



CREATING A FIELD TRIP

Home page/dashboard

Back New Filter Refresh Print Export Help

Field Trip Register

Field Trips
Active
My Drafts
All
Archived
My Peer Reviews
Show me 20 items per page

Ref. #	Type	Departure Date	Return Date	Status	Field Trip Leader	Destination	Risk Assessment		Commands			
							Current	Residual				
19	Domestic - Urban	1/11/2017	1/11/2017	New	Monica Aarre-Nilsen	Brisbane	Low	Low				
18	International - Maritime	14/11/2017	28/11/2017	New	Michael Phillips	Oz	Low	Low				
16	International - Remote/isolated	13/10/2017	16/10/2017	New	Muhammad Amir	adelaide	Low	Low				
13	International - Urban	29/09/2017	30/09/2017	New	Employee TEST	kabul	Low	Low				
12	International - Remote/isolated	1/08/2017	4/08/2017	New		Charters Towers	High	Low				
10	Domestic - Remote/isolated	20/07/2017	31/08/2017	Approved	Miller Miodrag Zivkovic	Thai Land	Low	Low				
8	Domestic - Urban	4/07/2017	5/07/2017	New		t	Low	Low				
7	Domestic - Remote/isolated	7/07/2017	14/07/2017	Approved		nowhere	High	Low				
5	Domestic - Remote/isolated	23/07/2017	12/08/2017	Approved		Maldives	Moderate	Low				
4	International - Remote/isolated	14/07/2017	20/07/2017	New		maleny	High	Low				
3	International - Remote/isolated	14/07/2017	20/07/2017	Approved	Cameron Aavik	beerwah	High	Low				
2	Domestic - Remote/isolated	7/07/2017	10/07/2017	New		nowhere	Moderate	Low				

New
 Produce a new field trip

Filter
 Filter the existing field trips to find the one you want

View/edit
 field trip

Peer review

Review notes

View Communications Plan

Clone (copy) field trip

Leave

Field Trip

1. Enter field trip name and description:

Field Trip Description

Field Trip Name

+

Field Trip Description

2. Select most appropriate field trip type:

Field Trip Type

Domestic - Urban
 International - Remote/isolated
 Domestic - Remote/isolated
 Domestic - Maritime
 International - Urban
 International - Maritime

3. Enter field trip dates:

Field Trip Dates

Proposed date of departure:

+

Proposed date of return:

Supervisor

1. Enter supervisor details and click search to select from list.

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

3. Select communications person and enter email and phone number (or check 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.*

Name	Title	Login Name	Employee ID	Location
supervisor TEST		super@uq		Head Office

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

Please Respond

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

5. Click **NEXT** at the top:



Activities

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

2. A corresponding list of activities will appear in the Activities box to the left. **Select all the activities** that will occur as part of the field trip.

Risk Assessment

Find Risk Assessment

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

2. Enter **Risk Number** or **Assessment name** and click **Search risk assessment** (or click search risk assessment to search all risk assessments, but this is probably not a sustainable option).

3. **Select** the risk assessment(s) from the list.

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

Please Respond

The Field Trip Leader has read and understood each Risk Assessment and will ensure control measures are in place and all participants are aware of the risk.

5. Click **NEXT** at the top:



Create Risk Assessment

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

2. Opens new window to *UQSafe - Risk*.

3. Refer to *OHS Risk Assessment Guide* to assistance in preparing risk assessment(s) associated with fieldwork.

4. Once risk assessment is completed, submit to supervisor.

5. Return to **Find Risk Assessment** to find the risk assessment(s) you have created.


Note: The new risk assessment(s) will not appear in the list until approved by your supervisor.

Participants

FIELD TRIP LEADER


1. Search and select a **field trip leader**
2. Enter **emergency contact details** for the field trip leader

Field Trip Leader

	Name Monica Aarre-Nilsen	Email s4373535@student.uq.edu.au	Phone Number 3366 7777
	Emergency Contact Bob Nilsen	Contact Number 3388 8888	


FIRST AIDER(S)

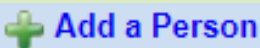


1. Click **Add a First Aider**
2. Search by clicking 
3. Repeat if you need **multiple** First Aiders

OTHER PARTICIPANTS


Participants

Name	Email	Phone Number	Emergency Contact	Contact Number	Activities
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



OR



1. Click **Add a Person** for each field trip participant and **search** for participant names and enter contact details for each participant.
2. **Assign activities** to each participant.
*(Note: you can only assign activities if participants are uploaded individually rather than by **Add Class**).*
3. **Search for Activities** by clicking 
4. **Select Activities** each participant will perform

1. Click **Add a Class** 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 person

- Apply selected activities to all participants
- Travel to off-campus location-Boat/Ferry to off campus location
 - Travel to off-campus location-Flight to off-campus location
 - Travel to off-campus location-Road travel to off-campus location
 - Off-campus marine activity-Snorkling - research

Click **NEXT** at the top:



Destination

1. Enter start location details and end location details.

Add

If the field trip has **multiple destinations or stops**, click **Add** at the bottom and enter start and first destination details, then each leg of the trip thereafter

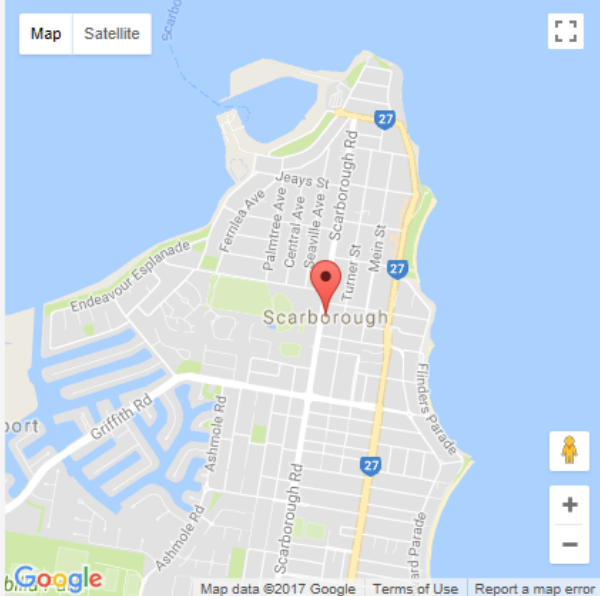
Add Location Details ✕

Location Search By

Address Coordinates

Location

Closest matching address



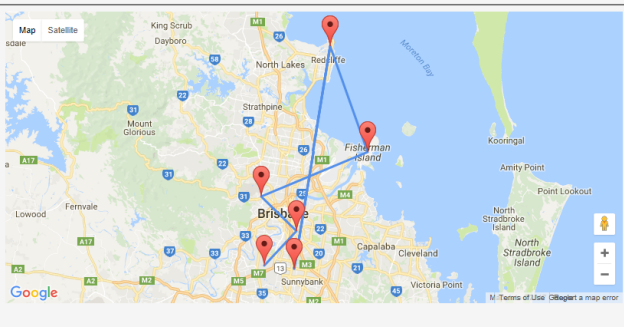
Latitude

Longitude

2. Enter Non- contact response. Repeat for each destination or stop on the field trip.

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

Event Map



Journey Details

Field Trip Details

Date:

Start Location:

Highest Risk Activity:

End Location:

Reporting Details

Reporting Method:

Report in Time: Australian Eastern Standard Time (AEST)

Report To:

Frequency:

Non-Contact Response

Field Contact Name:

In-Field Contact Number:

Add Clear

Date	Start Location	Highest Risk Activity	End Location	Reporting Method	Report in Time	Report To	Frequency	Field Contact Name	In-Field Contact	
01/11/2017	University of Queensland, 39 Kessels Rd, Coopers Plains QLD 4108, Australia		Scarborough QLD 4020, Australia	SMS	09:00	Luke Aaron	End of Activity	Bob Loblaw	9999 9999	✍
01/11/2017	Scarborough QLD 4020, Australia	Sampling (including deploy/retrieve sampling device)	Fisherman Island, Port of Brisbane QLD 4178, Australia	SMS	10:30	Luke Aaron	End of Activity	Vicki McNabb	8888 8888	✍
01/11/2017	Fisherman Island, Port of Brisbane QLD 4178, Australia	Sampling (including deploy/retrieve sampling device)	Breakfast Creek, Queensland, Australia	SMS	11:30	Luke Aaron	Hourly	Vicki McNabb	8888 8888	✍
01/11/2017	Breakfast Creek, Queensland, Australia	Sampling (including deploy/retrieve sampling device)	Norman Creek, Queensland, Australia	SMS	12:30	Luke Aaron	Hourly	Vicki McNabb	8888 8888	✍
01/11/2017	Norman Creek, Queensland, Australia	Sampling (including deploy/retrieve sampling device)	Oxley Creek, Queensland, Australia	SMS	13:00	Luke Aaron	Hourly	Vicki McNabb	8888 8888	✍✕

3. Click **NEXT** at the top:



Conclusion

1. Add **vehicle, attachments** and/or **notes**.

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

Please Respond



Emergency Plan has been attached.

3. Click **NEXT** at the top:



4. Click **SUBMIT** to your supervisor.



5. 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.

Ref.		Type	Departure Date	Return Date	Status ▲
3		International - Remote/isolated	14/07/2017	20/07/2017	Approved

6. When you are departing for your field trip, click the **LEAVE** button in the commands column in the fieldtrip register.



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

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



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.bridgetit#/logon>