

2018 Field Trip RiskWare Moudle



About	This course will provide a systematic and consistent approach to creating, managing and approving field trips in a controlled environment at JCU using the RiskWare Field Trip Module.
Audience	All staff and students creating or managing JCU field trips
Duration	1.5 hours face to face NO COST
Learning Objectives	<p>By the end of the course, participants would be expected to:</p> <ul style="list-style-type: none"> • Understand duty, obligations and responsibilities under HSE-PRO -007 Field trip Procedure • Develop detail deception of trip to assist with identifying hazards and controlling risk • Identify key features of RiskWare Field Trip Module • Create and manage field trips across JCU • Record an effective communication plan as part of the field trip • Track changes made to a field trip
Content	<ul style="list-style-type: none"> • How to create a new field trip <ul style="list-style-type: none"> ○ Enter details about field trip including description, destination, dates ○ Identify activities occurring on the field trip and link risk assessments ○ Enter details of field trip leader, approver, communication person, first aid and participants individually or add a class ○ Enter field trip itinerary and communication plan ○ Provide details of vehicles and attachments to support field trip • How to clone a field trip • How to request a peer review • How to view audit trail • How to approve a field trip
Facilitators	HSE Training and Communication Advisor, hsetraining@jcu.edu.au 478 14429
To Register	Nominate Using My HR Online (Staff) or contact hsetraining@jcu.edu.au Course Code: SS011

Date	Time	Campus	Location
Wednesday 4th April 2018	10:00 am – 11:30 am	Townsville	002-101
Friday 20th April 2018	9:30 am – 11:00 am	Townsville	002-101
Tuesday 22nd of May 2018	10:00 am – 11:30 am	Townsville	002-102
Tuesday 12th June 2018	1:00 pm – 2:30 pm	Townsville	002-102
Wednesday 18th July 2018	1:00 pm – 2:30 pm	Townsville	002-102

Thursday 12th April 2018	9:00 am – 10:30 am	Cairns	B1-104
Wednesday 16th May 2018	10:00 am – 11:30 am	Cairns	B1-104
Thursday 28th June 2018	9:30 am- 11:00 am	Cairns	B1 - 104

Friday 27th April 2018	9:30am – 10:30am	Online	Webinar
Thursday 10th May 2018	2:00 pm – 3:00 pm	Online	Webinar
Wednesday 20th June 2018	11:00 am – 12:00 pm	Online	Webinar
Wednesday 25th July 2018	11:00 am – 12:00 pm	Online	Webinar
Thursday 9th August 2017	2:00 pm- 3:00 pm	Online	Webinar