How to approve a Field trip

Login to UQ Safe

Select field trips from your notification centre

Click the peer review button to request the OHS coordinator reviews the field trip details to provide advice.

Assign peer reviewers to field trip by searching by first or last name and adding

Click on the view/edit button to view field trip details.

Review the details of the field trip.

Scroll through the field trip pages using Next at the top

To review the attached risk assessments for this field trip, click the next to the risk assessment name (this will open new window to UQSafe-Risk)

Scroll through the risk assessment pages using Next at the top

When finished reviewing risk assessment, close the risk assessment window or return to the field trip window.

Click to add note or click to attach a file to field trip if needed.
Click to return to the field trip homepage.

Click in the Commands column to the right if you approve the field trip and enter any comments or feedback in the pop up box and click approve.

Click in the Commands column to the right if you reject the field trip.

Enter reasons for rejection in pop up box and click reject.

A rejection notification will be sent to the field trip author.

For technical assistance and support please phone ITS Help Desk on (07) 336 56000 or log a job via the self-service portal: