

## Overview

A field trip request is required to be submitted by the Field Trip Leader (FTL) for all field trips run by staff and students of the University.

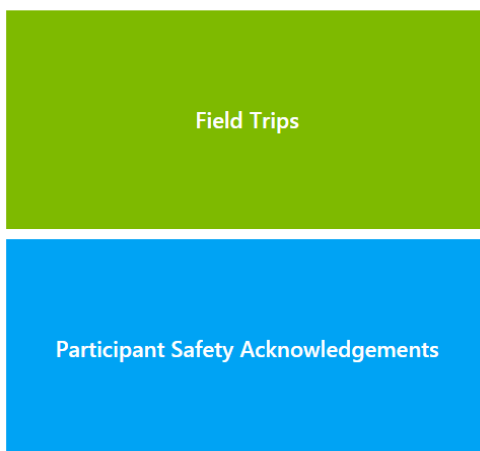
A field trip request can be submitted via this [link](#), and will be approved online by your supervisor, a WHS Trained Person, University Nominated Contact, Dean and Executive Dean if appropriate. The amount of approvers / endorses varies depending on field trip options chosen.

Participants will also submit their Participant Safety Acknowledgement (PSA) forms on line, once they receive an email notification from the FlinSafe Field Trips system.

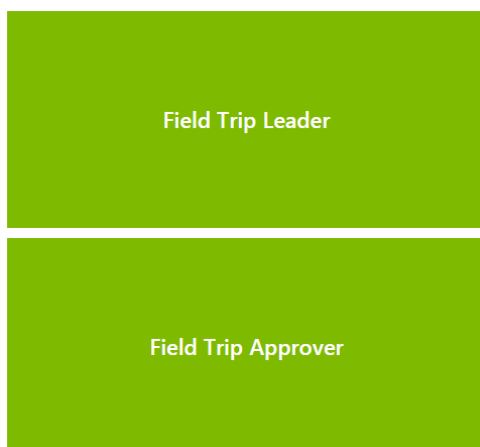
Note: These screens have been designed to be used on both fixed and mobile devices.

## Steps

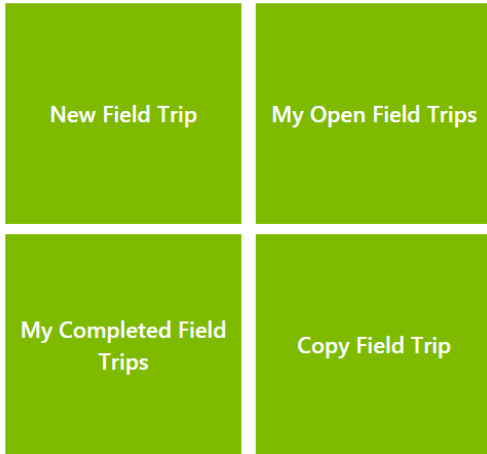
Log into [FlinSafe Field Trips](#) using Okta (may need to also login with your FAN and password).



Click on Field Trips and select Field Trip Leader



From this section you can enter a new field trip, look at field trip requests that are open – i.e. have not been completed, view completed field trips, or copy an existing field trip to create a new request.



## Navigation

🏠 Field Trips ▶ Field Trip Leader ▶ New Field Trip 1
James Watson 2

1.Summary
2.Participants
3.Itinerary
4.Check-In Contact
5.Vehicles
6.Permits / Licences ▶

3

Field Trip Title\*

Field Trip Purpose\*

Start Date\*  Start Time\*  Start Location\*

Is end location different to start location?\*

Is this a multiple instance field trip?\*

End Date\*  End Time\*  End Location\*

Brief Description\*

Faculty / Portfolio\*  School / Division

---

**Field Trip Leader Details**

Name\*

Mobile Phone\*  Work Phone\*

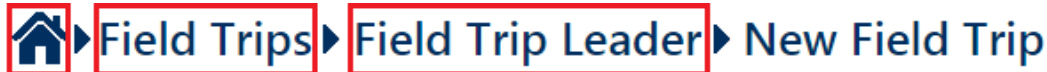
Sat Phone  Email\*

Close
➔

Referring to the highlighted areas on the previous page:

## Section 1

Navigate back to the Home screen, or to the menu options for Field Trips or Field Trip Leaders by clicking on the relevant section



## Section 2

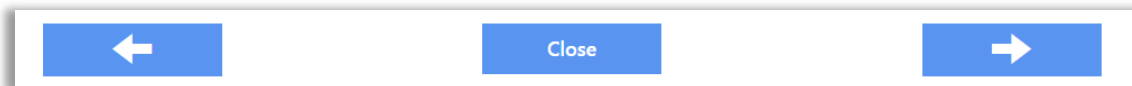
Log out by pressing the down arrow and selecting Log Out

## Section 3

Click on a tab to navigate to that section of the form.

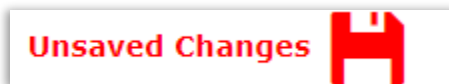
## Section 4

Use the Left Arrow (back) or Right Arrow (next) buttons to navigate through the tabs of the form



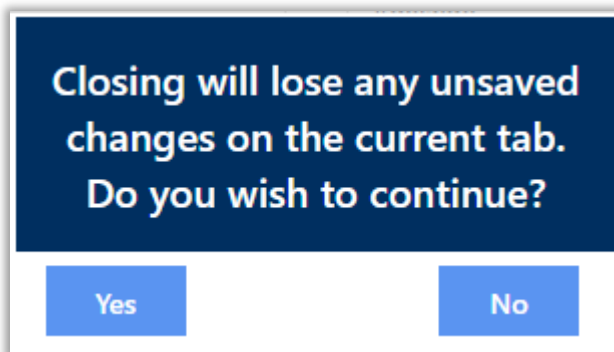
Most tabs have mandatory fields which require completion before the next tab can be displayed, or before the back arrow can be used.

Your changes will be saved when you progress to the next tab or click the 'Saved Changes' button found in the top right corner of each tab. If green this means all changes have been saved.



Close will cancel the changes you've made on the current tab and then exit the form. Data entered on other tabs will be saved.

Clicking 'Close' will display this warning.



Selecting Yes to this message will remove any unsaved changes on the current tab.

Similarly, exiting the form by clicking on another menu option using section 1, will cancel changes made to the current tab.

## Completing the request

A Field Trip request requires the following information completed, as indicated by the tabs across the top of the screen.

🏠 ▶ Field Trips ▶ Field Trip Leader ▶ New Field Trip



### 1. Summary

The Summary tab has summary details about the field trip including purpose, location, dates, area of the University undertaking the trip, and the Field Trip Leader


### 2. Participants

Staff or students can be selected to participate in the field trip. An entry needs to be made for each participant in the field trip.

Once a participant is added, they will receive a task to complete their details for the trip

As participants update their details, these can be viewed in this tab, including attachments.




Click the  icon to add a new participant.

### 3. Itinerary

Each destination of the trip should be documented in this tab, however it is not a mandatory section. This section also includes the number and type of participants

Destination and emergency contact details can be entered here.



Click the  icon to add a new itinerary entry.

### 4. Check-in Contact

Nominated contacts are documented on this tab, including the agreed contact times and a contact log can be created. At least one contact must be entered.

The contact log can be updated on this page once the trip commences.

### 5. Vehicles

If vehicles are being used on this field trip, enter the details.

Details about each vehicle can be recorded.

### 6. Permits / Licences

If permits or licences will be required for the Field Trip, enter their details on this page. This includes Flinders University Ethics approvals.

Choose an answer from the drop down lists for each question, and attach any approvals in the table at the bottom.

### 7. Risk Assessment Checklists

The number of tabs and questions in this section are dependent on the types of risk in the field trip.

As each question is answered for the Tier 1 checklist, additional tabs may display.

All questions in these tabs are mandatory.

Attach risk assessments on the Risk Attachments tab (*not required Tier 1; mandatory for Tier 2*).



Click the icon to add a new document.

## 8. Attachments

Any other attachments may be added on this tab. File size limit is 5MB.

## 9. Declarations

Once all the field trip information has been added, the Declarations page can be completed.

Select your supervisor and confirm if the School Dean is also your supervisor.

Select the WHS trained person in your area, the nominated contacts and the School Dean.

## 10. Submit the application

Once all details have been completed, submit the application by selecting Yes to both questions on this tab.

(Refer also to section “Cancelling a request”)

Your details will be completed in the signature fields.

Note: the application is checked to ensure all required items have been completed, before it will be sent to the approvers. If there are missing items, complete these and resubmit.

## Saving / exiting a request without submitting

Clicking the Close button will exit the Field Trip request saving the details that have been entered on the previous tabs

Clicking ‘Saved changes’ button on the current tab will save all of the changes.

## Cancelling a request

A request can be cancelled by entering No to this question on the Submit tab

Continue with Field Trip Application?\*

Yes

No

A request can only be cancelled prior to approval.

Cancelled requests will display in your ‘Completed Field Trips’ section, and may be copied if cancelled in error.

## Next Steps

Once the request has been submitted, the application is sent to

- Your Supervisor
- Nominated WHS Trained Person
- Nominated University Contact(s)
- College Dean/Portfolio Director
- Vice-President and Executive Dean (if required by the College Dean)/Portfolio Head

You are able to monitor its progress using the ‘My Open Field Trips’ section.