

# FIELD TRIP SAFETY MANUAL



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## 1.0 INTRODUCTION

This manual applies 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 [Field Trip procedure](#) establishes 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 and those 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 (see Section 4, Field Trip Procedures).

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 (including kayaking, canoeing, snorkelling)
- 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
- use of drones
- 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 Procedures and University Diving Manual](#)

## Field trips do NOT include:

- inter-campus travel
- meetings off-site
- attendance at conferences, trade fairs
- visits to an urban area where the participants are considered to be an audience
- location reconnaissance (i.e. “reccies”) in a land-based Adelaide urban area
- travel to, and work at, Australian University, state and federal government sites using the site’s safe system of work
- 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://staff.flinders.edu.au/learning-teaching/wil>

## 2.1 Field Trip Classifications

Field trips are classified as either Tier 1 or Tier 2 (see definitions in the Field Trip Procedures, Section 4):

### Tier 1

Applies only when the trip only involves simple, low-risk tasks and each of the six Tier 1 questions are answered as a ‘Yes’. 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.

If unsure about the Tier 1 responses, please contact your College/ Portfolio WHS Officer.

### Tier 2

Includes (but not limited to) the following field trips, which are considered more complex medium to higher risk and do not satisfy the requirements of a Tier 1 field trip (see Section 4, Field Trip Procedures):

- 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, use of drones, working with animals or where there is work with some tools or chemicals (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 (see Section 6, Field Trip Procedures). Where applicable the Dean, People and Resources may be selected as the supervisor.

## 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 Procedures are implemented and complied with. Further, as per the Field Trip Procedures, Section 18, they are required to approve exceptional/ high risk activities, especially where the College Dean / Portfolio Director have identified such activities.

### 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 (see Field Trip Procedure, Section 18).
- 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 and maintaining appropriate guidance and supervision 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 documented evidence that adequate information is given 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.
  - field trip details.
- seek appropriate specialist support from field trip subject matter experts (i.e. Field Trip Verifier and Maritime Safety Verifier);

- completing all relevant details for the field trip record in the online [FlinSafe Field Trips system](#), including the Field Trip
  - Summary
  - Participant Safety Acknowledgement (from each participant).
  - Itinerary
  - Vehicle information (including University, hire/lease or private where applicable)
  - Check-In Contact form (where applicable)
  - Permits/ Licences
  - Tier 1/Tier 2 Checklist
  - Risk Assessment
  - Safe Work Procedures (SWPs) for tools equipment and/or procedures to be undertaken
  - Declaration (acknowledging completeness of field trip details before submitting for approval)
- check that the participant information and numbers are consistent with each itinerary entry and completed
- check that at least an emergency number is added for each itinerary entry
- obtaining Dean (and VPED as required) approval **before** the field trip commences
- ensuring that a University Nominated Contact Person(s) has been identified and asked to provide contact support for the field trip as set out below in 4.7.
- 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 (see Field Trip Procedure, Section 18). The supervisor must be satisfied that all health and safety aspects of the field trip have been considered and completed before signing off, including the field trip risk assessment. In some cases, the Dean, People and Resources may be deemed to be the supervisor.

#### 4.5 Maritime Safety Verifier

The Maritime Safety Verifier is involved with Tier 2 field trips only where boating and diving activities occur (see Field Trip Procedures, Section 11.1). This role verifies boating and diving safety plans and activities (see Field Trip Procedures, Section 18) are consistent with the [boating](#) and [diving](#) procedures and the risk management of the task(s) being undertaken.

#### 4.6 Field Trip Verifier

The Field Trip Verifier is informed of each field trip once the field trip is signed off by the University Nominated Contacts (one or both depending on what is chosen for the field trip). The Field Trip Verifier verifies that the correct field trip risk assessment has been conducted and is one of the main triggers to request the field trip leader to update their field trip from a Tier 1 to a Tier 2.

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 may liaise with the Maritime Safety Dive Officer who will ensure that relevant boating and diving information has been completed, approved and attached. This step is completed before the field trip verifier sign off.

#### **4.7 University Nominated Contact Person(s)**

The Nominated Contact Person(s) must be a member of University staff (see Section 9, Field Trip Procedures). 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 (see Section 18, Field Trip Procedure) including:

- departure and arrival times
- destination details including contact information 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 (to be recorded on Check-In Contact tab in the FlinSafe Field Trips system).

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 process* as set out below in 4.8 (see Section 9.2, Field Trip Procedures).

If a member of the field trip group is going to have different arrival/departure time, the Itinerary/ Check-In Contact log should reflect this with comments included in the field trip documentation. If this is updated after approval is received, the updated contact details must be communicated to the Nominated Contact Person(s).

## 4.8 Overdue or Failure to Check-in Process

If the staff/ students are not back at the agreed destination/ 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 agreed destination or accommodation contact
- phone the field trip leader's emergency contact
- phone University Security (on 8201 2880, available 24 hrs. a day) and confirm no calls have been received
- check for returned gear with area technical staff if participants/leader are not contactable. Check for return of University vehicle(s).
- 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 and advise the College Dean/Portfolio Director and the Associate Director, WHS

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

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

## 4.9 Participants

Participants must take responsibility for their own safety and the safety of those around them (see Section 18, Field Trip Procedures). 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 who are a staff member or an enrolled student of an educational institution or external organisation are required to fill in a Participant Safety Acknowledgement form (or the external organisation's local equivalent). Volunteers and visitors are considered in 4.10.

Participants **MUST** complete all relevant forms including the *Field Trip Participant Safety Acknowledgement Form* by the **date set** by the Field Trip Leader (see Section 13, Field Trip Procedures).

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 can access the field trip details including the risk assessment using one of the following methods:

- 1) through using another academic system such as FLO.
- 2) discussing this with the field trip leader and / or having this sent to them via email.
- 3) by accessing the field trip record through their participant form (there is a button on the participant form sign off tab to open the field trip) or returning to the FlinSafe / Field Trip Portal and accessing the menu for their Participant form (My Open Participant forms if not filled out yet or My Closed Participant Forms if already filled out). Next to the list of participant forms in the view there is a link to the related field trip which can be clicked on to view the relevant field trip information, including the risk assessment (usually found in Tab 8 Attachments).

Participants under the age of 18 must have their participant safety acknowledgement form signed by their parent or guardian before the field trip commences (see Section 13, Field Trip Procedures).

#### **4.10 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. For further clarification on volunteers, please refer to the [Volunteer Safety procedure](#).

All volunteers must fill in the field trip [volunteer engagement form](#) (see Section 18, Field Trip procedures). This form also includes the emergency contact and medical details. The form needs to be signed by the volunteer and the field trip leader before attaching with the field trip proposal. Where the field trip is considered high risk based on the field trip risk assessment, the Dean, People and Resources is also required to sign.

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 (see Section 14, Field Trip Procedures).

#### **4.11 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 (see Section 15, Field Trip Procedures). Requests need to 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 (see Section 15, Field Trip Procedures).

## **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 at least 3 business days to get authorisation completed by Supervisor and College Dean/ Portfolio Director, and other verifiers/ approvers depending on the complexity of the field trip** (see Section 6, Field Trip Procedures).

To facilitate smooth authorisation and/ or verification, discussion with College WHS or experienced college people is recommended to expedite the field trip approval process.

Under Section 6, Field Trip Procedure, a field trip **must not** be undertaken if relevant documentation has not been completed and approved before the field trip starts.

## **6.0 FLINSAFE FORMS and RECORDS**

Each step in the 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.

### **Printing a Field Trip**

Please note, the field trip can be printed from Tab 1 (Summary tab) by clicking on the Print button in the bottom left corner of the tab in the FlinSafe Field Trip System.

### **Copying a Field Trip**

A field trip can be copied from a previous field trip by selecting the Copy Field Trip option on the Field trip opening menu. Please note this will copy all details other than dates, participants, risk assessments and the Tier 1/ 2 tabs.

### **Closing a Field Trip**

When a field trip is due to be closed, the system will remind the field trip leader by an email notification that the field trip needs to be closed. To do this, go into the field trip and go to the Tab 10 (Submit Tab) and scroll to the bottom and click **Yes** on the Field Trip Completed? button.

Field Trip Leaders also will receive a notification about extending the field trip for 90 days from the system. This can be used if unforeseen circumstances occur where the field trip is unexpectedly extended (i.e. bad weather). The field trip will automatically close after 90 days and can then be found in the 'My Completed Field Trips' section.

### **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. That period of time should not exceed 12 months to allow for appropriate review of field trip risk assessment documentation (noting a field trip can be copied). 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.

For multi-instance, prior to each departure a new destination needs to be added to Tab 3 (Itinerary) of the field trip record. When this occurs, field trip verifiers/ approvers will be notified of the additional instance (destination/ date/ time).

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

All participants are required to complete the Field Trip Participant Safety Acknowledgement form on the [FlinSafe Field Trips system](#) (blue menu button). Medical and/or physical conditions that may impact on their participation during the field trip and emergency contact details needs to be known to the field trip leader using this form.

The Field Trip Leader needs add themselves as a participant and to be aware of their responsibilities for all participants on a field trip as outlined in the Field Trip Procedures.

If the participants 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 due date – see Section 13, Field Trip Procedures.

Participants without a FAN and students under 18 years (where the parent or carer needs to co-sign the form) need to complete their details in the PDF/ paper version and the Field Trip Leader needs to upload the documents into the [FlinSafe Field Trips system](#) on Tab 8.

Note: Where there are volunteers on a field trip, they must complete the Volunteer Engagement Form (see Section 14, Field Trip procedures) and the Field Trip Leader needs to upload the documents into the [FlinSafe Field Trips system](#) on Tab 8.

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.

Please note each participant needs the Date Out field completed to indicate when they will be joining the field trip, or in the case of a multi-instance field trip the next time they are heading out.

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.

Note: Participant Safety Acknowledgement forms will show the last details provided on a previous field trip, but will require the details to be checked and the phone number and person type (i.e. staff, student, etc) to be provided.

Participants can also access the field trip details when filling out their participant form (on the Submit tab of their form) or revisit this in the portal in their My Open / Closed Participants Safety Acknowledgements menu options.

Note for field trip leaders: Participants will see all tabs other than the Participants tab and the Declaration / Sign Off tabs of your field trip.

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

The Field Trip Itinerary tab/section provides the necessary contact numbers, accommodation details and emergency services numbers for each destination and needs to be completed for every field trip. Where the field trip is multi-instance, for each new date a new itinerary record needs to be added prior to each departure (including if the same destination). If this is done 24 hours after the field trip is setup, a new destination email notification will be sent to the approvers to inform them of the change.

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 destination entry on the Itinerary tab/section should also be completed, with the number of staff, students and volunteers/visitors. A separate entry on the Check-In Contact tab/section should also be completed. 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)**

Contact needs to be made to confirm safe return at the end of any field trip with the University Nominated Contact. 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, regular check-in must occur (see Section 9, Field Trip Procedures). The agreed schedule needs to be recorded by the field trip leader on the Check-In Contact Tab in the FlinSafe Field Trips System.

This can be by a range of communication options including mobile phone, satellite phone or other means such as SPOT satellite tracking technology. The University Nominated Contact person needs to update the check-in log as contacts occur. 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, aircraft, drones or caravans used on a field trip must have the details recorded and must follow the [Driving and Vehicle Safety Procedure](#) (see Section 12, Field Trip Procedures).

Any boating, diving and flight plans need to be attached on Tab 8 in the FlinSafe Field Trips System.

### **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.

The Field Trip Leader needs to ensure the Tier 1 questions are correctly answered to accurately reflect the risk level and subsequent workflows in the system. Each question needs to be answered either a Yes or No. If unsure, please check with your supervisor **before** submission of the field trip.

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.

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

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 Tier 2 tabs and attach the *Field Trip Risk Assessment* form in the FlinSafe Field Trips system on Tab 8 (Attachments tab)

The [risk assessment](#) must include all aspects of the field work including travel, emergency access, accommodation, processes, tools and external risks such as pandemics and malicious acts must be attached to the Attachments tab (Tab 8) in the online [FlinSafe Field Trips](#) system. Any specialist risk assessments (i.e. boating, diving, drone) can also be added to the Attachments Tab (Tab 8) as per Section 7, Field Trip Procedures.

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 and communication during a field trip which, for example, may include the evacuation of injured participant/s to medical aid.

Any field trips that involve [boating](#) or [diving](#) must complete the appropriate documents relating to those activities with consultation of the Maritime Safety Dive Officer.

On the Tier 2 checklist, the flying in any form checklist question excludes flying on commercial airlines (i.e. such as Qantas).

Documents can be attached on the Attachments tab (Tab 8) of the field trip record in the online [FlinSafe Field Trips](#) system. Attachments can include most document formats and pictures.

When naming files please ensure you use small, plain file names and no special characters. File size is limited to 20MB per file.

### **6.8.1 Risk assessment of work involving confined spaces**

Where field work involves work in spaces considered to be confined spaces under the definition in the [Confined Spaces Code of Practice](#) (i.e. some archaeological work), a risk assessment and safe work procedure needs to be documented and implemented. In some circumstances if the confined space is controlled by a PCBU / organisation they may have other requirements such as a confined space entry permits.

The content should cover the nature of the space, work performed in the confined space, emergency process including an standby person and recovery steps and risk control measures to effectively manage the hazards present such as the unsafe oxygen levels in the space and the uncontrolled introduction of substances (i.e. water, gas or solids including the soil collapsing into the space). Other hazard considerations may include biological, mechanical, electrical, noise, hazardous substances, radiation and environmental hazards including weather, slips, trips and falls and inadequate lighting. Please refer to the [Confined Spaces Code of Practice](#) for further details on the risk management process for confined space work.

## **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 supervisor and the University Nominated Contacts (other roles are in automated teams in the system) 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.

Please ensure that the individual people assigned for University Nominated Contacts are the same as the Check-in Contact tab (Tab 4).

If you are a student, the supervisor is your Academic Supervisor. For academic staff, the supervisor may be marked as the Dean.

## 7.0 APPROVAL PROCESS

The field trip record must be submitted at least **3 business days prior** to the field trip commencement (see Section 6, Field Trip Procedures). As a general rule, the more complex and involved the field trip is, the more time is required to complete, review, verify and approve it. Please verify with your College regarding the approval timelines for your field trip activities.

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.

Regular checking of Submit tab (Tab 10) will confirm the stage of the approval / verification process. 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. If the approval workflow has stalled it is the Field Trip Leader's responsibility to follow up with the next approver / verifier.

**Tier 1** - University Nominated Contact(s), Field Trip Verifier and the Field Trip Leader's Supervisor

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

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 (Tab 10).

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.

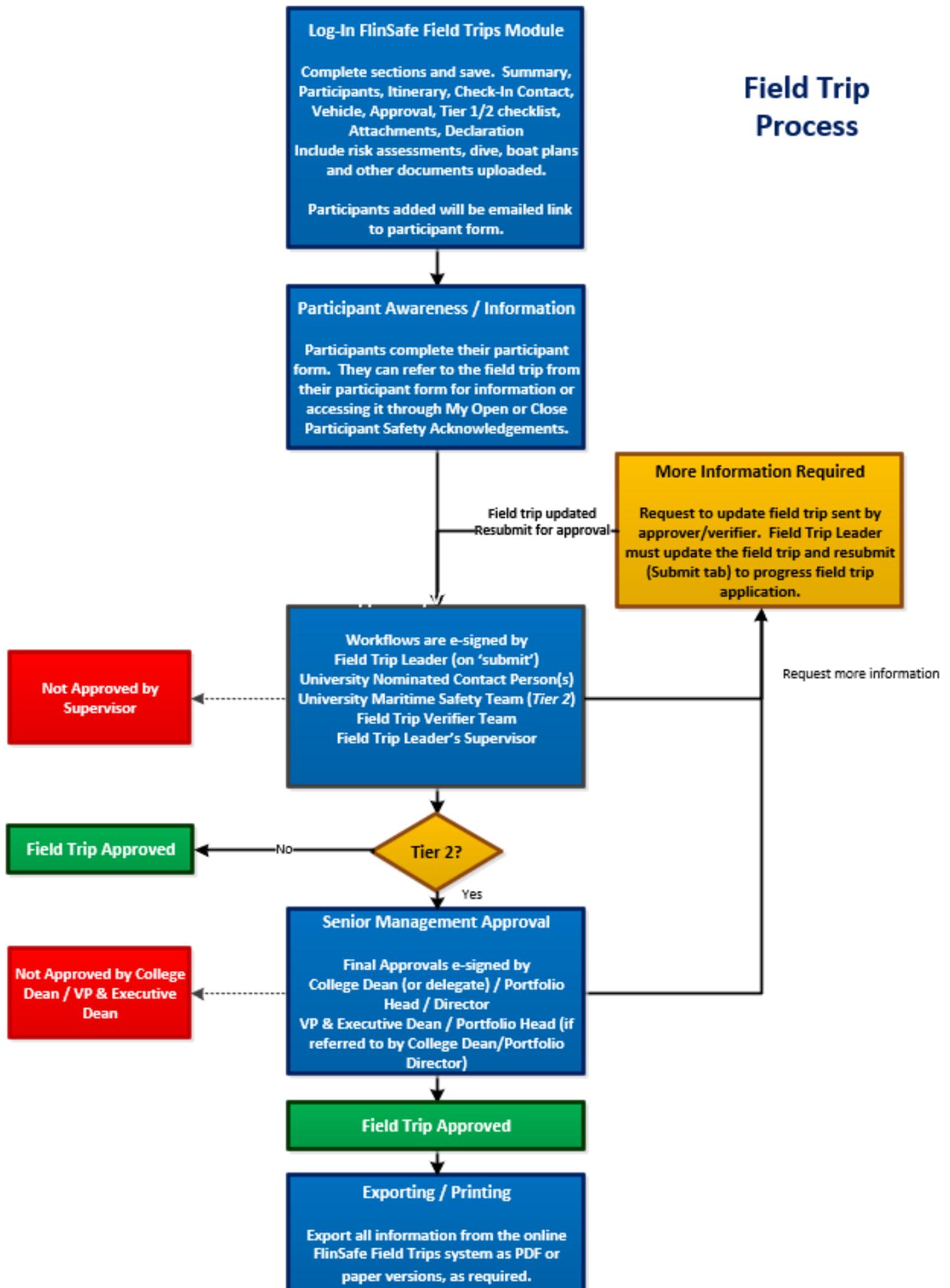
All approvers/verifiers will have an electronic copy in the FlinSafe Field Trips system showing the progress of approval process and the current field trip details. It is highly recommended the Field Trip Leader print the field trip to PDF or paper as required. The Field Trip Leader will receive emails from the FlinSafe Field Trips System for each approver / verifier. The final approval email will be sent either from:

**Tier 1** – Field Trip Leader's Supervisor

**Tier 2** – College Dean/Portfolio Director or (if chosen by the Dean) the Vice-President and Executive Dean of College/Portfolio Head.

## 7.1 Process Flow Chart

### Field Trip Process



## 8.0 EMERGENCY REPORTING PROCEDURES and INFORMATION

The following procedures are the minimum that must be carried out as per Section 10 of the Field Trip Procedures.

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

- Provide First Aid or seek medical/ emergency assistance as required.
- Once the person(s) and the area are safe, gather and note 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.
  - For Field Trips, a PDF version of the Accident/ Incident report form can be located at <https://staff.flinders.edu.au/content/dam/staff/documents/whs/forms/accident-incident-report-form-acrobat.pdf>.
  - If there is no internet access available, a printed copy of the PDF accident/ incident form should be taken.
- 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 seek medical/ emergency assistance (i.e. dial 000/ 112).
- Secure the scene, prevent people touching any equipment or the immediate environment 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 red 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, including photos where possible. 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.
- Ensure accident/ incident details (including photos/ videos) are kept confidential (i.e. not uploaded onto social media).

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

### 8.4 Bushfire Information

It is important to be well informed about bushfire risks for field work even in metropolitan areas. This should apply locally in Australia as well as any information sources for overseas locations the field work will be working in. The current daily Fire Danger Rating is available for states and territories of Australia on <http://www.bom.gov.au/?ref=hdr> under the relevant state or territory link, under Forecasts.

For the fire service relating to each state and territory, please refer to the [bushfire safety](#) page.

Some considerations for bushfire preparedness may include:

- carrying a supply of water on journeys.
- keeping woollen blankets in the car (at least one for each passenger) is recommended.
- keep an additional 20L of water in the vehicle along with a 12V Whale pump (plus spare) and hose to put out spot fires.
- using a satellite phone especially if out of mobile phone range.
- dressing in suitable non-synthetic clothing and shoes is also advisable.
- having a fire kit-bag of cotton coveralls, riggers gloves, cotton floppy diggers-hat, lace-up shoes and socks, smoke goggles and smoke mask, torch and water.

#### 8.4.1 Encountering smoke or flames

- If you see a bushfire in the distance, carefully pull over to the side of the road to assess the situation. If it is safe to do so turn around and drive to safety.
- If you have been trapped by the fire, find a suitable place to park the car and shelter from the bushfire.

#### 8.4.2 Positioning your car

- Find a clearing away from dense vegetation, overhanging branches and high ground fuel loads, preferably a pre-burnt area 100m x 100m.
- Position the car facing towards the oncoming fire front.
- Park the car off the roadway to avoid collisions in poor visibility.
- Don't park too close to other vehicles.

There are a whole range of factors that may impact on survival chances, the following guidelines may help to minimise the level of risk.

### 8.4.3 Inside your Car

- Stay inside your car – it offers the best level of protection from the radiant heat as the fire front passes.
- Turn headlights and hazard warning lights on to make the car as visible as possible.
- Tightly close all windows and doors.
- Shut all the air vents and turn the air conditioning off.
- Turn the engine off.
- Get down below the window level into the foot wells and shelter under woollen blankets.
- Drink water to minimise the risks of dehydration.

Stopping the car in a clearing and following the guidance in this document is a safer course of action than fleeing on foot. However, remember, sheltering in a car has inherent risks and there are a wide range of permutations that may inhibit chances of survival.

### 8.4.4 As the fire front passes

- Stay in the car until the fire front has passed and the temperature has dropped outside.
- As the fire front approaches, the intensity of the heat will increase along with the amount of smoke and embers, strong winds may cause the vehicle to rock violently.
- Smoke gradually gets inside the car and fumes will be released from the interior of the car. Stay as close to the floor as possible to minimise inhalation and cover mouth with a moist cloth.
- Tyres and external plastic body parts may catch alight. In more extreme cases the car interior may catch on fire.
- Once the fire front has passed and the temperature has dropped cautiously exit the car. (Be careful - internal parts will be extremely hot.)
- Move to a safe area such as a strip of land that has already burnt.
- Stay covered in woollen blankets, continue to drink water and await assistance

## 8.5 Other Emergencies

There may be other emergencies that may occur relating to marine / ocean warnings, cyclones, floods and tsunamis. These can be accessed for Australia under <http://www.bom.gov.au/?ref=hdr>, under Warnings.

## 9.0 EQUIPMENT

### 9.1 Safety Equipment

As per Section 11, Field Trip Procedures, all relevant safety equipment taken on the field trip, 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 and where applicable risk assessment / safe work procedures.
- 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 (see Section 8, Field Trip Procedures). All contents must be in date.

- All Tier 2 field trips **must** have someone with Provide First Aid training on the field trip (see Section 8, Field Trip Procedures).
- 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 (see Section 8, Field Trip Procedures).

### 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 (see Section 9, Field Trip Procedures).

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 (Tab 3) of the field trip record in the [FlinSafe Field Trips system](#) should include, where possible, relevant local emergency details e.g. local hospital. At least one emergency number needs to be added to each destination (e.g. Triple zero 000).

### 9.4 Tools and Equipment

Tools and equipment taken on field trips must have had a risk assessment completed (see Section 11, Field Trip Procedures) and be used in accordance with the manufacturer's instructions or have a documented safe work procedure. The risk assessment(s) medium/ high risk tools/ equipment must be attached in the Attachments tab (Tab 8) 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, weapons, spring or gas-powered spears and any form of 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

Additionally, where verifiers/ approvers have concern about the level of risk being proposed, the Dean may require field trip approval by the Vice-President and Executive Dean of the College/ Portfolio Head.

### 9.5 Chemicals used on Field trips

Staff and students must make sure that all chemicals used on field trips are transported, stored, used and disposed in a safe manner. This may require extra care, instruction and/ or training to use bunding, PPE, signage as applicable and how to handle the chemical. This information must be included in the field trip risk assessment and Safe Work Procedures (SWP) for using the chemicals (see Section 7, Field Trip Procedures). Information should also be sourced from the Safety Data Sheet (SDS).

For further information about Hazardous Chemicals please refer to the [Hazardous Chemicals Procedures](#). For SDS information, please refer to [ChemWatch](#).

## 9.6 Vehicles

### 9.6.1 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](#) (see Section 6, Field Trip Procedures), 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).

For further information about Driving and Vehicle Use, refer to the [Driving and Vehicle Procedure](#).

University Fleet Vehicle bookings: please submit a ServiceOne (Facility Services > Fleet Vehicle) request. For College-specific vehicle bookings contact your local College Office. If you are a student, the supervisor may need to submit this on your behalf.

### 9.6.2 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.

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](#) (see Section 6, Field Trip Procedures), 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).

### 9.6.3 Private vehicles

Private vehicles should be roadworthy, registered, covered by insurance 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 roadworthy, registered and covered by the vehicle owner's insurance. Supervisors should check these and review the [Driver and Vehicle Safety Procedures](#) for further information.

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](#) (see Section 6, Field Trip Procedures), 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).

### 9.6.4 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/ beach/ sand driving, the area should 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.

Field trip leaders will need to assess the need for vehicle safety & recovery equipment (i.e. Bull bar, winch, tow rope, jumper leads, shackles, etc) and the need for spare fuel, parts and water.

### 9.6.5 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.

### 9.6.6 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 (see Section 12, Field Trip Procedures). Staff and students need to be trained, supervised and provided with appropriate information and personal protective equipment (eg. helmets) to ensure their health and safety while driving quad bikes. Further information on quad bike safety can be found at <https://www.safeworkaustralia.gov.au/safety-topic/hazards/quadwatch>.

### 9.6.7 Other vehicles e.g. tractors

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

For any contractor engaged to use such vehicles, the field trip leader needs to verify the contractor has the appropriate licences / permits to operate the vehicle competently.

If boats and other vessels are used on the field trip, contact the Maritime Safety Officer.

## 10.0 OTHER REQUIREMENTS

### 10.1 Permits/Licenses

The field trip leader is responsible for ensuring that (see Section 18, Field Trip Procedures)

- 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, historic shipwrecks, 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 (including overseas travel) please refer to the University Insurance Officer or <https://staff.flinders.edu.au/workplace-support/insurance>

### 10.3 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 "person down" system be used. The staff member should also have received any additional training that maybe relevant e.g. first aid.

## 10.4 Overseas

Where there is field work on overseas travel, the same requirements for documenting and approving a field trip applies. Please note all overseas travel is required to be lodged through the international travel system. For more information, please refer to <https://staff.flinders.edu.au/workplace-support/insurance/staff-travel-insurance> (staff) and <https://students.flinders.edu.au/finances-and-admin/student-travel-insurance> (students).

## 10.5 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 (see Section 17, Field Trip Procedures).

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 accept the 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 – Tab 8).
- b) If the field work is collaborative and 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.

## 10.6 Other government or legislative requirements

Where there are other government or legislative requirements, the field trip leader needs to consider how these impact on the field trip and act accordingly to meet any additional requirements above and beyond the field trip process. This may include the requirements of restrictions due to a pandemic or other such advice from government sites such as [Smartraveller](#).

## 11.0 OTHER INFORMATION

Web addresses and related documents available for:

- [Field Trip Web page and Procedure](#)
- [FlinSafe Field Trips System \(using Okta\)](#)
- [FlinSafe Field Trips System Information](#) (under User Guides)
- [Flinders University Field Trip Risk Assessment](#)
- [Field Trip Volunteer Engagement Form](#)
  
- [Accident or Incident Reporting](#)
- [Boats and Boating Procedure](#)
- [Bushfire Safety](#)
- [Diving and Snorkelling Safety Procedure](#)
- [Diving Manual](#)
- [Diving Forms](#)
- [Driving and Vehicle Procedure](#)
- [University Guidelines for Boats and Boating Activities](#)
- [Working in Extreme Heat or Cold](#)