Implementation of a new Work off-campus management system: UQSafe-Field Trip – Communiqué

Background
The purpose of this memo is to provide you with an update of the project to implement a new OHS Work off-campus management system. The new system, known as UQSafe-Field Trip is an additional database module from the providers of UQSafe-Incident and Risk, Pan Software. The new module has been developed in conjunction with Monash and James Cook Universities and is specifically designed for management of University field work/work off-campus activities. UQ acquired the module in 2016 and has been waiting final developmental work from Pan Software, Monash and James Cook prior to piloting here at UQ. UQ OHS managers have been kept appraised of progress over this time.

UQSafe-Field Trip will allow all fieldwork and work off-campus activities to be logged in a centralised system, that will replace a plethora of disconnected manual systems, forms and spreadsheets. It will allow for field trip plans to be centrally maintained and monitored in the event of an emergency or crisis situation.

As with the other UQSafe modules, a small project team has been established and working hard over the last two months to configure the module to UQ specific requirements. The project team consists of Cindy Mossop (HASS), Libby Humphries (QAAFI), Mike Phillips (Boating and Diving Officer), Miller Zivkovic (School of Biological Sciences), Suzanne O’Hagan (QAEHS), Jolene Cooper, Amanda Jones and Jim Carmichael from the OHS Division.

Current status
The project team has already met a number of times and the initial configuration of the system has been determined. As UQSafe-Field Trip runs on the same platform and dashboard set up as the other UQSafe modules, many of the business rules and workflow considerations will be consistent with those already established, ensuring easy interactions between the databases.

UQSafe-Field Trip will appear in all UQ users’ dashboards when they log onto the UQSafe system from early November. From that point, the pilot groups will be requested to log any fieldwork/work off-campus activities in the new system. Manual fieldwork/work off-campus plans and local management systems may continue to be used until January 2018, as advised by your local Safety Manager. From February 2018, all fieldwork/work off-campus activities must be logged through UQSafe-Field Trip.

If you would like to pilot UQSafe-Field Trip and have any queries, please contact the Project Manager – Amanda Jones ohs@uq.edu.au.

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