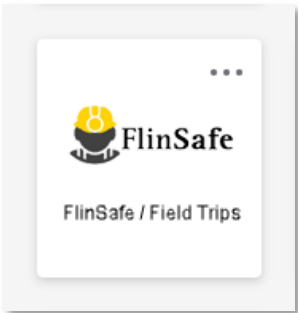


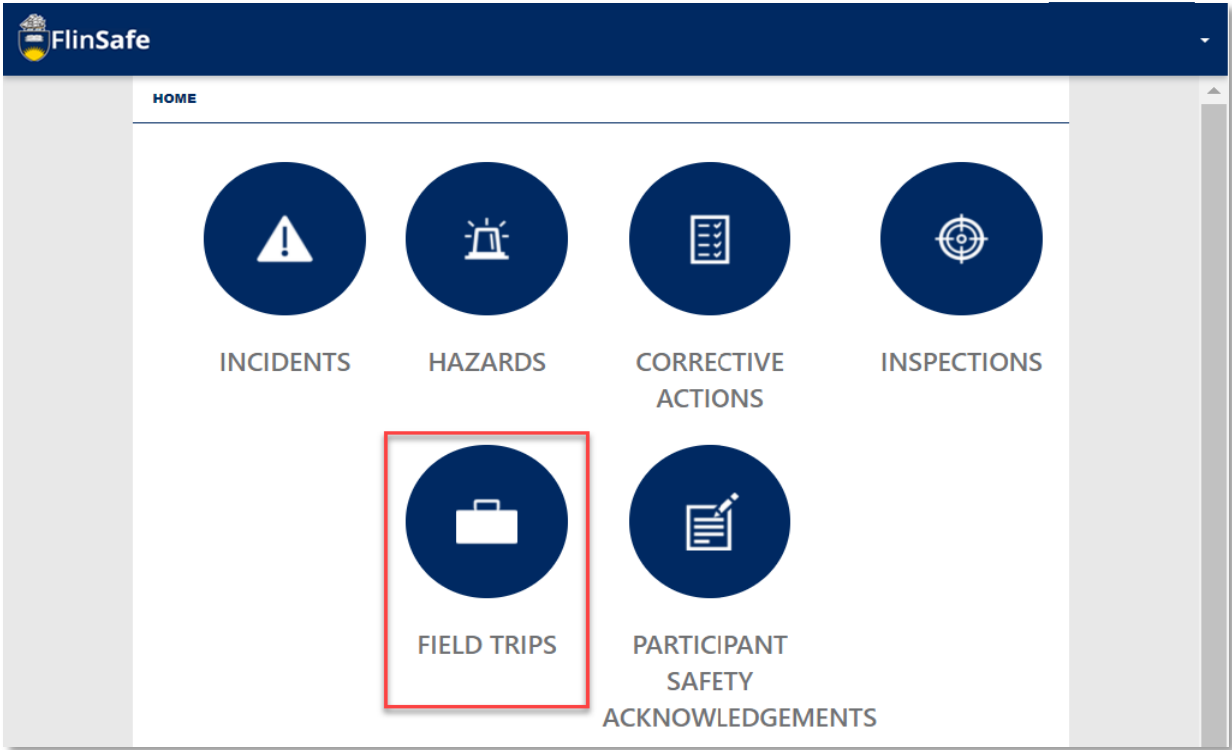
If a field trip has been conducted before, you are able to copy an existing field trip. This guides shows the process to copy an existing field trip.

Copy field trip process

- 1. Open **FlinSafe** from your okta dashboard.



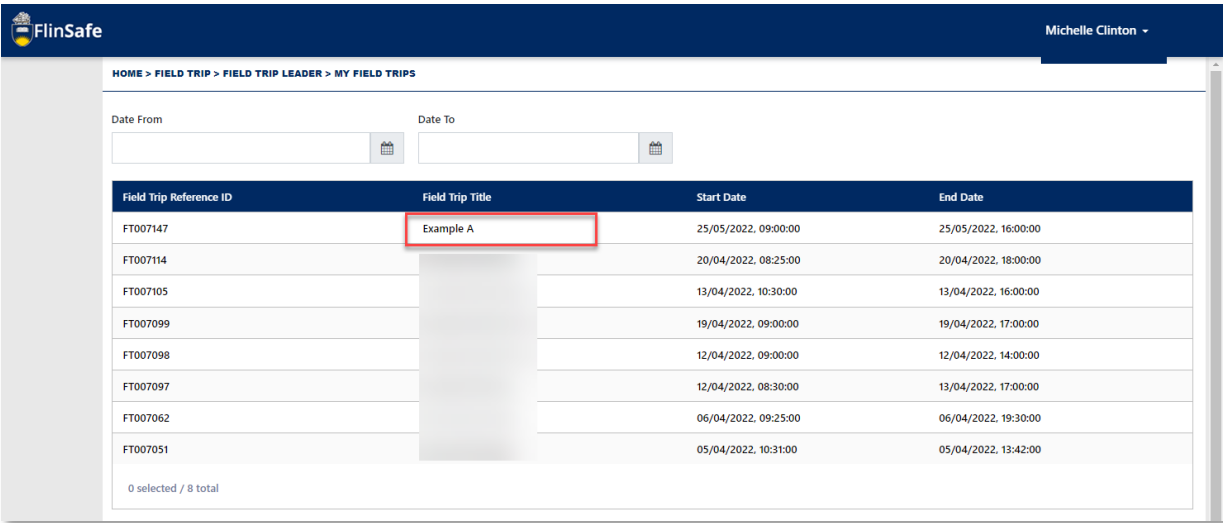
- 2. Select **Field Trips**.



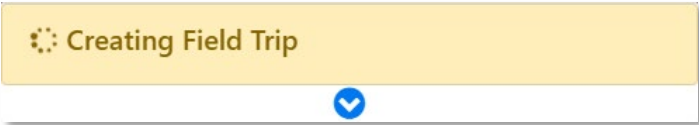
3. Select *Copy field trip*.



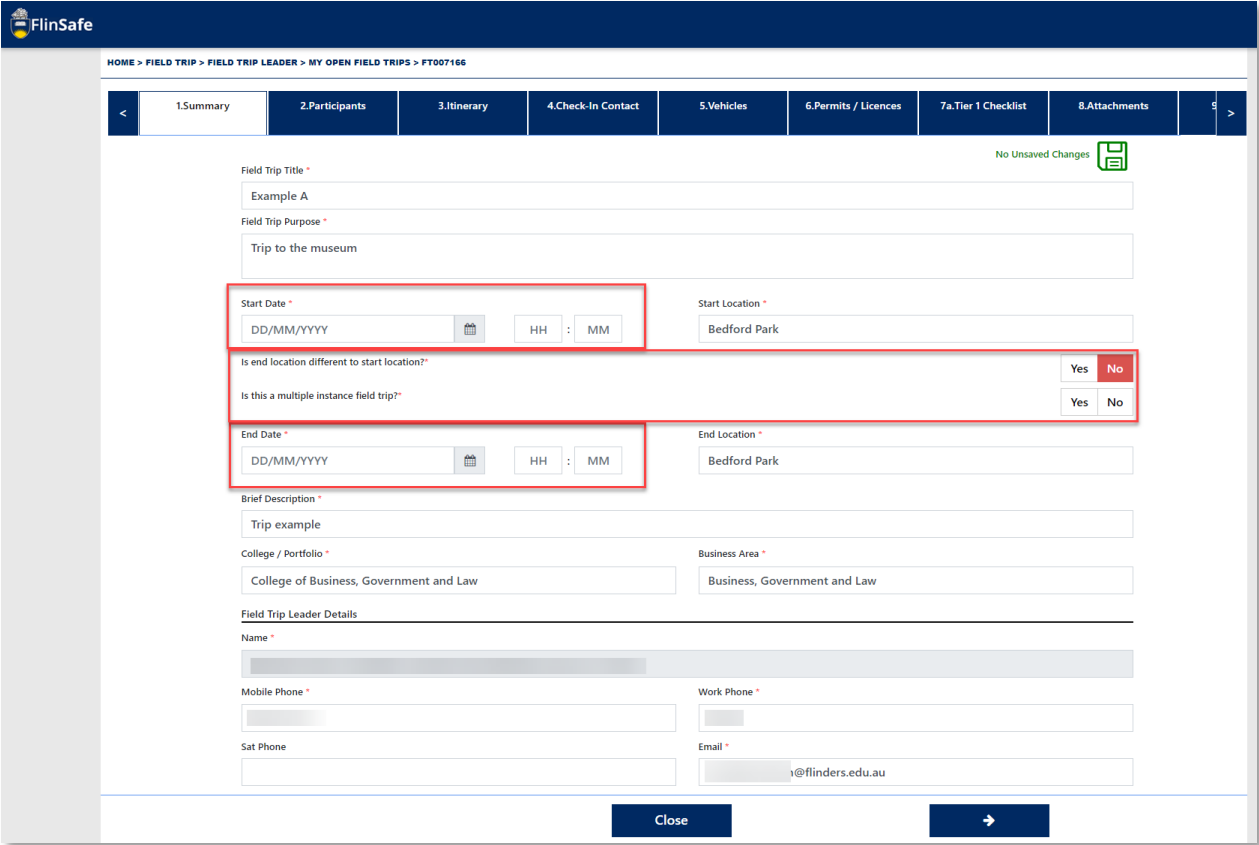
4. Select the field trip from the list you wish to copy. Note you'll find the field trip title column helpful in finding the item you wish to copy.



5. Once you select the field trip you wish to copy, a new field trip will be created.



6. Complete the fields that require information for the new field trip such as the **Start date**, **end date** and questions as highlighted below.

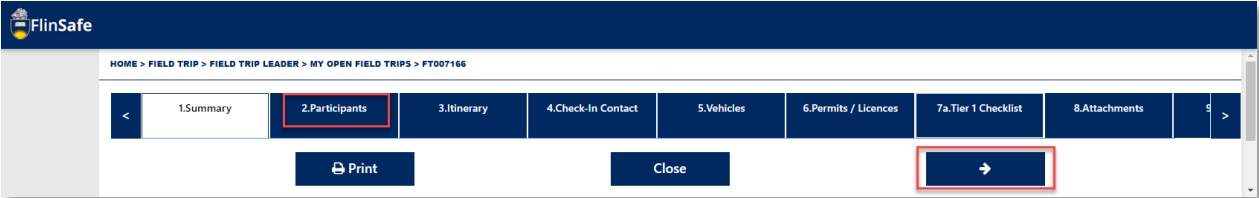


The screenshot shows the 'Field Trip Leader' form in the FlinSafe system. The form is divided into several sections, with the '1.Summary' tab selected. The form contains various input fields for trip details. Red boxes highlight the following fields:

- Start Date ***: A date picker showing 'DD/MM/YYYY'.
- Start Location ***: A text field containing 'Bedford Park'.
- Is end location different to start location? ***: A yes/no question with 'Yes' and 'No' buttons.
- Is this a multiple instance field trip? ***: A yes/no question with 'Yes' and 'No' buttons.
- End Date ***: A date picker showing 'DD/MM/YYYY'.
- End Location ***: A text field containing 'Bedford Park'.

Other visible fields include 'Field Trip Title *' (Example A), 'Field Trip Purpose *' (Trip to the museum), 'Brief Description *' (Trip example), 'College / Portfolio *' (College of Business, Government and Law), 'Business Area *' (Business, Government and Law), and 'Field Trip Leader Details' (Name, Mobile Phone, Work Phone, Sat Phone, Email).

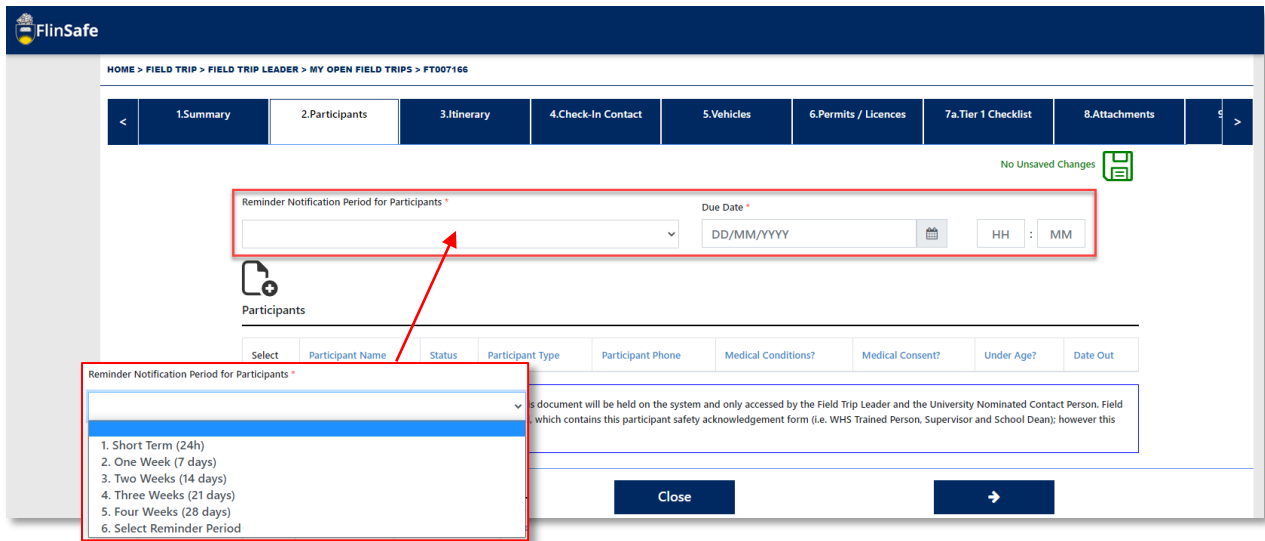
7. Click the **next arrow** or the **Participants** tab.



The screenshot shows the 'Field Trip Leader' form in the FlinSafe system, with the '2.Participants' tab selected. The form is divided into several sections, with the '2.Participants' tab highlighted. The form contains various input fields for trip details. Red boxes highlight the following elements:

- 2.Participants**: The selected tab in the navigation bar.
- Print**: A button with a printer icon.
- Close**: A button.
- Next Arrow**: A button with a right-pointing arrow.

8. On the participants tab, select the reminder notification period for participants to respond to the participant safety acknowledgement forms.



HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007166

1.Summary 2.Participants 3.Itinerary 4.Check-In Contact 5.Vehicles 6.Permits / Licences 7a.Tier 1 Checklist 8.Attachments

Reminder Notification Period for Participants *

Due Date *

DD/MM/YYYY HH : MM

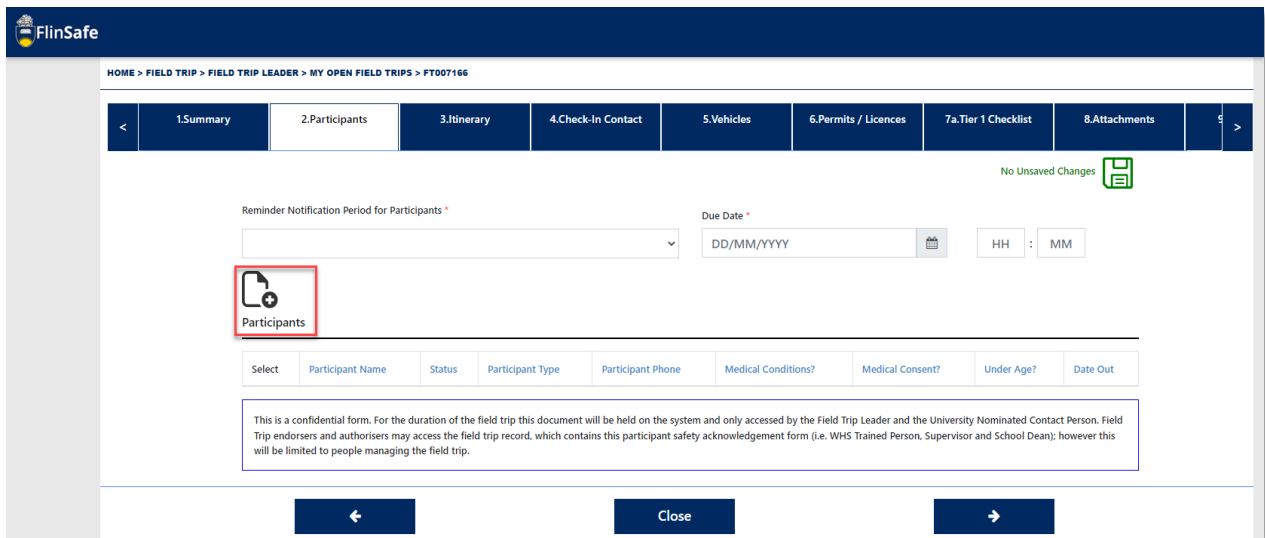
Participants

Select Participant Name Status Participant Type Participant Phone Medical Conditions? Medical Consent? Under Age? Date Out

1. Short Term (24h)
2. One Week (7 days)
3. Two Weeks (14 days)
4. Three Weeks (21 days)
5. Four Weeks (28 days)
6. Select Reminder Period

Close

9. Click on the **Participants** icon to add in the participants required on the field trip.



HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007166

1.Summary 2.Participants 3.Itinerary 4.Check-In Contact 5.Vehicles 6.Permits / Licences 7a.Tier 1 Checklist 8.Attachments

Reminder Notification Period for Participants *

Due Date *

DD/MM/YYYY HH : MM

Participants

Select Participant Name Status Participant Type Participant Phone Medical Conditions? Medical Consent? Under Age? Date Out

This is a confidential form. For the duration of the field trip this document will be held on the system and only accessed by the Field Trip Leader and the University Nominated Contact Person. Field Trip endorers and authorisers may access the field trip record, which contains this participant safety acknowledgement form (i.e. WHS Trained Person, Supervisor and School Dean); however this will be limited to people managing the field trip.

Close

10. Type the participants name and select from the list to populate, then use the calendar icon to enter in the **Date out** for the field trip. Select **Add & New** if you have more than one participant to add, otherwise just select **Add**.

Participant

Participant *

Please Type name of Contact

Date Out *

DD/MM/YYYY

Close

Add

Add & New

11. Click on **next arrow** or the **Itinerary** tab.

FlinSafe

HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007166

<

1.Summary

2.Participants

3.Itinerary

4.Check-In Contact

5.Vehicles

6.Permits / Licences

7a.Tier 1 Checklist

8.Attachments

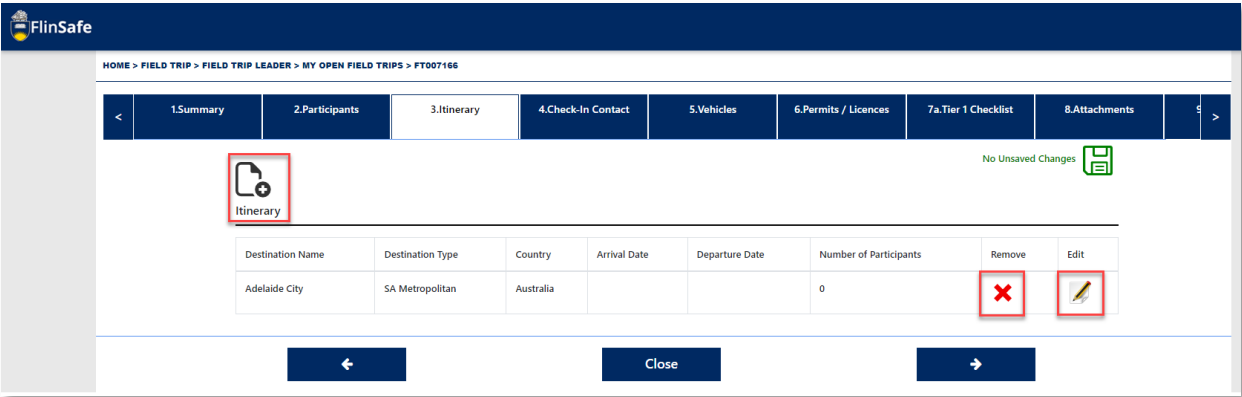
>

<

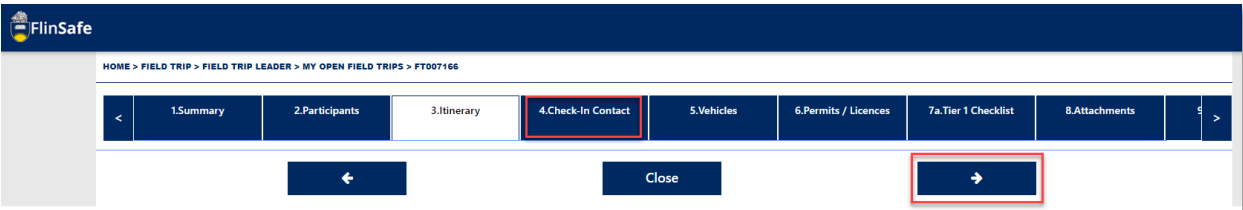
Close

>

12. On the Itinerary tab, you'll note the destination information from the copied field trip will populate some of the fields. There are still mandatory fields that relate to the new Field trip that will be required to be entered. To view this information, click the **edit** icon. If you need to remove the destination, click the **remove** cross and add to the itinerary by clicking the **Itinerary** icon and adding the required information. If you are happy with the destination information, move on to step 13.



13. Click on the **next arrow** or the **Check-In contact** tab.



14. Confirm the information on the Check-in contact tab is correct. Amend any required fields. Then click the *next arrow* or the **Vehicles** tab.

FlinSafe

<

1.Summary

2.Participants

3.Itinerary

4.Check-In Contact


5.Vehicles

6.Permits / Licences

7a.Tier 1 Checklist

8.Attachments

>

No Unsavd Changes 

University Nominated Contact Details

Name *

Mobile Phone *

Work Phone *

Is an Alternate University Nominated Contact required?

Yes

No


Agreed Contact Time *

10am

Late Check in/Return Margin (hours) *

2

Frequency/Comments/Procedures



Contact Log Details

Date / Time Check-in to Occur

Contact Method

Checked in?

Any likely changes

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, check-ins with the University Nominated Contact should 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 daily contact form and a copy provided to the University Nominated Contact Person.
- 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.

<

Close

>

15. Review the information on the vehicles tab. Ensure you update any vehicle registrations if a vehicle is being used that is different to the previous field trip. Use the Edit icon to change driver name or vehicle details.

HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007166

<

1.Summary

2.Participants

3.Itinerary

4.Check-In Contact


5.Vehicles

6.Permits / Licences

7a.Tier 1 Checklist

8.Attachments

>

Unsaved Changes 

This tab is used to enter vehicles that will be specifically used for the field trip including hire / lease vehicles. This may include boats, aircraft, drones and trailers. Please ensure you add all the details as these are used in emergencies to assist in any emergency rescue operations.

1. Is a vehicle required on this field trip? *

Yes

No

2. Will vehicles and trailers be registered and roadworthy? *

Yes

No

NA

3. Will there be a need for spare fuel, parts and water? *

Yes

No

NA

4. Will you need vehicle safety & recovery equipment (i.e. Bull bar, winch, tow rope, jumper leads, shackles, etc.)? *

Yes

No


NA

5. Will all drivers hold valid and appropriate vehicle licenses? *



Yes

No

NA




Vehicle Transportation Chosen

Registration	Vehicle Type	Vehicle Make	Vehicle Model	Ownership Type	Ownership Details	Remove	Edit
ABC 123	Bus			Flinders University			

<

Close

>

Vehicle Transportation Chosen 

Vehicle Type *

Bus

Registration

ABC 123

Vehicle Make

Vehicle Colour

Vehicle Model

Ownership Type *

Flinders University

Ownership Details

Comments

Driver/Operator Names *

Example driver name

Comprehensively Insured?


Yes

No

Close

Add

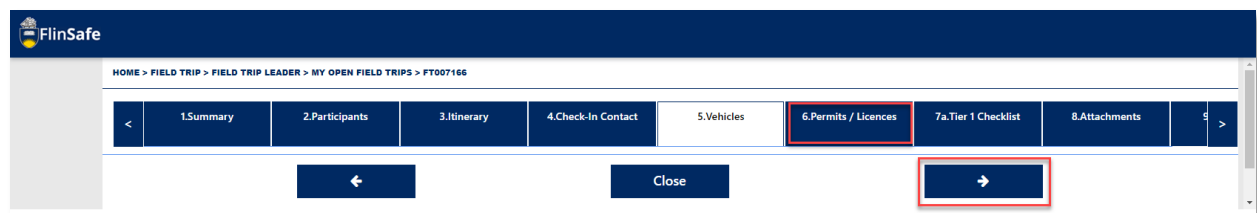
Add and New



V.4 6.22

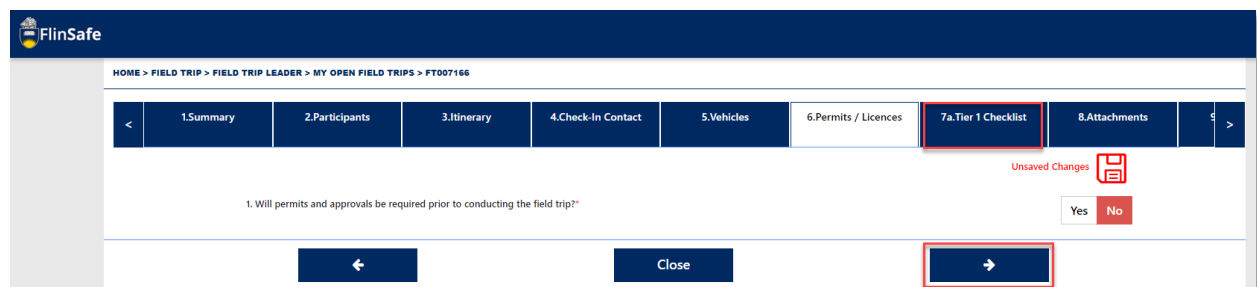
staff.flinders.edu.au/flinsafe

16. Click on the *next arrow* or select the *Permits/Licences* tab.



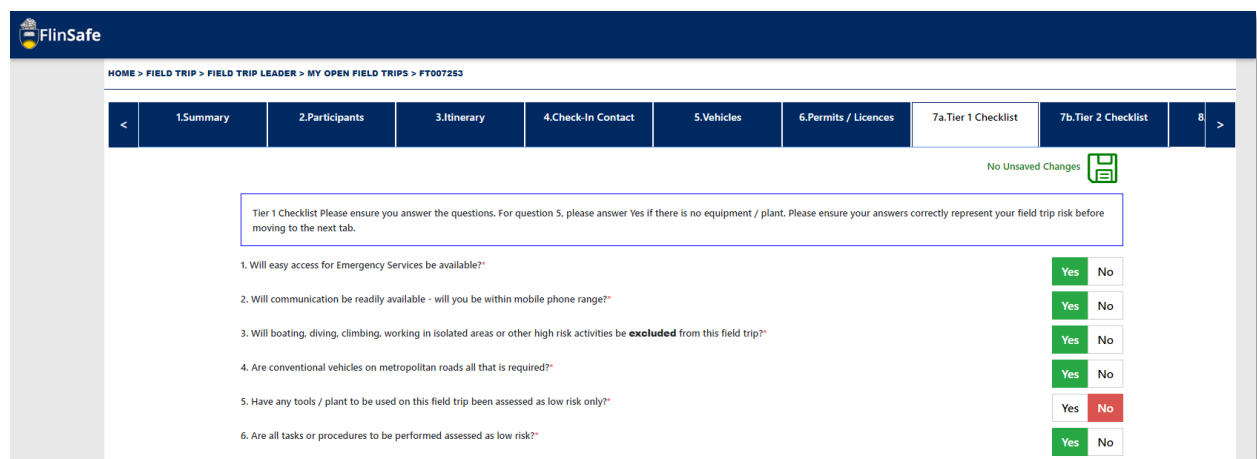
The screenshot shows the FlinSafe web application interface. At the top, there is a navigation bar with the FlinSafe logo and a breadcrumb trail: HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007166. Below this is a horizontal menu with tabs: 1.Summary, 2.Participants, 3.Itinerary, 4.Check-In Contact, 5.Vehicles, 6.Permits / Licences, 7a.Tier 1 Checklist, 8.Attachments, and 9. The '6.Permits / Licences' tab is highlighted with a red box. Below the menu is a 'Close' button and a 'next arrow' button, which is also highlighted with a red box.

17. Check that all permits if required are still current. Update permit/licences as required. Once all permits are ok or if there are none, click on the *next arrow* or select the *Tier 1 Checklist* tab.



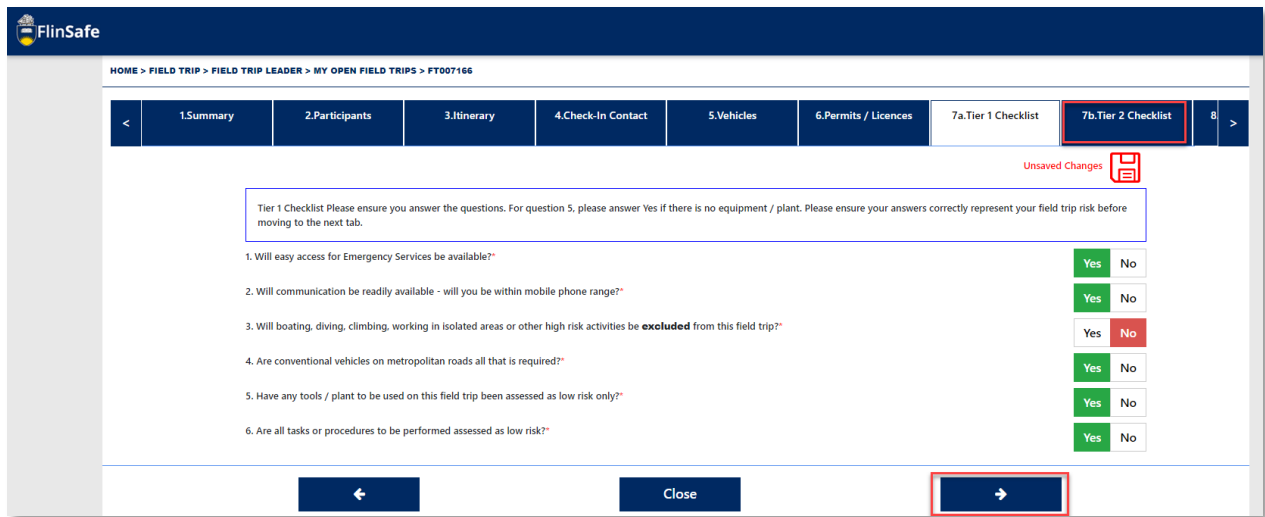
The screenshot shows the FlinSafe web application interface. At the top, there is a navigation bar with the FlinSafe logo and a breadcrumb trail: HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007166. Below this is a horizontal menu with tabs: 1.Summary, 2.Participants, 3.Itinerary, 4.Check-In Contact, 5.Vehicles, 6.Permits / Licences, 7a.Tier 1 Checklist, 8.Attachments, and 9. The '7a.Tier 1 Checklist' tab is highlighted with a red box. Below the menu is a 'Close' button and a 'next arrow' button, which is also highlighted with a red box. A message 'Unsaved Changes' with a red icon is visible above the 'next arrow' button.

18. Complete the questions in the checklist. Note: if you answer *no* to *any* of the questions on the Tier 1 checklist tab then the field trip becomes a Tier 2. A Tier 2 checklist tab will be displayed.




The screenshot shows the FlinSafe web application interface. At the top, there is a navigation bar with the FlinSafe logo and a breadcrumb trail: HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007253. Below this is a horizontal menu with tabs: 1.Summary, 2.Participants, 3.Itinerary, 4.Check-In Contact, 5.Vehicles, 6.Permits / Licences, 7a.Tier 1 Checklist, 7b.Tier 2 Checklist, and 8. The '7a.Tier 1 Checklist' tab is highlighted with a red box. Below the menu is a 'Close' button and a 'next arrow' button, which is also highlighted with a red box. A message 'No Unsaved Changes' with a green icon is visible above the 'next arrow' button. The main content area contains a text box with instructions: 'Tier 1 Checklist Please ensure you answer the questions. For question 5, please answer Yes if there is no equipment / plant. Please ensure your answers correctly represent your field trip risk before moving to the next tab.' Below this are six questions with 'Yes' and 'No' buttons. The 'Yes' buttons for questions 1, 2, 3, 4, and 6 are green, while the 'No' button for question 5 is red.

19. If you have answered no to a question, once you finish the questions click on the **next arrow** or the **Tier 2 Checklist** tab.



HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007166

1.Summary 2.Participants 3.Itinerary 4.Check-In Contact 5.Vehicles 6.Permits / Licences 7a.Tier 1 Checklist 7b.Tier 2 Checklist 8 >

Unsaved Changes 

Tier 1 Checklist Please ensure you answer the questions. For question 5, please answer Yes if there is no equipment / plant. Please ensure your answers correctly represent your field trip risk before moving to the next tab.

1. Will easy access for Emergency Services be available?*

2. Will communication be readily available - will you be within mobile phone range?*

3. Will boating, diving, climbing, working in isolated areas or other high risk activities be **excluded** from this field trip?*

4. Are conventional vehicles on metropolitan roads all that is required?*

5. Have any tools / plant to be used on this field trip been assessed as low risk only?*

6. Are all tasks or procedures to be performed assessed as low risk?*

Yes No

Yes No

Yes No

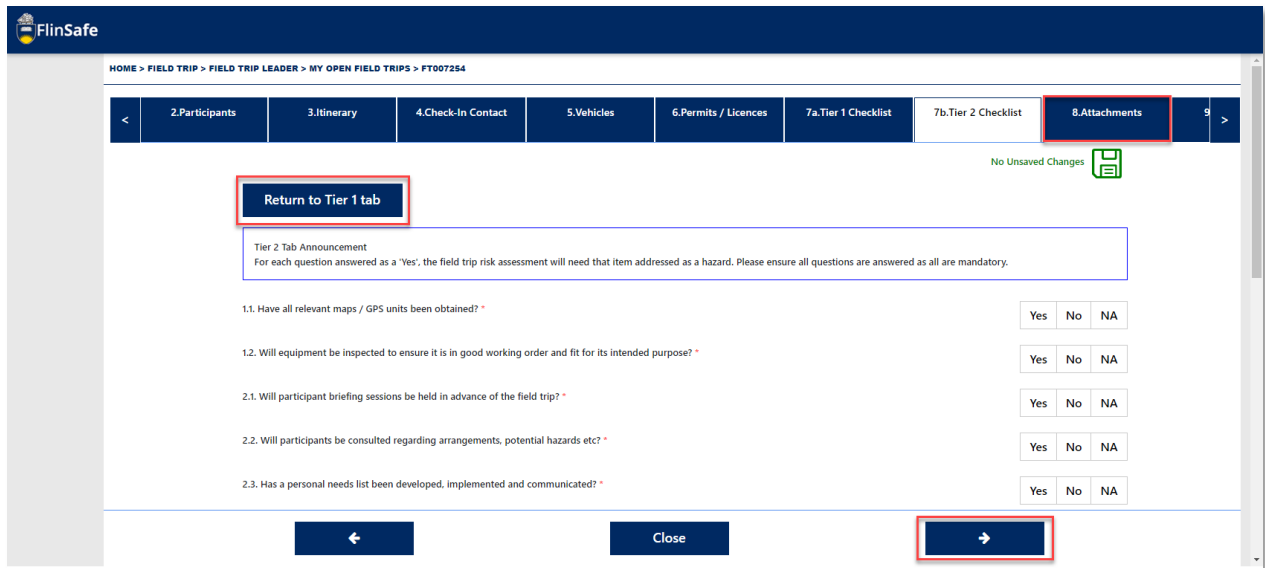
Yes No

Yes No

Yes No


← Close →

20. If you have created the Tier 2 Checklist in error, select **Return to Tier 1**. Otherwise, once all questions have been completed click the **next arrow** or select the **Attachments** tab.



HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007254

2.Participants 3.Itinerary 4.Check-In Contact 5.Vehicles 6.Permits / Licences 7a.Tier 1 Checklist 7b.Tier 2 Checklist 8.Attachments 9 >

No Unsaved Changes 

Return to Tier 1 tab

Tier 2 Tab Announcement
For each question answered as a 'Yes', the field trip risk assessment will need that item addressed as a hazard. Please ensure all questions are answered as all are mandatory.

1.1. Have all relevant maps / GPS units been obtained? *

1.2. Will equipment be inspected to ensure it is in good working order and fit for its intended purpose? *

2.1. Will participant briefing sessions be held in advance of the field trip? *

2.2. Will participants be consulted regarding arrangements, potential hazards etc? *

2.3. Has a personal needs list been developed, implemented and communicated? *

Yes No NA

Yes No NA

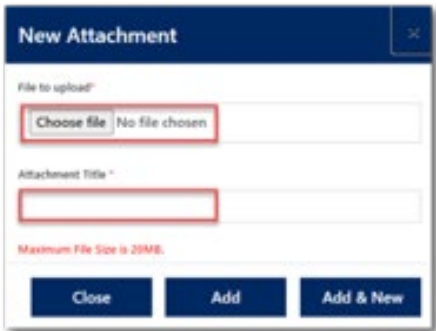
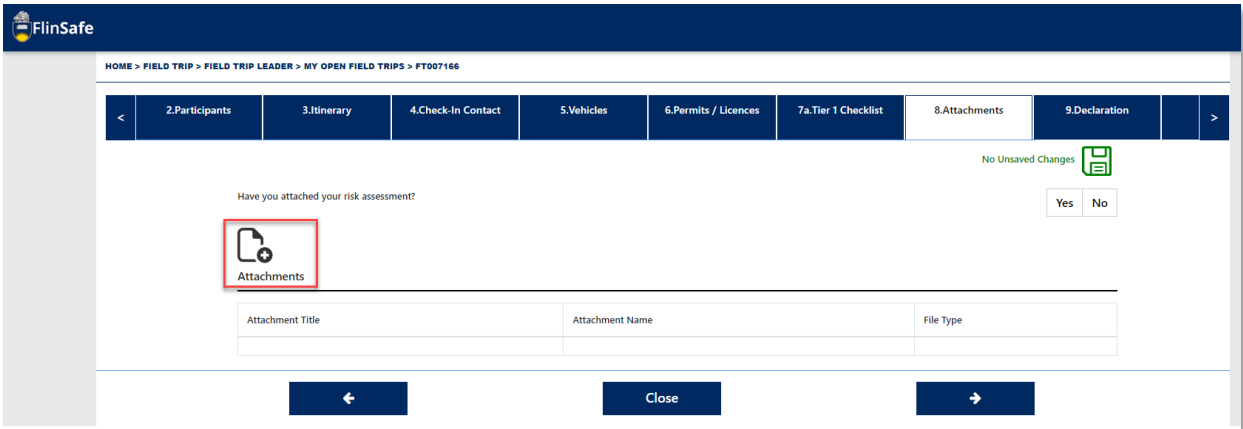
Yes No NA

Yes No NA

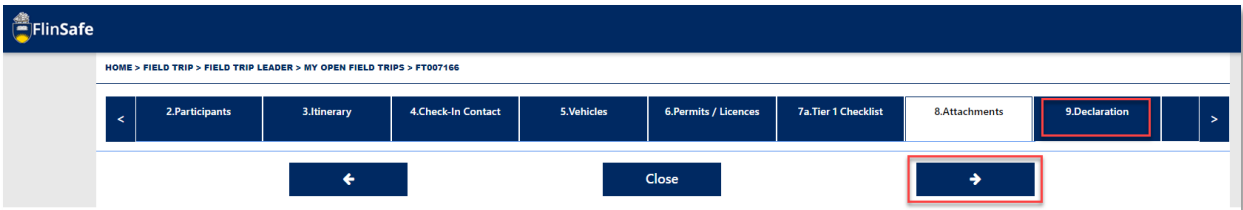
Yes No NA

← Close →

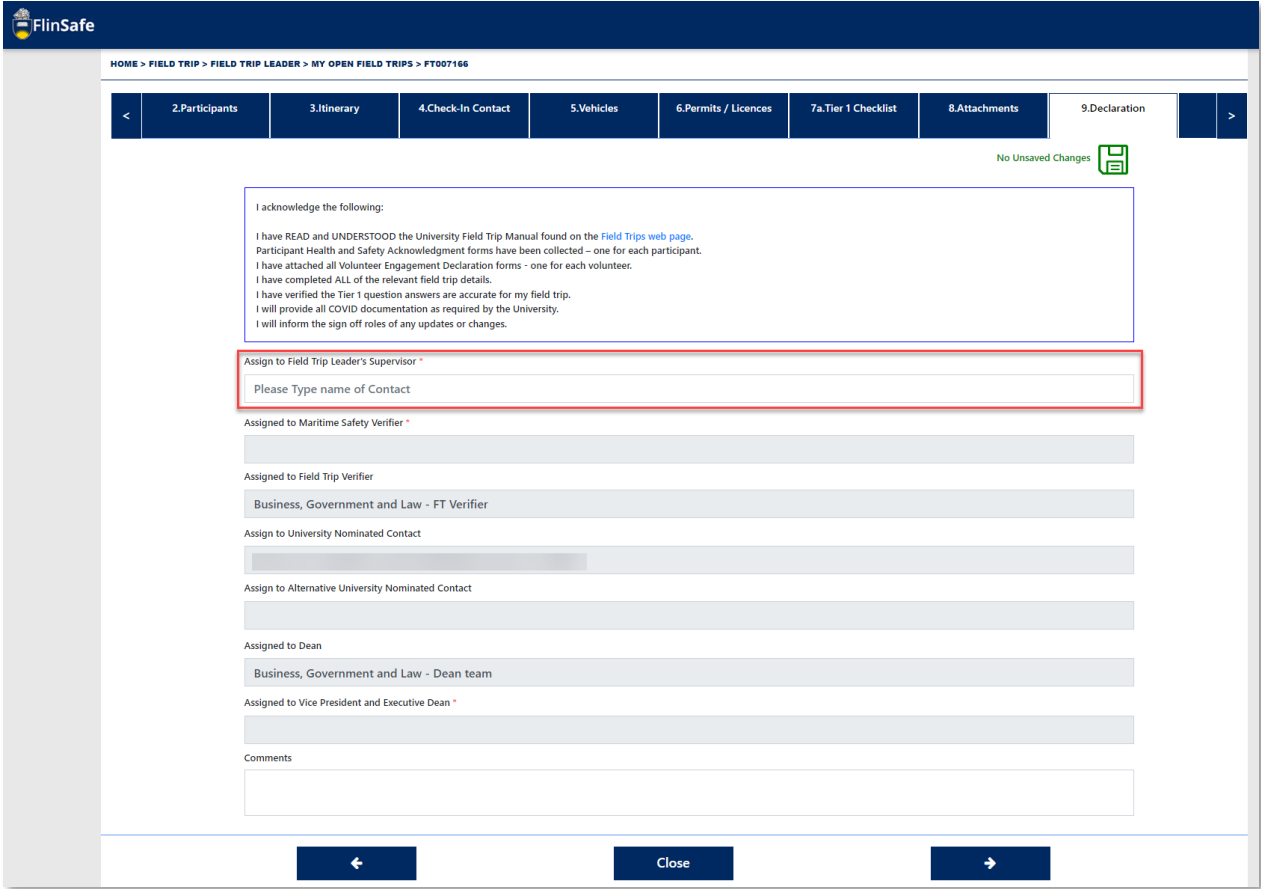
21. Add any required attachments by selecting the **Attachments** icon. **Choose file** and select a file already saved to your device. Then, enter the **Attachment title** and click **Add & New** to add another attachment, or if all attachments are added, click **Add**.



22. Click on the **next arrow** or select the **Declaration** tab.



23. Enter in the **Field Trip Leader’s Supervisor** name. When completing the approver list you are acknowledging that you understand and/or completed the items noted at the top of the declaration tab.



HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007166

2.Participants 3.Itinerary 4.Check-In Contact 5.Vehicles 6.Permits / Licences 7a.Tier 1 Checklist 8.Attachments 9.Declaration

No Unsavd Changes

I acknowledge the following:

- I have READ and UNDERSTOOD the University Field Trip Manual found on the [Field Trips web page](#).
- Participant Health and Safety Acknowledgment forms have been collected – one for each participant.
- I have attached all Volunteer Engagement Declaration forms - one for each volunteer.
- I have completed ALL of the relevant field trip details.
- I have verified the Tier 1 question answers are accurate for my field trip.
- I will provide all COVID documentation as required by the University.
- I will inform the sign off roles of any updates or changes.

Assign to Field Trip Leader's Supervisor *

Please Type name of Contact

Assigned to Maritime Safety Verifier *

Assigned to Field Trip Verifier

Business, Government and Law - FT Verifier

Assign to University Nominated Contact

Assign to Alternative University Nominated Contact

Assigned to Dean

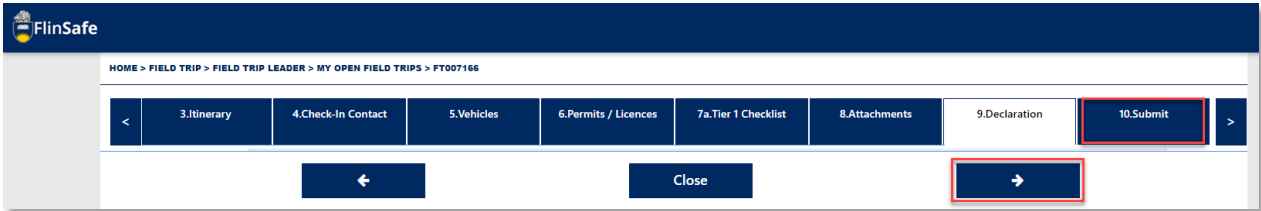
Business, Government and Law - Dean team

Assigned to Vice President and Executive Dean *

Comments

← Close →

24. Click the **next arrow** or select the **Submit** tab.

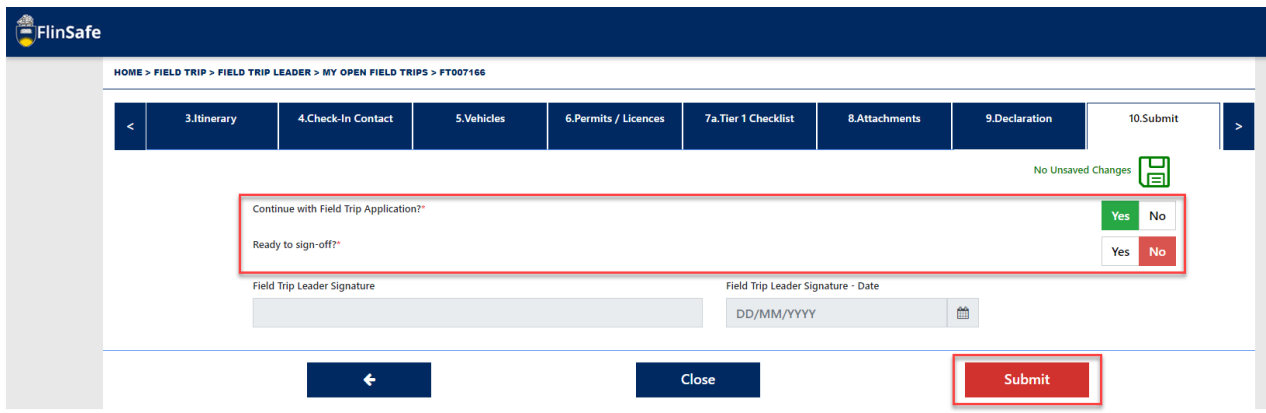


HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007166

3.Itinerary 4.Check-In Contact 5.Vehicles 6.Permits / Licences 7a.Tier 1 Checklist 8.Attachments 9.Declaration 10.Submit

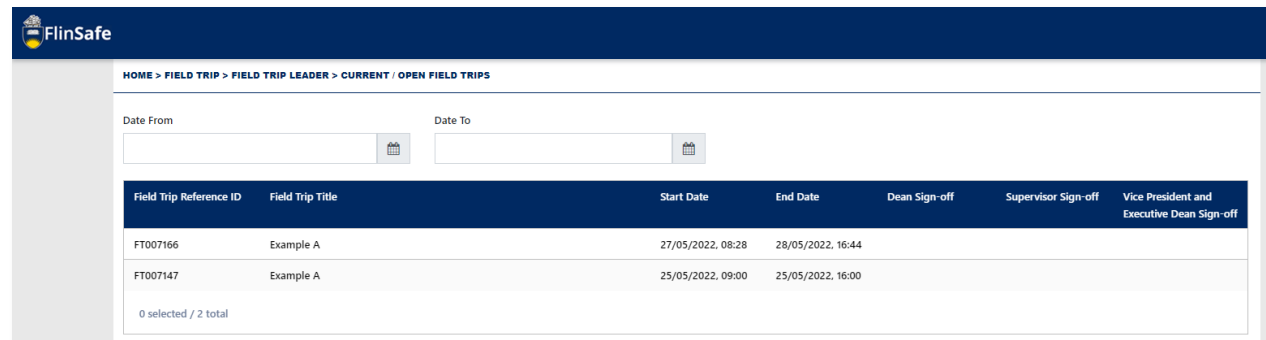
← Close →

25. Answer the questions on the **Submit** tab, then click **Submit**.



The screenshot shows the 'Submit' tab in the FlinSafe system. The breadcrumb trail is 'HOME > FIELD TRIP > FIELD TRIP LEADER > MY OPEN FIELD TRIPS > FT007166'. The navigation bar includes tabs for 3.Itinerary, 4.Check-In Contact, 5.Vehicles, 6.Permits / Licences, 7a.Tier 1 Checklist, 8.Attachments, 9.Declaration, and 10.Submit. A 'No Unsavd Changes' message with a save icon is visible. A red box highlights a confirmation section with the text 'Continue with Field Trip Application?' and 'Ready to sign-off?'. Below this are two rows of 'Yes' and 'No' buttons. Further down are input fields for 'Field Trip Leader Signature' and 'Field Trip Leader Signature - Date' (format DD/MM/YYYY). At the bottom are three buttons: a back arrow, 'Close', and 'Submit' (highlighted with a red box).

Once you submit the field trip request, you will be navigated to your Current/Open field trips. The approval process will take place once you submit your request. If any of the approvers require more information, you will receive an email in your Outlook inbox. You'll find a link in the email to the field trip along with the additional requirements. The additional requirements will also be found on the Submit tab.
Note: "Continue with Field Trip Application" on the Submit tab must be **Yes** or the field trip will cancel.



The screenshot shows the 'Current / Open Field Trips' page in the FlinSafe system. The breadcrumb trail is 'HOME > FIELD TRIP > FIELD TRIP LEADER > CURRENT / OPEN FIELD TRIPS'. There are input fields for 'Date From' and 'Date To' with calendar icons. Below is a table with the following data:

Field Trip Reference ID	Field Trip Title	Start Date	End Date	Dean Sign-off	Supervisor Sign-off	Vice President and Executive Dean Sign-off
FT007166	Example A	27/05/2022, 08:28	28/05/2022, 16:44			
FT007147	Example A	25/05/2022, 09:00	25/05/2022, 16:00			

Below the table, it says '0 selected / 2 total'.

As the field trip leader, please ensure once the end date has passed you close off the field trip once it has been completed.

For any further information on field trips, please see the field trips web page or contact your Work Health and Safety Officer.

This ends the process.