIELD TRIP APPROVER	-	•

4. Select New Field Trip.

FlinSafe				
	NEW FIELD TRIP	MY OPEN FIELD TRIPS	MY COMPLETED FIELD TRIPS	COPY FIELD TRIP
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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 asterix, 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.

Field Trip Title *	
Field Trip Purpose * Start Date * Start Date * DD/MM/YYYY HH Is end location different to start location?* Yes	
Start Date * Start Location * DD/MM/YYYY Image: Constraint of the start location in th	
DD/MM/YYYY 🛗 HH : MM Is end location different to start location?* Yes	
Yes	
Is this a multiple instance field trip?*	No
End Date * End Location *	No
DD/MM/YYYY 🛗 HH : MM	
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.

Start Date * 25/05/2022	m	нн : мм	
Time Picker			×
Hours Minutes	8	29 🗘	
	ОК		





6. 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.

FlinSafe									
	HOME > FIELD TRIP > FIELD TRIP	LEADER > NEW FIELD TRIP							
	< 1.Summary	2.Participants	3.Itinerary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	8.Attachments	۶ ۲
					Close		÷		Ŧ
_									
	🛟 Creatin	g Field Trip							
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7. On the Participants tab, select the reminder notification period for participants and the due date for response of the participant safety acknowledgement forms.

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нол	ME > FIELD TRIP > FIELD	D TRIP LEADER > MY OPEN FIELD TR	IIPS > FT007147						
<	1.Summary	2.Participants	3.Itinerary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	8.Attachments	s ک
							No Unsavec	I Changes	
		Reminder Notification Period for P	articipants *	1	Due Date * DD/MM/YYYY		🛗 НН : I	мм	
		Participants							
	Reminder No	tification Period for Parti	icipants *	Participant P	hone Medical Condi	tions? Medical Cons	ent? Under Age?	Date Out	
				 nent will be held on t contains this particip 	he system and only accessed t ant safety acknowledgement f	oy the Field Trip Leader and th form (i.e. WHS Trained Person,	e University Nominated Cont. Supervisor and School Dean)	act Person. Field ; however this	
	1. Short 1 2. One W 3. Two W 4. Three	Term (24h) Veek (7 days) Veeks (14 days) Weeks (21 days)			Close		÷		
	5. Four V 6. Select	Veeks (28 days) Reminder Period							





8. 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.

<	1.Summary	2.Participants	3.Itinerary	4.Check-li	n Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	8.Attachments
								Unsave	d Changes
	Ren	inder Notification Period for Pa	rticipants •			Due Date *			
	2	. One Week (7 days)			¥	25/05/2022		11 :	49
	Par	b ticipants	Status D	articinant Tune	Participant Phone	Medical Condi	tions? Medical Cons	ent? Under Are?	Date Out
	5	Participant Name	Status	articipant type	Participant Phone	weulcar conun	Medical Cons	onder Ager	Date Out
	т	his is a confidential form. For th ip endorsers and authorisers m	e duration of the field ay access the field tri	l trip this document wil p record, which contain	ll be held on the syste s this participant safe	m and only accessed b y acknowledgement f	oy the Field Trip Leader and th orm (i.e. WHS Trained Person	e University Nominated Cont . Supervisor and School Dean	tact Person. Field n); however this
	Т	ip endorsers and authorisers m ill be limited to people managing	ay access the field trip	p record, which contain	s this participant safe	y acknowledgement f	orm (i.e. WHS Trained Person	Supervisor and School Dean	n); however this

 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	m	
Close	Add	Add & New





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

FlinSafe										
	HOME > F	IELD TRIP > FIELD TRIP L	EADER > MY OPEN FIELD TR	IPS > FT007147						_
	<	1.Summary	2.Participants	3.Itinerary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	8. Attachments	e >
			÷			Close		÷		

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

FlinSafe									
	HOME > FIELD TRIP > FIEL	> FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007147							
	< 1.Summary	2.Participants	3.Itinerary 4.0	Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	8.Attachments	e >
	[Itinerary					No Unsaved	Changes	
		Destination Name	Destination Type	Country	Arrival Date	Departure Date	Number of Participants		
		+			Close		•		





12. Complete the *Destination* requirements making sure all fields with a red asterix 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 *	~
DD/MM/YYYY 🏥	DD/MM/YYYY	
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 T	RIP LEADER > MY OPEN FIELD	TRIPS > FT007147								
<	1.Summary	2. Participants	3.ltinerary	4.Check-In	Contact	5.Vehicles 6	.Permits / Licences	7a.Tier 1 Cl	necklist	8. Attachments	g
		Destination Name	Destination Type	Country	Arrival Date	Departure Date	Number of Participa	nts	No Unsaved Cl	Edit	
		Adelaide City	SA Metropolitan	Australia	25/05/2022	25/05/2022	5		×		

14. Enter in the University Nominated Contact Details.

	2.Participants	3.Itinerary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	8.Attachment
						No Unsaved	Changes
<u> </u>	University Nominated Contact De	ails					
N	Name *						
	Please Type name of Contact						
N	Mobile Phone *			Work Phone *			
l:	s an Alternate University Nominated	Contact required?					Yes No
A	Agreed Contact Time *			Late Check in/	Return Margin (hours) *		
F	requency/Comments/Procedures						
	LO Contact Log Details						
-							
	Date / Time Check-in to Occur		Contact Method		Checked in?	Any likely changes	
	When the field trip involves high ri should occur.	sk and/or remote location mmunication options inci	ns, staff/students in isolation or v luding mobile phone, satellite ph	vorking in the field ove	r an extended period of time, cheo ch as SPOT satellite tracking techn	:k-ins with the University Nomi ology. These arrangements sho	nated Contact ould be recorded





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.

FlinSafe								_	
	HOME > FIELD TRIP > FIE	LD TRIP LEADER > MY OPEN FIELD T	RIPS > FT007147						
	< 1.Summar	y 2.Participants	3.Itinerary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	8.Attachments	< ۲
							No Unsave	d Changes	
		University Nominated Contact	Details						
		Name *							
		Please Type name of Con	tact						
		Mobile Phone *			Work Phone *				
		Is an Alternate University Nomina	ted Contact required?					Yes No	
		Agreed Contact Time *			Late Check in/R	eturn Margin (hours) *			
		Frequency/Comments/Procedure	5						
		Contact Log Details							
		Date / Time Check-in to Occur		Contact Method		Checked in?	Any likely changes		
		When the field trip involves his should occur. • This can be by a range of	h risk and/or remote locations, f communication options includ	staff/students in isolation or w	orking in the field over me or other means sucl	an extended period of time, chec n as SPOT satellite tracking techn	k-ins with the University Nom	inated Contact ould be recorded	
		on the daily contact for Remote or high risk loc: University Security shou	n and a copy provided to the U tion/activity field trips should h Id only be used when there are	niversity Nominated Contact Pe ave more frequent check-in tim no alternatives or as an emerge	rson. es (e.g. twice a day) pro ncy.	eferably during office hours.			
		+		CI	ose		÷		_

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.

FlinSafe											
	HOME	FIELD TRIP > FIELD TRIP I	LEADER > MY OPEN FIELD TRI	PS > FT007147							^
	<	1.Summary	2.Participants	3.Itinerary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	8.Attachments	^g >	
			÷			Close		÷]		-

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

FlinSafe										
	HOME > FIELD) TRIP > FIELD TF	RIP LEADER > MY OPEN FIELD TRI	PS > FT007147						
	<	1.Summary	2.Participants	3.Itinerary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	8.Attachments	^و >
								No Unsaved	Changes	
			This tab is used to enter vehicles Please ensure you add all the det	that will be specifically used tails as these are used in eme	for the field trip including hire rgencies to assist in any emerg	/ lease vehicles. This may inc jency rescue operations.	lude boats, aircraft, drones ar	nd trailers.		
		1	. Is a vehicle required on this field	trip?*					Yes No	
										_
			*			Close		÷		

 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	i field trip?*					Yes	No		
2. Will vehicles and trailers be	Yes	No	NA						
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.)?* Yes No.									
5. Will all drivers hold valid a	nd appropriate vehicle licenses?	*			Yes	No	NA		
Vehicle Transportation C	hosen								
Registration	Vehicle Type	Vehicle Make	Vehicle Model	Ownership Type	Ownership Details				





 Complete the Vehicle Transportation Chosen fields ensuring all fields with an asterix 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 N	lo
Close A	dd Add and New	





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

FlinSafe										
	HOME >	FIELD TRIP > FIELD TRIP	LEADER > MY OPEN FIELD TR	PS > FT007147						
	<	1.Summary	2.Participants	3.Itinerary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	8. Attachments	e >
			÷			Close		>		

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

FlinSafe											
	HOME	> FIELD TRIP > FI	ELD TRIP LE	ADER > MY OPEN FIELD TRI	IPS > FT007147						
	<	1.Summa	iry	2.Participants	3.Itinerary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	8.Attachments	^و >
									No Unsaved	Changes	
			1. Will	permits and approvals be req	uired prior to conducting the	e field trip?*				Yes No	
					-	_			_		
				+			Close		÷		

22. If you select **Yes**, **c**omplete 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	d 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? *								
4. Will the Department of Environment and Natural Resources (DENR trip and associated trips? *	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 rips? *							
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			
Authorisation Type	Authorisation Number	Activity Details						





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

Approval/Permit/Licence			×
Authorisation Type *			
Activity Details *			~
Authorisation Number(s) (i.e. Permit, Licence, Approval)			
Comments			
Close	Add	Add and New	

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

FlinSafe										
	HOME > FIE	LD TRIP > FIELD TRIP L	EADER > MY OPEN FIELD TRI	PS > FT007147						
	<	1.Summary	2. Participants	3.Itinerary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	8.Attachments	e >
	*				Close			→		





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

OME > FIELD TRIP > FIELD											
HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007147											
c 1.Summary 2.Participants 3.Itinerary 4.Check-In Contact S.Vehicles 6.Permits / Licences 7a.Tier 1 Checklist 8.Attachment											
						No 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											
	 Will communication be readily at 3. Will boating, diving, climbing, we 	vailable - will you be within m	nobile phone range?* ner high risk activities be excl i	uded from this field trip?*			Yes No				
	4. Are conventional vehicles on me	tropolitan roads all that is req	uired?*				Yes No 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 ri	isk?"				Yes No				
	÷			Close		>					
		Tier 1 Checklist Please ensure you moving to the next tab. 1. Will easy access for Emergency St 2. Will communication be readily an 3. Will boating, diving, climbing, wo 4. Are conventional vehicles on met 5. Have any tools / plant to be used 6. Are all tasks or procedures to be	Tier 1 Checklist Please ensure you answer the questions. For questions of the next tab. 1. Will easy access for Emergency Services be available?* 2. Will communication be readily available - will you be within m 3. Will boating, diving, climbing, working in isolated areas or of 4. Are conventional vehicles on metropolitan roads all that is ree 5. Have any tools / plant to be used on this field trip been asses 6. Are all tasks or procedures to be performed assessed as low rit	 Ther 1 Checklist Please ensure you answer the questions. For question 5, please answer Yes in moving to the next tab. 1. Will easy access for Emergency Services be available?* 2. Will communication be readily available - will you be within mobile phone range?* 3. Will boating, driving, climbing, working in isolated areas or other high risk activities be excel 4. Are conventional vehicles on metropolitan roads all that is required?* 5. Have any tools / plant to be used on this field trip been assessed as low risk only?* 6. Are all tasks or procedures to be performed assessed as low risk?* 	 Ther 1 Checklist Please ensure you answer the questions. For question 5, please answer Yes if there is no equipment / plan moving to the next tab. 1. Will easy access for Emergency Services be available?* 2. Will communication be readily available - will you be within mobile phone range?* 3. Will boating, diving. climbing, working in isolated areas or other high risk activities be excluded from this field trip?* 4. Are conventional vehicles on metropollan roads all that is required?* 5. Have any tools / plant to be used on this field trip been assessed as low risk only?* 6. Are all tasks or procedures to be performed assessed as low risk?* 	Ther 1 Checklist Please ensure you answer the questions. For question 5, please answer Yes if there is no equipment / plant. Please ensure your answers of the next tab. 1. Will easy access for Emergency Services be available?* 2. Will communications be readily available - will you be within mobile phone range?* 3. Will boating, diving, climbing, working in isolated areas or other high risk activities be excluded from this field trip?* 4. Are conventional vehicles on metropolitan roads all that is required?* 5. Have any tools / plant to be used on this field trip been assessed as low risk?* 6. Are all tasks or procedures to be performed assessed as low risk?*	No Unsaved Thera 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 to nowing to the next tab. 1. Will easy access for Emergency Services be available?* 2. Will communication be readily available - will you be within mobile phone range?* 3. Will boating, diving, climbing, working in isolated areas or other high risk activities be excluded from this field trip?* 4. Are conventional vehicles on metropolitan roads all that is required?* 5. Have any tools / plant to be used on this field trip been assessed as low risk only?* 6. Are all tasks or procedures to be performed assessed as low risk?*				

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).

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y	2.Participants	3.Itinerary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	7b.Tier 2 Checklist					
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 N												
2. Wi	2. Will communication be readily available - will you be within mobile phone range?*											
3. Will boating. diving. climbing, working in isolated areas or other high risk activities be excluded from this field trip?" Yes No												

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.

FlinSafe									
	HOME > FIELD TRIP > FIELD TRIP	LEADER > MY OPEN FIELD TR	IPS > FT007147						
	< 1.Summary	2.Participants	3.Itinerary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	7b.Tier 2 Checklist 8	8 >
]							





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.

FlinSafe													
	HOME >	FIELD TRIP > FIELD TR	IP LEADER > MY OPEN FIELD TR	IPS > FT007254									Â
	<	2.Participants	3.Itinerary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	7b.Tier 2 Checklist	dist 8.Attachments 9 >			>	
			Return to Tier 1 tab]				No Unsav	ed Chan <u>c</u>	ges			
		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 ur	its been obtained? *				•	Yes N	lo NA			
		1.	2. Will equipment be inspected to	ensure it is in good working	order and fit for its intended	purpose? *			res N	lo NA			
	2.1. Will participant briefing sessions be held in advance of the field trip? *								fes N	lo NA			
	2.2. Will participants be consulted regarding arrangements, potential hazards etc? *									lo NA			
		2.	3. Has a personal needs list been	developed, implemented and	communicated? *				Yes N	lo NA			
	← Close →												Ŧ

 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.

FlinSafe									Michelle Clinton 👻		
	HOME >	FIELD TRIP > FIELD TRIP L	EADER > MY OPEN FIELD TR	IPS > FT007147							*
	<	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		÷			Ŧ





 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.

FlinSafe											
	HOME > FIELD TRIP > FIELD	TRIP LEADER > MY OPEN FIELD TR	IPS > FT007147								
	< 2.Participants	3.Itinerary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	8.Attachments	9.Declaration	>		
							No Unsave	d Changes			
		Have you attached your risk assess	ment?					Yes No			
	Attachments										
		Attachment Title		Attachment Nam	e		File Type				
		*			Close		÷				

New Attachmen	t	
File to upload*		
Choose file No file d	hosen	
Attachment Title *		
Maximum File Size is 20MB.	_	
Close	Add	Add & New

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.

FlinSafe										
	HOME > FI	ELD TRIP > FIELD TRIP	LEADER > MY OPEN FIELD TR	11PS > FT007147						
	<	3.Itinerary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	8.Attachments	9.Declaration	10.Submit	>
			÷			Close		>		





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

FlinSafe	i -								
	HOME > FIELD TRIP	> FIELD TR	RIP LEADER > MY OPEN FIELD TI	RIPS > FT007147					
	< 3.ltin	erary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	8.Attachments	9.Declaration	10.Submit >
								No Unsave	ed Changes
			I acknowledge the following: I have READ and UNDERSTOOD Participant Health and Safety A I have attached all Voluntere En I have verified the Tier 1 questi I will provide all COVID docum I will inform the sign off roles o	b) the University Field Trip Mar cknowledgment forms have b gagement Declaration forms evant field trip details. on answers are accurate for m ntation as required by the Ur f any updates or changes.	wal found on the Field Trips w eeen collected – one for each p - one for each volunteer. y field trip. viversity.	eb page. articipant.			
		A	Assign to Field Trip Leader's Super Please Type name of Cont	visor * act					
		A	Assigned to Maritime Safety Verifi	er*					
		Α	Assigned to Field Trip Verifier	Law ET Verifier					
			sesion to University Nominated C	ontact					
		,	Austin Law law0250 aus	stin.law@flinders.edu.au	b: 19856				
		Α	ssign to Alternative University N	ominated Contact					
		A	Assigned to Dean						
			Business, Government and	l Law - Dean team					
		A	Assigned to Vice President and Ex	ecutive Dean *					
		c	Comments						
			÷			Close		÷	

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

FlinSafe										
	HOME >	FIELD TRIP > FIELD TRIP	LEADER > MY OPEN FIELD TR	IPS > 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*.

FlinSafe												
	HOME > FIE	ELD TRIP > FIEL	D TRIP LI	EADER > MY OPEN FIELD TRI	PS > FT007147							
	<	3.Itinerary		4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tie	r 1 Checklist	8.Attachments	9. Declaration	10.Submit	>
			Contir	ue with Field Trip Application	?*						Yes No	
			Ready	to sign-off?*							Yes No	
			Field 1	rip Leader Signature			Fi	eld Trip Leader Sig	gnature - Date			
								DD/MM/YYYY		 		
				+			Close			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 and 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.

FlinSafe											
	HOME > FIELD TRIP > FIELD TRIP LEADER > CURRENT / OPEN FIELD TRIPS										
	Date From	Ć	Date To								
	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						
	0 selected / 1 total										
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	Version 30.20.0.0			© SCRIM PTY LIMITED ALL RIGHTS RESERVED				🗞 scrim			

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.

