

# FIELD TRIP GUIDELINES



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## Contents

1.0 INTRODUCTION .....	3
2.0 WHAT IS A FIELD TRIP? .....	3
3.0 APPROVAL REQUIREMENTS .....	4
4.0 RESPONSIBILITIES .....	4
4.1 Vice-Presidents and Executive Deans of College/Portfolio Heads .....	4
4.2 College Deans/Portfolio Directors .....	4
4.3 Field Trip Leaders .....	5
4.4 Field Trip Leader's Supervisor .....	6
4.6 University Nominated Contact Person(s) .....	6
4.7 Overdue or Failure to Check-in Procedure .....	7
4.8 Participants .....	7
4.9 Volunteers and visitors .....	8
4.10 Children on field trips .....	8
5.0 PLANNING .....	8
6.0 FLINSAFE FORMS and RECORDS .....	8
6.1 Field Trip Summary Tab/Section .....	8
6.2. Field Trip Participant Safety Acknowledgement Form .....	8
6.3 Field Trip Itinerary Tab/Section .....	9
6.4 Check-In Contact Tab/Section (where relevant) .....	9
6.5 Field Trip Vehicles Tab/Section .....	9
6.6 Field Trip Permits and Licences Tab/Section (where relevant) .....	9
6.7 Field Trip Checklist Tab/Section .....	10
6.8 Risk Assessments and Safe Work Procedures (SWPs) .....	10
6.9 Declaration Section .....	10
7.0 APPROVAL PROCESS .....	11
7.1 Process Flow Chart .....	12
8.0 EMERGENCY REPORTING PROCEDURES .....	13
8.1 Reporting minor accidents/incidents or near misses .....	13
8.2 Reporting serious accidents, a fatality, a dangerous occurrence or notifiable incident .....	13
8.3 Post Accident/Incident .....	13
9.0 EQUIPMENT .....	14
9.1 Safety Equipment .....	14
9.2 First Aid .....	14
9.3 Communication .....	14
9.4 Tools and Equipment .....	14
9.5 Chemicals used on Field trips .....	15
9.6 University vehicles .....	15
9.7 Hire/Lease vehicles .....	15

9.8 Private vehicles .....	15
9.9 4WD/Off-Road Vehicles and Training .....	16
9.10 Bus .....	16
9.11 Quad Bikes .....	16
9.12 Other vehicles e.g. tractors .....	16
10.0 OTHER REQUIREMENTS .....	16
10.1 Permits/Licenses .....	16
10.2 Insurance .....	16
10.3 Disciplinary Action .....	17
10.4 Working Alone .....	17
10.5 Overseas .....	17
10.6 Working with other organisations and shared duties as a PCBU .....	17
11.0 OTHER INFORMATION .....	17

## 1.0 INTRODUCTION

These guidelines apply to all University field trips, including staff and student field trips which are part of research, a University course, or in any situation where University equipment, vehicles or vessels are used in field activities.

The procedures establish responsibilities and action required to manage the risks to health and safety associated with field trips, in accordance with legislative requirements and the University's Work Health and Safety Policy.

The purpose of this manual is to ensure:

- staff and students undertaking off-campus field trips have appropriate training, are aware of the potential hazards involved in the field activities and follow established field trip procedures and guidelines.
- academic staff who are supervising students or volunteers undertaking field trips understand their responsibilities and the risks involved in the field trip.
- Everyone is aware they should use the online [FlinSafe Field Trips system](#) to record and lodge their field trip applications.

## 2.0 WHAT IS A FIELD TRIP?

Field activities and field trips are any work/research/study/activity undertaken by workers, students, volunteers or visitors, at any off-campus, urban, rural or remote location.

Field trips include off-site activities such as (but not limited to):

- visits to places of biological, physical, cultural or environmental scientific interest
- visits to remote communities
- aquatic activities
- outdoor education camps and excursions
- activities at archaeological sites, including excavations
- diving and/or boating
- bushwalking
- camping
- rock climbing
- capture or sampling of flora and fauna
- film shoots
- dramatic performances
- other off-campus activities, which may or may not involve overnight stays.

Where any boating or diving activities are also involved, you must also refer to:

- [University Boating Procedures](#) and/or
- [University Diving Policy and University Diving Manual](#)

**Field trips do NOT include:**

- inter-campus travel
- meetings off-site

- attendance at conferences, trade fairs
- work experience placements
- journeys undertaken with the purpose of the supervision of students on placement or other work experience
- off-site supervision of students on work placement
- students on work placement – (Work Integrated Learning (WIL)) as long as the requirements of the WIL program have been implemented. For more information see [https://www.flinders.edu.au/teaching/teaching-strategies/work-integrated-learning/work-integrated-learning\\_home.cfm](https://www.flinders.edu.au/teaching/teaching-strategies/work-integrated-learning/work-integrated-learning_home.cfm)

Field trips are classified as either Tier 1 or Tier 2:

#### **Tier 1**

Applies only when the trip is in the metropolitan area and only involves simple low risk tasks. This will let the Field Trip Leader complete the Tier 1 checklist with some key questions that allow completion of a simple risk assessment.

Note: Just because the field trip is in the metropolitan area does not automatically mean it is a low risk trip. You must assess communication, ease of access by emergency services, location and tasks on the Tier 1 tab of the online [FlinSafe Field Trips system](#).

Tier 1 does not apply to interstate or overseas metropolitan field trips. See Tier 2.

#### **Tier 2**

Includes (but not limited to) the following field trips:

- rural, remote, overseas or interstate locations (where it is difficult to provide or organise for emergency services to attend).
- which involve activities such as diving, boating, climbing, bushwalking, working with animals or where there is work with some tools (these would be considered as medium to high risk activities).

### **3.0 APPROVAL REQUIREMENTS**

**Prior to a field trip starting**, it must be approved by the field trip leader's supervisor/manager, the relevant College Dean/Portfolio Director and, depending on the complexity and risk level of the field trip, other relevant approvers/verifiers.

### **4.0 RESPONSIBILITIES**

#### **4.1 Vice-Presidents and Executive Deans of College/Portfolio Heads**

In Colleges/Portfolios where field trips and associated activities take place, Vice-Presidents and Executive Deans of College/Portfolio Heads are responsible for ensuring the requirements of the University Field Trip Guidelines are implemented and complied with.

#### **4.2 College Deans/Portfolio Directors**

Responsible and accountable for field trip activities in their College/area of responsibility. This includes:

- reviewing and being satisfied that the risk control measures reduce the risk as low as reasonably practicable.
- signing off on field trip documentation, after it has been completed by the field trip leader and prior to commencement of the field trip.
- ensuring adequate resources are maintained to support safe field activities.

- ensuring that field trip documents are kept in accordance with the requirements set out in these guidelines.

### 4.3 Field Trip Leaders

Field Trip Leaders are responsible for

- ensuring that adequate consideration has been given to any health and safety issues that may arise during any field trip;
- providing appropriate guidance and supervision and ensuring it is maintained for the duration of the field trip, including during free time;
- ensuring that adequate resources are provided for the trip;
- ensuring that they have prepared for any emergencies that may arise;
- providing adequate information to participants and volunteers to ensure that they are not exposed to unsafe conditions or risks to their health. This information must include:
  - pre-departure briefing sessions to reinforce written information and to answer questions
  - essential personal equipment required, including protective clothing, supplies and personal medication
  - rules about remaining with the group, smoking, alcohol and drugs and general behaviour. Each participant in a field trip must ensure that he or she is not, by consumption of alcohol or other drugs, so as to be in such a state as to endanger his or her own safety or the safety of any other person on the field trip. Refer to [University Student Bylaws](#), Academic Discipline, Discipline policy and procedures for professional staff, WHS Policy
  - field trip details.
- ensuring that all relevant details for the field trips record in the online [FlinSafe Field Trips system](#) have been completed and approval obtained **before** the field trip commences, including:
  - Field Trip Summary
  - Field Trip Participant Safety Acknowledgement (from each participant).
  - Field Trip Itinerary
  - Field Trip Vehicle information (including University, hire/lease or private where applicable)
  - Field Trip Check-In Contact form (where applicable).
  - Field Trip Tier 1/Tier 2 Checklist
  - Risk Assessment
  - Safe Work Procedures (SWPs) for tools equipment and/or procedures to be undertaken
  - Field Trip Declaration (acknowledging completeness of field trip details before submitting for approval)
- ensuring that a University Nominated Contact Person(s) has been identified and assigned to the Field Trip record for access to field trip information
- ensuring that all field trip participants and volunteers understand that if the field trip team does not check in or return by designated time(s), the Nominated Contact Person will initiate the *overdue or failure to check-in procedure* as set out below in 4.7.

- submitting a field trip application on the online [FlinSafe Field Trips system](#) (including any supporting documents as attachments) to the relevant College/Portfolio approvers for approval prior to departure. This needs to be **at least 3 business days** prior to commencement of the field trip.

#### 4.4 Field Trip Leader's Supervisor

The Field Trip Leader's Supervisor is responsible for the initial review of the field trip information and approval of the field trip. The supervisor must be satisfied that all health and safety aspects of the field trip have been considered and completed before signing off.

#### 4.5 Field Trip Verifier

For Tier 1 field trips, the Field Trip Verifier is only informed of the field trip once the field trip is signed off by the College Dean/Portfolio Director for their information.

For Tier 2 field trips, the Field Trip Verifier is part of the process and verifies that the field trip risk assessment and relevant documentation is provided and complete. The Field Trip Verifier must understand the risk assessment process but does not need to be in a specific WHS role (e.g. WHS Officer).

Where Boating and Diving activities are involved the Field Trip Verifier will notify the Maritime Officer who will ensure that relevant boating and diving information has been completed, approved and attached.

#### 4.6 University Nominated Contact Person(s)

The Nominated Contact Person(s) must be a member of University staff. The Nominated Contact Person(s) is responsible for being aware of the details of the field trip for which they have been nominated as the contact person and for ensuring they have access to field trip information in the [FlinSafe Field Trips system](#) including:

- departure and arrival times
- destination and duration of field trip
- number of persons on the trip and all emergency contact details for those on the trip
- details of vehicles on the field trip
- expected means and intervals of check-in (e.g. if this will be via a phone call/ text or SPOT Satellite Tracker message).
- the agreed time allowed to elapse from organised return/check in times before *Failure to Check-in Procedure* is initiated (must be recorded on Check-In Contact tab in the FlinSafe Field Trips system).

Everyone must understand that if the field trip team does not check in or return by the designated time, the Nominated Contact Person(s) must initiate the *overdue or failure to check-in procedure* as set out below.

Note: if a member of the field trip group is going to have different arrival/departure time, the Check-In Contact log should reflect this with comments included in the [FlinSafe Field Trips system](#). If this is updated after approval is received, the updated contact details must be communicated to the Nominated Contact Person(s).

## 4.7 Overdue or Failure to Check-in Procedure

If the staff/students are not back on campus by the designated time or do not check in as has been arranged, the Nominated Contact Person at the University will proceed as follows:

- phone the field trip leader to ascertain field trip status
- phone other participants if the leader is not contactable
- phone University Security (on 8201 2880, available 24 hrs. a day) and confirm no calls have been received
- check for returned gear if participants/leader are not contactable. Check for return of University vehicle.
- call emergency services such as the police station in the field trip area, coastguard, park ranger, land owner, etc.
- advise the College Dean/Portfolio Director and the Associate Director, WHS
- the College Dean/ Portfolio Director should advise the Vice-President and Executive Dean of College /Portfolio Head and the Emergency Control Coordinator (Head of Security)
- if an accident has occurred, arrange for the appropriate emergency service(s) to attend.

See section 8 of this document for reporting accident/incident procedures.

Note that participants with different arrival/departure times (ie those joining or leaving the field trip early/late) must be included in the check-in arrangements.

## 4.8 Participants

Participants must take responsibility for their own safety and the safety of those around them. They are expected to follow all University policies and procedures and complete the necessary forms. They must attend any designated information sessions and/or training and provide all required equipment (e.g. enclosed shoes, hats) as instructed.

Participants must be a paid staff member or an enrolled student of an educational institution or external organisation.

Participants **MUST** complete all relevant forms including the *Field Trip Participant Safety Acknowledgement Form* by the **date set** by the Field Trip Leader.

Failure to provide adequate information such as relevant medical conditions or emergency contact details will result in the participants not being able to attend the field trip.

The personal emergency contact details will be included in the field trip documentation and should be available on the field trip. The individual(s) nominated by each person should not be on the same field trip.

Participants should also be mindful not to place their or the University, other educational institution or external organisation's reputation at risk and in some instances additional behavioural requirements may need to be considered when:

- working around sites of cultural significance

- dry zones
- heritage sites
- sites of religious importance

Participants under the age of 18 must have their participant safety acknowledgement form signed by their parent or guardian before the field trip commences.

#### **4.9 Volunteers and visitors**

Volunteers and visitors may take part in University field trips. A volunteer is a person whose participation in the field trip is not related to their paid work or student/course requirements.

All volunteers must fill in the [volunteer engagement form](#).

Volunteers and visitors participating in field trips have the same rights and obligations as staff and students to contribute to the provision of a safe environment and to abide by policies, procedures and rules pertaining to the field trip. They are also entitled to the same information as participants, where it is required to undertake their duties/tasks safely and to maintain their health and safety on the field trip.

#### **4.10 Children on field trips**

Requests for children to accompany a parent/carer on a field trip must be made in advance and in writing and must be submitted to the relevant College Dean/Portfolio Director for approval. Requests must include any known health issues associated with the child, a plan to manage any health and safety risks, and must be supported by the field trip leader. Parents/carers must satisfy the College Dean/Portfolio Director that they can account for supervision, safety and emergency care at all times.

### **5.0 PLANNING**

It is essential to complete required details in the [FlinSafe Field Trip system](#) and have the field trip approved, **before** undertaking the field trip.

**Allow time to get authorisation completed by Supervisor and College Dean/Portfolio Director, and other approvers depending on the complexity of the field trip.**

The Field Trip must not be undertaken if relevant documentation has not be completed and approved.

### **6.0 FLINSAFE FORMS and RECORDS**

FlinSafe Field Trip records are accessible by all of the applicable approving/verifying roles including Field Trip Leader's Supervisor, University Nominated Contact Person(s), WHS Trained Person, College Dean/Portfolio Director and College Vice-President and Executive Dean/Portfolio Head. Each approval/verification will generate a notification back to the Field Trip Leader. While the field trip information is kept centrally on FlinSafe and accessible to the approvers/verifiers, the information can be printed to PDF or paper as required.

#### **6.1 Field Trip Summary Tab/Section**

The Field Trip Summary tab/section provides the key details about the field trip including the field trip leader, field trip details and purpose, duration (start and end date) and whether the field trip is multi-instance. Multi-instance means the same field trip, with the same risk and details being repeated over a period of time. This means one field trip record can be used for the duration of each trip instance, provided the details and risk remain the same. If these differ, another field trip should be created.

#### **6.2. Field Trip Participant Safety Acknowledgement Form**

The Field Trip Leader needs to be aware of their responsibilities for participants on a field trip.

All participants are required to complete the Field Trip Participant Safety Acknowledgement form on the [FlinSafe Field Trips system](#).

If they have a Flinders FAN and are listed on the FlinSafe Field Trip system for the field trip in which they are to participate, they will be sent an email and link to allow them to complete their details in the Field Trip Participant Safety Acknowledgement form within the FlinSafe Field Trips system. They then submit it electronically to the Field Trip Leader using the online FlinSafe Field Trips system prior to the nominated date – see 4.8

Volunteers (who do not have a Flinders FAN) and students under 18 years (where the parent or carer needs to co-sign the form) need to complete their details in the paper version and the Field Trip Leader needs to upload the documents into the [FlinSafe Field Trips system](#).

All approvers/verifiers of the field trip are able to see the participant safety acknowledgement forms once the field trip is submitted for sign off.

For repeated or multi-instance field trips with the same purpose, location and risk level, the *Field Trip Participant Safety Acknowledgement Form* will remain valid for the duration of the repeated field trip activity. For example, this would apply to research projects requiring observations or experiments once a month for six months. Participants and volunteers will be required to confirm their details are still current.

### **6.3 Field Trip Itinerary Tab/Section**

The Field Trip Itinerary tab/section provides the necessary contact numbers, accommodation details and emergency services numbers and must be completed for every field trip.

Note: Field trips which are a repeat of previous trips by the same field trip leader may use previous forms. Field Trip Leaders copying one of their previous field trips **must** update the record as required to ensure details are current and they will need to fill in the Tier 1 and 2 checklist, any risk assessment details and the Declaration tab.

If a member of the field trip group is going to have different arrival/departure times or plans (eg if carrying a different contact device, flying to a location when others are driving etc), a separate entry on the Check-In Contact tab/section must be completed. A separate destination entry on the Itinerary tab/section must also be completed, with the number of staff, students and volunteers/visitors. If this is updated post-approval, this information must be communicated to the Nominated Contact Person(s).

### **6.4 Check-In Contact Tab/Section (where relevant)**

When the field trip involves high risk and/or remote locations, staff/students in isolation or working in the field over an extended period of time, some form of check-in must occur.

This can be by a range of communication options including mobile phone, satellite phone or other means such as SPOT satellite tracking technology. These arrangements should be recorded on the Check-In Contact tab/section. If an update to the Check-In Contact tab/section occurs post-approval, this new information must be communicated to the University Nominated Contact Person(s).

Remote or high risk location/activity field trips should have more frequent check-in times (e.g. twice a day) preferably during office hours.

University Security should only be used when there are no alternatives or as an emergency.

### **6.5 Field Trip Vehicles Tab/Section**

This tab should be completed by the Field Trip Leader.

Note that all private vehicles, trailers, boats or caravans used on a field trip must have the details recorded and there must be confirmation that they are comprehensively insured.

### **6.6 Field Trip Permits and Licences Tab/Section (where relevant)**

This tab should be completed by the Field Trip Leader.

The Field Trip Permits and Licences tab/section enables the Field Trip Leader to enter in the details of any permits and licences they may need while on the field trip.

## 6.7 Field Trip Checklist Tab/Section

The Field Trip Checklist tab/section enables the Field Trip Leader to make sure that everything is organized before the field trip commences.

This checklist has 2 levels – Tier 1 and Tier 2 field trips.

For Tier 2 field trips, the full checklist must be completed and a risk assessment undertaken. The Tier 2 tab in the online [FlinSafe Field Trips](#) system contains the checklist questions to be answered.

The risk assessment must include at all aspects of the field work including travel, emergency access, accommodation, processes and tools and must be attached to the Risk Assessment Attachments tab in the online [FlinSafe Field Trips](#) system.

Field Trip approvers will be able to see the field trip details, including the Tier 1 and 2 checklists and risk assessment documents within the online [FlinSafe Field Trips](#) system.

## 6.8 Risk Assessments and Safe Work Procedures (SWPs)

For each field trip, Field Trip Leaders must

- identify the hazards
- assess the health and safety risks of those hazards
- implement risk controls to eliminate or minimise the risks

This process must include all aspects of the field trip including travel, accommodation and activities to be undertaken.

Do this as follows:

**Tier 1** – complete the six-question checklist on Tier 1 tab in the FlinSafe Field Trips system

**Tier 2** – complete Tier 1 and 2 tabs and the *Field Trip Risk Assessment* form in the FlinSafe Field Trips system

A risk assessment must be undertaken, and any Safe Work Procedures (SWPs) for use of equipment, hazardous chemicals or processes during the field trips must also be provided and attached.

Field Trip Leaders must establish contingency plans for handling emergencies during a field trip which, for example, may include the evacuation of injured participant/s to medical aid.

Note – any field trips that involve [boating](#) or [diving](#) must complete the appropriate documents relating to those activities.

Documents can be attached on the Attachments tab of the field trip record in the online [FlinSafe Field Trips](#) system. Attachments can include most document formats and pictures.

## 6.9 Declaration Section

The Field Trip Leader must complete this section to move on to the Approval Process.

The Declaration tab/section allows the Field Trip Leader to select the approvers/verifiers for their field trip and any further comments relating to the field trip that have not already been included. The Field Trip Leader must read the acknowledgement section to confirm they have provided the necessary details for the

field trip record prior to submitting the field trip. Submitting a field trip confirms the acknowledgement has been read and understood.

## 7.0 APPROVAL PROCESS

The field trip record must be submitted at least **3 business days prior** to the field trip commencement. As a general rule, the more complex and involved the field trip is, the more time is required to complete, review and approve it.

Once the Field Trip Leader is satisfied they have completed the field trip details and attached the necessary documentation in the [FlinSafe Field Trips system](#), they will mark the field trip as ready for sign off. This starts the approval process, where each approver/verifier will be notified in sequence once the previous approver/verifier has signed off their section.

Note that the number of approvers/verifiers required will depend on the complexity and level of risk of the field trip, as shown below, and this must be taken into account when planning the time required for the approval process.

**Tier 1** - Field Trip Leader's Supervisor, University Nominated Contact(s) and College Dean/Portfolio Director

**Tier 2** - Field Trip Leader's Supervisor, Field Trip Verifier, University Nominated Contact(s), College Dean/Portfolio Director and in some instances the Vice-President and Executive Dean of College/Portfolio Head. Where boating and/or diving activities are involved, the University Maritime Safety Officer.

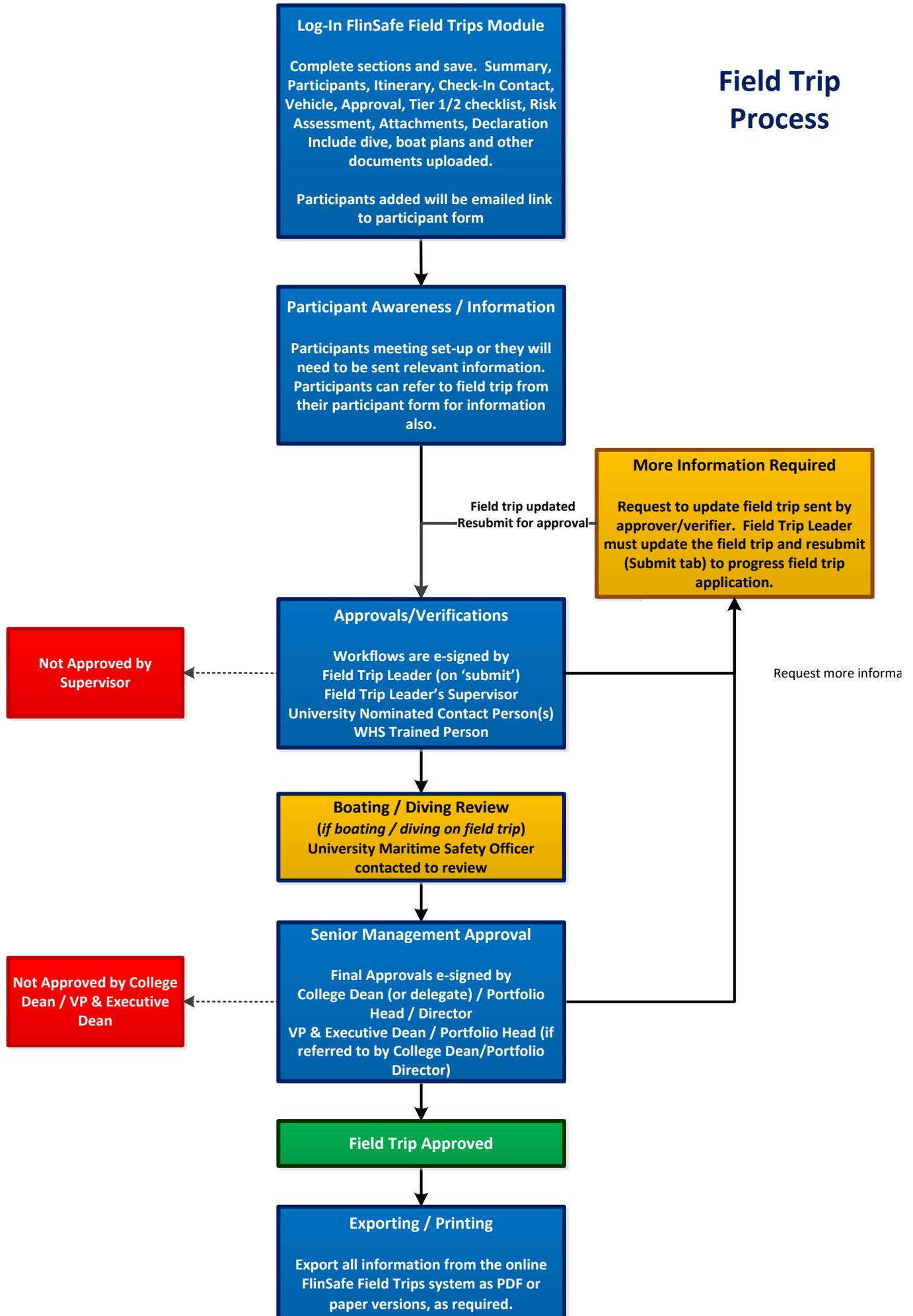
To sign off, each approver/verifier opens the field trip record in the [FlinSafe Field Trips system](#), checks the field trip record tabs for the relevant details and signs off their section on the Submit tab.

All approvers/verifiers can request more information from the Field Trip Leader in the FlinSafe Field Trips system, which will notify the Field Trip Leader to provide more information. Each approver/verifier has a comments section where they can specify what information they require. Some approvers (Field Trip Leader Supervisor, College Dean/Portfolio Director and Vice-President and Executive Dean of College/Portfolio Head) can also reject/not approve the field trip at their discretion and with comments as required.

All approvers/verifiers will have an electronic copy in the FlinSafe Field Trips system showing the progress of approval process and the current field trip details. They also have the ability to print the field trip to PDF or paper as required.

## 7.1 Process Flow Chart

# Field Trip Process



## 8.0 EMERGENCY REPORTING PROCEDURES

The following procedures are the minimum that should be carried out.

### 8.1 Reporting minor accidents/incidents or near misses

- Provide First Aid or medical assistance as required.
- Once the person(s) and the area are safe, gather details of the accident or incident.
- The Flinders University accident/Incident report needs to be completed by the injured person (where fit to do so) via [FlinSafe](#), as soon as possible after the event. Where the person is not able to make the report themselves, the Field Trip Leader or the injured person's supervisor can report the incident on their behalf. This can be done at any location where internet access is available. Where internet access is not available, details of the incident/accident should be recorded and entered in FlinSafe when internet access is available.
- If it is not possible to report whilst on the field trip, the accident or incident must be reported to the WHS Unit where possible within 24 hours or on return from the trip (unless the accident is serious, a fatality, dangerous occurrence or notifiable incident - see below).

### 8.2 Reporting serious accidents, a fatality, a dangerous occurrence or notifiable incident

See [Notification of incidents](#) for details of what notifiable incidents are.

- Provide First Aid and obtain medical assistance.
- Secure the scene and make sure no one else is placed at risk.
- **Immediately** notify University Security by phone (see red section below for contact numbers). These members of staff will advise and assist with any further reporting and will organise for all relevant contacts to be notified. [Note - serious accidents, or a fatality, will be immediately notified to SafeWorkSA. This will be done by the WHS Unit (see orange section below for details)].

**Any accident that results in a serious injury or fatality must be notified immediately to University Security.**

**Security (24 hour. contact) – (08) 8201 2880**

**Security will also notify any relevant University supervisors/managers as required.**

**The WHS Unit will notify SafeWorkSA immediately upon becoming aware of the accident.**

**WHS Unit telephone number: (08) 8201 3024 or 0414 190 024.**

### 8.3 Post Accident/Incident

A serious accident/illness, fatality, dangerous occurrence or a notifiable incident, will be investigated by the relevant authorities and the WHS Unit.

The field trip leader must

- secure the scene. The scene should remain undisturbed. If there has been a death, serious injury or any dangerous incident, **the site and any tools or equipment must not be removed or altered in any way** until it has been investigated by the relevant authorities.

- collect sufficient details to prepare an Investigation Report. This should include names, dates, times, persons involved and exactly what happened. In addition to legal requirements to record and report incidents, accidents, the University will investigate and document all such events.

The University's Work Health and Safety web site provides more detail about [accident/incident investigation and reporting](#).

## 9.0 EQUIPMENT

### 9.1 Safety Equipment

All safety equipment, where possible, must be:

- of an approved design
- meet the appropriate Australian Standards for the equipment being used and the activity being undertaken (when appropriate).
- used for its intended purpose and in accordance with the manufacturer's instructions.
- regularly inspected and maintained.

### 9.2 First Aid

- An approved First Aid Kit, which includes additional items such as sunblock and insect repellent, **must** be carried on all field trips. All contents must be in date.
- All Tier 2 field trips **must** have someone with Provide First Aid training on the field trip.
- When the field trip is in an area where Emergency Services may be delayed or it would be difficult to access help (e.g. remote or difficult to access sites), a Remote First Aid kit **must** be carried and a member of the field trip group **must** have Remote First Aid Training or access to such a person must be available.

### 9.3 Communication

Appropriate and approved communication devices (e.g. mobile or satellite phone, radio or SPOT satellite tracking or other such devices) must be carried on all field trips. Where necessary, staff qualified in the use of such equipment should be in attendance.

Be aware that mobile phones may not work in some locations. Check before you go on the field trip. In areas where mobile coverage is unreliable or not available, a satellite phone or other tracking technology such as SPOT tracking devices must be used. If a SPOT device or other tracking technology is used, staff and students should be trained in its use as an emergency device.

**NOTE: Dial 000, or from mobiles 112, for emergency** (the 112 number is network independent and a boosted signal from mobiles).

Destinations in the Itinerary tab of the field trip record in the [FlinSafe Field Trips system](#) should include, where possible, relevant local emergency details e.g. local hospital.

### 9.4 Tools and Equipment

All tools and equipment taken on field trips must have had a risk assessment completed and be used in accordance with the manufacturer's instructions or have a documented safe work procedure. The risk assessment(s) must be attached in the Attachments tab of the field trip record in the [FlinSafe Field Trips system](#).

Briefing sessions detailing the correct use and maintenance of all equipment should be given to all relevant participants and volunteers prior to its use in the field.

Firearms, spring or gas powered spears and any form of unauthorised explosives **must not** be taken or used on any field trip without the express approval of the Vice-President and Executive Dean of the College/ Portfolio Head. Permission will only be given where it is demonstrated there is no alternative method and a risk assessment has been completed.

All firearms must be managed according to relevant state/territory laws and must be:

- Licensed
- Locked in an appropriate cabinet when in storage (including any ammunition or charges)
- Only used by trained/licensed workers

## 9.5 Chemicals used on Field trips

On occasions chemicals are taken on field trips, this might be to preserve samples or treat specimens on site.

Staff and students must make sure that all chemicals are transported, stored, used and disposed in a safe manner. This information must be included in the field trip risk assessment and Safe Work Procedures (SWP/ SOP) for using the chemicals.

## 9.6 University Vehicles

Where possible, University or hired vehicles should be used for the transportation of staff and students on field trips. The use of a University vehicle or hire vehicle should always be seen as the first choice.

All details of University vehicles used on field trips must be recorded on the Vehicle tab within the online [FlinSafe Field Trips system](#), which will be available to the Nominated Contact Person(s). If vehicles are updated after approval is given, then this must be communicated to the Nominated Contact person(s) and relevant supervisor(s).

University Vehicle bookings: contact the Transport Office on 8201 2015

## 9.7 Hire/Lease vehicles

Hire/Lease vehicles should be roadworthy, registered, insured and driven by a licensed driver. Hire/lease vehicle must be fit for purpose, eg a 4WD if driving off-road.

All details of hire/lease vehicles used on field trips must be recorded on the Vehicle tab of the field trip record in the online [FlinSafe Field Trips system](#), which will be available to the Nominated Contact Person(s). If vehicles are updated after approval is given, this must be communicated to the Nominated Contact Person(s) and relevant supervisor(s).

## 9.8 Private vehicles

Private vehicles should be roadworthy, registered, comprehensively insured and driven by a licensed driver and only used when there is no reasonable alternative. If a private vehicle is to be used, it must be fit for purpose, i.e. a 4WD if driving off-road.

Use of private vehicles is not covered by University insurance and should therefore be covered by comprehensive insurance. Supervisors should check this and not give permission if the vehicle is not comprehensively insured.

All details of private vehicles used on field trips must be recorded on the Vehicle tab of the field trip record in the online [FlinSafe Field Trip system](#), which will be available to the Nominated Contact Person(s). If vehicles are updated after approval is given, this must be communicated to the Nominated Contact Person(s) and relevant supervisor(s).

## 9.9 4WD/Off-Road Vehicles and Training

If the field trip includes driving on unsealed roads for prolonged periods, consideration must be given to appropriate vehicles for the trip. Whilst 4WD may not be required on all unsealed roads, the quality of the surface (eg deterioration in wet weather) should be considered.

When field trips involve 4WD/off-road driving, the area must consider providing staff with the relevant training to ensure they are competent to manage the vehicles and the conditions.

Supervisors should encourage students who will be regularly undertaking off-road driving as part of the higher degree studies to undertake off-road driving training.

## 9.10 Bus

When the University hires a bus, a bus with seatbelts should be the first preference.

Staff should be aware that there are any additional licensing requirements for buses with more than 12 seats and only those individuals with correct licenses are allowed to drive them.

## 9.11 Quad Bikes

Every year there are fatalities involving quad bikes. These accidents mainly result from rollovers. When quad bikes are used, they must be fitted with roll bars. Staff must have received training in the safe driving of quad bikes and helmets must be worn. Further information on quad bike safety can be found at <https://www.safeworkaustralia.gov.au/quadwatch>.

## 9.12 Other vehicles e.g. tractors

When other vehicles such as tractors, trucks etc. are to be used, field trip leaders must make sure the operator is fully trained and has any appropriate licenses.

Any contractor engaged to use such vehicles must be a Flinders University registered contractor, have the correct insurance and licenses and have completed a safe work procedure (SWP) and Job Safety Analysis (JSA). For more details - <http://www.flinders.edu.au/ppmanual/buildings/contractor-safety.cfm>

# 10.0 OTHER REQUIREMENTS

## 10.1 Permits/Licenses

The field trip leader is responsible for ensuring that

- all relevant licenses have been obtained.
- valid permits are obtained for entry into restricted areas or for public areas where permission is required (including National Parks, council areas, foreshores, jetties, heritage places and similar areas).
- records of permits/approvals/licenses are uploaded into the [FlinSafe Field Trips system](#).

## 10.2 Insurance

- Flinders University staff based in South Australia are covered for workers compensation under the provisions of the SA Return to Work Act 2014 for any injury sustained while working in Australia. Staff based in other States/Territories are covered by the relevant jurisdiction's workers compensation legislation.
- For further information about insurance for staff, students and volunteers please refer to the University Insurance Officer or <http://www.flinders.edu.au/integritygovernancerisk/insurance/>

### 10.3 Disciplinary Action

Disciplinary action may be taken in accordance with the relevant University policy should unsafe behaviour occur.

The University policies on disciplinary action in relation to both academic and professional staff may be seen at <http://www.flinders.edu.au/ppmanual/staff/discipline/index.cfm>

The Policy and Procedures relating to Student Conduct may be seen at <http://www.flinders.edu.au/ppmanual/student/student-conduct.cfm>.

### 10.4 Working Alone

It is strongly recommended that no person should be allowed to work alone in isolated or remote areas. If deemed unavoidable, a system **must** be put into place requiring the person to check in regularly with another person. It is also recommended that some type of tracking device e.g. **SPOT** or “man down” system be used. The staff member should also have received any additional training that maybe relevant e.g. first aid.

### 10.5 Overseas

Travelling overseas to attend conferences is not considered as a field trip. However, when field work is to occur overseas all the same requirements for documentation and approval apply for the field trip component.

Note - there are other requirements for travelling overseas including booking and insurance. Information can be found at - <http://www.flinders.edu.au/finance/insurance/travel-insurance/>

### 10.6 Working with other organisations and shared duties as a PCBU

When field trips involve working with other organisations (also known as PCBUs) there must be consultation, coordination and collaboration to ensure that risks to all workers and others are being managed.

How this is managed will depend on the nature of the arrangement between the organisations. Examples are provided below of how the arrangements may work. However each trip needs to be assessed due to the complex nature of the arrangements and the degree of control each PCBU has over the activities:

- a) If the field work is organised and controlled by Flinders, the other organisation may choose to use Flinders Field Trip process. At a minimum, the other organisation must provide Flinders with participation forms or other evidence (e.g. email approval) for their workers or students. These must be provided to the Flinders University Field Trip Leader and included on the online FlinSafe Field Trips system (as attachments on the Attachments tab).
- b) If the field work is mainly organised or controlled by another organisation then Flinders needs to complete the online FlinSafe Field Trip process but may use the other organisation’s risk assessments. The online record must match the risk level of the field trip (i.e. Tier 1 or Tier 2) and go through the approval process to verify that Flinders University management is aware of and approves the field trip. Details could be supplied to the other organisation as requested.

## 11.0 OTHER INFORMATION

Web addresses and related documents available for:

- [FlinSafe Field Trips Module \(using Okta\)](#)
- [FlinSafe Field Trips System Information](#)
- [Flinders University Field Trip Risk Assessment](#)
- [Reporting an Accident or Incident](#)
- [Use of Vehicles on University Business \(Field Trips\)](#)
- [Diving and Snorkelling Safety Policy](#)
- [Diving Manual](#)
- [Diving Forms](#)

- [University Guidelines for Boats and Boating Activities](#)
- [Working in Extreme Heat or Cold](#)