OHS Field trip Module Guide

Creating a Field Trip

Home page/dashboard

Field trip main icons

- **New**
- **Filter**
- **View/edit field trip**
- **Peer review**
- **Review notes**
- **View Communications Plan**
- **Clone (copy) field trip**
- **Leave**
Enter field trip name and description

Select most appropriate field trip type

Enter field trip dates.

Enter supervisor details and click search to select from list

Enter supervisor email and phone number (or check that details are correct if automatically entered).

Select communications person and enter email and phone number (or check that contact details are correct if automatically entered).
• Note: Communications person is not attending the field trip, but is the contact person remaining at the workplace.

Please Respond

☐ I have spoken to the nominated Communication Person and we have agreed on the Communications Plan for this Field Trip.

Click the statement to confirm the nominated communication person is aware of and agrees to the communication plan for the field trip.

Click at the top

Activity Groups

☐ Off-campus marine activity
☐ Off-campus terrestrial activity
☐ Travel to off-campus location

Select the types of activities that will be undertaken during the field trip or work off campus.

A corresponding list of activities will appear in the Activities box to the left.

Activities

☐ Isolation
☐ Manual handling of large or heavy items
☐ Other remote/rural activity
☐ Other travel to off-campus location
☐ Quad biking
☐ Road travel to off-campus location
☐ Sampling (including deploy/retrieve sampling device)
☐ Use of drones or UAVs
☐ Working at altitude

Select all the activities that will occur as part of the field trip.

Click if you have an existing risk assessment for this field trip.

Click if you do not yet have a risk assessment for this field trip and need to create one now.

Find existing risk assessment

Enter Risk Number or Assessment name and click Search risk assessment or click search risk assessment to search all risk assessments (probably not a sustainable option)
Select risk assessment(s) from the list

☐ QAEHS - Dummy Field Trip
Create new risk assessment

Click [Create Risk Assessment] to open new window to UQSafe-Risk.
Refer to OHS Risk Assessment guide to assistance in preparing risk assessment(s) associated with fieldwork.
Once risk assessment is completed, submit to supervisor.

Return to field trip window and click [Find Risk Assessment] to search for the risk assessment(s) you created.
*Note: The new risk assessment(s) will not appear in the list until approved by your supervisor.

Attach risk assessment(s)

Enter Risk Number or Assessment name and click Search risk assessment or click search risk assessment to search all risk assessments (probably not a sustainable option)
Select risk assessment(s) from the list

Click the tick box to confirm the field trip leader has read the relevant field trip risk assessments and will ensure controls are in place and all participants aware of the risk.

Click [Next] at the top

Search and select field trip leader
And enter emergency contact details for the field trip leader

Click [Add a First Aider] and search staff by clicking [Search First Aider]
Enter first aider contact details and emergency contact details.

Click [Add a First Aider] if you need multiple first aid officers

Click [Add a Person] for each field trip participant
Search participant names and enter contact details for each participant
Or you can add a class using the button on the top if your field trip involves bringing a class of students to conduct field work. You can also use this function to upload a list of participants who are not in the UQ active directory.

Assign activities to each participant.

Click and select which activities each participant will perform

Click at the top

Enter start location details and end location details

If the field trip has multiple destinations or stops, click at the bottom and enter start and first destination details, then each leg of the trip thereafter.
Enter Non-contact response

- Note: Non-contact response is a Field or destination-based person who can contact UQ if the field trip team does not arrive or does not make contact

Repeat for each destination or stop on the field trip.
Add vehicle, attachments and/or notes.

**Please Respond**

- [ ] Emergency Plan has been attached.

Tick the box to confirm that an emergency plan has been attached.

Click **Next** at the top

Click **Submit** to submit to your supervisor.

If your supervisor rejects your field trip, address their notes and make required changes.

If your supervisor approves your field trip, a yellow square will appear in the column next to the field trip reference number and it will say approved in the status column.

<table>
<thead>
<tr>
<th>Ref.</th>
<th>Type</th>
<th>Departure Date</th>
<th>Return Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>International - Remote/Isolated</td>
<td>14/07/2017</td>
<td>20/07/2017</td>
<td>Approved</td>
</tr>
</tbody>
</table>

When you are departing for your field trip, click the leave button in the commands column in the field trip register.

When you return after your field trip, click the return button.

Note: you can only use the leave and return functions once the field trip has been approved.

Optional- maybe just for website?

Trouble shooting-FAQ

Can’t find your field trip?
Select the best tab along the top of the field trip register

<table>
<thead>
<tr>
<th>Field Trips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
</tr>
<tr>
<td>My Drafts</td>
</tr>
<tr>
<td>All</td>
</tr>
<tr>
<td>Archived</td>
</tr>
<tr>
<td>My Peer Reviews</td>
</tr>
</tbody>
</table>

Select “My drafts” if your field trip is in draft form.
Select “All” to see the full list of field trips you have created or have been entered for your organisational unit/work group.
Select “My peer reviews” if you are invited to peer review a field trip.

For technical assistance and support please phone ITS Help Desk on (07) 336 56000 or log a job via the self-service portal:
https://servicedesk.its.uq.edu.au/ServiceDesk.bridgeit/#/logon