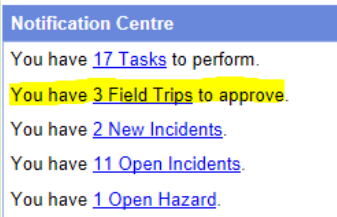




APPROVING A FIELD TRIP

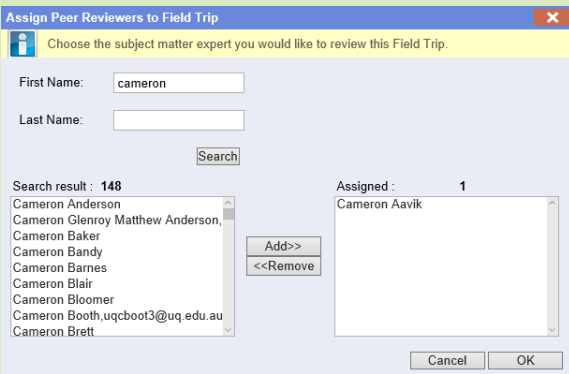
1. Login to UQ Safe and select **Field Trips** from your notification centre.



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



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



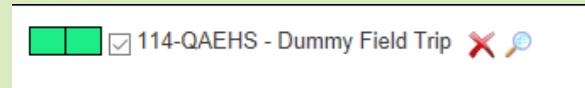
4. Click on the **view/edit** button to view field trip details. Review the details of the field trip.



5. Scroll through the field trip pages using **NEXT** at the top.



6. Review the attached risk assessments for this field trip. Click **SEARCH** next to the risk assessment name (this will open new window to UQ Safe-Risk)



7. 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.



8. Click **NOTE** to add note



and/or

Click to **ATTACH** a file to field trip if needed.



9. Click **BACK** to return to the field trip homepage.

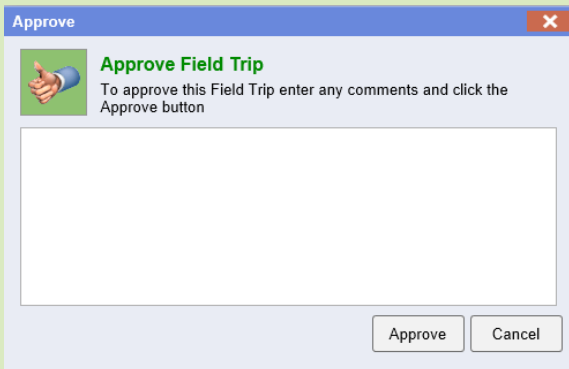


TO APPROVE



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

Enter any **comments or feedback** in the pop up box and click approve.

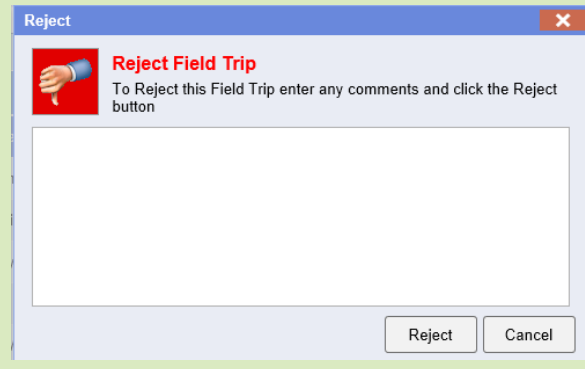


TO REJECT



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:

<https://servicedesk.its.uq.edu.au/ServiceDesk.bridgett#/logon>