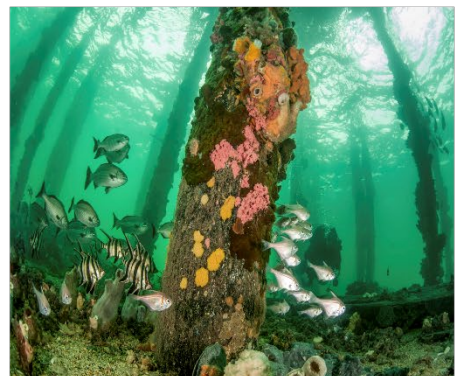
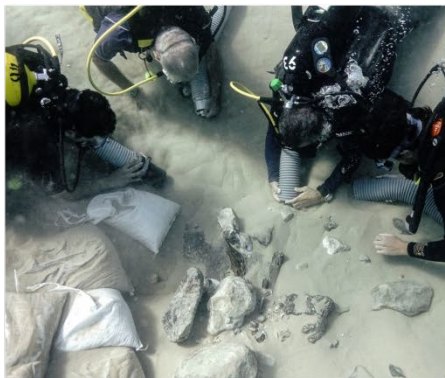


FIELD TRIP SAFETY MANUAL



2025

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1.0 INTRODUCTION

This manual applies to all University field trips, including staff and student field trips which are part of research, a University course, or in any situation where University equipment, vehicles or vessels are used in field activities.

The [Field Trip procedure](#) establishes responsibilities and action required to manage the risks to health and safety associated with field trips, in accordance with legislative requirements and the University's Work Health and Safety Policy.

The purpose of this manual is to ensure:

- staff and students undertaking off-campus field trips have appropriate [training](#), are aware of the potential hazards involved in the field activities and follow established field trip procedures and guidelines.
- academic staff and those who are supervising students or volunteers undertaking field trips understand their responsibilities and the risks involved in the field trip.
- field trip leaders and participants must understand emergency communication and response plans.
- everyone is aware they should use the online [FlinSafe Field Trips system](#) to record and lodge their field trip applications.

Field Trips training is available via [iEnrol / Canvas](#) and should be undertaken to understand and manage field trips well.

2.0 WHAT IS A FIELD TRIP?

Field activities and field trips are any work/research/study/activity undertaken by workers, students, volunteers or visitors, at any off-campus, urban, rural or remote location (see Section 4, Field Trip Procedures).

Field trips include off-site activities such as (but not limited to):

- visits to places of biological, physical, cultural or environmental scientific interest
- visits to remote communities
- aquatic activities (including kayaking, canoeing, snorkelling)
- outdoor education camps and excursions
- activities at archaeological sites, including excavations and surveys
- diving and/or boating
- bushwalking
- camping
- rock climbing
- observation, capture or sampling of flora and fauna
- film shoots
- use of drones
- dramatic performances
- other off-campus activities, which may or may not involve overnight stays.

Where any boating or diving activities are also involved, you must also refer to:

- [University Boating Procedures](#) and/or
- [University Diving Procedures and University Diving Manual](#)

Field trips do NOT include:

- inter-campus travel
- meetings off-site
- attendance at conferences, seminars, symposiums, trade fairs and conventions
- visits to an urban area where the participants are considered to be an audience
- location reconnaissance (i.e. “reccies”) in a land-based Adelaide urban area
- travel to, and work at, Australian University, state and federal government sites using the site’s safe system of work (i.e. museum)
- work experience placements
- journeys undertaken with the purpose of the supervision of students on placement or other work experience
- off-site supervision of students on work placement
- students on work placement – (Work Integrated Learning (WIL) as long as the requirements of the WIL program have been implemented. For more information see <https://staff.flinders.edu.au/learning-teaching/wil>

2.1 Field Trip Classifications

Field trips are classified as either Tier 1 or Tier 2 (see definitions in the Field Trip Procedures, Section 4):

Tier 1

Only when the trip involves simple, low-risk tasks and each of the six Tier 1 questions are answered as a ‘Yes’. These questions allow completion of a simple risk assessment.

Note: Just because the field trip is in the metropolitan area does not automatically mean it is a low risk trip. You must assess communication, ease of access by emergency services, location and tasks on the Tier 1 tab of the online [FlinSafe Field Trips system](#).

Tier 1 does not apply to overseas metropolitan field trips. See Tier 2.

If unsure about the Tier 1 responses, please contact your College/ Portfolio WHS Officer.

Tier 2

Includes (but not limited to) the following field trips, which are considered more complex, medium to higher risk activity and do not satisfy the requirements of a Tier 1 field trip (see Section 4, Field Trip Procedures):

- rural, remote, overseas or interstate locations (where it is difficult to provide or organise for emergency services to attend).
- which involve activities such as diving, boating, climbing, bushwalking, use of drones, working with animals or where there is work with some tools or chemicals (these would be considered as medium to high risk activities).
- requires risk management documentation such as risk assessments, safe work procedures, etc.

3.0 PLANNING (including field trip duration)

All field trips require completion and prior approval in the [FlinSafe Field Trip system](#) **before** commencement.

Under Section 6, Field Trip Procedures, a field trip **must not** be undertaken if relevant documentation has not been completed and approved before the field trip starts. Approval is required to verify best efforts have been made to ensure the risk has been managed and minimised.

To facilitate smooth authorisation and/ or verification, discussion with College WHS or experienced college people is recommended to expedite the field trip approval process. It is important to provide detail in your field trip to help endorsers / approvers understand what is occurring. Without this the field trip approval process slows down as each role requests more information and clarification on what is occurring.

The approval process and submission deadlines vary based on the field trip's tier level and risk profile (see Section 6, Field Trip Procedures).

Approval requirements and timelines:

- **Tier 1:** must be approved by the field trip leader's supervisor/manager.
 - Submitted at **least 5 business days** before the field trip starts
- **Tier 2:** requires approval from the field trip leader's supervisor/manager and the relevant College Dean/Portfolio Director. Depending on the complexity and risk, approval from the Vice-President and Executive Dean may also be necessary.
 - Submitted at **least 10 business days** before the field trip starts
- Field trips deemed **high risk** by the College Dean/Portfolio Director require approval from the College Vice-President and Executive Dean/Portfolio Head.

Field trip applications are valid in FlinSafe **for no longer than 12 months**, including multi-instance. Should a field trip extend beyond its planned duration, a new submission and re-approval will be required to be completed in the system.

If your field trip / work requires a longer duration, then use the [Copy Field Trip](#) function in the FlinSafe / Field Trip Portal to duplicate the first field trip. The copied details must be reviewed and updated to reflect any updates in the risk assessment or other details (not an exhaustive list) such as dates, participants, destinations, emergency contacts and vehicles.

4.0 RESPONSIBILITIES

4.1 Vice-Presidents and Executive Deans of College/Portfolio Heads

In Colleges/Portfolios where field trips and associated activities take place, Vice-Presidents and Executive Deans of College/ Portfolio Heads are responsible for ensuring the requirements of the University Field Trip Procedures are implemented and complied with. Further, as per the Field Trip Procedures, Section 18, they are required to approve exceptional/ high residual risk activities, especially where the College Dean / Portfolio Director has identified such activities.

4.2 College Deans/Portfolio Directors

Responsible and accountable for field trip activities in their College/ area of responsibility. This includes:

- reviewing and being satisfied that the risk control measures reduce the risk as low as reasonably practicable.
- signing off on field trip documentation, after it has been completed by the field trip leader and prior to commencement of the field trip (see Field Trip Procedure, Section 18).
- ensuring adequate resources are maintained to support safe field activities.

- ensuring that field trip documents are kept in accordance with the requirements set out in this manual.

4.3 Field Trip Leaders

A Field Trip Leader is a person who organises and is responsible for a field trip, including completing documentation and confirming field trip approval has been completed before a field trip starts.

Field Trip Leaders are responsible for:

- ensuring that adequate consideration has been given to any health and safety issues that may arise during any field trip;
- providing and maintaining appropriate guidance and supervision for the duration of the field trip, including during free time;
- ensuring that adequate resources are provided for the trip;
- ensuring that they have prepared for any emergencies that may arise;
- ensure that adequate information is given to participants and volunteers to ensure that they are not exposed to unsafe conditions or risks to their health. This information may include:
 - pre-departure briefing sessions to reinforce written information and to answer questions.
 - essential personal equipment required, including protective clothing, supplies and personal medication.
 - rules about remaining with the group, smoking, alcohol and drugs and general behaviour. Each participant in a field trip must ensure that he or she is not, by consumption of alcohol or other drugs, to be in such a state as to endanger his or her own safety or the safety of any other person on the field trip.
 - the field trip details.
- seek appropriate specialist support from field trip subject matter experts (i.e. Field Trip Verifier and Maritime Safety Verifier) and respond to requests for more information;
- completing all relevant details for the field trip record in the online [FlinSafe Field Trips system](#), including the Field Trip
 - Summary
 - Participant Safety Acknowledgement (from each participant).
 - Itinerary
 - Vehicle information (including University, hire/lease or private where applicable)
 - Check-In Contact form (where applicable)
 - Permits/ Licences
 - Tier 1/ Tier 2 Checklist
 - Risk Assessment
 - Safe Work Procedures (SWPs) for tools equipment and/or procedures to be undertaken
 - Declaration (acknowledging completeness of field trip details before submitting for approval)
- check that the participant information and numbers are consistent with each itinerary entry and completed.

- check that local emergency contact names, numbers and location details are recorded with each itinerary entry (including accommodation, hospital or health service, police, emergency services, etc) to assist an emergency response plan for the field trip. There are templates for emergency response plans for remote [medical](#) and remote [vehicle](#) emergencies on the field trips web page.
- ensuring that a University Nominated Contact Person(s) has been identified and asked to provide contact support for the field trip as set out below in 4.7;
- submitting a field trip application on the online [FlinSafe Field Trips system](#) (including any supporting documents as attachments) to the relevant College/Portfolio approvers for approval prior to departure. This needs to be **at least**
 - **5 business days** prior to commencement of a Tier 1 field trip.
 - **10 business days** prior to commencement of a Tier 2 field trip.
- obtaining Supervisor, Dean (and VPED as required) approval **before** the field trip commences.
- ensuring that all field trip participants and volunteers understand that if the field trip team does not check in or return by designated time(s), the University Nominated Contact Person will initiate the [overdue or failure to check-in procedure](#) as set out below in 4.8.
- ensure that **no field trip exceeds 12 months**. If field trips require a longer timeframe, then a new field trip will need to be created and approved. If the field trip is the same as previously completed, the field trip can be copied to help carry over some of the information (see Section 6 of this manual).

4.4 Field Trip Leader's Supervisor

The Field Trip Leader's Supervisor is responsible for the review of the field trip information and approval of the field trip (see Field Trip Procedure, Section 18). For a Tier 1 field trip, the supervisor is the final approver, whereas for Tier 2 field trips the supervisor still approves but does not provide the final approval.

The supervisor must be satisfied that all health and safety aspects of the field trip have been considered and completed before signing off, including the field trip risk assessment. In some cases, the Dean, People and Resources may be deemed to be the supervisor. If this is the case, then there is an option to select the Dean is my supervisor on the Declarations tab (Tab 9).

4.5 Maritime Safety Verifier

The Maritime Safety Verifier is involved with Tier 2 field trips only where boating, diving and snorkelling activities occur (see Field Trip Procedures, Section 11.1) and where this option is selected in the FlinSafe Field Trips system. This role verifies boating and diving safety plans and activities (see Field Trip Procedures, Section 18) are consistent with the [boating](#) and [diving and snorkelling](#) safety procedures and the risk management of the task(s) being undertaken.

4.6 WHS Field Trip Verifier

The WHS Field Trip Verifier is informed of each field trip once the field trip is signed off by the University Nominated Contacts (one or both depending on what is chosen for the field trip). The WHS Field Trip Verifier:

- Confirm the field trip is designated as a Tier 1 / Tier 2 correctly.
- Reviews the field trip risk assessment and safety aspects.
- Verify that the correct risk documentation is included with the field trip proposal.

Where Boating and Diving activities are involved the Field Trip Verifier may liaise with the Maritime Safety Dive Officer who will ensure that relevant boating, diving and snorkelling information has been completed, approved and attached. This step is completed before the field trip verifier sign off.

4.7 University Nominated Contact Person(s)

The Nominated Contact Person(s) **must**

- **be a member of University staff** (see definitions in Section 4, Field Trip Procedures) and
- **not be on** the actual field trip for the period of time they are acting as the nominated contact.
- be available to take the contacts for the duration they are the nominated contact.

The Nominated Contact Person(s) is responsible for being aware of the details of the field trip for which they have been nominated as the contact person and for ensuring they have access to field trip information (see Section 18, Field Trip Procedure) including:

- departure and arrival times
- destination details including local emergency contact information (not family members, but people located at or nearby to the destination) and duration of field trip
- number of persons on the trip and all emergency contact details for participants and volunteers on the trip
- details of vehicles on the field trip
- expected means and intervals of check-in (e.g. if this will be via a phone call/ text, SPOT or Satellite Tracker message).
- the agreed time allowed to elapse from organised return/check in times before the *Overdue or Failure to Check-in Procedure* is initiated (to be recorded on Check-In Contact tab in the FlinSafe Field Trips system).
- aware of the field trip reference number (Security may ask for this).
- any extra information on emergency response plans for the field trip.

If the field trip team does not check in or return by the designated time, the Nominated Contact Person(s) must initiate the *overdue or failure to check-in process* as set out below in 4.8 (see Section 9.2, Field Trip Procedures).

If a member of the field trip group is going to have different arrival/departure time, the Itinerary/ Check-In Contact log should reflect this with comments included in the field trip documentation. If this is updated after approval is received, the updated contact details must be communicated to the Nominated Contact Person(s).

4.8 Overdue or Failure to Check-in Process

If staff/ students are not back at the agreed destination/ on campus by the designated time or do not check in as has been arranged, the University Nominated Contact Person will proceed as [follows](#):

No	Process step	Role(s) involved
1	Phone the field trip leader to ascertain field trip status.	University Nominated Contacts
2	Phone other participants if the leader is not contactable.	University Nominated Contacts
3	Phone agreed destination contact (i.e. liaison person, local destination contact) or accommodation contact.	University Nominated Contacts
4	Phone University Security (on 8201 2880, available 24 hrs. a day) and confirm no calls have been received.	University Nominated Contacts
If unable to confirm at this point, an emergency escalation is assumed. In liaison with Security if considered an emergency this will escalate to emergency / critical incident process.		
5	Advise the <ul style="list-style-type: none"> • College Dean/Portfolio Director • Vice-President and Executive Dean of College /Portfolio Head, and • the Associate Director, WHS. 	Security / Emergency Control Coordinator
6	Call emergency services such as the police station in the field trip area, coastguard, park ranger, land owner, etc.	College Management or delegate
7	Phone the field trip leader's personal emergency contact.	College Management / Field Trip Leader Supervisor or delegate
8	If an accident has occurred, arrange for the appropriate emergency service(s) to attend and advise the College Dean/Portfolio Director or the Associate Director, WHS.	Field Trip Leader

See section 8 of this document for [reporting accident/incident procedures](#).

Participants with different arrival/departure times (i.e. those joining or leaving the field trip early/late) must be included in the check-in arrangements.

4.9 Participants

Participants must take responsibility for their own safety and the safety of those around them (see Section 18, Field Trip Procedures). They are expected to follow all University policies and procedures and complete the necessary forms. They must attend any designated information sessions and/or training and provide all required equipment (e.g. enclosed shoes, hats) as instructed.

Participants who are a staff member or an enrolled student of an educational institution or external organisation are required to fill in a Participant Safety Acknowledgement form (or the external organisation's local equivalent). Volunteers and visitors are considered in 4.10.

Participants need to complete the *Field Trip Participant Safety Acknowledgement Form* before they attend the field trip (see Section 13, Field Trip Procedures).

Participants should outline any medical conditions, disabilities or other fitness to participate concerns on their participant form that may affect their health or safety during the field trip and related activities. This information will be treated as confidential and used only to assist in the safe planning and emergency response during the field trip.

The personal emergency contact details will be included in the field trip documentation and should be available on the field trip. The individual(s) nominated by each person should **not** be on the same or other field trip.

Participants who have concerns regarding their medical, disability or other fitness to participate in the field trip or related activities should consult their treating medical practitioner regarding what precautions may need to be taken to facilitate their safe participation.

If a participant has concerns regarding the nature of their medical condition, disability or fitness to participate, they should feel confident to discuss with the supervisor of the activity, who will work with them to see what may need to be facilitated for safe planning and responding in any incident or emergency.

Participants with medical conditions that cannot be explained verbally in the case of an accident (e.g. allergy to penicillin) should wear 'medical alert' or similar bracelets, pendants, etc.

Where prescribed medication needs to be taken on the field trip, then adequate supplies of any prescribed medication(s) required for the duration must be taken. It is recommended that approximately 1.5 to 2 times the normal supplies should be packed in case return from the activity is delayed. A first aider can assist in providing appropriate storage of the supplies where necessary.

Participants should also be mindful not to place their or the University, other educational institution or external organisation's reputation at risk and in some instances additional behavioural requirements may need to be considered when:

- working around sites of cultural significance
- dry zones
- heritage sites
- sites of religious importance
- appropriate behaviour to others
- accompanied at all times on field trips with local experts.
- within their accommodation (including participants must not invite non field trip participants into their accommodation).
- leaving accommodation (participants should not leave accommodation unaccompanied at night).
- consumption of alcohol (if alcohol is allowed on a field trip its consumption must be in a responsible manner and at levels that minimises alcohol-related harm to individuals and behaviour that may cause harm to other people or property).
- participants need to understand reporting process, which involves reporting issues or incidents to the field trip leader as soon as possible.

Participants must take all action possible to not put themselves at risk including leaving field trip without permission. If participants are unsure of expectations, then they need to follow up with the field trip leader for clarification.

Participants can access the field trip details including the risk assessment using one of the following methods:

- 1) through using another academic system such as Canvas / FLO.
- 2) discussing this with the field trip leader and / or having this sent to them via email.
- 3) by accessing the field trip record through their participant form (there is a button on the participant form sign off tab to open the field trip) or
- 4) returning to the FlinSafe / Field Trip Portal and accessing the menu for their Participant form (My Open Participant forms if not filled out yet or My Closed Participant Forms if already filled out). Next to the list of participant forms in the view there is a link to the related field trip which can be clicked on to view the relevant field trip information, including the risk assessment (usually found in Tab 8 Attachments).

Participants under the age of 18 must have their participant safety acknowledgement form signed by their parent or guardian before the field trip commences (see Section 13, Field Trip Procedures).

4.10 Volunteers and visitors

Volunteers and visitors may take part in University field trips. A volunteer is a person whose participation in the field trip is not related to their paid work or student/course requirements. For further clarification on volunteer safety, please refer to the [Volunteer Safety procedure](#).

All volunteers must fill in the field trip [volunteer engagement form](#) (see Section 14, Field Trip Procedures). This form also includes the emergency contact and medical details. The form needs to be signed by the volunteer and the field trip leader before attaching with the field trip in FlinSafe. Where a risk assessment considers the field trip is high risk, the Dean, People and Resources is also required to sign.

Volunteers and visitors participating in field trips have the same rights and obligations as staff and students to contribute to the provision of a safe environment and to abide by policies, procedures and rules pertaining to the field trip. They are also entitled to the same information as participants, where it is required to undertake their duties/tasks safely and to maintain their health and safety on the field trip (see Section 14, Field Trip Procedures).

4.11 Children on field trips

Requests for children to accompany a parent/ carer on a field trip must be made in advance and in writing and must be submitted to the relevant College Dean/ Portfolio Director for approval (see Section 15, Field Trip Procedures). Requests need to include any known health issues associated with the child, a plan to manage any health and safety risks, and must be supported by the field trip leader. Parents/ carers must satisfy the College Dean/ Portfolio Director that they can account for supervision, safety and emergency care at all times (see Section 15, Field Trip Procedures).

5.0 APPROVAL PROCESS

The field trip record must be submitted at a minimum of

- **5 business days prior to the start date of the field trip (Tier 1) or**
- **10 business days prior to the start date of the field trip (Tier 2)**

Please refer to Section 6 of the Field Trip Procedures for more information.

As a general rule, the more complex and involved the field trip is, the more time is required to complete, review, verify and approve it. Please verify with your College regarding the approval timelines for your field

trip activities. The above timelines for Tier 1 and Tier 2 should be noted as the minimum and should be longer depending on the type of field trip (i.e. interstate, overseas, remote, medium or high risk, etc).

Note: A field trip record can be started at any time with the details being filled out. The Approval process will only start once Ready for Sign Off = Yes on the Submit tab. This means a field trip leader can pre-organise a field trip weeks or months beforehand and gather the details in the record and submit any time allowing for the above timeframes.

Once the Field Trip Leader has completed the field trip application details, attached the necessary documentation and all of the participant safety acknowledgement forms have been completed in the [FlinSafe Field Trips system](#), they will mark the field trip as ready for sign off. This starts the approval process, where each approver/verifier will be notified in sequence once the previous approver/verifier has signed off their section.

It is the responsibility of the Field Trip Leader to regularly check the status of the approval process and to follow up with the next approver / verifier. The below table shows the approval process for four of the main scenarios / criteria for field trips.

Tier	Criteria	Approvers / Endorsers
Tier 1	All six questions Tier 1 questions are 'Yes' indicating low risk.	University Nominated Contact(s), Field Trip Verifier and the Field Trip Leader's Supervisor
Tier 2	No boating / diving / snorkelling	University Nominated Contact(s), Field Trip Verifier, Field Trip Leader's Supervisor, College Dean/Portfolio Director
Tier 2	Includes boating / diving / snorkelling	University Nominated Contact(s), Maritime Safety Verifier , Field Trip Verifier, Field Trip Leader's Supervisor, College Dean/Portfolio Director
Tier 2	Includes high risk activities the Dean deems needs further approval	University Nominated Contact(s), <i>Maritime Safety Verifier*</i> , Field Trip Verifier, Field Trip Leader's Supervisor, College Dean/Portfolio Director and the Vice-President and Executive Dean of College/Portfolio Head

* *Maritime Safety Verifier may not be required if no boating / diving / snorkeling activities occur on the field trip.*

To sign off, each approver/verifier opens the field trip record in the [FlinSafe Field Trips system](#), checks the field trip record tabs for the relevant details and signs off their section on the Submit tab (Tab 10).

All approvers/verifiers can 'request more information' from the Field Trip Leader in the FlinSafe Field Trips system, which will notify the Field Trip Leader to provide more information. Each approver/verifier has a comments section where they can specify what information they require. Some approvers (Field Trip Leader Supervisor, College Dean/Portfolio Director and Vice-President and Executive Dean of College/Portfolio Head) can also reject/not approve the field trip at their discretion and with comments as required (see the process flow chart in section 6.1 on the next page).

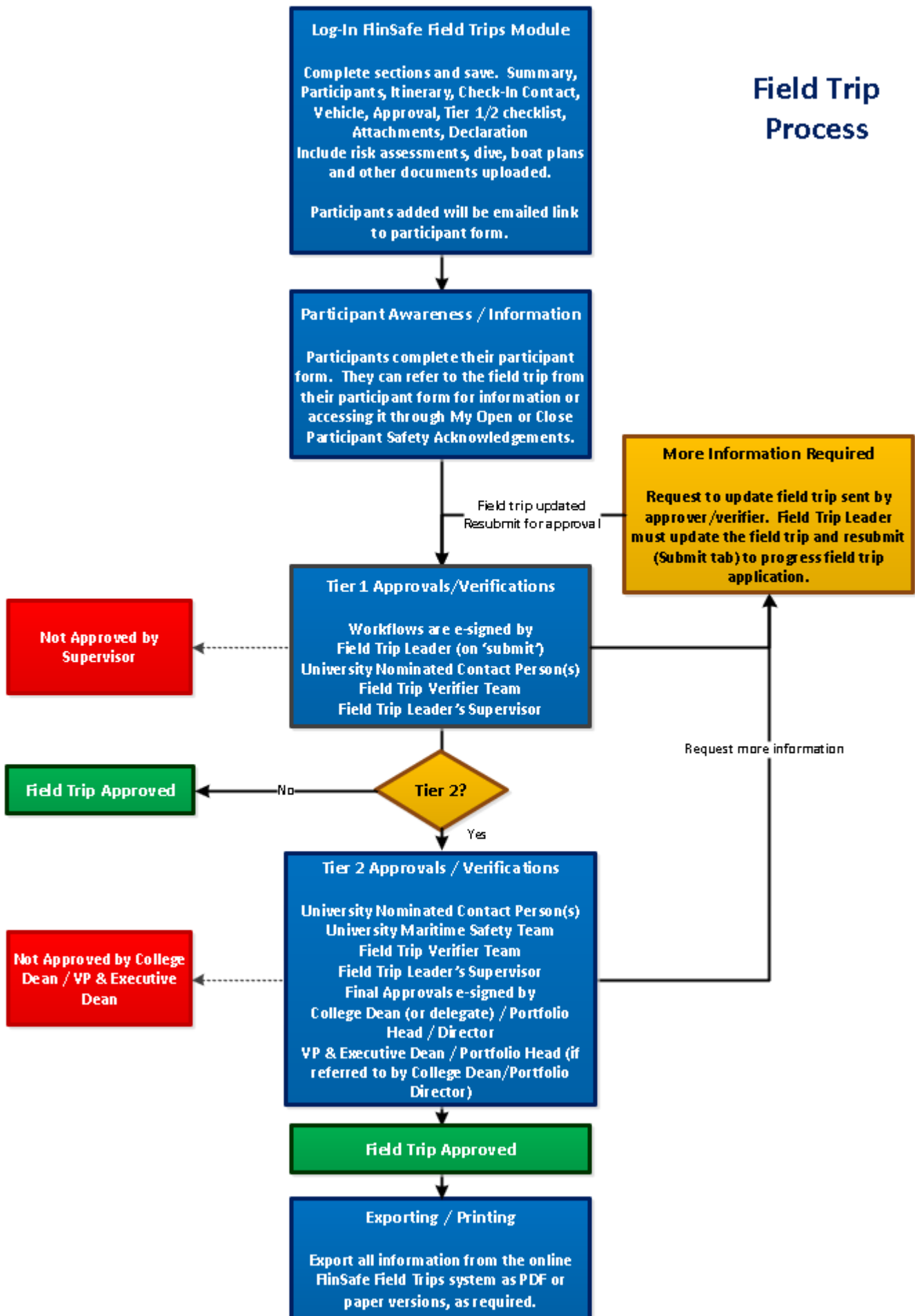
All approvers/verifiers will have an electronic copy in the FlinSafe Field Trips system showing the progress of approval process and the current field trip details. It is highly recommended the Field Trip Leader print the field trip to PDF or paper as required. The Field Trip Leader will receive emails from the FlinSafe Field Trips System for each approver / verifier. The final approval email will be sent either from:

Tier 1 – Field Trip Leader's Supervisor

Tier 2 – College Dean/Portfolio Director or (if chosen by the Dean) the Vice-President and Executive Dean of College/Portfolio Head.

5.1 Process Flow Chart

Field Trip Process



6.0 FLINSAFE FORMS and RECORDS

Each step in the approval/ verification will generate a notification back to the Field Trip Leader. While the field trip information is kept centrally on FlinSafe and accessible to the approvers/ verifiers, the information can be printed to PDF or paper as required.

Printing a Field Trip

Please note, the field trip can be printed from Tab 1 (Summary tab) by clicking on the Print button in the bottom left corner of the tab in the FlinSafe Field Trip System.

HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT004115

The screenshot shows the '1.Summary' tab of the field trip system. The form includes fields for Field Trip Title, Purpose, Start Date, End Date, Brief Description, College/Portfolio, and Business Area. A preview window in the center shows a summary of the trip details. At the bottom, there are buttons for 'Print', 'Close', and a right arrow. A 'No Unsaved Changes' message is visible in the top right.

Printing Participant Information only

Participant information can be printed to PDF / paper to assist with keeping the information on hand while on the field trip. This is especially useful for field trips outside of mobile phone range or the ability to connect to the internet but also gives rapid access to the information on hand through the easier to read format.

The screenshot shows the '2.Participants' tab. It features a 'Reminder Notification Period for Participants' dropdown set to '1. Short Term (24h)', a 'Due Date' of '16/05/2025', and a time range of '08 : 14'. Below this is a 'Participants' table with a 'Print' icon (a document with a plus sign) next to the header. A red arrow points to this icon. Below the table is a text box for providing medical information.

Select	Participant Name	Status	Participant Type	Participant Phone	Medical Conditions?	Medical Consent?	Under Age?	Date Out	Remove	View
<input type="checkbox"/>	Matt Lindner	Open			Yes	No	No	16/05/2025		

Please outline any physical, medical conditions, disabilities or other fitness to participate concerns, which may affect your health or safety during your field trip and related activities. This information will be treated as confidential and used only to assist in the safe planning and emergency response for field trip participants.

1. Go to the Participant tab.
2. Click on the 'PDF' icon which will open the print window below.

18/07/2025, 08:51 Field Trip Leader - Matt Lindner

HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT004074

1

Participants Field Trip Leader: Matt Lindner

Reminder Notification Period for Participants * Due Date *

1. Short Term (24h) 16/05/2025 08 : 14

Name	Status	Type	Phone	Medical Conditions	Medical Consent?	Medication	Allergies	Under Age	Date Out	Emergency Contact Name	Emergency Contact Phone	Alternative Emergency Contact Name	Alternative Emergency Contact Phone
Matt Lindner	Open			Yes	No	Take some meds	Very allergic to everything	false	Yes have one	Nina Lindner	0432432432	John Harris	0418418418

End of Participant Details

Print 1 sheet of paper

Destination **2** Adobe PDF

Pages All

Layout Portrait

Colour Colour

More settings

3 Print Cancel

https://finsafe.powerappsportals.com 1/1

1. Review the Participant details (the page orientation can be adjusted from Portrait to Landscape to make easier viewing and printing if necessary).
2. The print destination defaults to PDF but can be changed to a printer.
3. Click **Print** to create the PDF or print on paper. Please ensure you keep the information secure as it contains the medical and emergency information and is only available for use on the field trip. Once the field trip ends the paperwork should be securely disposed of and / or shredded (if on paper).

Copying a Field Trip

A field trip can be copied from a previous field trip by selecting the [Copy Field Trip](#) option on the Field trip opening menu. Please note this will copy all details other than dates, participants, risk assessments and the Tier 1/ 2 tabs. Must be used for field trips where they need to **extend beyond the 12-month limit**.




Closing a Field Trip

When a field trip is due to be closed, the system will remind the field trip leader by an email notification that the field trip needs to be closed. To do this, go into the field trip and go to the Tab 10 (Submit Tab) and scroll to the bottom and click **Yes** on the Field Trip Completed? button.

Field Trip Completed?

Field Trip Leaders will receive a notification from the system about extending the field trip for 90 days. This can be used if unforeseen circumstances occur where the field trip is unexpectedly extended (i.e. bad weather). If no extension is requested, the field trip will automatically close after 90 days and can then be found in the 'My Completed Field Trips' section.

<	1.Summary	2.Participants	3.Itinerary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	7b.Tier 2 Checklist
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No Unsaved Changes 

Extend the closure date of this Field Trip by 3 months Yes No

What if my field trip is marked complete, accidentally closed or accidentally rejected?

The field trip remains in the system and will remain in the My Completed Field Trips option on the field trip menu on the FlinSafe / Field Trips Portal. If this was by accident then contact the WHS Unit staff member in your College / Portfolio / Business area to assist with reinstating it.

6.1 Field Trip Summary Tab/Section

The Field Trip Summary tab/section provides the key details about the field trip including the field trip leader, field trip details and purpose, duration (start and end date) and whether the field trip is multi-instance.

Multi-instance means the same field trip, with the same risk and details being repeated over a period of time. This time duration **must be no longer than 12 months** to allow for appropriate review of field trip risk assessment documentation (noting a field trip can be copied). This means one field trip record can be used for the duration of each trip instance, provided the details and risk remain the same up to a 12 month period. If these differ, another field trip should be created. If the duration is longer, then the [Copy Field Trip](#) function in the FlinSafe / Field Trip Portal should be used to generate a copied field trip with updated details to reflect the actual risk and updated details of the duplicated field trip.

For multi-instance, prior to each departure a **new destination** needs to be added to Tab 3 (Itinerary) of the field trip record. When this occurs, field trip verifiers/ approvers will be notified of the additional instance (destination/ date/ time). Despite this occurring it always pays to check that the approvers are aware of any changes to your field trip.

Please note each participant needs the **Date Out** field updated to indicate when they will be out on the next instance of a multi-instance field trip.

6.2. Field Trip Participant Safety Acknowledgement Form

All participants are required to complete the Field Trip Participant Safety Acknowledgement form on the [FlinSafe Field Trips system](#) (blue menu button). Medical, disability and/or physical conditions that may impact on their participation during the field trip and emergency contact details needs to be known to the field trip leader using this form.

The **Field Trip Leader** needs to add themselves **as a participant** and to be aware of their responsibilities for all participants on a field trip as outlined in Section 18 of the Field Trip Procedures.

If the participants have a Flinders FAN and are listed on the FlinSafe Field Trip system for the field trip in which they are to participate, they will be sent an email and link to allow them to complete their details in the Field Trip Participant Safety Acknowledgement form within the FlinSafe Field Trips system. They then submit it electronically to the Field Trip Leader using the online FlinSafe Field Trips system prior to the nominated due date – see Section 13, Field Trip Procedures.

Participants without a FAN and students under 18 years (where the parent or carer needs to co-sign the form) need to complete their details in the [PDF/ paper version](#) and the Field Trip Leader needs to upload the documents into the [FlinSafe Field Trips system](#) on Tab 8.

Note: Where there are volunteers on a field trip, they must complete the [Volunteer Engagement Form](#) (see Section 14, Field Trip Procedures) and the Field Trip Leader needs to upload the documents into the [FlinSafe Field Trips system](#) on Tab 8.

All approvers/verifiers of the field trip can see the participant safety acknowledgement forms once the field trip is submitted for sign off.

Please note each participant needs the **Date Out** field completed to indicate when they will be joining the field trip, or in the case of a multi-instance field trip the next time they are heading out.

For repeated or multi-instance field trips with the same purpose, location and risk level, the *Field Trip Participant Safety Acknowledgement Form* will remain valid for the duration of the repeated field trip activity. For example, this would apply to research projects requiring observations or experiments once a month for six months. Participants and volunteers should advise the field trip leader if the information on the participant safety acknowledgement is no longer correct and provide an updated version.

Note: Participant Safety Acknowledgement forms will show the last details provided on a previous field trip, but will require the details to be checked and the phone number and person type (i.e. staff, student, etc) to be provided.

Participants can also access the field trip details when filling out their participant form (on the Submit tab of their form) or revisit this in the portal in their My Open / Closed Participants Safety Acknowledgements menu options.

Note for field trip leaders: Participants will see all tabs other than the Participants tab and the Declaration / Sign Off tabs of your field trip.

TRIP LEADER > MY OPEN FIELD TRIPS > FT004074

2.Participants	3.Itinerary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	7b.Tier 2 Check
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No Unsaved Changes

Reminder Notification Period for Participants * Due Date * **3**

1. Short Term (24h) 16/05/2025 08 : 14

1 **2**

Participants

Select	Participant Name	Status	Participant Type	Participant Under Age?	Date Out	Remove	View
<input type="checkbox"/>	Matt Lindner	Open 4		No	16/05/2025		6

1. Add participants
2. Print out participant information only including medical and emergency details.
3. Due date when a reminder is sent to the participants if they have not already completed their form.
4. Status showing if the participant form has been completed or not.
5. Can remove a participant.
6. View allows viewing participant details.

Please outline any physical, medical conditions, disabilities or other fitness information will be treated as confidential and used only to assist in the planning your field trip and related activities. This

Printing participant details is an option on the Participant tab. There is a 'PDF' button next to the add participant button on the form. Printing allows a PDF to be created containing all of the participant details including their emergency contacts and medical details. This is useful for a field trip leader out in the field.

The following table will assist with what is required for participants and volunteers.

Person Type	Category	Entry into FlinSafe
Participant	a) Flinders University staff / student with a FAN	Add on Tab 2 - Participants.
	b) External such as other University student / staff	Attach Participant PDF form on Tab 8 – Attachments.
	c) Not a volunteer as per volunteer safety procedure (external organisation or individual)	Attach Volunteer Engagement PDF form on Tab 8 – Attachments.
Volunteer	A person undertaking work for the University on a voluntary basis without payment or financial reward.	Attach Volunteer Engagement PDF form on Tab 8 – Attachments.

6.3 Field Trip Itinerary Tab/Section

The Field Trip Itinerary tab/section provides the necessary contact numbers, accommodation details and **emergency contact names, numbers and addresses** (where possible) for each destination and needs to be completed for every field trip. Where the field trip is multi-instance, for each new date a new itinerary record needs to be added prior to each departure (including if the same destination). If this is done 24 hours after the field trip is setup, a new destination email notification will be sent to the approvers to inform them of the change.

If a member of the field trip group is going to have different arrival/departure times or plans (eg if carrying a different contact device, flying to a location when others are driving etc), a separate destination entry on the Itinerary tab/section should also be completed, with the number of staff, students and volunteers/visitors. A separate entry on the Check-In Contact tab/section should also be completed. If this is updated post-approval, this information must be communicated to the Nominated Contact Person(s).

Destination / Emergency Contact Details



Contact Type	Contact Name / Details	Contact Number	Remove	Edit
Hospital	Local destination hospital	8142 5784	✗	
Police	Local destination police station	131444	✗	
Accommodation	Local accommodation staying at	8745 2145	✗	

Close

Add

Add and New

6.4 Check-In Contact Tab/Section (where relevant)

Contact needs to be made to confirm safe return at the end of any field trip with the University Nominated Contact. 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, regular check-in must occur (see Section 9, Field Trip Procedures). The agreed schedule needs to be recorded by the field trip leader on the Check-In Contact Tab in the FlinSafe Field Trips System. There needs to be a list of contact log entries entered by the field trip leader to assist the University Nominated Contacts in recording the contact that occurs.

Contact can be by a range of communication options including mobile phone, satellite phone or other means such as SPOT satellite tracking technology. The University Nominated Contact person needs to update the check-in log as contacts occur or as soon as reasonably possible (i.e. if a weekend they may update the contact log, so long as the actual scheduled contacts are made by the field trip leader). If an update to the Check-In Contact tab/section occurs post-approval, this new information must be communicated to the University Nominated Contact Person(s).

Remote or high risk location/activity field trips should have more frequent check-in times (e.g. once a day) preferably during office hours.

University Security should only be used when there are no alternatives or as an emergency.

Alternative University Nominated Contact Details

Name * **1**

OHS Test 6 | test0061 | test0061@flinders.edu.au | m: 0422666666d: 88886666

Mobile Phone * **2** Work Phone * 12777

0422666666

Agreed Contact Time * **3** Late Check in/Return Margin (hours) * **4**

8pm 2

Frequency/Comments/Procedures

Please check in on time or call in to notify of any updates. **5**



Contact Log Details

Date / Time Check-in to Occur 7	Contact Method	Checked in?	Any likely changes	Remove	Edit
21/05/2025 20:00:00	Text message	No			

1. University Contact Name
2. Contact phone numbers
3. Agreed Contact time - when the field trip leader needs to make contact.
4. Late check in margin / Return margin (in hours) - how long the University Nominated Contact will wait before enacting the Overdue / Failure to check in process.
5. Frequency / Comments / procedures - any information related to how often the contact will occur.
6. Add button to add a contact log entry (set up before leaving on the field trip by field trip leader).
7. Contact Log entry details including contact method type, date and time to check in by and if the check in has occurred.

6.5 Field Trip Vehicles Tab/Section

This tab should be completed by the Field Trip Leader.

Note that all vehicles, trailers, boats, aircraft, drones or caravans used on a field trip must have the details recorded and must follow the [Driving and Vehicle Safety Procedure](#) (see Section 12, Field Trip Procedures). All drivers should be entered and where possible any vehicle registration details recorded. Any details identifying a vehicle can really help in an emergency.

Any boating, diving and flight plans need to be attached on Tab 8 (Attachments) in the FlinSafe Field Trips System.

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? * 1
2. Will vehicles and trailers be registered and roadworthy? * 2
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
VEH-0123	Car	Subaru	Outback	Private	My car		

1. Answering if any vehicles on the field trip, if 'Yes' more questions appear to clarify the understanding and catering for the type of driving.
2. Answer each of the additional questions.
3. Add button to add a vehicle (each vehicle must be added to the field trip sing this button).
4. Details of a vehicle entered and displayed on the tab.

Adding a vehicle

Vehicle Transportation Chosen
✕

Vehicle Type * 1

Car
▼

Registration 2

VEH-0123

Vehicle Make

Subaru

Vehicle Model

Outback

Vehicle Colour

Blue

Ownership Type * 3

Private
▼

Ownership Details

My car

Comments

Will swap every 2 hours to reduce fatigue

Driver/Operator Names * 4

The Driver name and another driver name

Comprehensively Insured? * 5

Close

Add 6

Add and New


1. Vehicle Type – can choose between several different types, car, boat, bus, trailer, drone
2. Registration – although not mandatory (same as vehicle make, model, colour and ownership details) should be entered where possible to help identify the vehicle should an emergency arise.
3. Ownership Type – allows identifying if a private, University owner or hire / lease vehicle has been used.
4. Driver / Operator names – important to know who is driving or using the vehicle.
5. Comprehensively insured – it is important to ensure vehicles are comprehensively insured.
6. Click Add to add the vehicle or Add and New to add the vehicle and start adding another.

6.6 Field Trip Permits and Licences Tab/Section (where relevant)


This tab should be completed by the Field Trip Leader.



The Field Trip Permits and Licences tab/section enables the Field Trip Leader to enter in the details of any permits and licences they may need while on the field trip.

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

1. Will permits and approvals be required prior to conducting the field trip? *
2. Will Flinders University ethics approval be required? *
3. Will the Local Park Ranger be advised of the proximity of field party? *
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? *
5. Will the Local Council be advised of trip? *
6. Have all licences, permits and special permissions been obtained? *

 **3** Approvals

Authorisation Type	Authorisation Number	Activity Details	Remove	Edit
Ethics Approval 4	ETH-012-134H	Interview people regarding xxxxx		

1. Choose Yes / No if there are any permits or licences required on this field trip (beyond a basic driver's licence).
2. Answer additional questions related to the permits / licences.
3. Add button to add a new permit or licence.
4. Entered details of permit / approval will display here once entered.

Approval/Permit/Licence



Authorisation Type *

Ethics Approval 1

Activity Details *

Interview people regarding xxxxx

Authorisation Number(s) (i.e. Permit, Licence, Approval)

ETH-012-134H

Comments

Ethics Approval has been approved

Remaining Characters: 1966

Close

2

Add

Add and New

1. Enter in details related to the permit / licence.
2. Click Add or Add and New to add any further licences / permits.

6.7 Field Trip Checklist Tab/Section

The Field Trip Checklist tab/section enables the Field Trip Leader to make sure that everything is organized before the field trip commences.

This checklist has 2 levels – Tier 1 and Tier 2 field trips.

The Field Trip Leader needs to ensure the Tier 1 questions are correctly answered to accurately reflect the risk level and subsequent workflows in the system. Each question needs to be answered either a Yes or No. If unsure, please check with your supervisor **before** submission of the field trip to avoid delays in the approval process.

3.Itinerary	4.Check-In Contact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	7b.Tier 2 Checklist	8.Attachments
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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
2. Will communication be readily available - will you be within mobile phone range?*	Yes	No
3. Will the following activities be excluded from this field trip - boating, diving, climbing, working in isolated areas or other high-risk activities?*	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

Tier 1 questions are designed to assist with determining the risk level of a field trip.

For Tier 2 field trips, the full checklist must be completed and a risk assessment undertaken. The Tier 2 tab in the online [FlinSafe Field Trips](#) system contains the checklist questions to be answered.

1. Will all relevant maps, GPS units and communication devices be available and used? *	Yes	No	NA
2. Has equipment been inspected to ensure it is in good working order and fit for its intended purpose prior to the field trip? *	Yes	No	NA
3. If working alone, have all alternative options been explored? *	Yes	No	NA
4. Will required first aid kits be checked for current content, refilled and is there an available first aid officer on the field trip? *	Yes	No	NA
5. Have relevant emergency procedures, plans and equipment been identified and developed (i.e. medical, vehicle, bushfire) for the field trip? *	Yes	No	NA
6. Have personal protective equipment and clothing needs been identified for this trip? *	Yes	No	NA
7. Will all weather forecasts and field site conditions be obtained before the field trip starts? *	Yes	No	NA
8. Will the field trip include any boating trips, scuba diving or snorkeling? Contact Maritime Safety Dive Officer. *	Yes	No	NA
9. When considering the risk assessment hazards and controls will the field trip involve any of the following (including but not limited to) plant or equipment, hazardous substances, electricity, climbing, bush-walking, geological and mining trips, mountain bike riding, water sports, flying in non-commercial aircraft, drone operations, caves or enclosed spaces? *	Yes	No	NA
10. Are firearms, spring or gas-powered spears, explosives and other weapons going to be used? *	Yes	No	NA
11. Will the field trip involve overseas travel? *	Yes	No	NA
12. Will participants require any vaccinations prior to the field trip? *	Yes	No	NA

The Tier 2 tab has 12 questions to answer giving the approvers / endorsers an idea of the types of risk are involved with the field trip activities. What risks are identified need to be recorded in the field trip risk assessment document along with risk level, control measures and residual risk. This then is attached to the Attachments tab.

Field Trip endorsers and approvers will be able to see the field trip details, including the Tier 1 and 2 checklists and risk assessment documents within the online [FlinSafe Field Trips](#) system.

6.8 Attachments Tab/Section

Documents can be attached on the Attachments tab (Tab 8) of the field trip record in the online [FlinSafe Field Trips](#) system to assist endorsers and approvers in understanding the proposal and how the risks are managed for the field trip. Attachments can include most document formats and pictures. Documents that may be attached to the field trip proposal include:

- Risk Assessment documentation
- Boating safety plan and diving/snorkelling plan
- Drone flight plans
- Participant and Volunteer PDF forms
- Any approvals in emails (where a process requires approval)
- Any required pandemic response documentation (i.e. COVID)
- Other documentation (licences, permits, receipts, flight itineraries, etc)

Have you attached your risk assessment?*



Attachment Title	Attachment Name	File Type	Remove
Field Trip Risk Assessment	field-trip-risk-assessment-form (1).docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	<input checked="" type="checkbox"/>
Volunteer Form - Joe Bloggs	field-trip-volunteer-form (1).pdf	application/pdf	<input checked="" type="checkbox"/>
Remote Vehicle Emergency Flowchart	remote-vehicle-emergency-erp-flowchart (2).docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	<input checked="" type="checkbox"/>
Remote Medical Emergency Flowchart	remote-medical-emergency-erp-flowchart (1).docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	<input checked="" type="checkbox"/>
External Participant Form - Jesse James	field-trip-participant-safety-acknowledgement (1).pdf	application/pdf	<input checked="" type="checkbox"/>

1. Add documents to help your approvers / endorsers understand how you will manage risk, who is participating as a volunteer or external, that you are aware of the emergency process for vehicles / medical and any other documents such as flight itineraries, maps, drone flight plans, etc.

When naming files please ensure you use small, plain file names and no special characters (use letters, numbers, dashes and underscores only to avoid upload failure). File size is limited to **20MB per file**.

6.8.1 Risk Assessments and Safe Work Procedures (SWPs)

For each field trip, Field Trip Leaders must

- identify the hazards
- assess the health and safety risks of those hazards
- implement risk controls to eliminate or minimise the risks

Do this as follows:

Tier 1 – complete the six-question checklist on Tier 1 tab in the FlinSafe Field Trips system

Tier 2 – complete the Tier 1 and Tier 2 tabs and attach the *Field Trip Risk Assessment* ([DOCX](#) | [PDF](#)) form in the FlinSafe Field Trips system on Tab 8 (Attachments tab)

The [risk assessment](#) must include all aspects of the field work including;

- travel
- emergency situations
- accommodation
- work processes, use of tools etc.
- environmental factors
- other physical and psychosocial risks
- and external risks such as pandemics and malicious acts, if relevant.

Risk Assessments must be attached to the Attachments tab (Tab 8) in the online [FlinSafe Field Trips](#) system. Any specialist risk assessments (i.e. boating, diving, drone) can also be added to the Attachments Tab (Tab 8) as per Section 7, Field Trip Procedures.

Further discussion on the types of specialised hazards and risks are discussed in **Section 7** of this manual.


6.9 Declaration Tab/Section

The Field Trip Leader must complete this section to move on to the Approval Process.

The Declaration tab/section allows the Field Trip Leader to select the supervisor and the University Nominated Contacts (other roles are in automated teams in the system) for their field trip and any further comments relating to the field trip that have not already been included. The Field Trip Leader **must** read the acknowledgement section to confirm they have provided the necessary details for the field trip record prior to submitting the field trip. **Submitting a field trip confirms the acknowledgement has been read and understood.**

If you are a student, the supervisor is your Academic Supervisor. For academic staff, the supervisor may be an academic supervisor or if your direct report is the Dean, then would be the Dean.

t	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	7b.Tier 2 Checklist	8.Attachments	9.Declaration	10.Submit
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No Unsaved Changes 

I acknowledge the following: **1**

I have included all LOCAL EMERGENCY CONTACT details for all destinations (destination emergency contacts on Tab 3) including contact name and number for local hospital, police, organisation / venue, to assist myself and the University Nominated Contact.

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 inform the sign off roles of any updates or changes.

Is the Dean the supervisor?*

2 Yes No

Assign to Field Trip Leader's Supervisor *

OHS Test 6 | test0061 | test0061@flinders.edu.au | m: 0422666666d: 88886666

Assigned to Maritime Safety Verifier *

Maritime Safety Global

3

Assigned to Field Trip Verifier

Science and Engineering - FT Verifier

Assign to University Nominated Contact


OHS Test 6 | test0061 | test0061@flinders.edu.au | m: 0422666666d: 88886666

1. Acknowledgement section – needs to be read by the field trip leader as marking the field trip ready for sign off = Yes means this has been read and understood.
2. Is the Dean the supervisor? – Only mark this as Yes if the Dean is your direct supervisor, otherwise this is a No and will be your direct line supervisor or lecturer.
3. Approvers and endorsers list – noting some are individual people and others are automated teams. These are the groups and people that are assigned to review and endorse or approve a field trip. Approvers can also choose to not approve a field trip.

6.10 Submit Tab/Section

The Field Trip leader must mark the field trip ready for sign off on this tab to initiate the Approval Process (see Section 6). Marking the field trip ready for sign off indicates to endorsers and approvers that the field trip proposal is complete and ready for review. Field Trip Leaders need to ensure they have included all the information necessary to enable endorsers / approvers to make an informed endorsement / approval decision. If this does not occur, any endorser or approver can request more information to clarify any missing information and this will **delay** the approval process.


ct	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	7b.Tier 2 Checklist	8.Attachments	9.Declaration	10.Submit
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No Unsaved Changes 

Continue with Field Trip Application?*

Ready to sign-off?*

Field Trip Leader Signature: Matt Lindner | lind0083 | lind0083@flinders.edu.au | m: 0402344203b: 12678

Field Trip Leader Signature - Date: DD/MM/YYYY 

Yes No
 Yes No


1
2
3

←
Close
Submit

Ready for Sign Off Process

1. On the **Submit** tab (Tab 10), click Yes to “Continue with Field Trip Application?”
2. Click Yes to “Ready to sign-off?”
3. Click the **red Submit** button.

tact	5.Vehicles	6.Permits / Licences	7a.Tier 1 Checklist	7b.Tier 2 Checklist	8.Attachments	9.Declaration	10.Submit
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No Unsaved Changes 


Field Trip Leader Supervisor Sign-off

I am satisfied all health and safety aspects of the field trip have been considered and completed.
I agree the field trip should go ahead subject to approval by the Dean and Vice President and Executive Dean as appropriate.

Supervisor's Comments: test 15052025 Change FTL 1

Supervisor Sign-off? Yes 2

Field Trip Leader Supervisor Signature: OHS Test 6 | test0061 | test0061@flinders.edu.au | m: 0422666666d: 8888666

Field Trip Leader Supervisor Signature - Date: 15/05/2025 

Dean Sign-off

I confirm that all relevant documents have been provided and checked.
I am satisfied the risk control measures reduce the risk as low as reasonably practicable.
I approve this field trip to go ahead.

←
Close
3
Submit

Approver / Endorser Sign Off Process

1. On the **Submit** tab (Tab 10), add comments in the approval role assigned.
2. Choose
 - a. **yes** to sign off,
 - b. **request more information** to ask for more information or
 - c. sign off as **no** (only for Supervisor, Dean, Vice-President and Executive Dean) if the field trip is not allowed to go ahead or is cancelled.
3. When ready, click the **red Submit** button.

6.10.1 Endorser / approver roles

The endorsers / approvers are listed below with their role in the order they appear in the approval process.

Endorser (E) / Approver (A)	Role
	Field Trip Leader Submit complete field trip details
E	University Contact(s) Agree to be a contact and follow up emergency protocols
E	Maritime Safety Verifier Where identified, verify maritime (boating and diving) activities are safe
E	Field Trip Verifier Verify health and safety risks are managed
A	Supervisor Verify health and safety aspects are considered & completed
A	Dean Satisfied field trip risks are managed
A	Vice-President and Executive Dean (VPED) Satisfied field trip risks are managed and authorise certain risk activities where the dean indicates VPED required.

6.10.2 Endorser / approver guide to expectations of the field trip leader

General guide to expectations of endorsers / approvers (not exhaustive list):

Endorser (E) / Approver (A)	Expectation of field trip leader
E	University Contact(s) <ul style="list-style-type: none"> • Consulted to be University Nominated contact. • Have contact details of field trip leader, destination emergency contacts and contact details of any participants. • Knows check in frequency, agrees to check in time and late check in margin. • Is aware of any itineraries including travel system (NuTrip) and flight itineraries.
E	Maritime Safety Verifier <ul style="list-style-type: none"> • If boating, diving and / or snorkelling activities are part of the field trip, then • Boating plans, diving / snorkeling plans and related risk assessment documentation are completed and attached to the field trip.
E	Field Trip Verifier <ul style="list-style-type: none"> • Correct Tier 1 / Tier 2 chosen. • Risk assessment documentation is included in the field trip and covers all of the hazards and associated risks and control measures (stated actions to help prevent injury / illness) with the field trip.
A	Supervisor <ul style="list-style-type: none"> • That each of the endorsers are happy and any concerns raised by each endorser are addressed. • Ensure all participants have signed off before the field trip (or removed if not participating).
A	Dean <ul style="list-style-type: none"> • That each of the endorsers and supervisor are happy and any concerns raised by each endorser are addressed. • Ensure all participants have signed off before the field trip (or removed if not participating). • Risk assessment documentation addresses field trip hazards and associated risk to satisfy Dean.
A	Vice-President and Executive Dean (VPED) <ul style="list-style-type: none"> • That each of the endorsers and supervisor are happy and any concerns raised by each endorser are addressed. • Any concerns raised by the Dean are addressed. • Ensure all participants have signed off before the field trip (or removed if not participating). • Risk assessment documentation addresses field trip hazards and associated risk to satisfy VPED.

7.0 SPECIALISED HAZARDS and RISKS

This section discussed specific hazard and risks associated with field trip activities. A risk assessment must be undertaken, and any Safe Work Procedures (SWPs) for use of equipment, hazardous chemicals or processes during the field trips must also be provided and attached. The following sub sections discuss assessing risk for specific hazards and their associated risks.

7.1 Boating, Diving and Snorkelling

Any field trips that involve [boating](#) or [diving and snorkelling](#) must complete and attach the appropriate documents relating to those activities to their field trip in FlinSafe with consultation of the **Maritime Safety Dive Officer**. Documents may include (but not limited to):

- **Boating**
 - [Boating Safety Plan](#)
 - Reading and understanding the [boats and boating activities](#) information on the WHS Unit web site.
 - Understanding the [Boating Emergency Response – Failure or late check in process](#)
 - Understanding [Driving and Vehicle Safety](#) – particularly with vehicles, towing and trailers
- **Diving and Snorkelling**
 - Reading and understanding the [diving and snorkelling procedures manual](#).
 - [Diving / snorkelling plan form](#)
 - Various diving risk assessments and forms on the [Diving and Snorkelling](#) web site.

7.2 Confined spaces

Where field work involves work in spaces considered to be confined spaces under the definition in the [Confined Spaces Code of Practice](#) (i.e. some archaeological work), a risk assessment and safe work procedure needs to be documented and implemented. In some circumstances if the confined space is controlled by a PCBU / organisation they may have other requirements such as a confined space entry permits.

The content should cover:

- the nature of the space,
- work performed in the confined space,
- emergency process including a standby person,
- the recovery steps,
- risk control measures also need to be considered to effectively manage the hazards present such as the unsafe oxygen levels in the space and the uncontrolled introduction of substances (i.e. water, gas or solids including the soil collapsing into the space),
- other hazard considerations may include biological, mechanical, electrical, noise, hazardous substances, radiation and environmental hazards including weather, slips, trips and falls and inadequate lighting.

Please refer to the [Confined Spaces Code of Practice](#) for further details on the risk management process for confined space work.

7.3 Non-commercial flights and drones

In reference to Section 11.4 of the Field Trip Procedure, field trips leaders need to ensure anyone operating aircraft specifically used for the field trip are trained and appropriately licenced. This would include local light aircraft / aeroplane and helicopters for instance.

The person or company must have a pilot's license and an air operator's certificate under Part 137 of the Civil Aviation Safety Regulations (CASR). These are typical verifications of a trained pilot and registration with Civil Aviation Safety Authority (CASA). If these cannot be produced when asked then that air operator should not be used.

Drones must be operated by a competent person and according to the [Civil Aviation Safety Authority](#) (CASA) regulatory framework. Any [drone](#) use must also include Chief Remote Pilot approval where a flight plan and risk assessment are undertaken (this can be part of the overall field trip risk assessment).

7.4 Animals

When working with animals it is important that whoever is working with animals is competent in the task involving those animals and holds appropriate licences / ethics approvals. Where this type of work occurs it needs to be included in the field trip risk assessment documentation, especially including any need for vaccination requirements and potentially hazardous situations. Consideration on field trips must be given to animal risk factors present in the environment including (but not limited to) crocodiles, snakes and camp dogs.

7.5 Major hazard sites

Field trip leaders are expected to provide a detailed risk assessment when visiting high risk and major hazard sites including mining sites or operation, wastewater treatment plants and cave excavations. All safety requirements including inductions, risk assessment, permits need to be complied with regarding site operator and legislative requirements. It is important that field trip leaders include the **liaison officer** and their details in the field trip application to allow an avenue of contact including for emergencies.

If the site operator provides a risk assessment this can be included in the field trip application. If not the details of any hazards, associated risks and control measures (actions to help prevent injury / illness) should be incorporated into the field trip risk assessment.

7.6 Abseiling, roping, caving and excavations

It is important to ensure that any roping and ancillary equipment (i.e. harnesses, abseiling equipment, ropes) are maintained as per the manufacturer's requirements and the Australian Standards. This would include any pre-work checks to ensure the equipment is safe to use. Any abseiling and roping activity must be included in the risk assessment documentation and related safe work procedures.

Where excavation occurs, this needs to adhere to standard of the Code of Practice for Excavation as a minimum. Any caving or excavation must be risk assessed and have related safe work procedures established and documented (i.e. safe entry and access, emergency procedures, air monitoring, plant and equipment safety).

7.7 Psychosocial safety - Physical safety and security

When on a field trip, physical safety and security needs to be considered as part of the field trip risk assessment.

Things such as **physical violence, robbery, theft and sexual assault** need to be identified and managed, including when undertaking work in the field, working with other organisations, during travel and when staying in accommodation.

Staff and students travelling overseas should complete the *DFAT Risk & Responsibilities Pre Departure* online training. <https://canvas.flinders.edu.au/enroll/HJHDF> and read the DFAT [Travel Advice website](#) and [International Travel Hazards and Control web page](#).

Those travelling within Australia also need to consider how participants will be kept physically safe, including when traveling remote and when staying in accommodation.

7.8 Psychosocial safety - general

Field Trip Leaders need to consider psychosocial risks when planning a field trip. This includes identifying what controls may need to be implemented to minimise these risks so far as is reasonably practicable.

A psychologically safe environment means considering psychosocial risks as they relate to the particular field trip activities, the associated travel and accommodation, as well as any shared responsibilities with other organisations. These risks must be documented, where relevant, in the field trip risk assessment.

Listed below are some examples of psychosocial hazards to consider (please note this list is not exhaustive):

7.8.1 Bullying and Harassment

Field trip leaders need to make sure bullying and harassment is not tolerated or perpetrated by participants on the field trip. People may experience bullying or harassment due to gender, age, race / ethnicity, ability, sexual orientation, poverty or other characteristics.

7.8.2 Sexual exploitation, abuse or harassment (SEAH)

- Field trip leaders need to consider strategies to reduce the likelihood of a SEAH incident occurring.
- Controls need to be in place to minimise the potential for individuals to be placed in a situation where they may be accused of SEAH.
- Participants should avoid travelling alone at night or in isolated areas.
- Participants must be aware of any cultural requirements and dress appropriately.
- Accommodation needs to be managed to make sure doors can be secured or where not possible (e.g. tents and dorms) that there is either a buddy system or other means to reduce the possibility of a sexual assault/ abuse.
- Alcohol must be consumed responsibly and at levels that minimises alcohol-related harm to individuals and behaviour that may cause harm to other people or property.

7.8.3 Remote/ Isolated work

- Communication plan and methods e.g. via satellite phones, mobile phone, to be available to allow support networks and advice to be accessed.
- Emergency contacts are to be recorded
- Isolation can be a trigger for mental health issues, where possible a buddy system or regular phone contact/ support should be considered.

7.8.3.1 Working alone

It is strongly recommended that no person should be allowed to work alone in isolated or remote areas. Legislative requirements of the Work Health and Safety Regulations 2012 require effective communication with people who work alone or in isolation for the purposes of ensuring their health and safety. If working in isolation is deemed unavoidable, a system **must** be put into place requiring a communication plan with the person to check in regularly with another person and emergency protocols in place if failure to check in occurs.

- All reasonable communication methods available must be considered. This may include satellite phones, SPOT devices, availability of local land lines or other check in devices or technology to facilitate the communication between the field trip leader and the university nominated contact(s).
- A communication plan must be documented (either the Check In tab in FlinSafe or attached plan to the field trip request on the Attachments tab). The communication plan must outline:
 - The frequency of contact, which should reflect the level of risk of the field work, the location and availability of emergency services.

- The nominated contact person and contact arrangements including number(s) to contact.
- The dates and times the contact is scheduled to occur.
- The field trip leader checks in as per the agreed schedule.
- It is also recommended that some type of tracking device e.g. SPOT or “person down” system be used. The staff member should also have received any additional training that maybe relevant e.g. first aid.

If the person(s) undertaking the working alone/ isolated work has not checked in at the designated time, the University nominated contact person must:

- Attempt to contact the person and follow the failure to check in process in [Section 4.8](#).
- If person cannot be contacted, contact Security or equivalent site contact person.
- If Security cannot contact the person they will then escalate as per the Critical Incident Management Procedure.

7.8.4 Work hours/ workload/ Fatigue

Have systems in place to manage mental or physical exhaustion / fatigue, including:

- Breaks are factored in during the field trip.
- Not working for extended periods.
- Factor in setup, preparation time, travel and packing up activities.
- Driver fatigue and the need to take rest breaks.

7.8.5 Cultural

- Cultural customs and cultural competency - be culturally aware of traditions, religions and laws.
- show respect and do not assume the same cultural norms and laws around sex /diversity/ religion etc. apply.

7.8.6 Environmental

- Consider hot and cold or extreme environments – extremes environments can make undertaking work physically taxing and mentally stressful.

7.8.7 Other Stressors

- Medical conditions or disabilities
- External stressors such as family life, relationships, other work
- Alcohol and drugs (including drugs prescribed by general health practitioner)

Psychosocial risk	Responsibility
Remote work	Field Trip Leader
Isolated work	Field Trip Leader
Work hours	Field Trip Leader
Cultural	Field Trip Leader, but then all aware
Sexual assault / sexual harassment	All
Environmental	Field Trip Leader

Stressors	All
Psychosocial safety	All

Additional information can be found at [Psychosocial Hazards in the Workplace](#) on the WHS Unit web site.

8.0 EMERGENCY RESPONSE PLANNING AND REPORTING

8.1 General Emergency Response Planning

Field Trip Leaders **MUST** establish contingency plans for handling emergencies and communication during a field trip, which may include the evacuation of injured participant/s to medical aid. Contingency planning also includes having adequate equipment, information and being familiar with any foreseeable emergencies for the locations where the field work will occur.

Field Trip Leaders must establish contingency plans for handling emergencies and communication during a field trip which, for example, may include the evacuation of injured participant/s to medical aid (see Section 8 of this manual).

Field Trip Emergency Planning must have:

- **First Aid Equipment** and personnel must be available and sufficient for the type of emergencies likely to be encountered e.g. Remote First Aid kits, First Aiders. Other first aid considerations include:
 - An approved First Aid Kit, which includes additional items such as sunblock and insect repellent, **should** be carried on all Tier 2 field trips. All contents must be in date. This requirement is optional for a Tier 1 field trip at the discretion of the College / Portfolio area.
 - All Tier 2 field trips **must** have someone with Provide First Aid training on the field trip (see Section 8, Field Trip Procedures).
 - When the field trip is in an area where Emergency Services may be delayed or it would be difficult to access help (e.g. remote or difficult to access sites), a Remote First Aid kit **must** be carried and a member of the field trip group **must** have Remote First Aid Training or access at all times to such a person (see Section 8, Field Trip Procedures).
- **Emergency Communication** equipment e.g. mobile phones, satellite phone and/ or spot devices must be taken on the field trip. Communication considerations should include:
 - Appropriate communication devices must be carried on all field trips (see Section 9, Field Trip Procedures).
 - This may include:
 - mobile phone – check coverage is available for all of the trip e.g. via [Mobile Coverage](#)
 - satellite phone, radio
 - SPOT (satellite tracking or other such devices)

NOTE: For Mobile phones - **Dial 000, or from mobiles 112, for emergency** (the 112 number is network independent and a boosted signal from mobiles).

- If a SPOT device or other tracking technology is used, staff and students should be trained in its use as an emergency device. A [user information guide](#) can be found on the field trips web page.
- **Emergency Contact** numbers identified. Where possible numbers in addition to the **Emergency Services 000** – should be recorded in the FlinSafe system.

For each destination an Emergency Contact should be listed of people or services that may be able to provide a local response and could include:

- Local hospital, accommodation provider, park ranger, local police, emergency services or other local destination emergency contacts as relevant.
- The emergency response templates for [medical](#) and [vehicle](#) emergencies are useful tools to assist in developing the emergency response plan for a field trip.
- University Nominated Contact and University Security numbers should also be carried (or programmed into phone). University Nominated Contact will also be responsible to initiate the **“Failure to Check-in Process”** – see [Section 4.8](#).

Emergency Participant Information

- Participant details - each participant must enter their emergency contact details (e.g. next of Kin or preferred contact) into the participant declaration. See [Section 4.9](#).
- Participant details such as pre-existing medical conditions, known allergies, as well as any medication that a participant may be on, also helps for planning for emergencies and must be included.

8.2 Emergency Response Plans

Emergency response plan templates for [medical](#) and [vehicle](#) emergencies are useful tools to assist in developing the emergency response plan for a field trip. Field Trip Leaders should be familiar with emergency responses protocols for the area they are visiting on the field trip and the emergency response planning discussed in Section 8. Additionally, University Nominated contacts should be familiar with **Failure to Check-in process** discussed in [Section 4.8](#) of this manual.

8.3 Accident / Incident reporting

8.3.1 Reporting minor accidents/incidents or near misses

- Once the person(s) and the area are safe, gather and note details of the accident or incident.
- The Flinders University accident/Incident report needs to be completed by the injured person (where fit to do so) via [FlinSafe](#), as soon as possible after the event. Further information, guides and videos on FlinSafe can be found on the [FlinSafe Information](#) page.
- Where the person is not able to make the report themselves, the Field Trip Leader or the injured person’s supervisor can report the incident on their behalf. This should occur as soon as is reasonably practicable or within 24 hours
- The Field Trip leader should speak to those persons involved including any witnesses and record the details. See the [Accident/ Incident Reporting and Investigating Procedure](#)
- For Field Trips, where there is no internet available a PDF version of the Accident/ Incident report form as an alternative can be located at <https://staff.flinders.edu.au/content/dam/staff/documents/whs/forms/accident-incident-report-form-acrobat.pdf>.

8.3.2 Reporting serious accidents, a fatality, dangerous occurrence or notifiable incident.

See [Notification of incidents](#) for details of what notifiable incidents are.

- Provide First Aid and seek medical/ emergency assistance (i.e. dial 000/ 112).
- Secure the scene, prevent people touching any equipment or the immediate environment and make sure no one else is placed at risk.
- **Immediately** notify University Security by phone - **(08) 8201 2880**.
- The Security Staff will initiate a Critical Incident Response that will advise and assist with any further reporting and will organise for all relevant management and contacts to be notified.

Any accident that results in a serious injury or fatality must be notified immediately to University Security.

Security (24 hour. contact) – (08) 8201 2880

Security will also notify any relevant University supervisors/managers as required.

The WHS Unit will notify SafeWorkSA immediately upon becoming aware of the accident.

WHS Unit telephone number: (08) 8201 3024 or 0414 190 024.

8.3.3 Accident / Incident investigation

- A serious accident/illness, fatality, dangerous occurrence or a notifiable incident, will be investigated by the relevant authorities and / or the WHS Unit. It is a legal requirement to record and report these accidents/ incidents as soon as possible and within 24 hours.

The field trip leader must:

- secure the scene. The scene should remain undisturbed. If there has been a death, serious injury or any dangerous incident, **the site and any tools or equipment must not be removed or altered in any way** until it has been investigated by the relevant authorities.
- Collect sufficient details to prepare an Investigation Report, including witness statements where possible. This should include names, dates, times, persons involved, exactly what happened and any other details of note.
- Ensure accident/ incident details (including photos/ videos) are kept confidential (i.e. not uploaded onto social media).

The University's Work Health and Safety web site provides more detail about [notifiables and accident / incident reporting](#)

8.4 Bushfire information

It is important to be well informed about bushfire risks for field work even in metropolitan areas. This should apply locally in Australia as well as any information sources for overseas locations the field work will be working in.

The current daily Fire Danger Rating is available for states and territories of Australia on the [Bureau of Meteorology](#) web site under the relevant state or territory link, under Forecasts.

For the fire service relating to each state and territory, please refer to the [bushfire safety](#) page.

Some considerations for bushfire preparedness may include:

- carrying a supply of water on journeys.
- keeping woollen blankets in the car (at least one for each passenger) is recommended.
- keep an additional 20L of water in the vehicle along with a 12V Whale pump (plus spare) and hose to put out spot fires.
- using a satellite phone especially if out of mobile phone range.
- dressing in suitable non-synthetic clothing and shoes is also advisable.
- having a fire kit-bag of cotton coveralls, riggers gloves, cotton floppy diggers-hat, lace-up shoes and socks, smoke goggles and smoke mask, torch and water.

8.4.1 Encountering smoke or flames

- If you see a bushfire in the distance, carefully pull over to the side of the road to assess the situation. If it is safe to do so turn around and drive to safety.
- If you have been trapped by the fire, find a suitable place to park the car and shelter from the bushfire.

8.4.2 Positioning your car

- Find a clearing away from dense vegetation, overhanging branches and high ground fuel loads, preferably a pre-burnt area 100m x 100m.
- Position the car facing towards the oncoming fire front.
- Park the car off the roadway to avoid collisions in poor visibility.
- Don't park too close to other vehicles.

There are a whole range of factors that may impact on survival chances, the following guidelines may help to minimise the level of risk.

8.4.3 Inside your Car

- Stay inside your car – it offers the best level of protection from the radiant heat as the fire front passes.
- Turn headlights and hazard warning lights on to make the car as visible as possible.
- Tightly close all windows and doors.
- Shut all the air vents and turn the air conditioning off.
- Turn the engine off.
- Get down below the window level into the foot wells and shelter under woollen blankets.
- Drink water to minimise the risks of dehydration.

Stopping the car in a clearing and following the guidance in this document is a safer course of action than fleeing on foot. However, remember, sheltering in a car has inherent risks and there are a wide range of permutations that may inhibit chances of survival.

8.4.3 As the fire front passes

- Stay in the car until the fire front has passed and the temperature has dropped outside.
- As the fire front approaches, the intensity of the heat will increase along with the amount of smoke and embers, strong winds may cause the vehicle to rock violently.
- Smoke gradually gets inside the car and fumes will be released from the interior of the car. Stay as close to the floor as possible to minimise inhalation and cover mouth with a moist cloth.
- Tyres and external plastic body parts may catch alight. In more extreme cases the car interior may catch on fire.
- Once the fire front has passed and the temperature has dropped cautiously exit the car. (Be careful - internal parts will be extremely hot.)
- Move to a safe area such as a strip of land that has already burnt.
- Stay covered in woollen blankets, continue to drink water and await assistance.

8.5 OTHER WEATHER EMERGENCIES

There may be other emergencies that may occur relating to marine / ocean warnings, cyclones, floods and tsunamis. It is the responsibility of the field trip leader to be aware of the current weather conditions of each destination to ensure they (including participants) are not exposed to unsafe conditions.

These can be accessed for Australia under [Bureau of Meteorology](#) web site, under Warnings.

9.0 WORKING WITH OTHER ORGANISATIONS

9.1 Working with other organisations and shared duties as a PCBU

When field trips involve working with other organisations (also known as PCBUs) there must be consultation, coordination and collaboration to ensure that risks to all workers, students and others are being managed (see Section 17, Field Trip Procedures). This includes ensuring it is clear which party is responsible for everyone's physical and psychosocial health and safety.

How this is managed will depend on the nature of the arrangement between the organisations. Examples are provided below of how the arrangements may work. However, each trip needs to be assessed due to the complex nature of the arrangements and the degree of control each PCBU has over the activities:

- a) If the field work is **organised and controlled by Flinders**, the other organisation may choose to accept the Flinders Field Trip process. At a minimum, the other organisation must provide Flinders with participation forms or other evidence (e.g. email approval) for their workers or students. These must be provided to the Flinders University Field Trip Leader and included on the online FlinSafe Field Trips system (as attachments on the Attachments tab – Tab 8).

- b) If the field work is collaborative and **mainly organised or controlled by another organisation** then the Flinders University person collaborating with the other organisation needs to complete the online FlinSafe Field Trip process but may use the other organisation's risk assessments. Where no risk assessment is provided by the other organisation, the Flinders University person collaborating needs to complete a risk assessment on the components of the field work they will be involved with. The online record must match the risk level of the field trip (i.e. Tier 1 or Tier 2) and go through the approval process to verify that Flinders University management is aware of and approves the field trip.

Details should be supplied by the other organisation as requested. The Flinders University Field Trip Leader must check that where services are provided by the other organisation, that a current contract outlining the WHS responsibilities has been documented and provided to the University.

10.0 EQUIPMENT

10.1 Safety equipment

Safety equipment – such as harnesses, helmets, car retrieval gear etc. taken on the field trip, where possible, must be:

- meet the appropriate Australian Standards for the equipment being used and the activity being undertaken (when appropriate).
- used for its intended purpose and in accordance with the manufacturer's instructions and where applicable risk assessment / safe work procedures.
- regularly inspected and maintained. Records or evidence of any inspection and maintenance needs to be available to verify this has occurred.
- Maps need to be used from reputable sources such as GPS devices, street directories and official area maps. Do not rely on Google maps.

10.2 Additional tools and equipment

10.2.1 Tools and equipment

Tools or equipment taken on field trips must have had a risk assessment completed (see Section 11, Field Trip Procedures) and be used in accordance with the manufacturer's instructions or have a documented safe work procedure.

The risk assessment(s) / safe work procedures for medium/ high risk tools/ equipment must be attached in the Attachments tab (Tab 8) of the field trip record in the [FlinSafe Field Trips system](#).

Briefing sessions detailing the correct use and maintenance of all equipment should be given to all relevant participants and volunteers prior to its use in the field.

Additionally, where verifiers/ approvers have concern about the level of risk being proposed, the Dean may require field trip approval by the Vice-President and Executive Dean of the College/ Portfolio Head.

10.2.2 Firearms, weapons, spring or gas-powered spears

Firearms, weapons, spring or gas-powered spears and any form of explosives **must not** be taken or used on any field trip without the express approval of the Vice-President and Executive Dean of the College/ Portfolio Head.

Permission will only be given where it is demonstrated there is no alternative method and a risk assessment has been completed.

All firearms must be managed according to relevant state/territory laws and must be:

- Registered / Licensed in line with state / territory regulations, where required.
- Locked in an appropriate cabinet when in storage (including any ammunition or charges). Refer to legislative requirements as usually the firearm and the ammunition must be stored separately.
- Only used by trained/licensed workers.

10.2.3 Drones

Drones used on field work must be registered by the University and used by a trained worker. Remote pilots using drones must document considerations for health and safety issues during drone operations. Before operating any drones for Flinders University purposes (including the use of contractors) the Chief Operating Pilot must be contacted via drones@flinders.edu.au.

Evidence must be supplied to verify risk management aspects such as

- appropriate training / competency has occurred,
- a flight plan,
- a job safety analysis, (and a risk control form where identified) and,
- where relevant, Flinders University induction and [contractor registration](#) for contractors.

For further information and requirements when using drones, please visit the [Drone Safety](#) page.

10.3 Chemicals on field trips

Staff and students must make sure that all chemicals used on field trips are transported, stored, used and disposed in a safe manner. Only minimum amounts of the chemicals required should be taken, diluted ready for use and must make sure that Dangerous Goods transport laws are adhered to. This may require extra care, instruction and/ or training to use bunding, PPE, signage as applicable and how to handle the chemical.

This information must be included in the field trip risk assessment and Safe Work Procedures (SWP) for using the chemicals (see Section 7, Field Trip Procedures).

A Safety Data Sheet (SDS) for the Chemical must be carried or accessible at all times.

For further information about Hazardous Chemicals please refer to the [Hazardous Chemicals Procedures](#). For SDS information, please refer to [ChemWatch](#).

10.4 Vehicles

Where possible, University or hired vehicles should be used for the transportation of staff and students on field trips. The use of a University vehicle or hire vehicle should always be seen as the first choice.

Details of all vehicles used on field trips must be recorded on the Vehicle tab within the online [FlinSafe Field Trips system](#) (see Section 6, Field Trip Procedures), which will be available to the University Nominated Contact Person(s).

If vehicles are updated after approval is given, then this must be communicated to the University Nominated Contact person(s) and Field Trip Leader supervisor.

For further information about Driving and Vehicle Use, refer to the [Driving and Vehicle Procedure](#).

10.4.1 University Vehicles

University Fleet Vehicle bookings: please submit a ServiceOne (Facility Services > Fleet Vehicle booking) request. For College-specific vehicle bookings contact your local College Office. If you are a student, the supervisor may need to submit this on your behalf.

10.4.2 Hire/Lease Vehicles

Hire/Lease vehicles should be roadworthy, registered, insured and driven by a licensed driver. Hire/lease vehicle must be fit for purpose.

10.4.3 Private Vehicles

Private vehicles should be roadworthy, registered, covered by insurance and driven by a licensed driver and only used when there is no reasonable alternative. If a private vehicle is to be used, it must be fit for purpose, i.e. a 4WD if driving off-road.

Use of private vehicles is not covered by University insurance and should therefore be roadworthy, registered and covered by the vehicle owner's insurance. Supervisors should check these and review the [Driver and Vehicle Safety Procedures](#) for further information.

10.4.4 4WD/Off-Road Vehicles and Training

If the field trip includes driving on unsealed roads for prolonged periods, consideration must be given to appropriate vehicles for the trip. Whilst 4WD may not be required on all unsealed roads, the quality of the surface (eg deterioration in wet weather) should be considered.

When field trips involve 4WD/off-road/ beach/ sand driving, the area should consider providing staff with the relevant training to ensure they are competent to manage the vehicles and the conditions.

Supervisors should encourage students who will be regularly undertaking off-road driving as part of the higher degree studies to undertake off-road driving training.

Field trip leaders will need to assess the need for vehicle safety and recovery equipment (i.e. Bull bar, winch, tow rope, jumper leads, shackles, etc) and the need for spare fuel, parts and water.

10.4.5 Bus

When the University hires a bus, a bus with seatbelts should be the first preference. Staff should be aware that there are any additional licensing requirements for buses with more than 12 seats and only driven by licenced individuals.

10.4.6 Quad Bikes

Every year there are fatalities involving quad bikes. These accidents mainly result from rollovers. When quad bikes are used, they must be fitted with roll bars (see Section 12, Field Trip Procedures). Staff and students need to be trained, supervised and provided with appropriate information and personal protective equipment (eg. helmets) to ensure their health and safety while driving quad bikes.

Further information on quad bike safety can be found at <https://www.safeworkaustralia.gov.au/safety-topic/hazards/quadwatch>.

10.4.7 Other Vehicles e.g Tractors

When other vehicles such as tractors, trucks etc. are to be used, field trip leaders must make sure the operator is fully trained and has any appropriate licenses.

For any contractor engaged to use such vehicles, the field trip leader needs to verify the contractor has the appropriate licences / permits to operate the vehicle competently.

10.4.8 Boats

If boats and other water vessels are used on the field trip, approval must be given by the Maritime Safety Officer. See [Boats and boating activities - Flinders University Staff](#)

11.0 OTHER REQUIREMENTS

11.1 Permits / Licenses

The field trip leader is responsible for ensuring that (see Section 18, Field Trip Procedures)

- all relevant licenses have been obtained.
- valid permits are obtained for entry into restricted areas or for public areas where permission is required (including National Parks, council areas, foreshores, jetties, historic shipwrecks, heritage places and similar areas).
- records of permits/approvals/licenses are uploaded into the [FlinSafe Field Trips system](#).

11.2 Insurance

- Flinders University staff **may be** covered for workers compensation under the relevant jurisdiction's workers compensation legislation if they sustain an injury while working in Australia on an approved field trip.
- For further information about insurance for staff, students and volunteers (including overseas travel) please refer to the University Insurance Officer or [University Insurance](#) site.

11.3 Overseas

Where there is field work on overseas travel, the same requirements for documenting and approving a field trip applies. Please note all overseas travel is required to be lodged through the NuTrip travel system. For more information, please refer to [Staff Travel](#) site (staff) and [Student Travel Insurance](#) (students).

11.4 Other government or legislative requirements

Where there are other government or legislative requirements, the field trip leader needs to consider how these impact on the field trip and act accordingly to meet any additional requirements above and beyond the field trip process. This may include the requirements of restrictions due to a pandemic or other such advice from government sites such as [Smartraveller](#).

12.0 OTHER INFORMATION

Web addresses and related documents available for:

- [Field Trip Web page and Procedure](#)
- [FlinSafe Field Trips System \(using Okta\)](#)
- [FlinSafe Field Trips System Information](#) (under User Guides)
- Flinders University Field Trip Risk Assessment ([DOCX](#) | [PDF](#))
- [Field Trip Volunteer Engagement Form](#)

- [Accident or Incident Reporting](#)
- [Boats and Boating Procedure](#)
- [Bushfire Safety](#)
- [Diving and Snorkelling Safety Procedure](#)
- [Diving Manual](#)
- [Diving Forms](#)
- [Driving and Vehicle Procedure](#)
- [Drone Safety](#)
- [Psychosocial hazards in the workplace](#)
- [University Guidelines for Boats and Boating Activities](#)
- [Working in Extreme Heat or Cold](#)