

## Overview

A field trip request is required to be submitted in the WHS FlinSafe system for all field trips run by staff and students of the University. The request must be submitted by the Field Trip Leader (FTL) through the [FlinSafe Field Trips system](#). Approval of the field trip is also required to be completed within the system. Approvers/verifiers may include the FTL's Supervisor, a WHS Trained Person, University Nominated Contact, Alternative Nominated Contact, School Dean and Executive Dean as required.

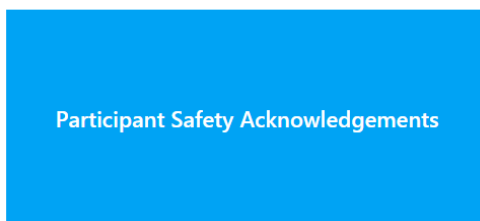
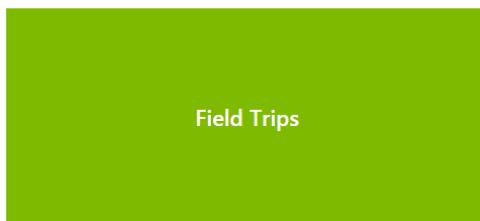
When submitting the field trip the FTL must list all participants who will be required to submit a Participant Safety Acknowledgement (PSA) within the FlinSafe Field Trips system.

The Field Trip Approvers/Verifiers will receive an email with a link to the FlinSafe Field Trips site and details regarding a Field Trip requiring approval/verification.

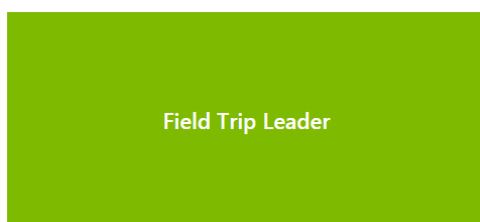
Note: These screens have been designed to be used on both fixed and mobile devices.

## Steps

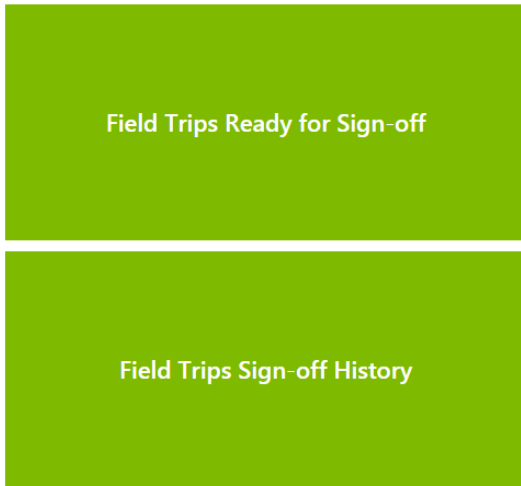
Log into [FlinSafe Field Trips](#) using Okta (may need to also login with your FAN and password).



Select Field Trips



Select Field Trip Approver



Select Field Trips Ready for Sign-off. Field Trips Sign-off History allows review of field trips previously signed off.

## Navigation

1

2

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Date From  Date To

Field Trip Leader Name

Search

| Field Trip Reference ID | Field Trip Title | Field Trip Leader's Name | Start Date          | End Date            |
|-------------------------|------------------|--------------------------|---------------------|---------------------|
| FT000115                | Brighton Beach   | Jennifer Hiscock         | 05/02/2017 08:00 AM | 06/02/2017 10:47 AM |

Referring to the highlighted areas above:

### Section 1

Navigate back to the Home screen, or to the menu options for Field Trips or Field Trip Approvers by clicking on the relevant section.



### Section 2

Log out by pressing the down arrow and selecting Log Out in the dropdown menu.

### Section 3

Select a field trip by clicking on the field trip reference ID.

## Navigating a Field Trip request for approval/verification

James Watson ▾

🏠 Field Trips ▶ Field Trip Approver ▶ Field Trips Ready for Sign-off ▶ FT000115 1

2

1. Summary    2. Participants    3. Itinerary    4. Check-In Contact    5. Vehicles    6. Permits / Licences ▶

Reference Number  
FT000115

Field Trip Title\*

Field Trip Purpose\*

Start Date\*    Start Time\*    Start Location\*

Is end location different to start location?\*   

Is this a multiple instance field trip?\*   

End Date\*    End Time\*    End Location\*

Brief Description\*

Faculty / Portfolio\*    School / Division\*

**Field Trip Leader Details**

Name\*

Mobile Phone\*    Work Phone\*

Sat Phone    Email\*

3

Referring to the highlighted areas above:

### Section 1

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### Section 2

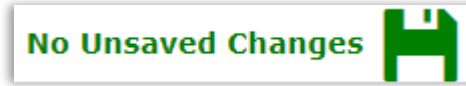
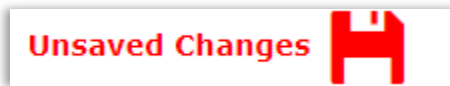
Click on a tab to navigate to that section of the form.

### Section 3

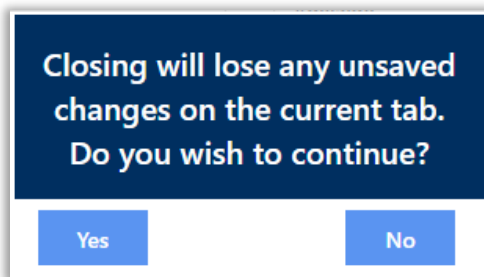
Use the Left arrow (back) or Right arrow (next) buttons to navigate through the tabs of the form. In the Summary tab, select the Print button to print to a PDF or a printer.

Most tabs have mandatory fields which must be completed before the next tab can be displayed, or before the back arrow can be used. Entries will be saved when you progress to the next tab, or go back to previous tab(s).

Closing the tab will cancel the changes you have made in the current tab and then exit the form. Data entered on other tabs will be saved or if the 'Save Changes' button is green.



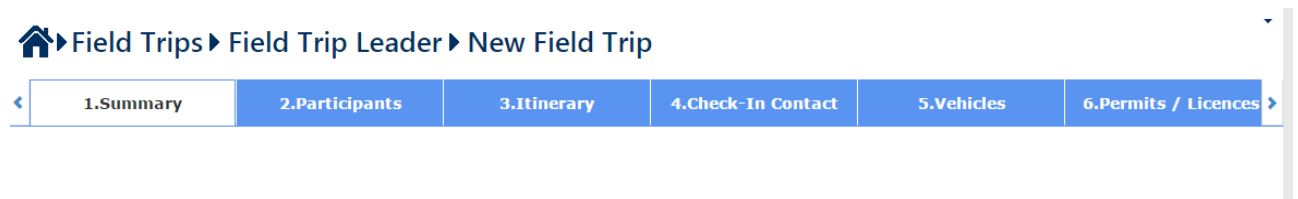
Clicking 'Close' will display this warning.



Selecting Yes to this message will remove any unsaved changes on the current tab.

Similarly, exiting the form by clicking on another menu option using section 1, will cancel changes made to the current tab.

A Field Trip requires the following information completed, as indicated by the tabs across the top of the screen.



Each tab can be displayed, and the details updated if required, before approval/verification on the 'Submit' tab.

## 1. Summary

The Summary tab details the field trip purpose, location, dates, area of the University undertaking the trip, and the Field Trip Leader.

## 2. Participants

Lists staff or students participating in the field trip. As participants update their details, these can be viewed in this tab.

## 3. Itinerary

Details trip destination(s). Each field trip should have at least one destination. This tab also notes number and type of participants.

Destination and emergency contact details can be entered here.

## 4. Check-in Contact

Details nominated contacts, including agreed contact. At least one contact must be entered. A contact log can be created in this tab, which can be updated once the trip commences.

## 5. Vehicles

Details about each vehicle used on the field trip can be recorded.

## 6. Permits / Licences

Details permits or licences required for the Field Trip. This includes Flinders University Ethics approvals.

## 7. Tier 1 and Tier 2 Checklists

Based on the responses to the Tier 1 tab, the system will automatically categorise the field trip as Low risk or Medium / High risk. If the field trip is categorised as Medium / High risk, then the Tier 2 tab will need to be filled out.

Risk assessments are attached on the Risk Attachments tab.

## 8. Risk Assessment Attachments

Only available with a Tier 2 field trip. At least one risk assessment record must be created. Using existing PDF or document templates, a risk assessment must be completed and attached to this record.

## 9. Attachments

Any other attachments may be included on this tab including documents and photos (up to a size of 5MB each).

## 10. Declarations

While visible, the Declarations page will be completed by the Field Trip Leader. An approver can change the selected assignees further along the sign off list, if required.

## 11. Submit the application

Read and agree to any declarations that may be displayed for your sign off as one of the approvers/verifiers.

Enter comments if required and in the 'Sign-off' section select either:

- **Yes** to approve and send to the next approver in the process.
- **No** (Supervisor, School Dean and Executive Dean) – this will reject the application.
- **Request more information** – to send it back to the Field Trip Leader for updating. Comments entered in the section above will be sent to them.

If Yes is selected, your details will be completed in the signature fields.

If you have previously asked for more information, the Field Trip Leader will update the field trip and resubmit. The appropriate action will need to be selected using the options above.

Select Submit to progress the field trip to the next stage of the approval/verification process.

If there are no further workflow steps, the Field Trip Leader is notified that it has been approved or rejected depending on the Sign-off option selected.

## Next Steps

The next approver/verifier in the process will receive an email with a link to the FlinSafe Field Trips system, and details regarding what is required.

The Field Trip Leader will receive an email notification at each step of the Approval process.

Approvers/verifiers in this process are:

- Supervisor
- WHS Trained Person
- University Nominated Contact(s)
- College Dean / Director
- Vice-President and Executive Dean (if required by the College Dean)/Portfolio Head

Approvers/verifiers are able to view field trips they have reviewed in the Field Trip Sign-off History section.