

Field Trip Procedures

Table of Contents

1. Governing Policy
2. Purpose
3. Scope
4. Definitions
5. General
6. Field trip approval
7. Field trip risk management
8. First aid
9. Communication
 - 9.1. Communication methods
 - 9.2. Overdue or failure to check-in process
10. Emergency procedures
11. Specialist activities
 - 11.1. Diving, boating and other vessel activities
 - 11.2. Permits and licences
 - 11.3. Plant, tools and equipment
 - 11.4. Flying and drones
 - 11.5. Working with animals
12. Vehicles
13. Participants
14. Volunteers
15. Children on field trips
16. Reporting of accidents and incidents
17. Working with other organisations
 - 17.1. Flinders University-run field trips
 - 17.2. Other organisation-run field trips
18. Responsibilities
19. Related documents

1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

These procedures set out the responsibilities and action required to manage the risks to health and safety associated with field trips.

3. Scope

- a. These procedures apply to all:
 - i. University off-site field trips and research field work organised by University staff and/or students

- ii. Off-site field trips and research field work organised by external organisations where University staff and/or students are participants, and
 - iii. Workers, students, visitors and collaborators from external organisations involved in University field trips/field work.
- b. These procedures must be read in conjunction with the [University's Field Trip Manual](#).

4. Definitions

Competent person	A person who has the knowledge and skills, acquired through training, qualification and/or experience, to carry out the tasks required.
Field trip	a. A University activity involving any work/research/study/activity undertaken by workers, students, volunteers or visitors, at any off-campus, urban, rural or remote location. b. Does not include: i. inter-campus travel ii. off-campus meetings iii. attending conferences iv. visits to an urban area where the participants are an audience v. location reconnaissance in a land-based Adelaide urban area vi. travel to, and work at, Australian university, state and federal government sites using the site's safe system of work.
Field trip leader	A person who organises a field trip and fills out the documentation required to submit in the field trip approval process.
Remote and/or isolated travel/work	Situations where a person or persons may be exposed to risks because the area or environment they are travelling or working in is remote from others or isolated from access, communication and the assistance of others.
Tier 1 field trip	A field trip which involves low risk tasks and satisfies all the following: i. destination is easily accessible to emergency services ii. communication is readily available (i.e. within mobile phone range) iii. will not include boating, diving, climbing, working in isolated areas or other high-risk activities iv. conventional vehicles are used, only on sealed roads v. no medium or high-risk tools/plant will be used. vi. all tasks or activities on the field trip will be low risk
Tier 2 field trip	A field trip which involves more complex medium to higher risk tasks that: i. does not satisfy the criteria for a Tier 1 field trip ii. requires risk assessment documentation iii. requires a more detailed approval process
University nominated contact	A University staff member who does not attend the field trip and who agrees to be available as the contact person for the check in process.

Urban areas	Developed areas around cities and towns where people live and work close together, there is ready access to emergency/health services and reliable mobile phone coverage.
--------------------	---

5. General

- a. Field trips undertaken as part of University work (including research) or study must:
 - i. be undertaken in accordance with the requirements set out in these procedures
 - ii. follow protocols as set out in the [Field Trip Manual](#).
- b. Field trips for University activities are classified as either Tier 1 or Tier 2.

6. Field trip approval

- a. 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.
- b. A field trip must not be undertaken if the required documentation has not been completed and approved.
- c. Field trip leaders must submit the following information via the [FlinSafe Field Trip system](#) at least 5 business days before the start of the field trip. Information required includes:
 - i. field trip proposal including field trip details, itinerary and as applicable, check-in contact details, vehicles and permits /licences.
 - ii. completed Participant Safety Acknowledgement forms for each participant.
 - iii. completed Field Trip Volunteer Engagement forms for each volunteer.
 - iv. where the field trip is a Tier 2, a completed field trip risk assessment form that includes:
 - risk assessments for specific activities, plant/equipment and/or chemicals intended to be used on the field trip.
 - Safe Work Procedures (SWPs) for specialist tools and equipment and/or activities to be undertaken.
- d. Where field trip factors are deemed by the College Dean/Portfolio Director to be a high risk, the field trip must be approved by the College Vice-President and Executive Dean/Portfolio Head.

7. Field trip risk management

- a. Risks to health and safety associated with all aspects of field trips (including travel, accommodation and activities) must be managed in accordance with the [WHS Risk Management Procedures](#).
- b. For each field trip, field trip leaders must:
 - i. identify the hazards
 - ii. risk assess the health and safety risks of those hazards
 - iii. implement risk controls to eliminate or minimise the risk.
- c. Where the field trip includes specialist activities, plant or equipment, or chemicals, the field trip leader must ensure that such activities have a risk assessment which must be included with the field trip documentation.
- d. Risk assessments must be provided as per the approval process.
- e. Field trip participants must have access to the risk assessment and associated safety documentation.

8. First aid

- a. An approved first aid kit must be carried on all field trips.
- b. All contents must be in date.
- c. All Tier 2 field trips must have someone with Provide First Aid training on the field trip.
- d. 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. Communication

9.1. Communication methods

- a. Communication methods must be specified in the field trip proposal.
- b. Field trips with a remote/isolated component must consider what communication methods and frequency are required to maintain reasonable and effective communication.
- c. Communication devices must be compatible with the areas visited by the field trip.
- d. Each field trip must have a University nominated contact person.
- e. There must be an agreed check-in schedule between the field trip leader and the University nominated contact person, including any updates.
- f. Where a University nominated contact may not be available during a field trip there must be an alternative University nominated contact person.
- g. Field trip leaders must check-in to the agreed schedule.

9.2. Overdue or failure to check-in process

If the field trip leader has not checked in at the designated time, the University nominated contact person must:

- a. follow the overdue or failure to check-in process described in the Field Trip Safety Manual
- b. make reasonable attempts to determine the status of the field trip leader and participants before contacting emergency services.

10. Emergency procedures

- a. Field trip leaders must:
 - i. establish contingency plans for handling emergencies during a field trip
 - ii. be familiar with any emergency processes related to the areas they will visit on the field trip
 - iii. keep informed about foreseeable emergencies for the local area which may arise such as bad weather or bushfires
 - iv. be familiar with emergency contacts relevant to the area
 - v. as soon as practicable, provide any changes to the emergency procedures to the University nominated contact person for the field trip.
- b. Where an incident occurs, the incident must be reported according to the [Accident, Incident and Hazard Reporting and Investigation Procedures](#).

11. Specialist activities

11.1. Diving, boating and other vessel activities

- a. Any diving (including snorkelling), boating or other vessel activity must be approved by the Maritime Safety Dive Officer or nominee before the field trip starts.
- b. All boating and diving activities must be documented in accordance with the [Boating Safety Procedures](#) and [Diving and Snorkelling Safety Procedures](#) and attached to the field trip proposal.

11.2. Permits and licences

- a. The field trip leader must organise all relevant permits and licences before the field trip starts.
- b. All permits and licences must be recorded with the field trip proposal.

11.3. Plant, tools and equipment

- a. Safety equipment must meet Australian Standards, be used for its intended purpose and regularly inspected and maintained.
- b. All specialised tools and equipment must be addressed as part of the risk assessment for the field trip proposal.
- c. Use of weapons, firearms, spring or gas-powered spears and explosives must be approved by the College Vice-President and Executive Dean/Portfolio Head.

11.4. Flying and drones

- a. Field trip leaders must ensure anyone operating aircraft specifically used for the field trip are competent and appropriately licenced to operate it.
- b. Drones must be operated by a competent person and according to the [Civil Aviation Safety Authority](#) (CASA) regulatory framework.
- c. Aircraft and drone use must be risk assessed and include a flight plan recorded with the field trip proposal.

11.5. Working with animals

- a. Field trip leaders must ensure any person working with animals is competent in the task involving animals and holds any appropriate licences/ethics approvals.
- b. Work with animals must be specifically addressed in the risk assessment.

12. Vehicles

- a. Where any driving or vehicle use occurs the [Driving and Vehicle Safety Procedures](#) must be followed.
- b. Drivers/operators must be competent and, where applicable, licenced to operate the type of vehicle used on the field trip.
- c. Vehicles must be fitted or contain the appropriate vehicle safety and recovery equipment for the field trip tasks.
- d. Quad bikes must be fitted with a roll bar and the operator must be trained and wearing a helmet.
- e. Any contractor engaged to use vehicles for field trips must have appropriate licences/permits to operate the vehicle.

13. Participants

- a. All participants must complete their participant safety acknowledgement form before they attend the field trip.

- b. Participants must be supplied with the appropriate information, instruction, training and supervision to undertake their duties/tasks and to maintain their health and safety.
- c. Participants under 18 years of age must have their participant safety acknowledgement form signed by their parent/guardian before the field trip commences.

14. Volunteers

- a. All volunteers must complete the [Field Trip Volunteer Engagement](#) form in accordance with the [Volunteer Safety Procedures](#) before they attend the field trip.
- b. Volunteers must be supplied with the appropriate information, instruction, training and supervision to undertake their duties/ tasks and to maintain their health and safety.

15. Children on field trips

- a. Requests for children to accompany a parent/carer on a field trip must be made in advance and must be submitted to the College Dean/Portfolio Director for approval.
- b. Parents/carers must satisfy the College Dean/Portfolio Director that they can account for the supervision, safety and emergency care of the child at all times.

16. Reporting of accidents and incidents

- a. Field trip participants must
 - i. immediately report any incidents or accidents to the field trip leader, and
 - ii. report the incident or accident on the University's [online reporting system](#) as soon as reasonably practicable or at least within 24 hours of the accident/incident occurring.
- b. In addition, notifiable incidents must be reported immediately to University Security and the Associate Director, Work Health and Safety. See the [Field Trip Manual](#) for details.

17. Working with other organisations

17.1. Flinders University-run field trips

- a. The other organisation must provide the University with participant safety acknowledgement forms or equivalent for their workers and students.
- b. All forms must be provided to the field trip leader prior to the field trip commencing.

17.2. Other organisation-run field trips

- a. A Flinders University collaborator must complete the Flinders University field trip proposal, attaching any field trip documentation provided by the other organisation.
- b. Where the other organisation provides a risk assessment, that documentation may be used, otherwise the Flinders University risk assessment must be used.

18. Responsibilities

College Vice-President and Executive Deans and Portfolio Heads

- a. Ensure that:
 - i. these procedures are implemented in their College/Portfolio
 - ii. adequate resources are available to support safe field trip activities
 - iii. approve high-risk activities as determined by the College Dean/Portfolio Director.

College Deans/Portfolio Directors	b. Approve field trip proposals prior to commencement of the field tri c. Determine if a field trip proposal needs to be escalated for approval by the Vice-President and Executive Dean/Portfolio Head.
Managers and supervisors of field trip leaders	d. Approve field trip proposals prior to commencement of the field tri e. Be satisfied that the risk control measures are identified and reduce the risk as low as reasonably practicable.
Field trip leader	f. Consider health and safety issues that may arise during the field tri g. Complete the field trip proposal including any risk assessment documentation and obtain approvals before the field trip starts. h. Provide appropriate guidance and oversight for the duration of the field trip. i. Ensure that adequate staffing, equipment and resources are provided for the field trip. j. Provide information to field trip participants and volunteers to ensure that they are not exposed to unsafe conditions or risks to their health and safety.
University nominated contact / alternative University nominated contact	k. Be available to receive the contact at the nominated frequency and contact method. l. Have access to field trip details including details of participants, vehicles, departure and arrival times, destinations and duration of the field trip. m. In the event of a missed contact, initiate the failure to check-in process in the Field Trip Manual.
Field trip verifier	n. Review the field trip for the risk assessment and safety aspects. o. Verify that the correct risk documentation is included with the field trip proposal.
Maritime Safety Dive Officer	p. Review the field trip for the risk assessment and safety aspects specifically relating to boating and diving/snorkelling. q. Approve proposed diving, snorkelling or boating activities as part of the field trip approval process.
Participants	r. Complete a participant safety acknowledgement form as soon as possible before attending the field trip. s. Take responsibility for their own safety and the safety of those around them. t. Attend any information sessions and/or training and provide all required equipment (e.g. enclosed shoes, hats) as instructed. u. Follow any reasonable instruction, information and training provided to them.
Volunteers	v. Complete a field trip volunteer engagement form before attending the field trip. w. Take responsibility for their own safety and the safety of those around them.

	x. Attend any information sessions and/or training and provide all required equipment (e.g. enclosed shoes, hats) as instructed. y. Follow any reasonable instruction, information and training provided to them.
--	--

19. Related documents

[WHS Risk Management Procedures](#)

[Boating Safety Procedures](#)

[Diving and Snorkelling Procedures](#)

[Volunteer Safety Procedures](#)

[Field Trip Safety Manual](#)

Approval Authority	Vice-President (Corporate Services)
Responsible Officer	Director, People and Culture
Approval Date	23 March 2021
Effective Date	23 March 2021
Review Date*	March 2024
Last amended	Vice-President (Corporate Services), 25 August 2023
CM file number	CF21/208

*** Unless otherwise indicated, this procedure will still apply beyond the review date.**

Printed versions of this document are not controlled. Please refer to the Flinders Policy Library for the latest version.