 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

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.

TO REJECT
Click in the Commands column to the right if you reject the 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