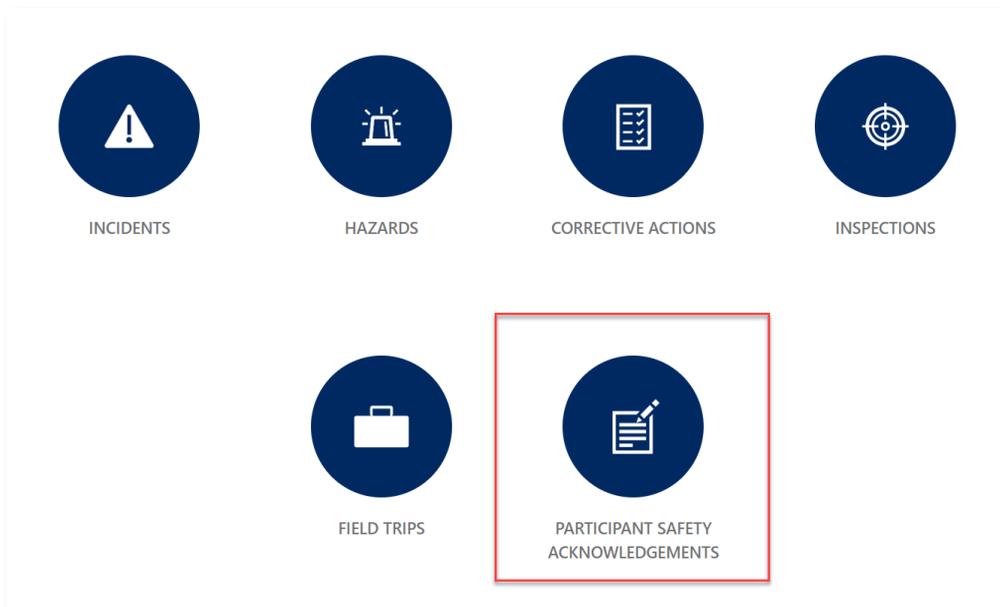


Staff and students participating in the field trip are required to complete a participant safety acknowledgement (PSA) form. An email will be sent to your inbox which contains a link to the participant safety acknowledgement form. If you click on the link, please ignore step 1-3.

Participant safety acknowledgement process

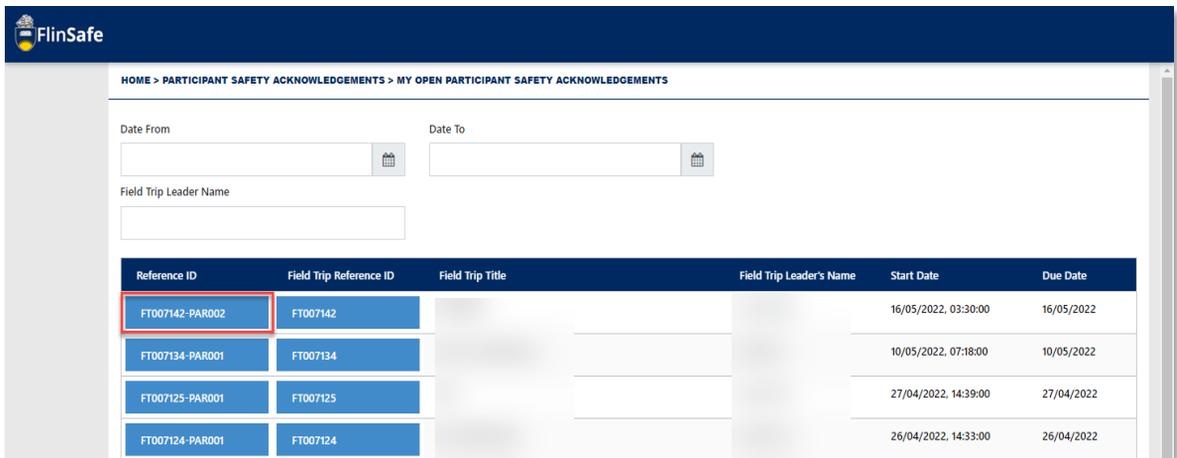
1. From the FlinSafe home page, select ***Participant safety acknowledgements***.



2. Select ***My open participant safety acknowledgements***.

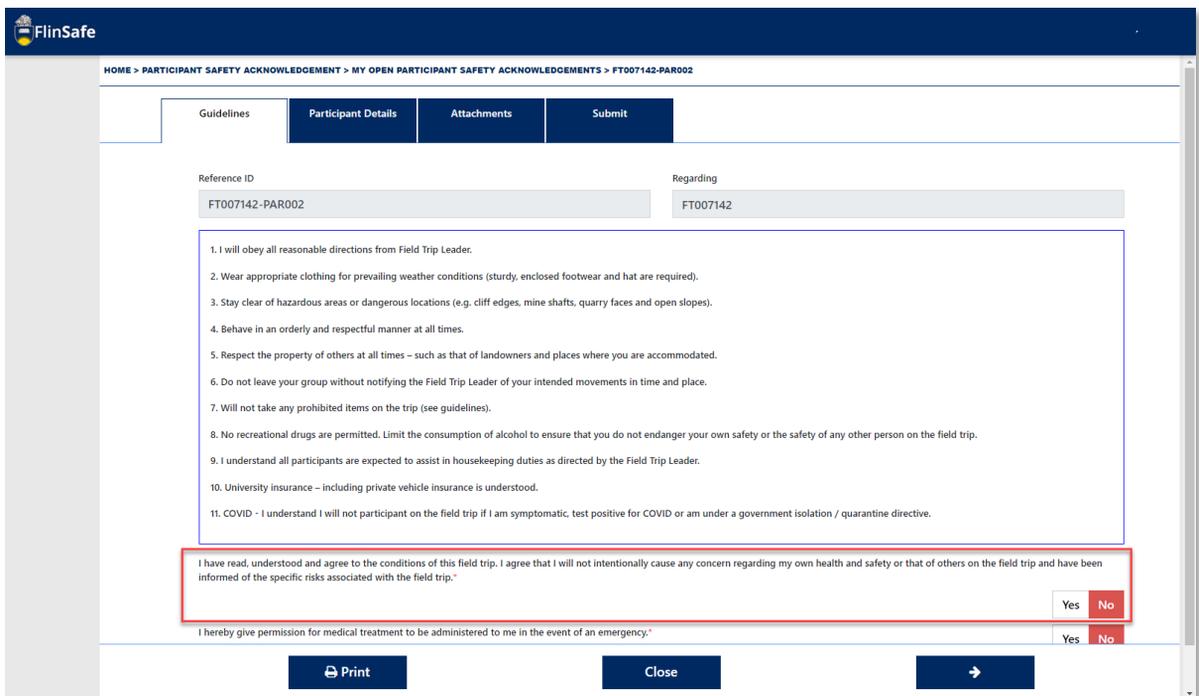


- Select from the list of items which field trip you will complete the participant safety acknowledgement form for and open it by clicking on the Reference ID. If you would like to look at details of the field trip, click on the Field Trip Reference ID to open the Field Trip record.



Reference ID	Field Trip Reference ID	Field Trip Title	Field Trip Leader's Name	Start Date	Due Date
FT007142-PAR002	FT007142			16/05/2022, 03:30:00	16/05/2022
FT007134-PAR001	FT007134			10/05/2022, 07:18:00	10/05/2022
FT007125-PAR001	FT007125			27/04/2022, 14:39:00	27/04/2022
FT007124-PAR001	FT007124			26/04/2022, 14:33:00	26/04/2022

- Read through the participant safety acknowledgement form and select **Yes** or **No** to agree to the conditions.



Reference ID: FT007142-PAR002 Regarding: FT007142

- I will obey all reasonable directions from Field Trip Leader.
- Wear appropriate clothing for prevailing weather conditions (sturdy, enclosed footwear and hat are required).
- Stay clear of hazardous areas or dangerous locations (e.g. cliff edges, mine shafts, quarry faces and open slopes).
- Behave in an orderly and respectful manner at all times.
- Respect the property of others at all times – such as that of landowners and places where you are accommodated.
- Do not leave your group without notifying the Field Trip Leader of your intended movements in time and place.
- Will not take any prohibited items on the trip (see guidelines).
- No recreational drugs are permitted. Limit the consumption of alcohol to ensure that you do not endanger your own safety or the safety of any other person on the field trip.
- I understand all participants are expected to assist in housekeeping duties as directed by the Field Trip Leader.
- University insurance – including private vehicle insurance is understood.
- COVID - I understand I will not participate on the field trip if I am symptomatic, test positive for COVID or am under a government isolation / quarantine directive.

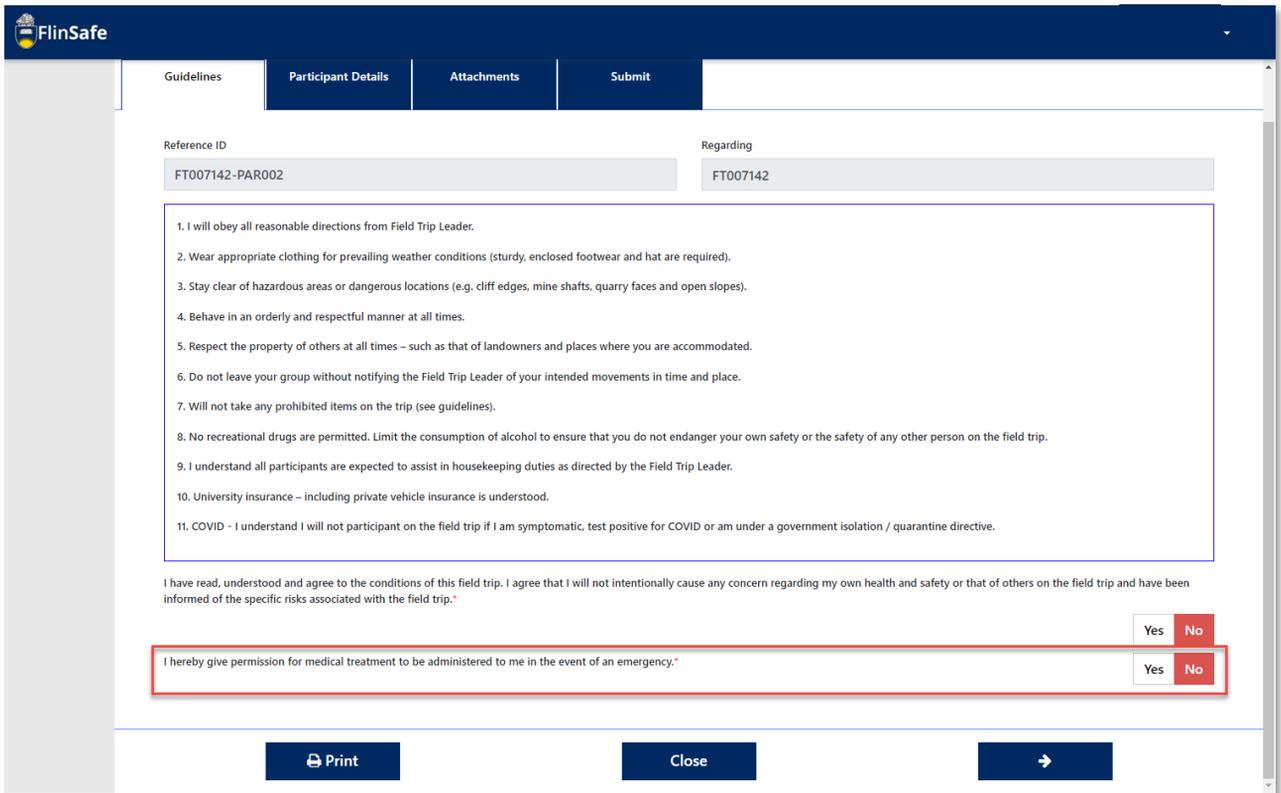
I have read, understood and agree to the conditions of this field trip. I agree that I will not intentionally cause any concern regarding my own health and safety or that of others on the field trip and have been informed of the specific risks associated with the field trip.

I hereby give permission for medical treatment to be administered to me in the event of an emergency.

Yes No Yes No

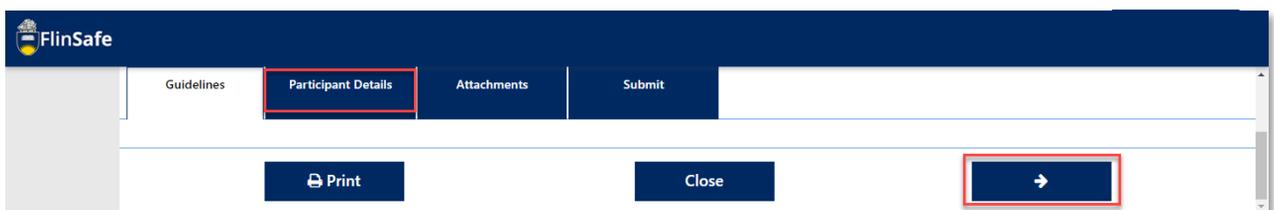
Print Close Next

5. Select **yes** or **no** to give permission for medical treatment to be administered to you in the event of an emergency.



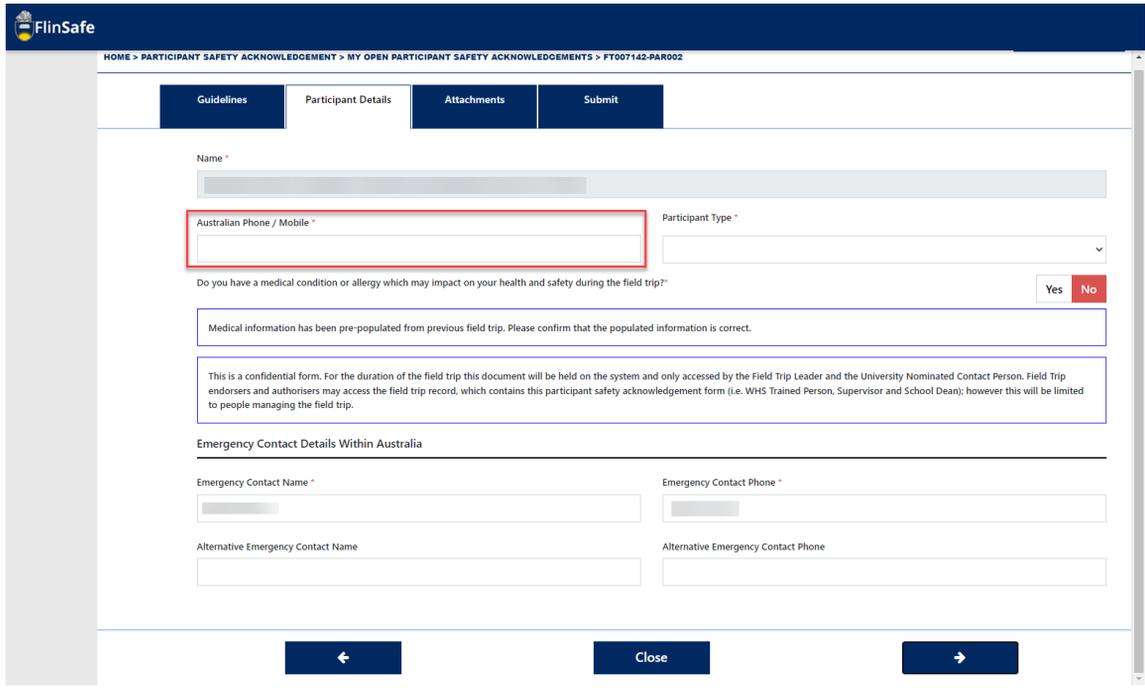
The screenshot shows the FlinSafe web interface. At the top, there are four tabs: "Guidelines", "Participant Details", "Attachments", and "Submit". The "Participant Details" tab is selected. Below the tabs, there are two input fields: "Reference ID" with the value "FT007142-PAR002" and "Regarding" with the value "FT007142". A list of 11 guidelines is displayed in a text area. Below the guidelines, there is a paragraph of text: "I have read, understood and agree to the conditions of this field trip. I agree that I will not intentionally cause any concern regarding my own health and safety or that of others on the field trip and have been informed of the specific risks associated with the field trip.*". To the right of this text are two buttons: "Yes" (highlighted in red) and "No". Below this is another line of text: "I hereby give permission for medical treatment to be administered to me in the event of an emergency.*", also with "Yes" and "No" buttons, where the "Yes" button is highlighted in red. At the bottom of the form, there are three buttons: "Print", "Close", and a right-pointing arrow (highlighted in red).

6. Click the **next arrow** or the **Participant Details** tab



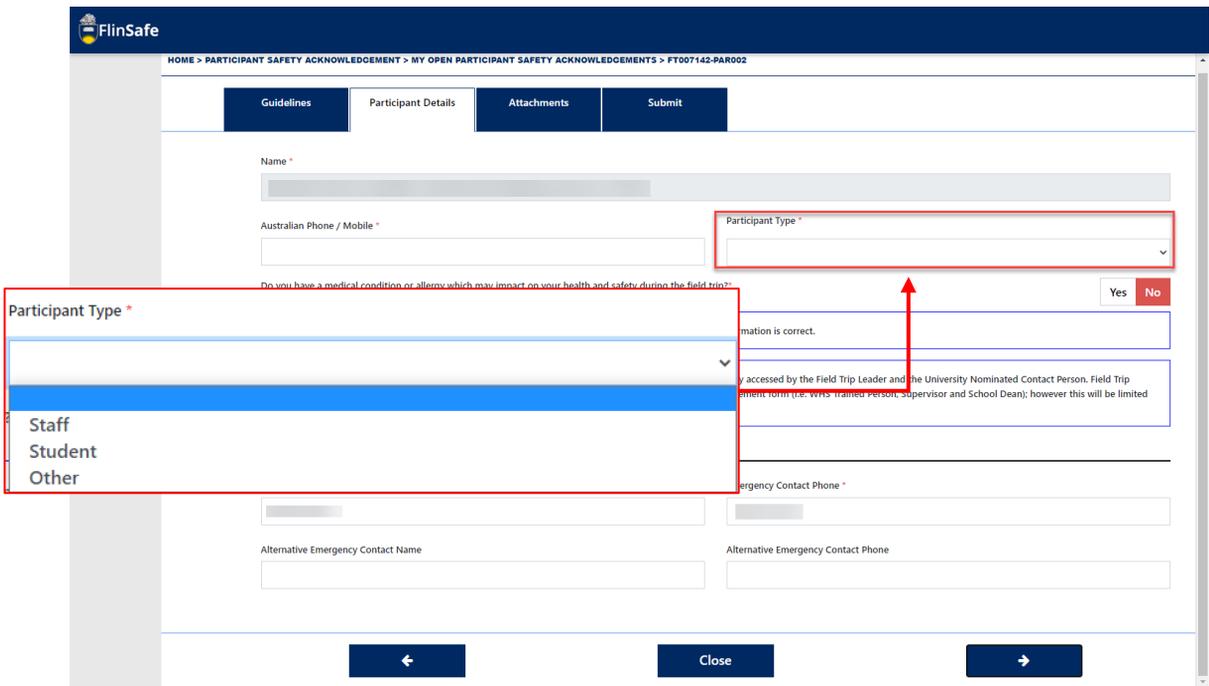
The screenshot shows the FlinSafe web interface. At the top, there are four tabs: "Guidelines", "Participant Details", "Attachments", and "Submit". The "Participant Details" tab is selected and highlighted with a red border. Below the tabs, there are three buttons: "Print", "Close", and a right-pointing arrow (highlighted with a red border).

7. Enter in your *mobile phone* or *Australian phone number*.



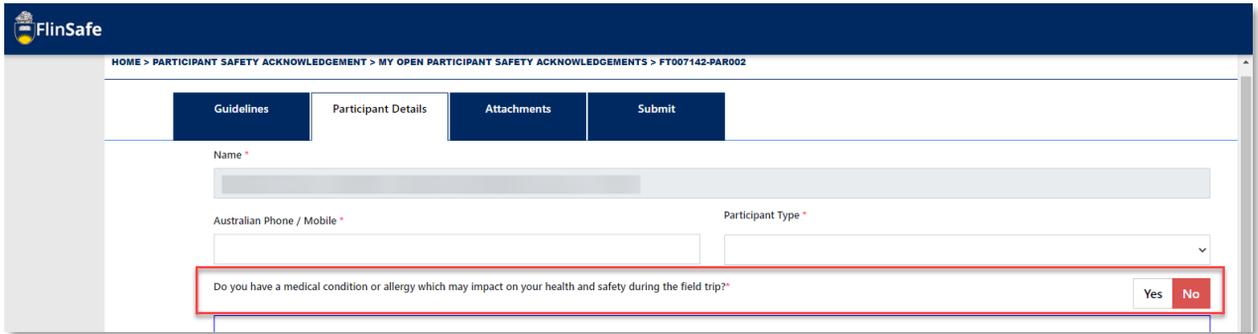
The screenshot shows the 'Participant Details' tab of the FlinSafe form. The 'Australian Phone / Mobile' field is highlighted with a red box. The form includes a 'Participant Type' dropdown menu, a 'Do you have a medical condition or allergy...' question with 'Yes' and 'No' buttons, and a 'Medical information has been pre-populated...' message. At the bottom, there are 'Emergency Contact Details Within Australia' fields for name and phone, and an 'Alternative Emergency Contact Name' field. Navigation buttons for back, close, and forward are at the bottom.

8. Enter your mobile phone number and select your *Participant Type*.



The screenshot shows the 'Participant Details' tab of the FlinSafe form. The 'Participant Type' dropdown menu is open, showing options: Staff, Student, and Other. A red arrow points from the dropdown to the 'Participant Type' field above. The 'Australian Phone / Mobile' field is also visible. The form includes a 'Do you have a medical condition or allergy...' question with 'Yes' and 'No' buttons, and a 'Medical information has been pre-populated...' message. At the bottom, there are 'Emergency Contact Details Within Australia' fields for name and phone, and an 'Alternative Emergency Contact Name' field. Navigation buttons for back, close, and forward are at the bottom.

9. Select **yes** or **no** to having a medical condition or allergy which could impact you during the field trip.



HOME > PARTICIPANT SAFETY ACKNOWLEDGEMENT > MY OPEN PARTICIPANT SAFETY ACKNOWLEDGEMENTS > FT007142-PAR002

Guidelines Participant Details Attachments Submit

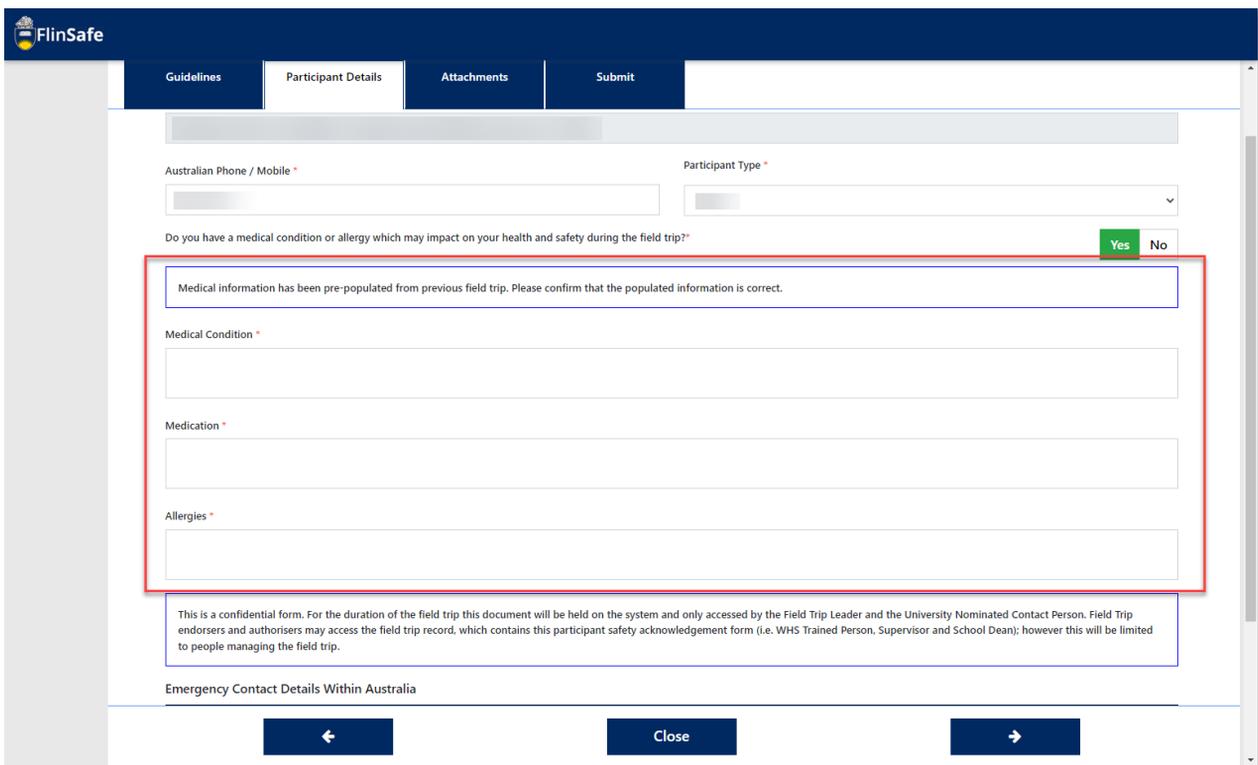
Name *

Australian Phone / Mobile *

Participant Type *

Do you have a medical condition or allergy which may impact on your health and safety during the field trip? Yes No

10. If you answered **Yes** to question 9, complete the additional medical information shown below. If you answered **No**, skip to step 11.



Guidelines Participant Details Attachments Submit

Australian Phone / Mobile *

Participant Type *

Do you have a medical condition or allergy which may impact on your health and safety during the field trip? Yes No

Medical information has been pre-populated from previous field trip. Please confirm that the populated information is correct.

Medical Condition *

Medication *

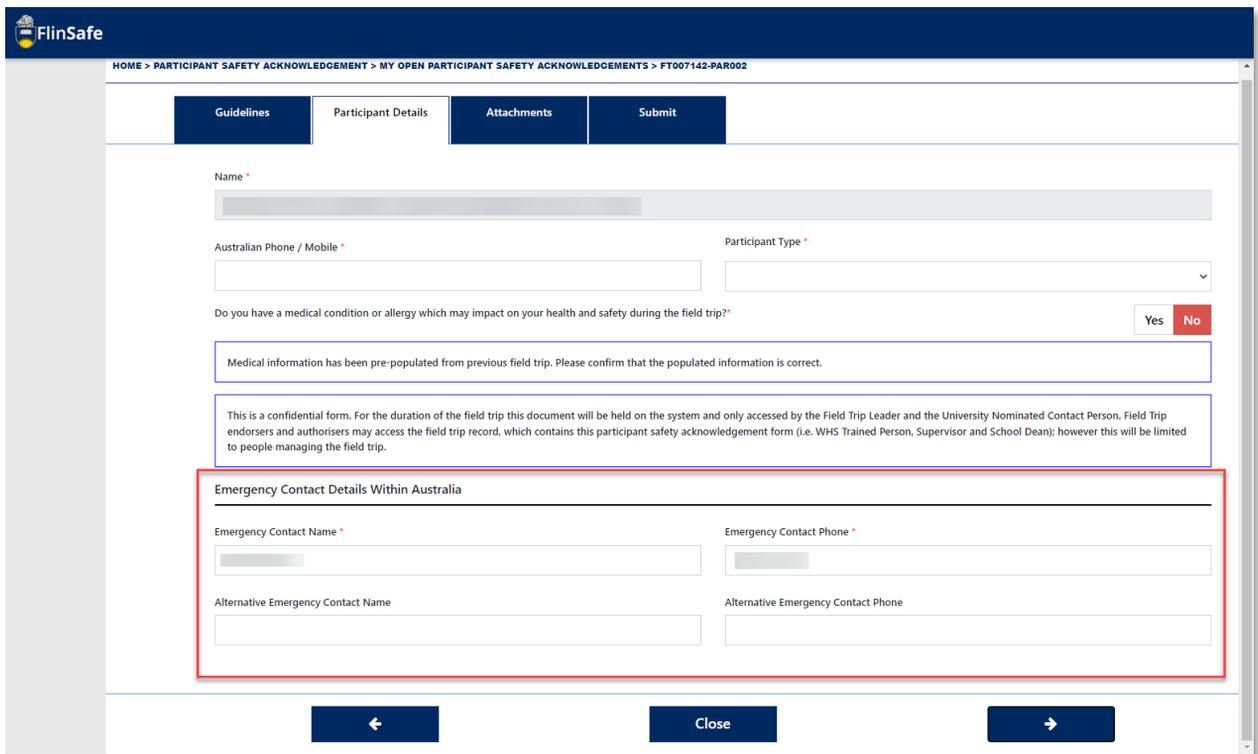
Allergies *

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.

Emergency Contact Details Within Australia

← Close →

11. Enter in your **emergency contact details**. This is the phone and name details for someone in Australia who can be contacted in the case of an emergency.

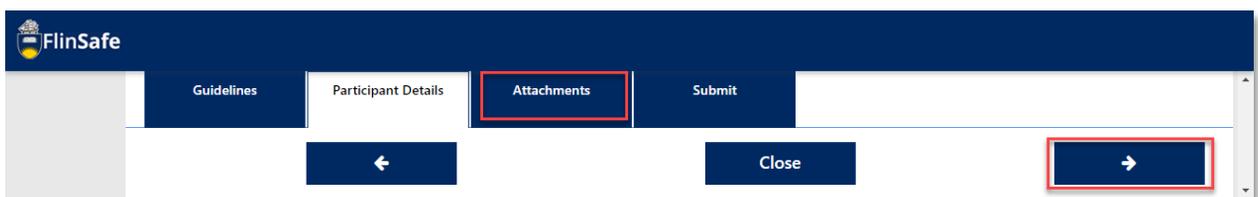


The screenshot shows the FlinSafe web interface for a participant safety acknowledgement. The breadcrumb trail is: HOME > PARTICIPANT SAFETY ACKNOWLEDGEMENT > MY OPEN PARTICIPANT SAFETY ACKNOWLEDGEMENTS > FT007142-PAR002. The navigation tabs are Guidelines, Participant Details, Attachments, and Submit. The form contains the following fields and sections:

- Name *
- Australian Phone / Mobile *
- Participant Type *
- Do you have a medical condition or allergy which may impact on your health and safety during the field trip? (Yes/No buttons)
- Medical information has been pre-populated from previous field trip. Please confirm that the populated information is correct.
- 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.
- Emergency Contact Details Within Australia** (highlighted with a red box):
 - Emergency Contact Name *
 - Emergency Contact Phone *
 - Alternative Emergency Contact Name
 - Alternative Emergency Contact Phone

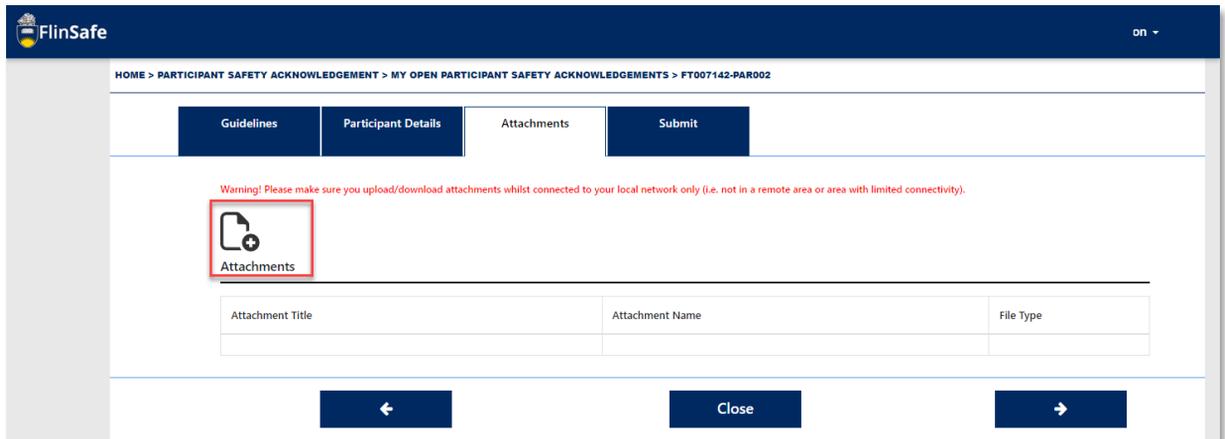
At the bottom of the form are three buttons: a left arrow, a 'Close' button, and a right arrow.

12. Click on the **next arrow** or select the **Attachments** tab.

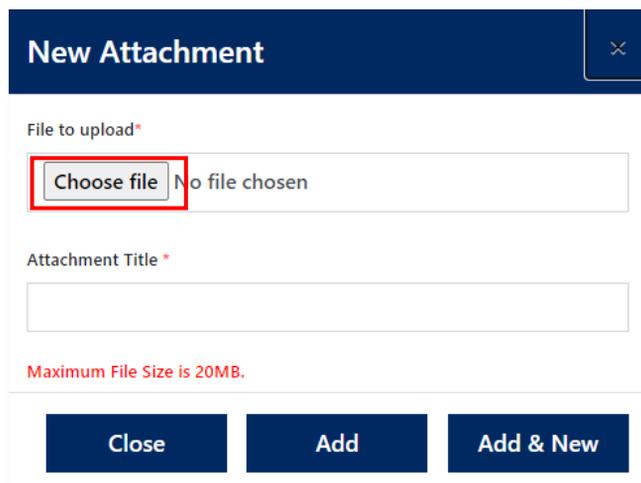


The screenshot shows the FlinSafe web interface for a participant safety acknowledgement. The breadcrumb trail is: HOME > PARTICIPANT SAFETY ACKNOWLEDGEMENT > MY OPEN PARTICIPANT SAFETY ACKNOWLEDGEMENTS > FT007142-PAR002. The navigation tabs are Guidelines, Participant Details, Attachments, and Submit. The 'Attachments' tab is highlighted with a red box. At the bottom of the form are three buttons: a left arrow, a 'Close' button, and a right arrow. The right arrow button is highlighted with a red box.

13. If your field trip requires an attachment to be included, for example a police clearance, click on the **Attachments** icon. Then select **Choose file** to add a file. Click **Add** or **Add & New** to add multiple files.

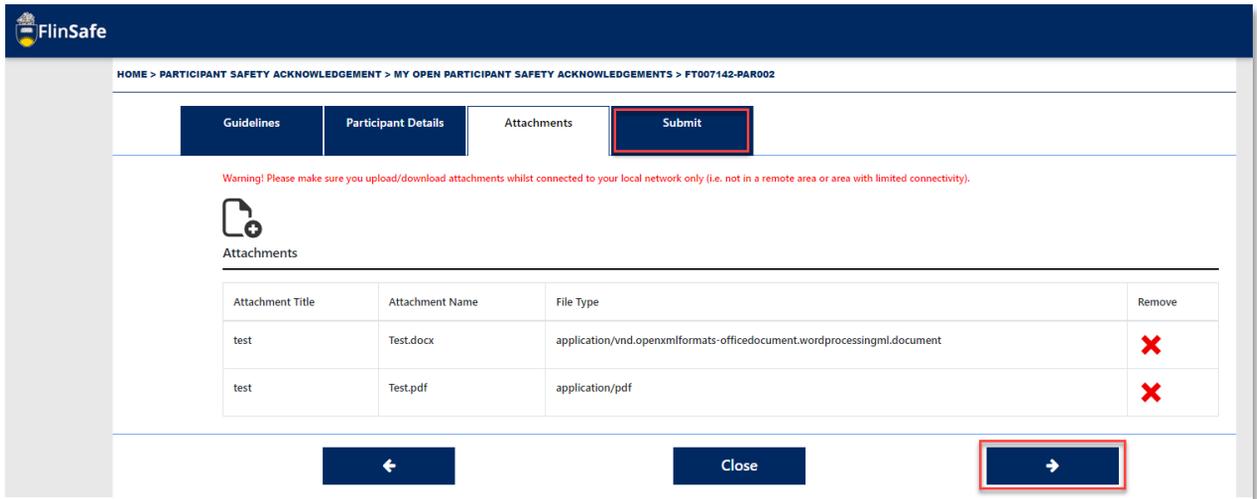


The screenshot shows the FlinSafe web interface. At the top, there is a navigation bar with the FlinSafe logo and a user profile icon. Below the navigation bar, there is a breadcrumb trail: HOME > PARTICIPANT SAFETY ACKNOWLEDGEMENT > MY OPEN PARTICIPANT SAFETY ACKNOWLEDGEMENTS > FT007142-PAR002. The main content area has four tabs: Guidelines, Participant Details, Attachments, and Submit. The Attachments tab is selected. A warning message is displayed: "Warning! Please make sure you upload/download attachments whilst connected to your local network only (i.e. not in a remote area or area with limited connectivity)." Below the warning is an "Attachments" icon with a plus sign. Underneath is a table with three columns: Attachment Title, Attachment Name, and File Type. At the bottom of the main content area, there are three buttons: a left arrow, a "Close" button, and a right arrow.



The screenshot shows the "New Attachment" dialog box. It has a dark blue header with the title "New Attachment" and a close button (X). The main content area is white. It starts with the label "File to upload*" followed by a text input field containing "Choose file" and "No file chosen". The "Choose file" button is highlighted with a red box. Below this is the label "Attachment Title *" followed by a text input field. At the bottom of the dialog box, there is a red warning message: "Maximum File Size is 20MB." Below the warning are three buttons: "Close", "Add", and "Add & New".

14. Once all attachments required are added, click the **next arrow** or the **submit** tab.



HOME > PARTICIPANT SAFETY ACKNOWLEDGEMENT > MY OPEN PARTICIPANT SAFETY ACKNOWLEDGEMENTS > FT007142-PAR002

Guidelines Participant Details Attachments **Submit**

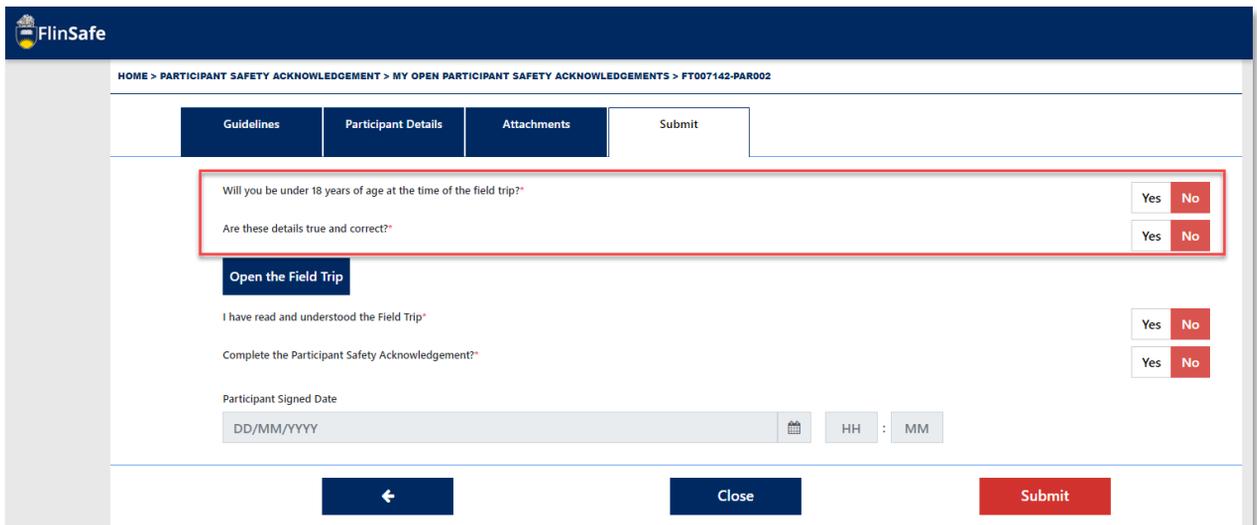
Warning! Please make sure you upload/download attachments whilst connected to your local network only (i.e. not in a remote area or area with limited connectivity).

Attachments

Attachment Title	Attachment Name	File Type	Remove
test	Test.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	✘
test	Test.pdf	application/pdf	✘

← Close →

15. Select **yes** or **no** if you will be under 18 years of age at the time of the field trip, and if you have entered all details that are true and correct.



HOME > PARTICIPANT SAFETY ACKNOWLEDGEMENT > MY OPEN PARTICIPANT SAFETY ACKNOWLEDGEMENTS > FT007142-PAR002

Guidelines Participant Details Attachments **Submit**

Will you be under 18 years of age at the time of the field trip? Yes No

Are these details true and correct? Yes No

Open the Field Trip

I have read and understood the Field Trip? Yes No

Complete the Participant Safety Acknowledgement? Yes No

Participant Signed Date

DD/MM/YYYY HH : MM

← Close Submit

16. If you are under 18 at the time of the field trip, complete the additional questions and attach the signed scanned document as per instructions on the screen. Skip to step 17 if you are not under 18.

Will you be under 18 years of age at the time of the field trip?

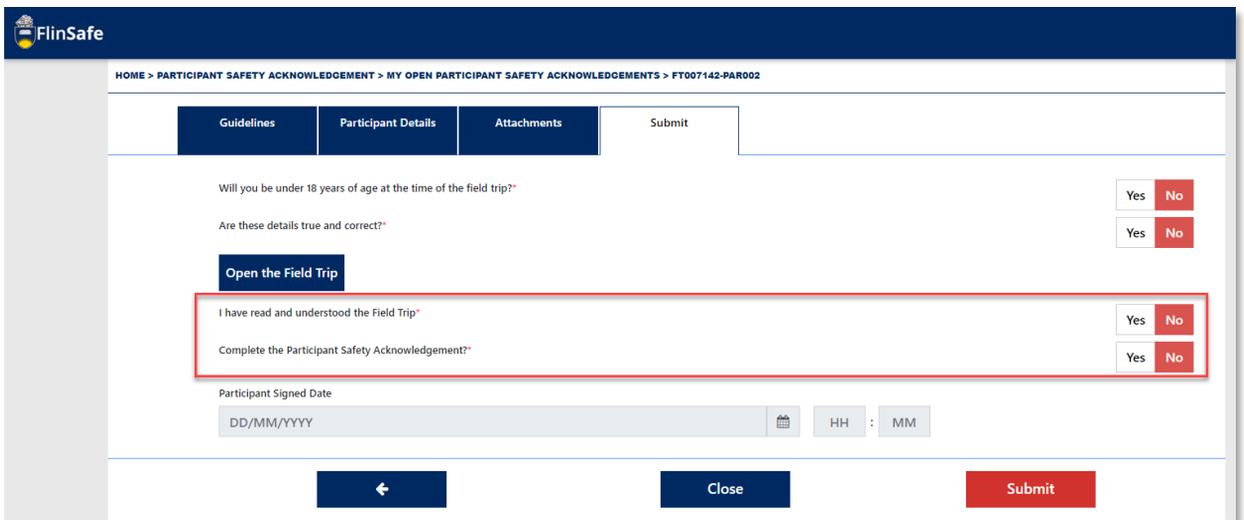
Participant is under age. Please click the print button on the Guidelines tab, obtain Parent / Guardian signature, then scan and attach to this form in the Attachments tab.

Parent / Guardian Signature (under 18)

Parent / Guardian Name

Parent / Guardian Signed Date

17. Select **yes** or **no** if you have read and understood the field trip, and if you have completed the Participant safety acknowledgement.

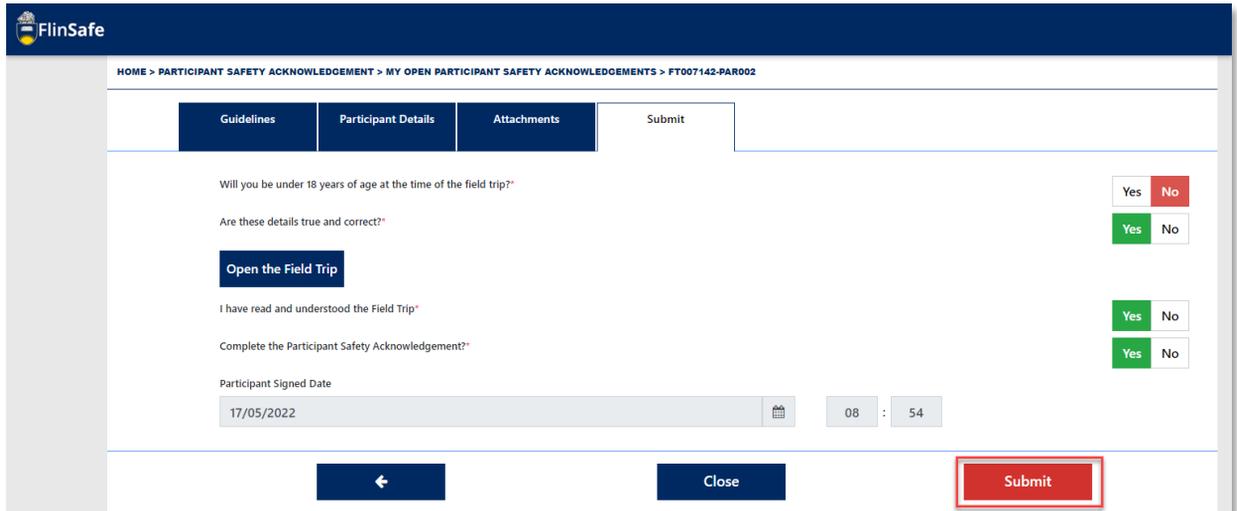


The screenshot shows the FlinSafe web application interface. At the top, there is a navigation breadcrumb: HOME > PARTICIPANT SAFETY ACKNOWLEDGEMENT > MY OPEN PARTICIPANT SAFETY ACKNOWLEDGEMENTS > FT007142-PAR002. Below this is a tabbed interface with 'Guidelines', 'Participant Details', 'Attachments', and 'Submit'. The 'Participant Details' tab is active. The form contains several questions with 'Yes' and 'No' buttons:

- Will you be under 18 years of age at the time of the field trip? (Yes/No buttons)
- Are these details true and correct? (Yes/No buttons)
- An 'Open the Field Trip' button.
- I have read and understood the Field Trip? (Yes/No buttons)
- Complete the Participant Safety Acknowledgement? (Yes/No buttons)

At the bottom, there is a 'Participant Signed Date' field with a date input (DD/MM/YYYY), a time input (HH:MM), and a calendar icon. At the very bottom of the form are three buttons: a back arrow, a 'Close' button, and a 'Submit' button.

18. Once you have completed all the questions in the submit tab, click on **Submit**.



HOME > PARTICIPANT SAFETY ACKNOWLEDGEMENT > MY OPEN PARTICIPANT SAFETY ACKNOWLEDGEMENTS > FT007142-PAR002

Guidelines Participant Details Attachments **Submit**

Will you be under 18 years of age at the time of the field trip?

Are these details true and correct?

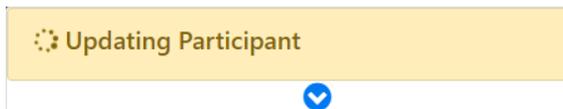
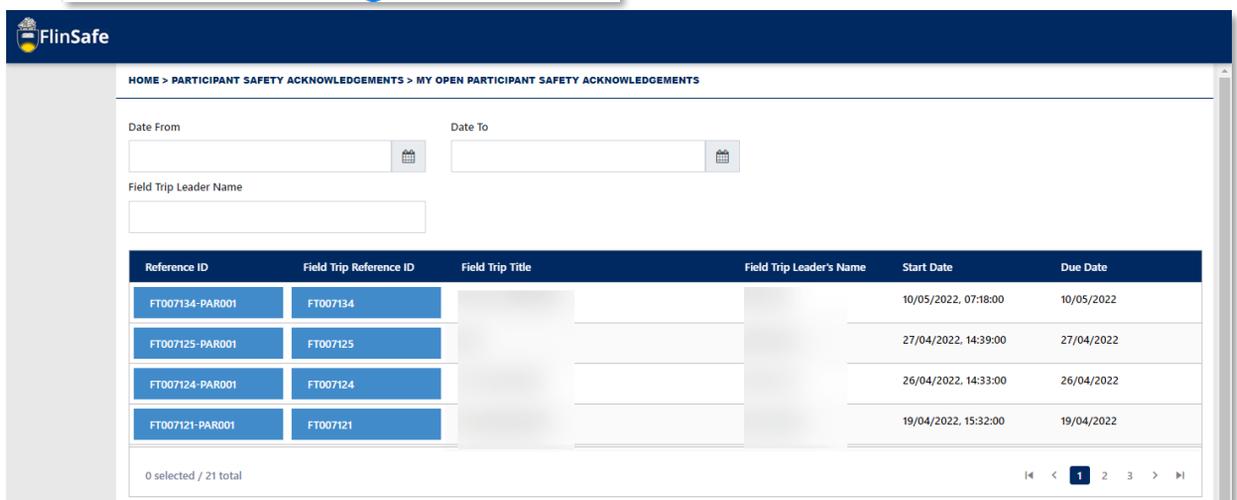
Open the Field Trip

I have read and understood the Field Trip?

Complete the Participant Safety Acknowledgement?

Participant Signed Date
17/05/2022 08 : 54

19. The **Updating Participant** pop up window will be displayed as the system saves the information. If you have not missed any steps, you will be navigated back to the **My open participant safety acknowledgements** page.

HOME > PARTICIPANT SAFETY ACKNOWLEDGEMENTS > MY OPEN PARTICIPANT SAFETY ACKNOWLEDGEMENTS

Date From Date To

Field Trip Leader Name

Reference ID	Field Trip Reference ID	Field Trip Title	Field Trip Leader's Name	Start Date	Due Date
FT007134-PAR001	FT007134			10/05/2022, 07:18:00	10/05/2022
FT007125-PAR001	FT007125			27/04/2022, 14:39:00	27/04/2022
FT007124-PAR001	FT007124			26/04/2022, 14:33:00	26/04/2022
FT007121-PAR001	FT007121			19/04/2022, 15:32:00	19/04/2022

0 selected / 21 total

1 2 3

This ends the process.