CREATING A FIELD TRIP

Home page/dashboard

1. Enter field trip name and 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: 

Produced by UQSafe
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.

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

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 controls are in place and all participants aware of the risk.

5. Click NEXT at the top:
Participants

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

FIRST AIDER(S)
1. Click Add a First Aider
2. Search by clicking
3. Repeat if you need multiple First Aiders

OTHER PARTICIPANTS
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

Add Class
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.

Click NEXT at the top:

Next
1. Enter start location details and end location details.

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.

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.

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.

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.

<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>

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.bridgeit#/logon