RiskWare Field Trip Module – User Guide

JAMES COOK UNIVERSITY AUSTRALIA

DOCUMENT CHANGE CONTROL

Issue	Date	Amended By	Change
Version 22-1	23 May 2021	WHS Unit	Updated to reflect updates

Contents

1 What is RiskWare

RiskWare is a web based application that can be accessed any time of day, on or off campus and is used to manage information and actions relating to incidents, hazards and risk assessments.

It enables employees to:

- Report an incident for themselves or someone else, with or without an injury;
- Report a hazard for themselves or someone else;
- The option of confidentiality when reporting on incidents and hazards;
- Register a Risk; and
- View the Enterprise Risk Register.

2 Risk Ware Field Trip Module

- How to create a new Field Trip
  - Enter details about Field Trip including description, destination and 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 add attachments and notes to support Field Trip.

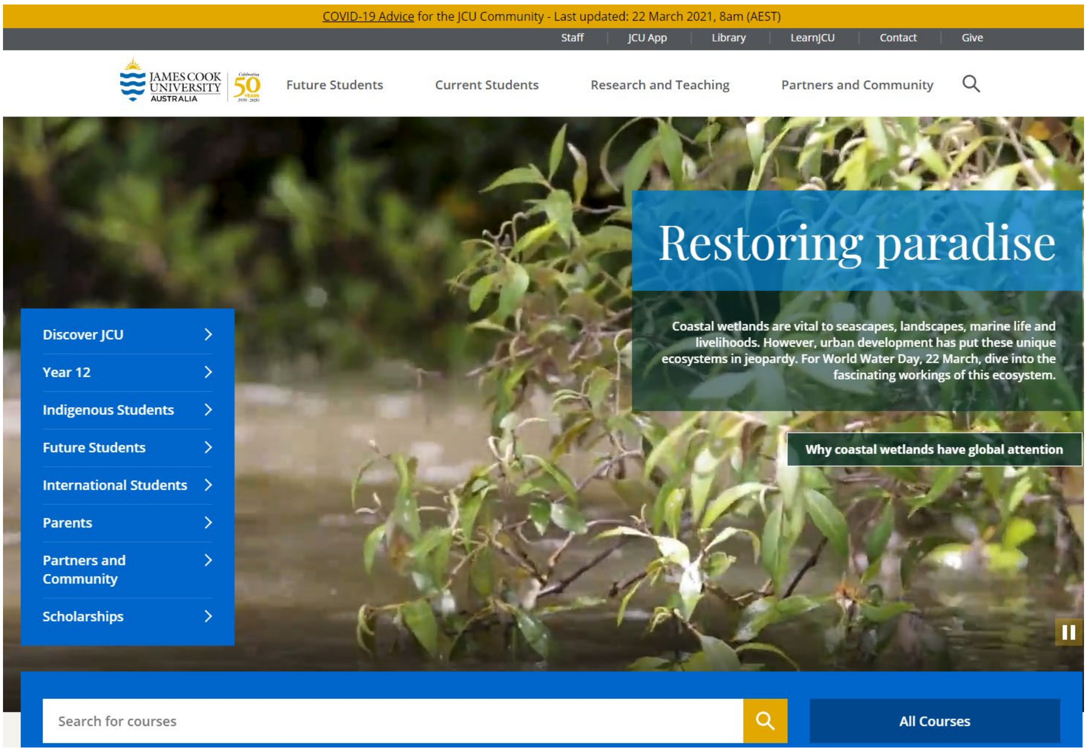
3 How to Access Field Trip Module

3.1 Log into RiskWare

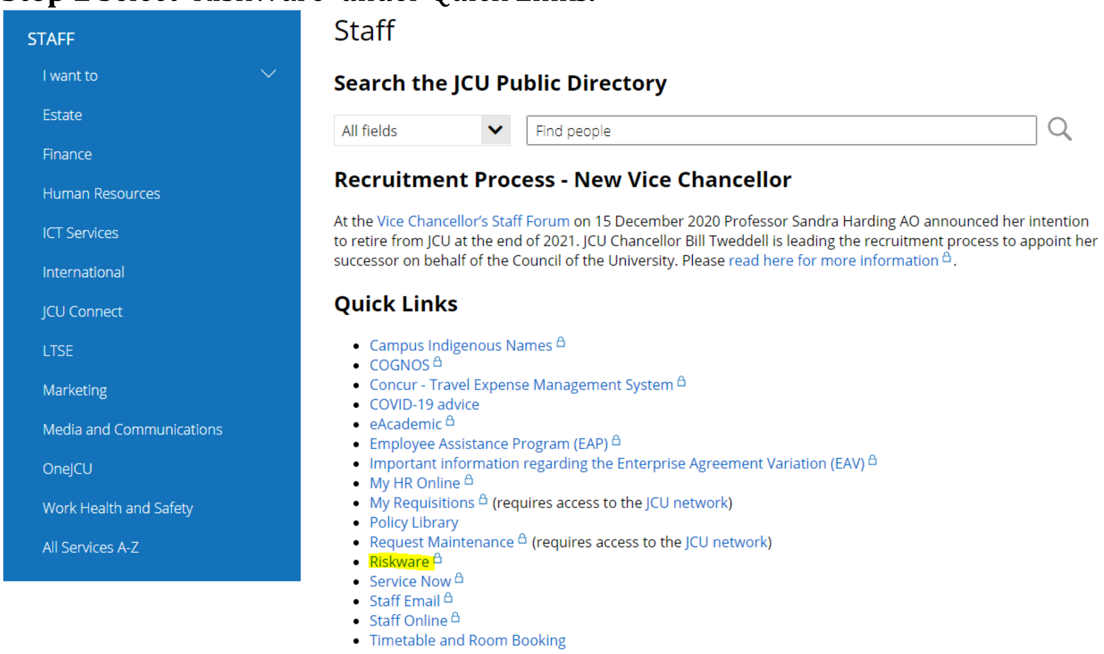
3.1.1 JCU Website

- The link to RiskWare is available on the JCU website. To access the website, you will need to do the following:

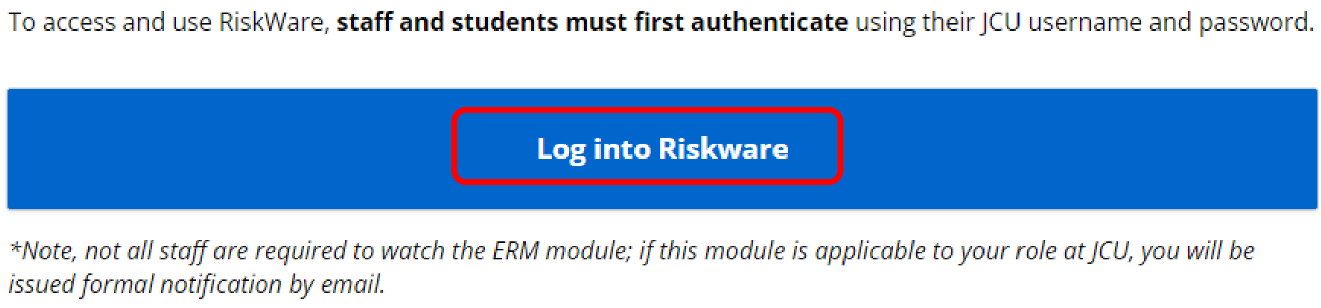
Step 1 Open your <u>Internet Explorer</u> Browser to the JCU Homepage and click on 'Staff'. Do not use Firefox or other browsers (unless necessary) as they reduce the capability of RiskWare.



Step 2 Select 'RiskWare' under Quick Links.

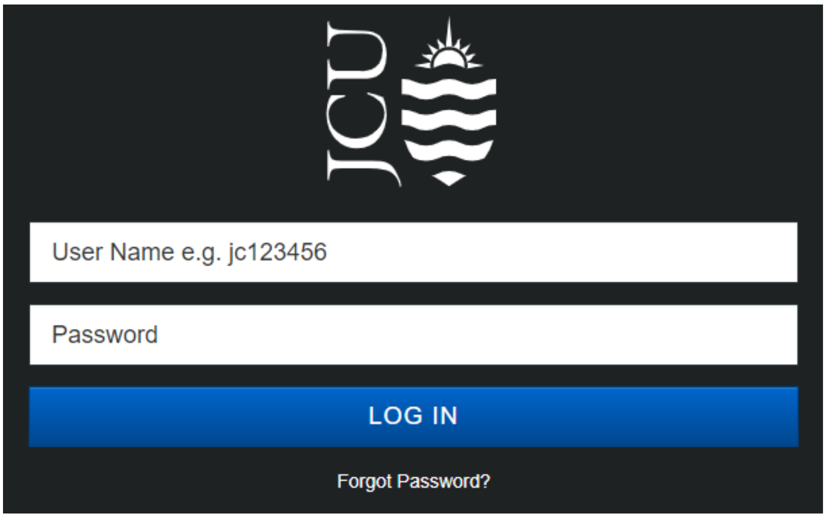


Step 3 Scroll down to 'LOG IN TO RISKWARE' hyperlink.



Step 4 JCU Users will used their JCU log in details to access RiskWare.

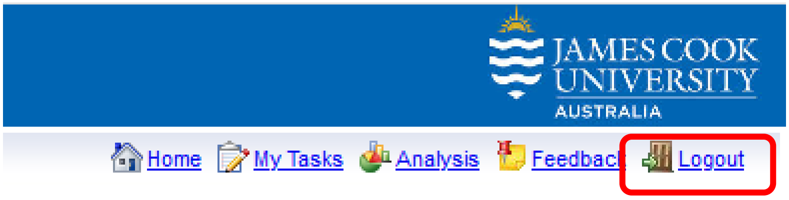
- First you will need to register for [Multi-Factor Authentication (MFA).]()
- Once you have registered for MFA, you can access RiskWare
- Anyone who has a JCU number can access RiskWare



4 Exiting RiskWare

To exit the Web Self Service always use the LOG OUT option which is located at the top right hand side of the navigation screen.

Step 1 Log off RiskWare



5. Functions of the Field Trip Register

Field Trip Register Screen

Home | My Tasks | Change Password | Feedback | Logout

Field Trip Register

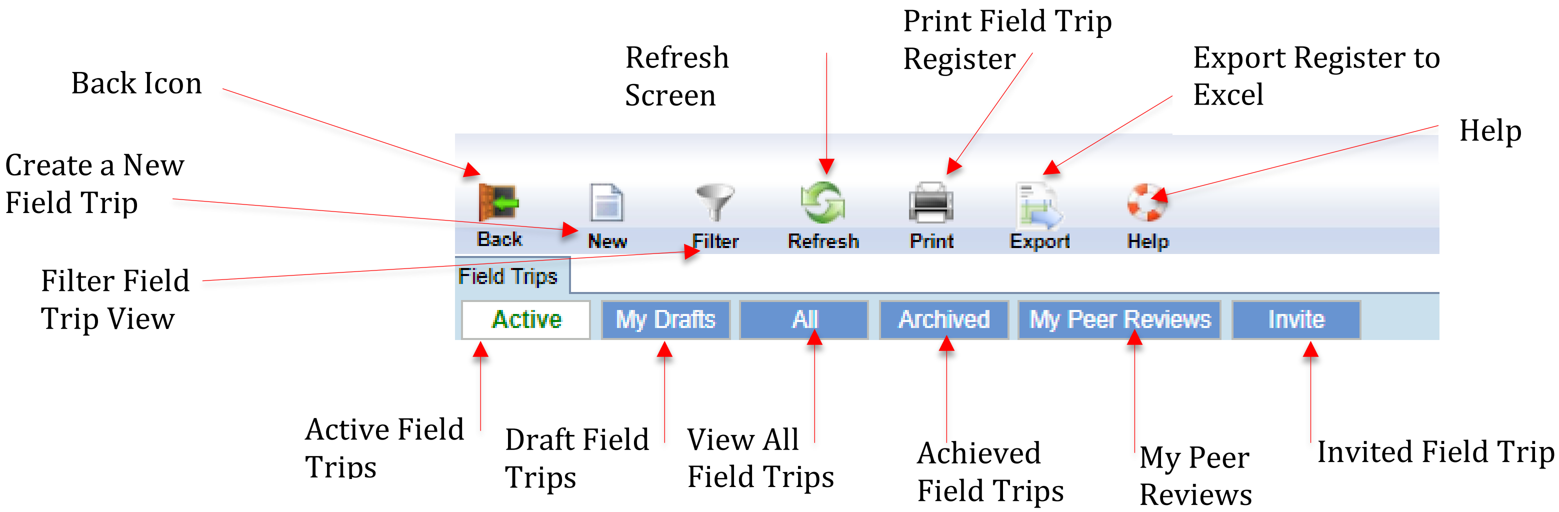
Back | New | Filter | Refresh | Print | Export | Help

Field Trips

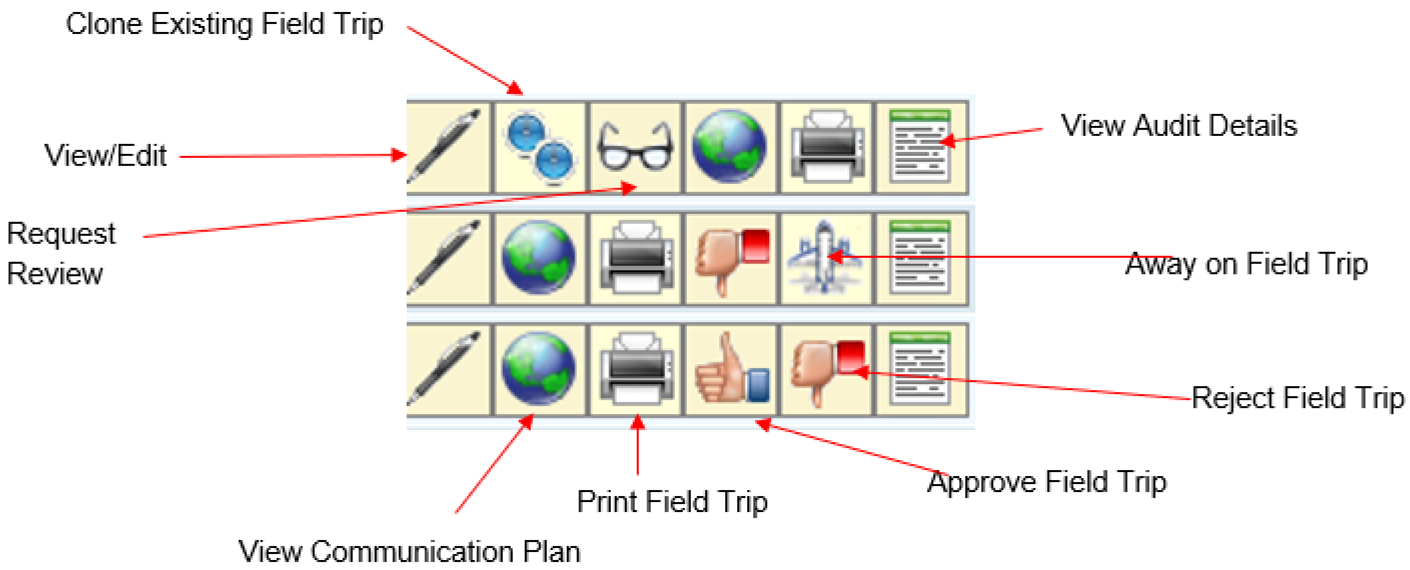
Active | My Drafts | All | Archived | My Peer Reviews | Invite

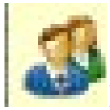
Show me 20 items per page

Ref. ▼		Type	Start Date	End Date	Status	Field Trip Leader	Destination	Risk Assessment Current	Risk Assessment Residual	Commands
213		International	24/03/2021	31/03/2021	New	FTM Training	lizard island, big ben	Low	Low	
210		Other	9/03/2020	13/03/2020	New	Hillary Smith	Magnetic Island, QLD	High	High	
209		International	27/02/2020	29/02/2020	New	FTM Training	alice springs,brisbane, perth	Low	Low	
207		International	24/07/2019	31/07/2019	New	FTM Training	Conflict Islands	High	High	
206		Other	24/07/2019	29/07/2019	New	FTM Training	work is being done, the next locaion	High	High	
199		International	12/12/2018	13/12/2018	Approved	FTM Training	abc	Low	Low	
108		Remote	28/05/2017	31/05/2017	Approved	Raelene Fewquandie	Alice Springs, Mac Donnell Ranges,	Low	Low	

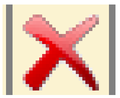


Commands Screen

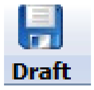
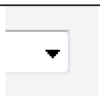
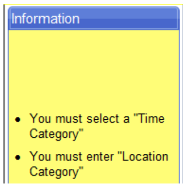
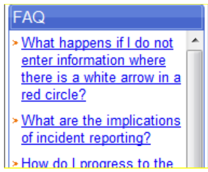


 Invite a user to see the field trip

 Return and close field trip

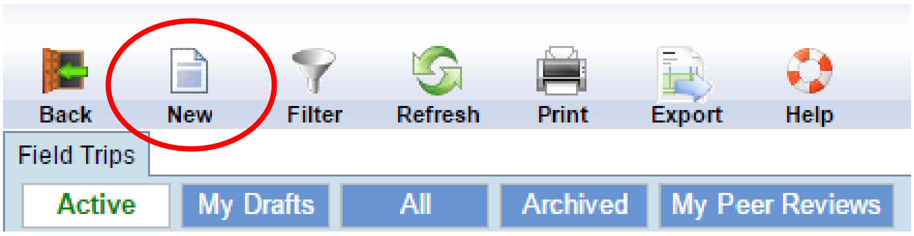
 Under "My Drafts" tab select to delete a draft trip

Useful Tips

	Indicates a required field and must be completed		Used to cancel the record
	Used to go back and review or amend data		Used to assign to approver
	Used to go forward to the next page		Used to save as a draft in Incident Report
	Access to user guides (Currently unavailable) Email safety@jcu.edu.au for assistance		Used to perform a search
	Indicates a drop down list is available		Used to save as a draft in Risk Assessment
	Advises what mandatory field requires information		Click a question to display an answer to the FAQ

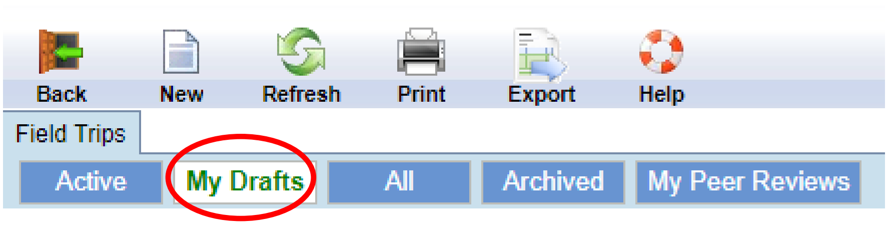
6. Creating a New Field Trip

- Select the "New" icon from the Field Trip Register to log a new Field Trip.



- To save the information at any time and complete later, select "Draft" at the top toolbar.

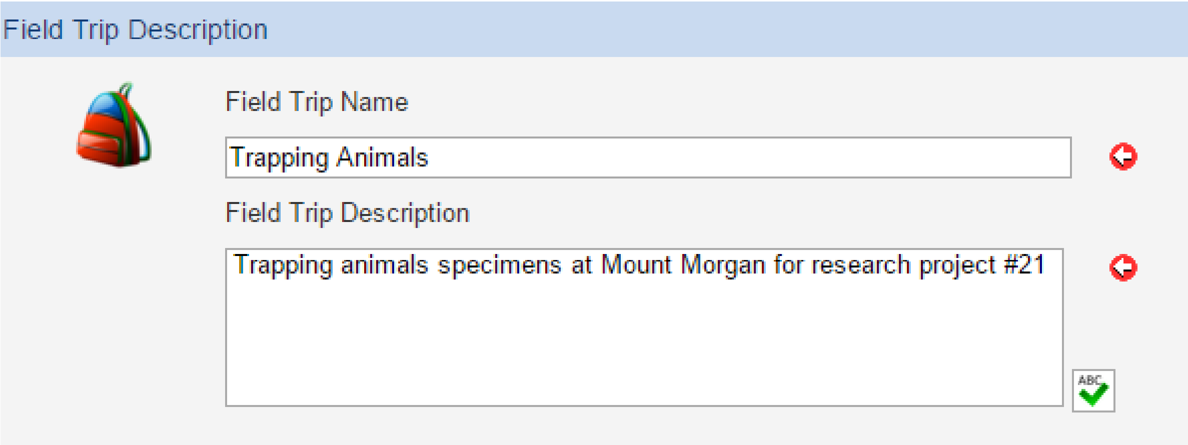
- To view the draft Field Trips from the Field Trip Register, select 'My Drafts".



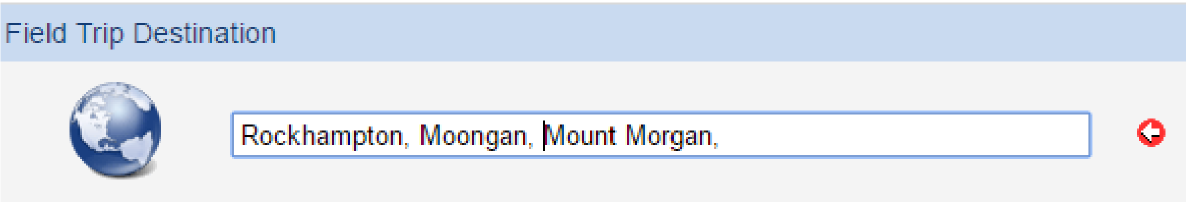
6.1 Enter "Field Trip Details" – Page 1 of 5

- Field Trip Name – Enter a brief name for the trip. (*Maintaining any existing naming conventions, if required).*

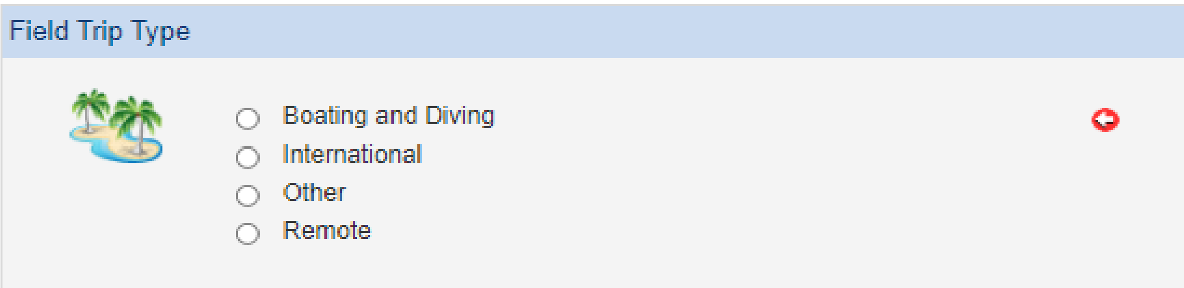
- Field Trip Description - Enter a detailed description for the Field Trip.



- Field Trip Destination – Enter the Field Trip destination/s. Use a comma to separate different locations if required.



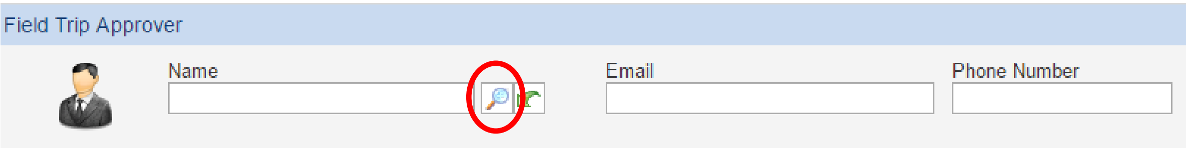
- Field Trip Type – Select the type that best describes the Field Trip. *(Information on Field Trip Types can be found in the definitions section of the [WHS-PRO-015 Field Trip Procedure](#)).*
-
    - International
    - Remote
    - Other

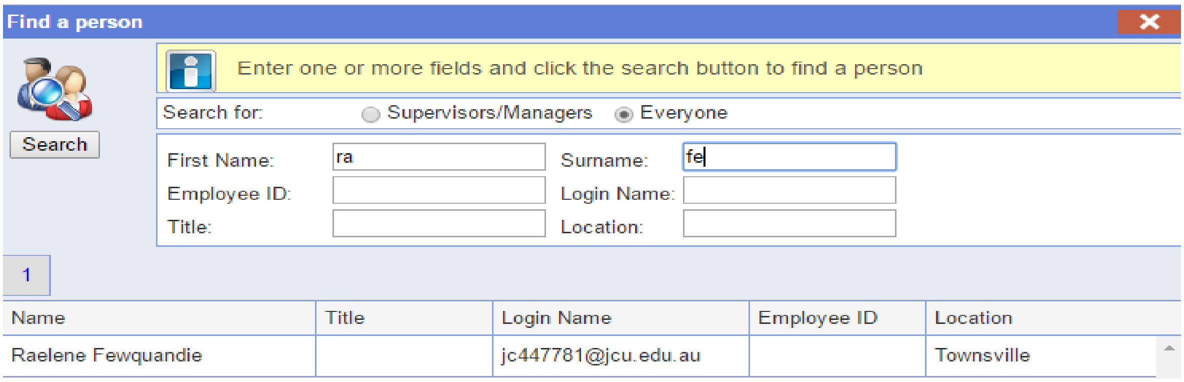


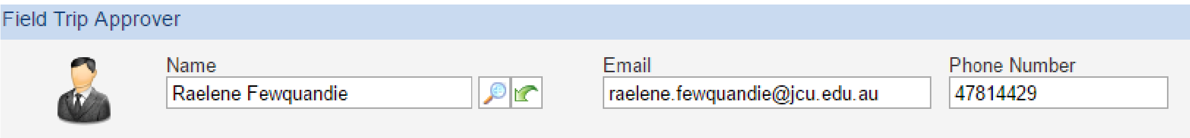
- External Reference Number – For example boating reference number or travel ID number. This is not a mandatory field.

- Field Trip Dates – Enter the start and end dates for the Field Trip by selecting the "Date Calendar" icon.

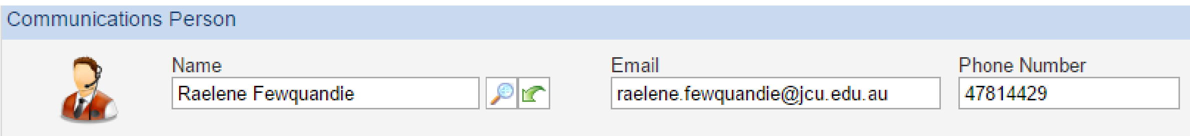
- Field Trip Approver – the person with the overall authority to approve the Field Trip *(as per [WHS-PRO-015 Field Trip Procedure](#)).* To assign a person, select the "Magnifying Glass" icon and search for the Field Trip Approver for your area. Information will populate update as required.



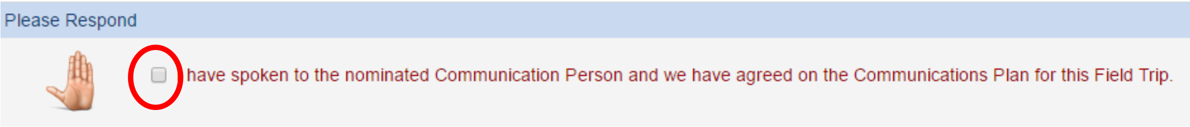




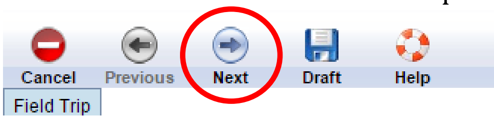
- Communications Person – JCU Representative not going on the Field Trip. To assign a person select the "Magnifying Glass" and search for the Communications Person relevant to your Field Trip. The communication person may be the approver. Information will populate update as required.



- Please Respond - The logger of the Field Trip must ensure they have spoken with the Communications Person about the Communication Plan for the Field Trip. By ticking the text box, the Field Trip Leader confirms that the Communications Person has been consulted.

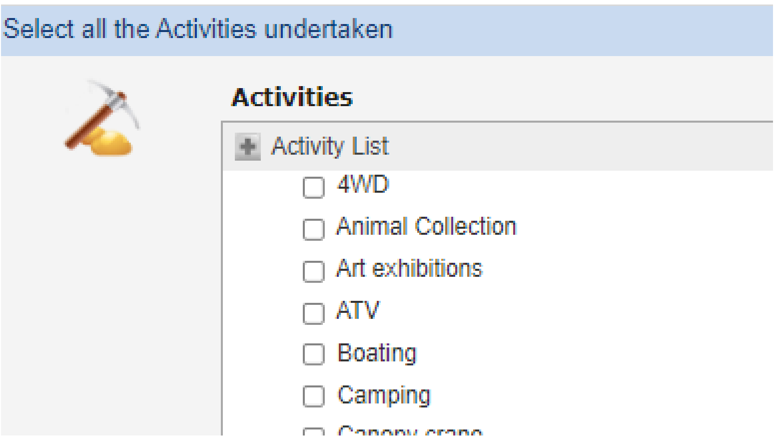


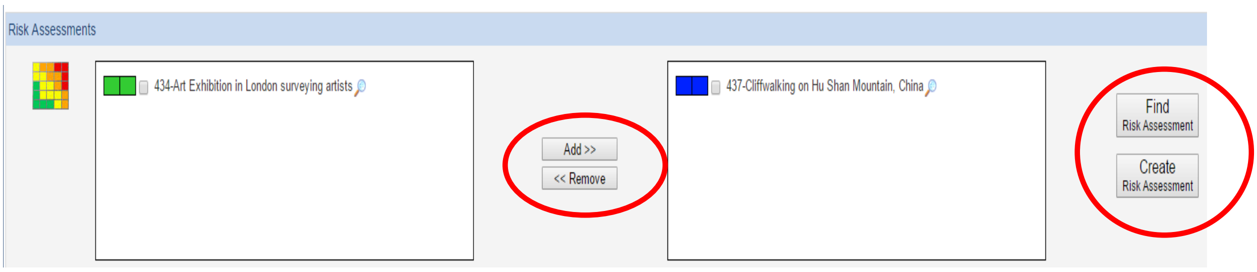
- Once all information is complete select next to continue.



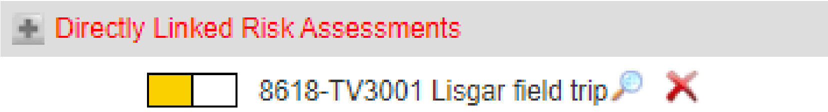
6.2 Enter "Activity Identification" Page 2 of 5

- Select "activity List" heading
- Select all the applicable activities undertaken on this Field Trip. Once activities are selected, approved JCU risk assessments with corresponding activities assigned to them will populate the Risk Assessment" box. Select "Add" to link the risk assessments to the Field Trip.

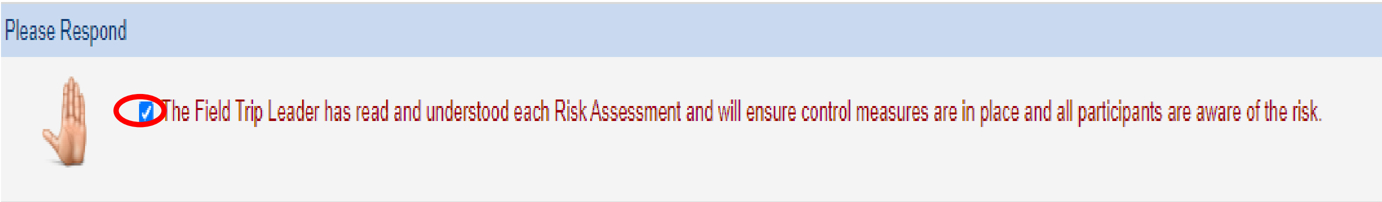




- A risk assessment can be found by selecting - "Find a Risk Assessment" icon.
- A risk assessment can be created by selecting- "Create Risk Assessment" icon.
- The directly linked risk assessment will appear

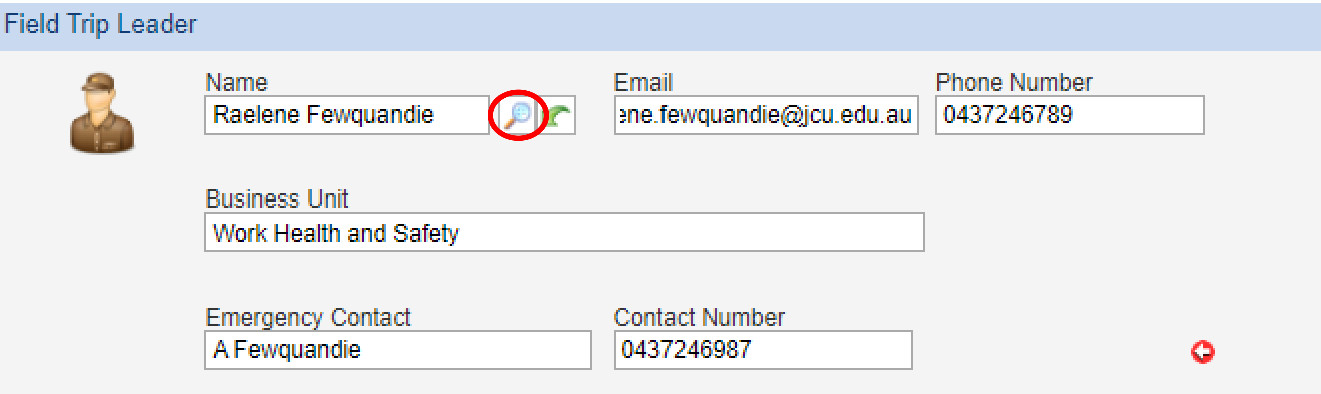


Please respond – as the Field Trip Leader, select the text box to confirm each risk assessment for the Field Trip has been read and understood.

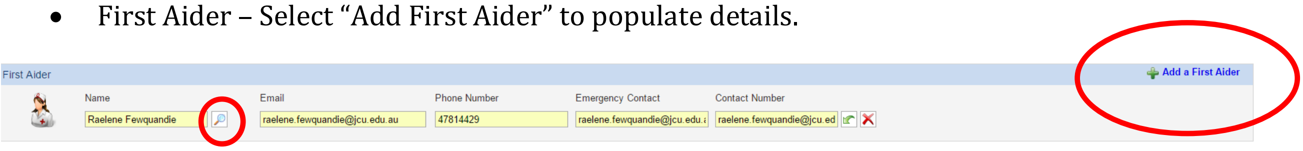


6.3 Enter "Person's Undertaking Field Trip" Page 3 of 5

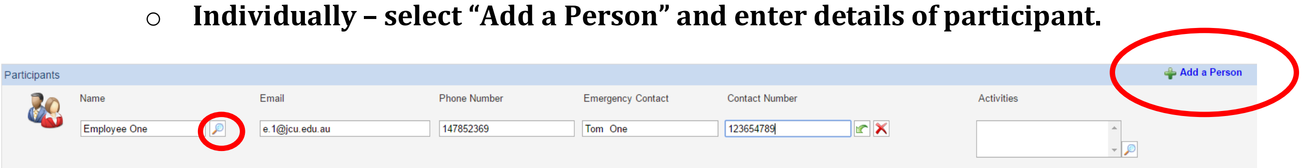
- Field Trip Leader – the person authorised to lead the Field Trip. Only one Field Trip Leaders details can be entered per Field Trip.



- First Aider – Select "Add First Aider" to populate details.

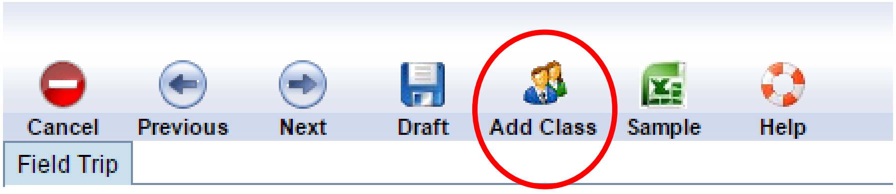


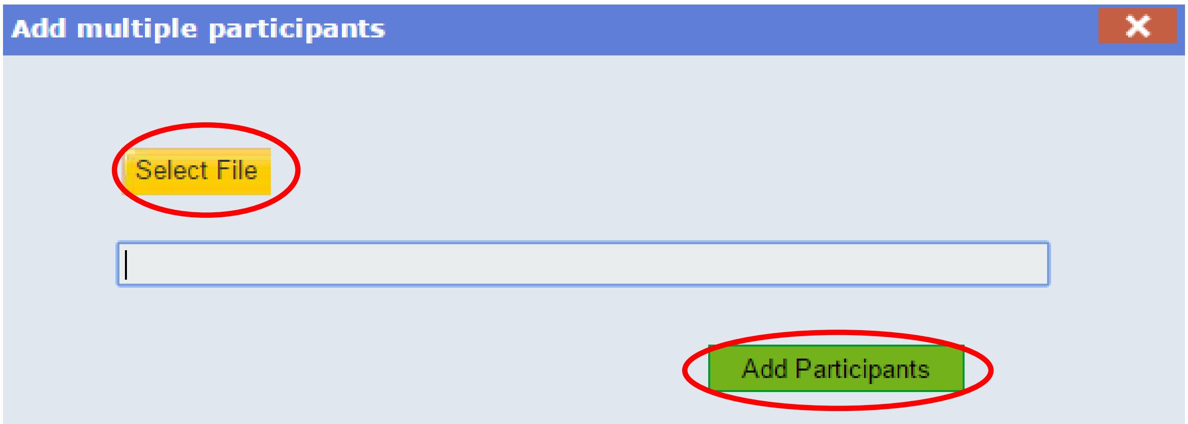
- Participants – you can individually add a participant one by one or add a class.
    - **Individually – select "Add a Person" and enter details of participant.**

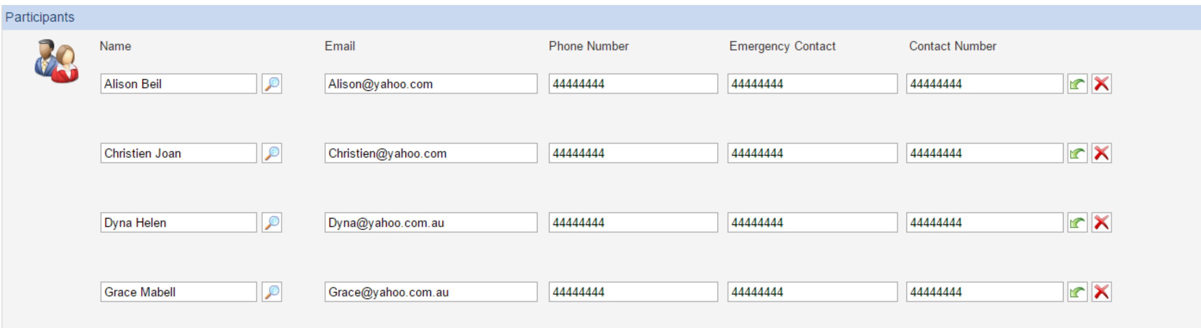


-
    - **Add Class – From a csv file you can select "Add Class" from the toolbar to populate the participants**

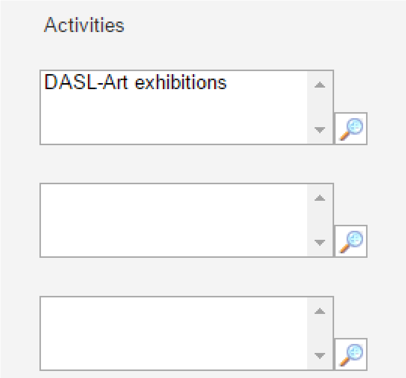
	A	B	C	D	E
1	Name	Email	Number	Emergency Contact	Contact Number
2	Alison Beil	Alison@yahoo.com	44444444	44444444	44444444
3	Christien Joan	Christien@yahoo.com	44444444	44444444	44444444
4	Dyna Helen	Dyna@yahoo.com.au	44444444	44444444	44444444
5	Grace Mabell	Grace@yahoo.com.au	44444444	44444444	44444444





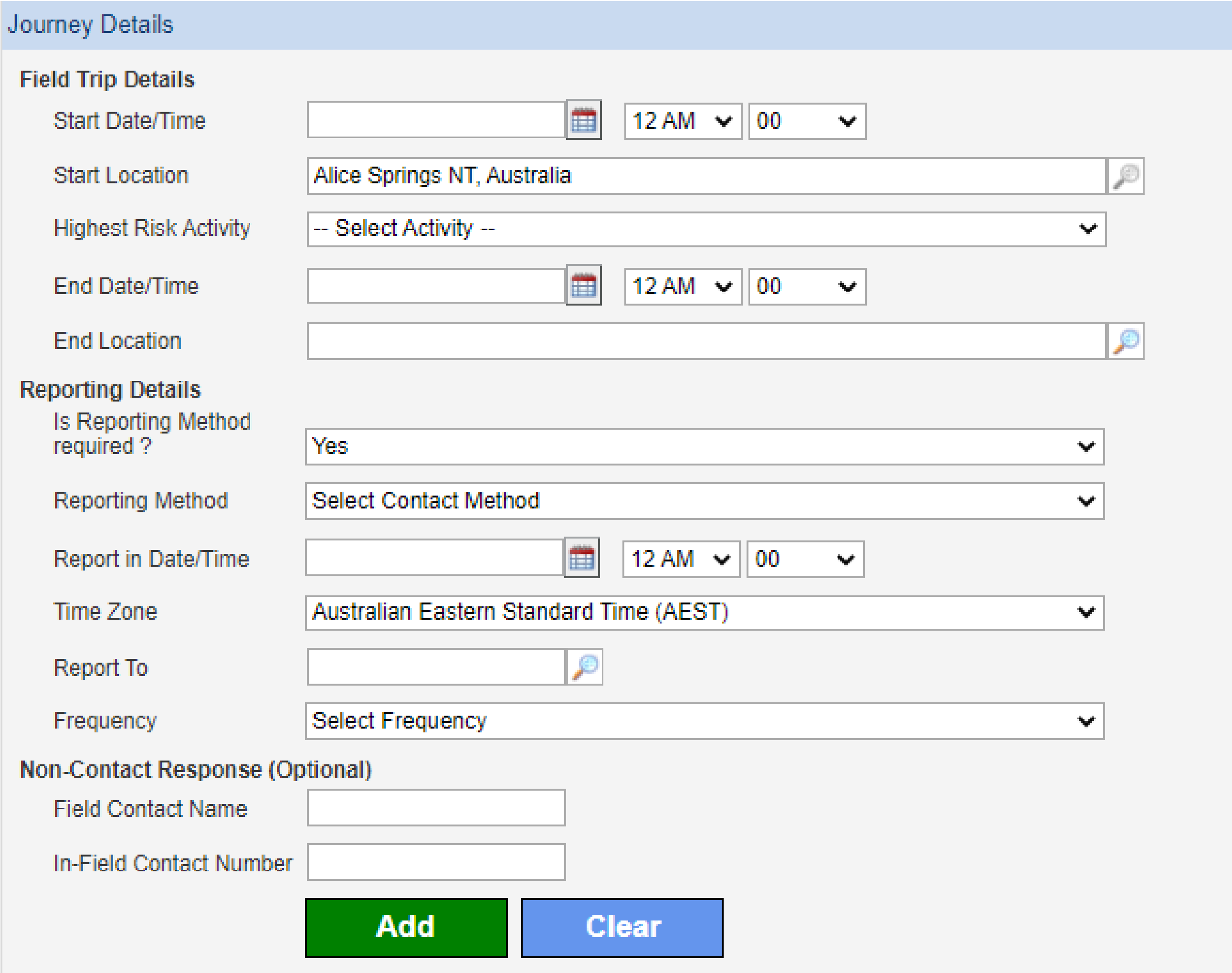


- Assign activities to individuals by selecting the magnifying glass. (optional)


Activities

DASL-Art exhibitions

6.4 Enter Field “Trip Itinerary/Comms Plan” Page 4 of 5


Journey Details

Field Trip Details

Start Date/Time | 12 AM | 00

Start Location | Alice Springs NT, Australia

Highest Risk Activity | -- Select Activity --

End Date/Time | 12 AM | 00

End Location

Reporting Details

Is Reporting Method required ? | Yes

Reporting Method | Select Contact Method

Report in Date/Time | 12 AM | 00

Time Zone | Australian Eastern Standard Time (AEST)

Report To

Frequency | Select Frequency

Non-Contact Response (Optional)

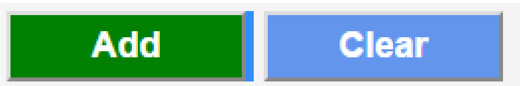
Field Contact Name

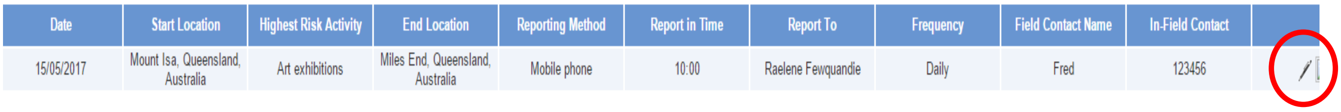
In-Field Contact Number

Add | Clear

Field	Description
Start Date	Select Field Trip date by using date icon
Start Location	Select magnifying glass icon to choose start location
Highest Risk Activity	Use drop down menu and select highest-risk activity on the day for the Field Trip. *Pre populated by risk identified in risk assessment. This box can be left blank*
End Date/Time	Select Field Trip date by using date icon
End Location	Select magnifying glass icon to choose end location
Reporting Details (How is the Field Trip Leader going to report into the Communication Person)	
Reporting Method	Use drop down menu to select method identified
Report in Time	Select time that reporting in will occur
Time Zone	Select the applicable time zone
Report To	This is the identified Communication Person. Can be changed by selecting magnifying glass icon to choose another JCU staff member or free text
Frequency	Use the drop down menu to select the frequency of the contact
Non-Contact Response (who is the Communication Person going to contact in the field if no contact has been made at agreed times.	
Field Contact Name	Type in contact name of person in the field to contact. (Free text box)
In Field contact Number	Type in the identified number of persons in the field. (free text box)

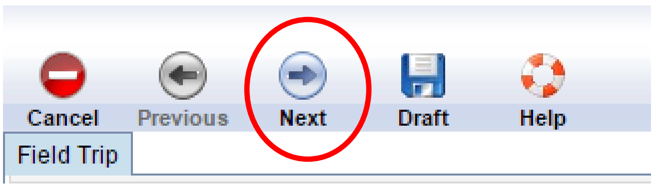
- Select "Add" to populate details into the communication plan. To clear the information, select "Clear".



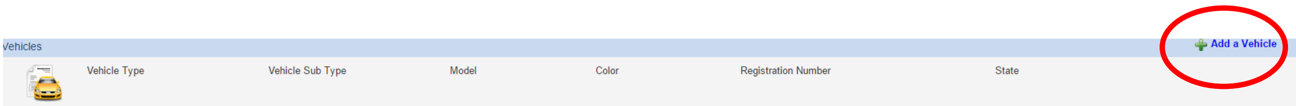


Date	Start Location	Highest Risk Activity	End Location	Reporting Method	Report in Time	Report To	Frequency	Field Contact Name	In-Field Contact
15/05/2017	Mount Isa, Queensland, Australia	Art exhibitions	Miles End, Queensland, Australia	Mobile phone	10:00	Raelene Fewquandie	Daily	Fred	123456

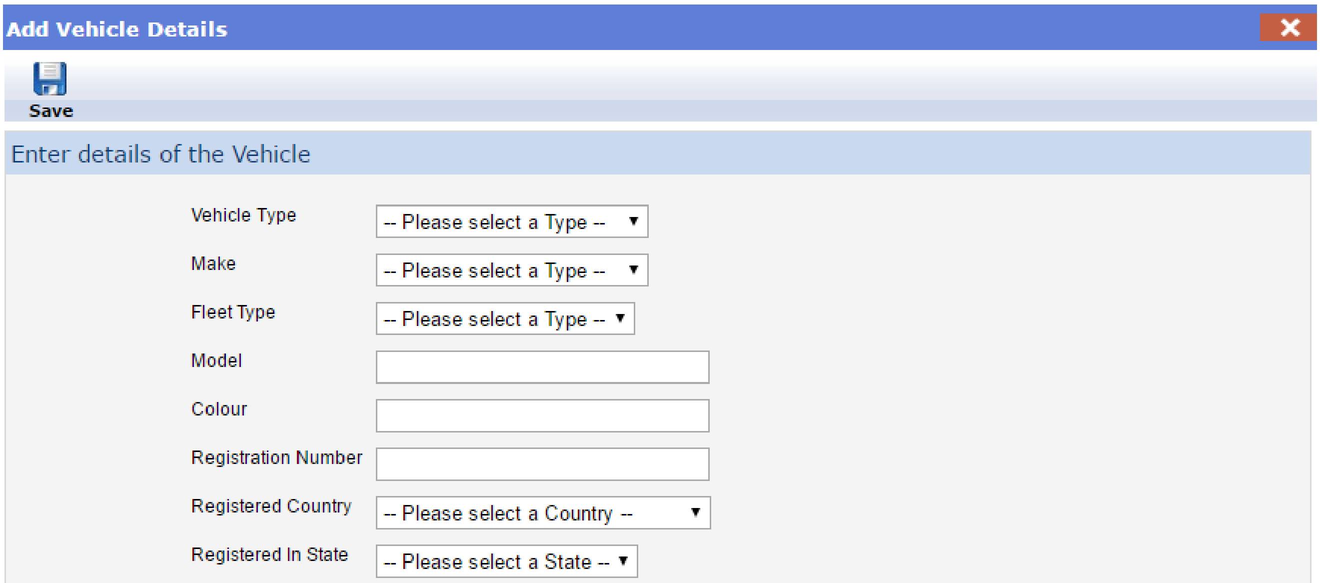
- To edit the information, select the "Edit" icon and make changes.
- Once all information is complete select "Next" to continue.



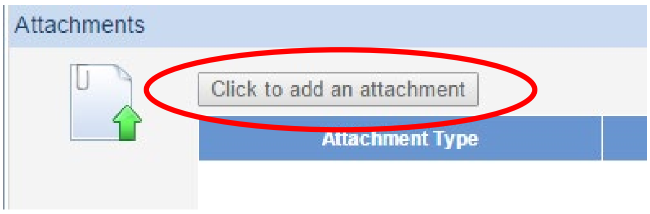
6.5 Enter "Vehicle & Attachments" Page 5 of 5

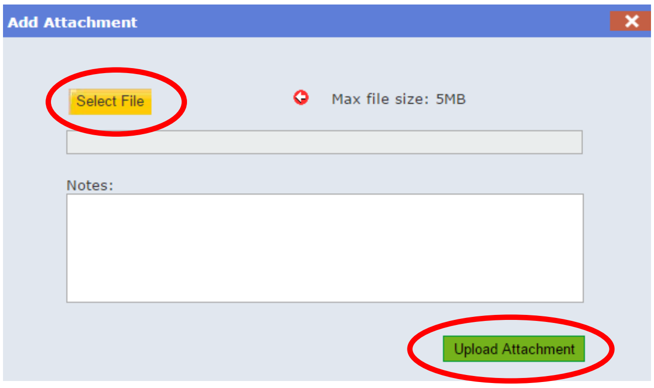


- Select "Add a Vehicle" and enter the information on hand into the fields. All of these fields do not need to be completed. Select "Save" once complete.

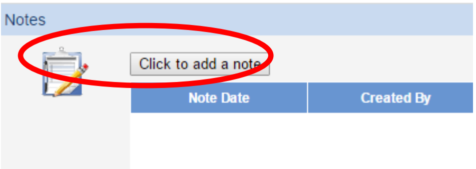


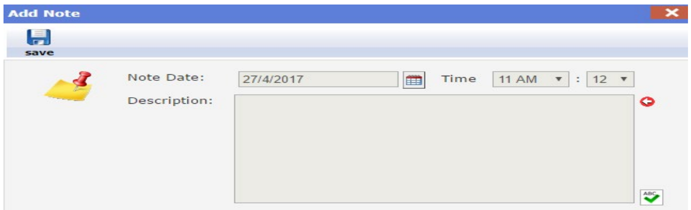
- To add attachments click the “Add an Attachment” button, Click “Select File”, add notes if required and click “Upload Attachment”. Files can include excel, word, PDF and pictures. Examples of attachments may include; emergency response plan, details of further communication required, more detailed map of location.





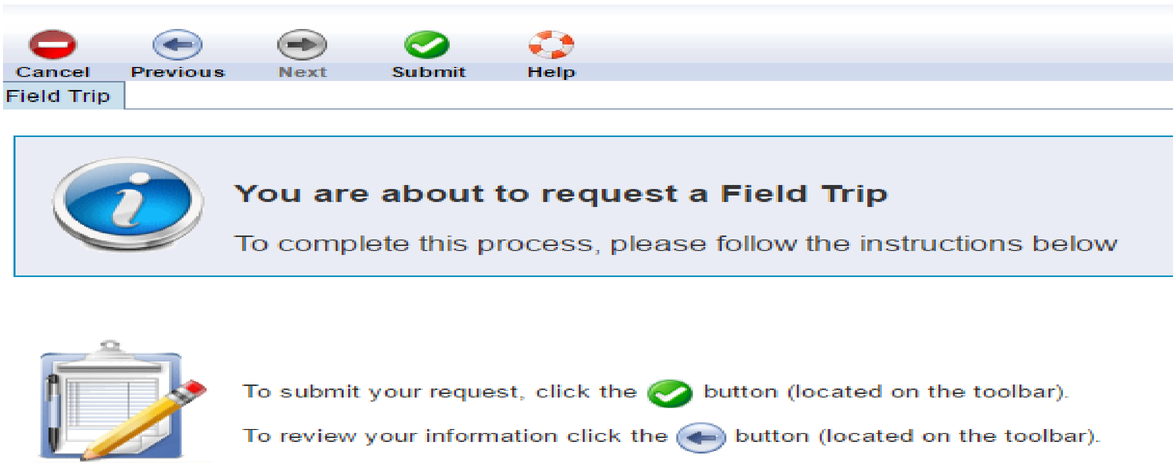
- To add notes click the “Add a Note” and add note in description field, selecting “Save” to create the note in the Field Trip. These notes are not logged in the “Audit Trail”, they are only found on this page of the Field Trip.



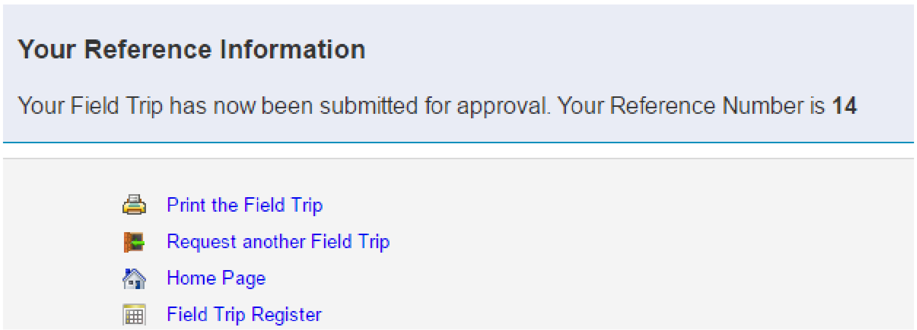


- Once all information is complete select: “Next” to continue.

- Submitting a Field Trip –To review any information select the “Previous” button to go back through the pages and change information as required. If all the information about the Field Trip is correct and does not require changes, select the “Submit” button for approval.
- If changes are required to be made to a trip after submitting a note can be added by the logger to advise the approver of the change. Otherwise, to make changes the field trip will need to be rejected and it will be editable in the “My Drafts” tab.
- Email notifications will be sent out.



- Your Reference Information” displays the unique identifier number for your Field Trip.

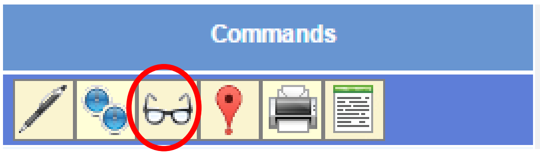


7 How to request a Review

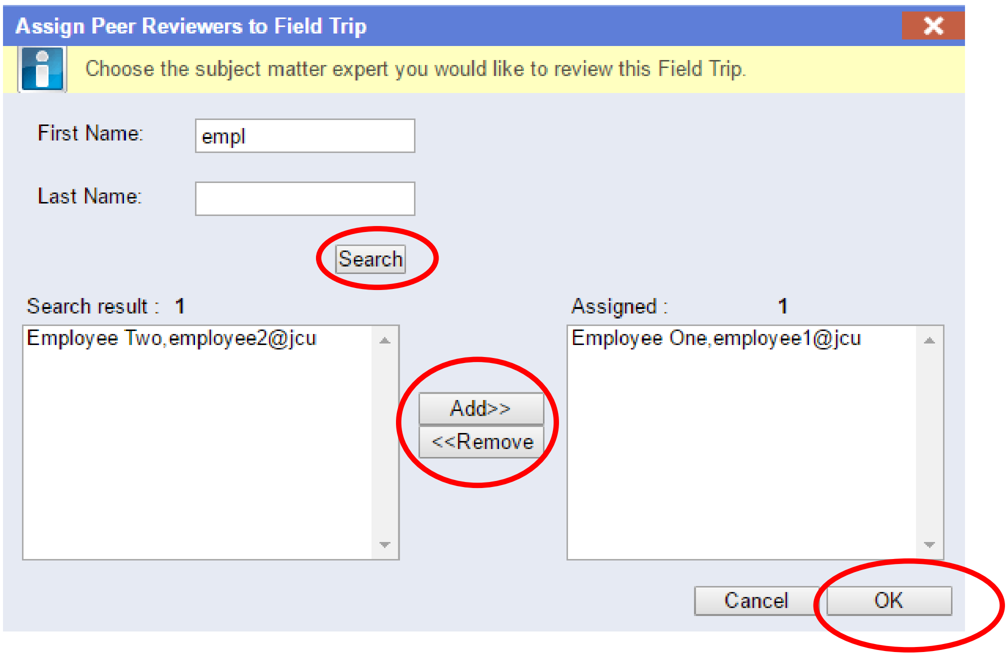
This function allows a logger to assign another person or several people to have access to review the Field Trip prior to submitting. The Field Trip is in draft status and should be assigned to someone who has knowledge of the requirements of the risk assessment, Field Trip activities and has experience with Field Trips. This may be a delegated person in the Division.

- Select the "My Drafts" tab on the Field Trip Register.

- Select the "Review" icon.



- Search for the person/s, add them and select "Ok".
- Select "Remove" to take people off the list.
- An email notification will be sent to the person/s that have been assigned as a review and will be recorded in the audit trail.
- Once the review has been completed the logger will receive an email notification and also see the action through the audit trail as the review being completed. This may be a divisional requirement before submitting for approval.

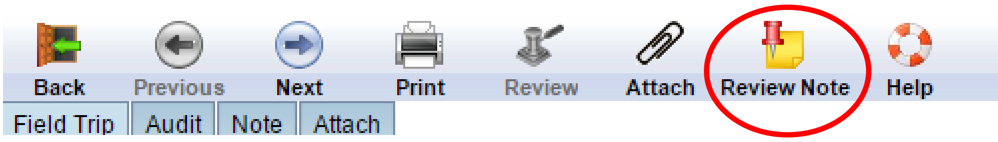


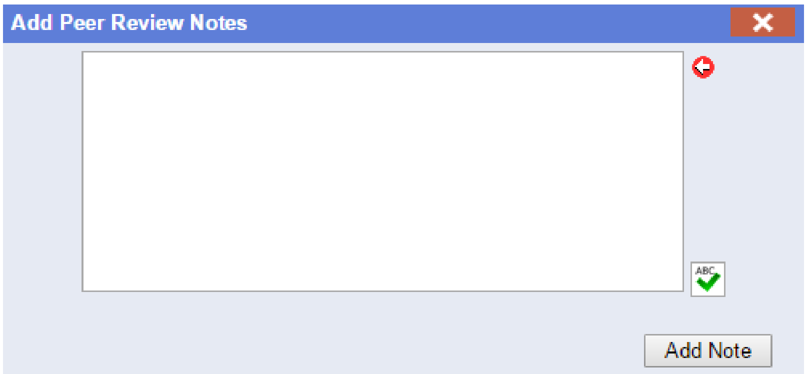
8 Review a Field Trip

- To review the assigned Field Trip, go to the “Field Trip Register Page” select “My Peer Review”. All Field Trips that have been assigned for you to review will be listed.

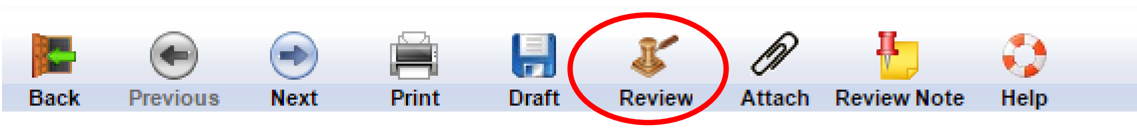
- Select the “Review Field Trip” icon to view the Field Trip.

- Use the “Next” icon to go through each page and review the information in the Field Trip.
- Use the “Review Note” icon to make suggestions to the Field Trip Logger (this is a mandatory step to complete the review). E.g. Record using the “Review Note” that as the peer review delegate, you have confirmed the Field Trip meets Field Trip requirements.

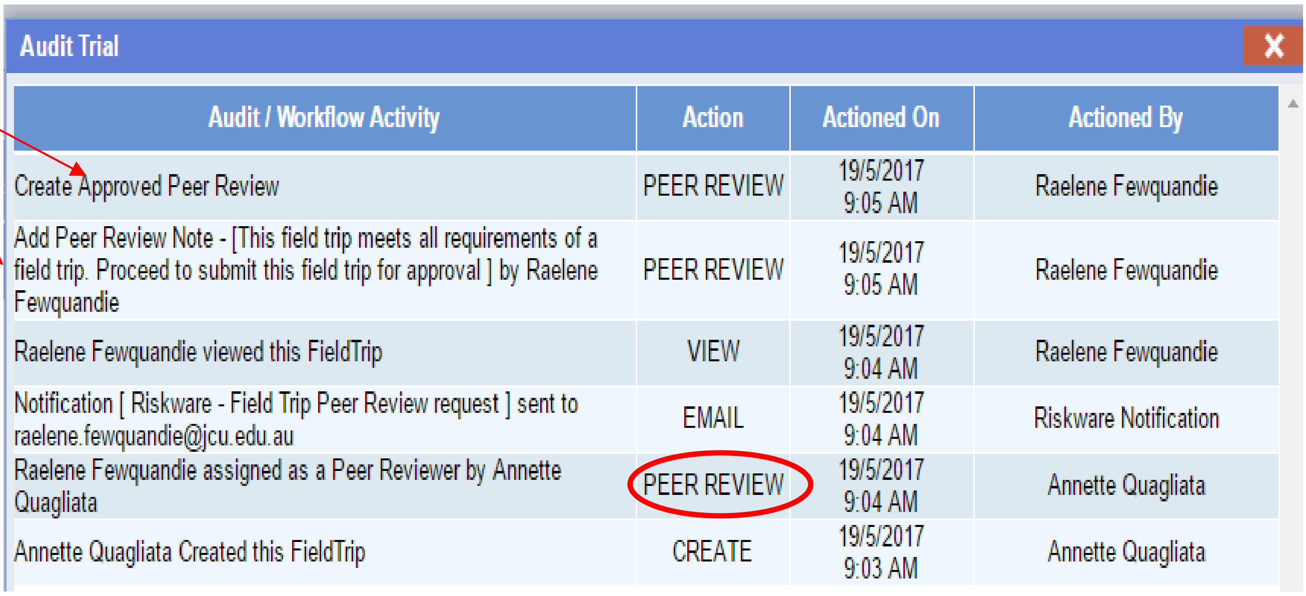




- Once a note has been added the “Review” icon can be selected.



- The audit trail will demonstrate if a review has been requested, reviewed with notes added and approved.

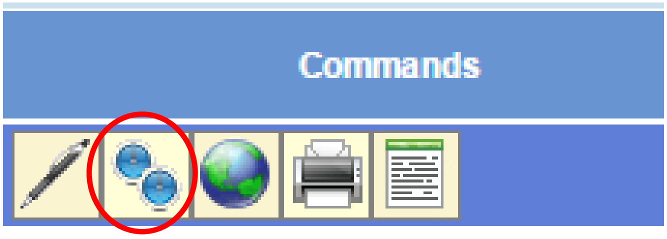

Audit Trial

Audit / Workflow Activity	Action	Actioned On	Actioned By
Create Approved Peer Review	PEER REVIEW	19/5/2017 9:05 AM	Raelene Fewquandie
Add Peer Review Note - [This field trip meets all requirements of a field trip. Proceed to submit this field trip for approval] by Raelene Fewquandie	PEER REVIEW	19/5/2017 9:05 AM	Raelene Fewquandie
Raelene Fewquandie viewed this FieldTrip	VIEW	19/5/2017 9:04 AM	Raelene Fewquandie
Notification [Riskware - Field Trip Peer Review request] sent to raelene.fewquandie@jcu.edu.au	EMAIL	19/5/2017 9:04 AM	Riskware Notification
Raelene Fewquandie assigned as a Peer Reviewer by Annette Quagliata	PEER REVIEW	19/5/2017 9:04 AM	Annette Quagliata
Annette Quagliata Created this FieldTrip	CREATE	19/5/2017 9:03 AM	Annette Quagliata

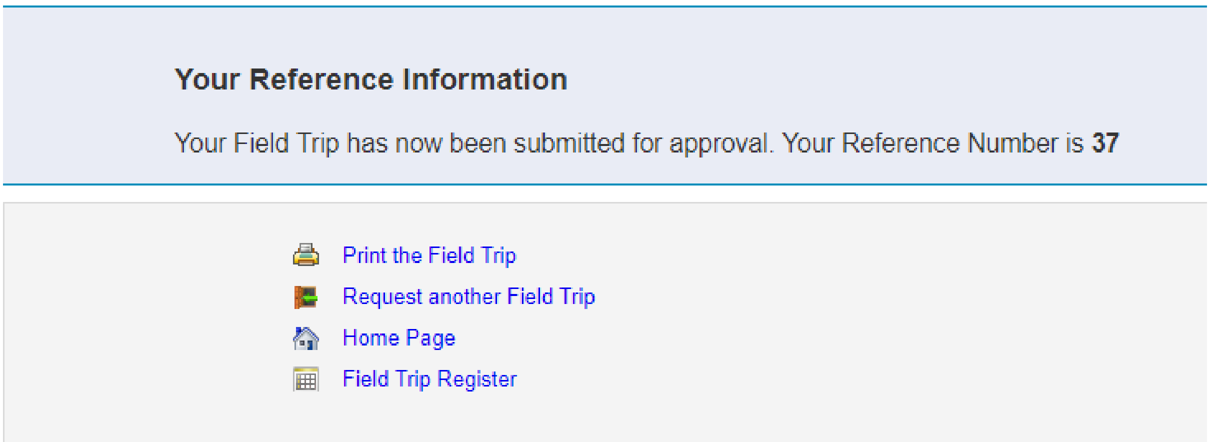
9 Clone a Field Trip

This function allows a logger to clone a Field Trip that they have used previously.

- Select the “Clone” icon in the command section of the Field Trip Register.



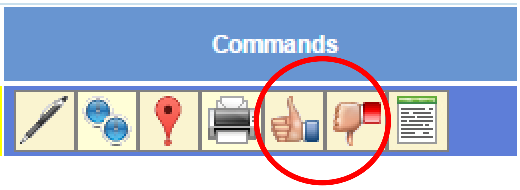
- The Field Trip is reactivated to update details as required.
- Submit for review (if applicable) and submit for approval.
- The Field Trip is assigned a new reference number on the Field Trip Register.

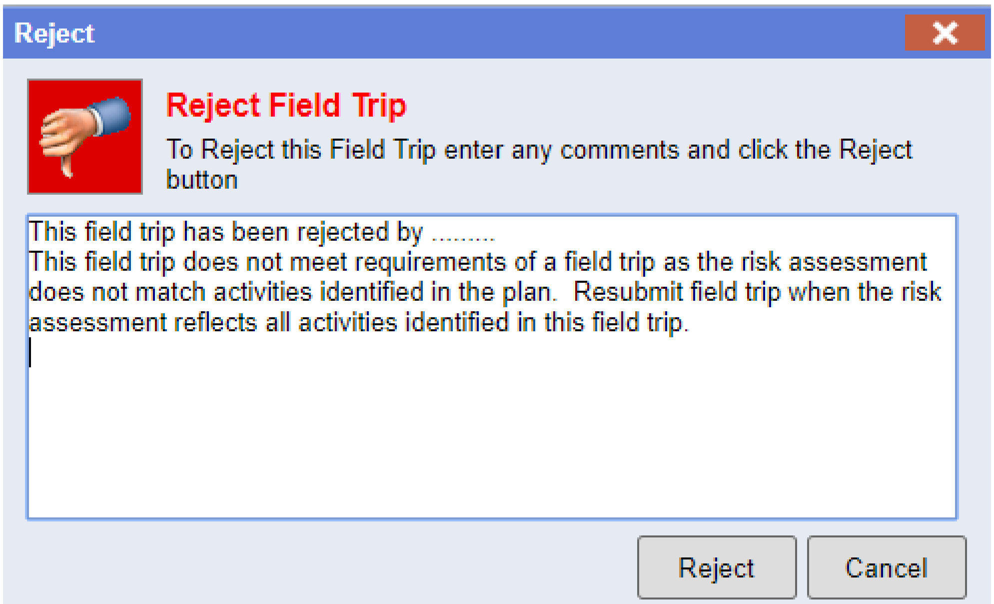


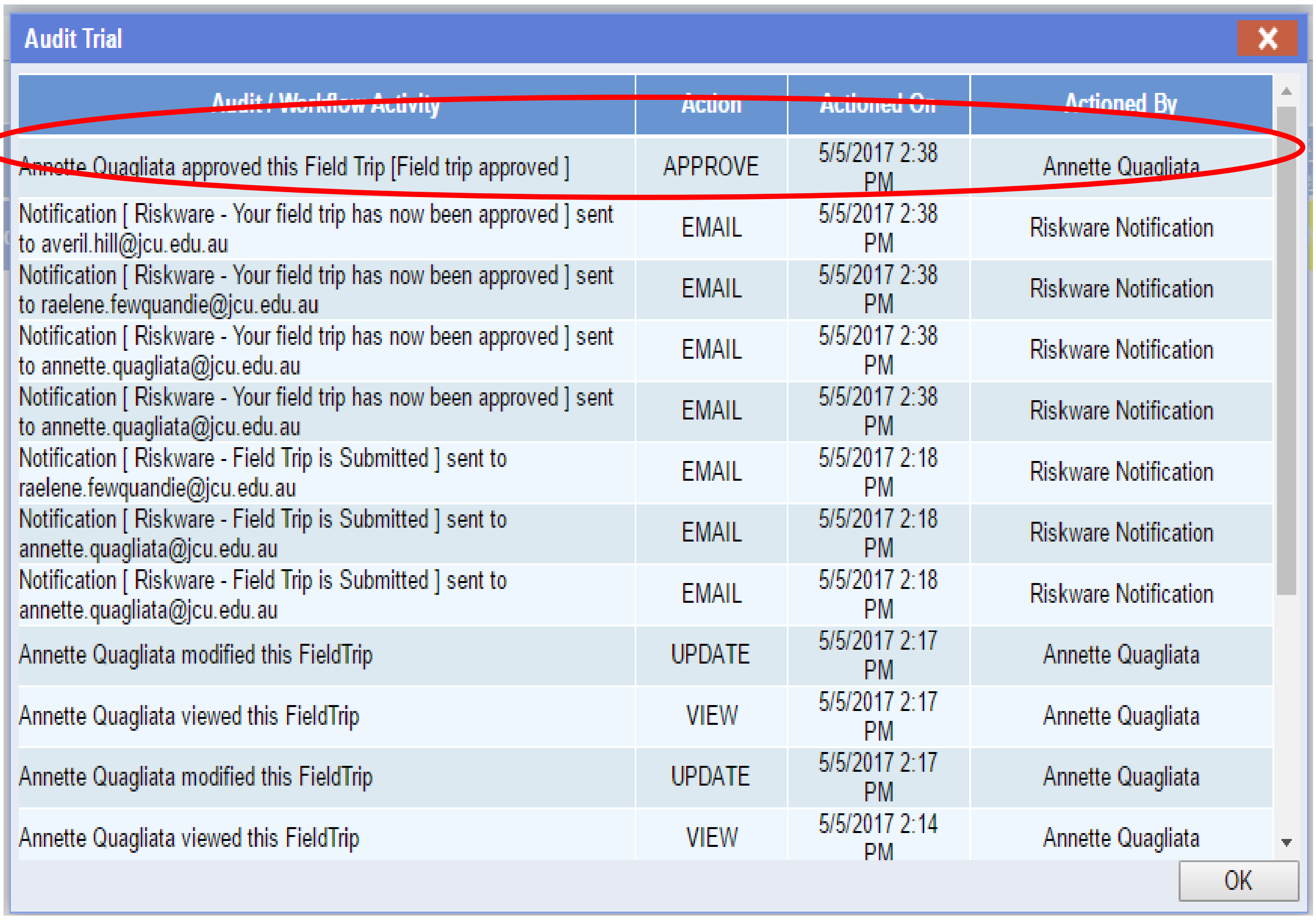
10 Approve/Reject the Field Trip

Once a Field Trip has been submitted the Field Trip Approver has access to see the Field Trip on the Field Trip Register Page.

- To approve a Field Trip, select the “Approve” icon (hands up) and add note.
- To reject the Field Trip, select the “Reject” icon (hands down) and add note.







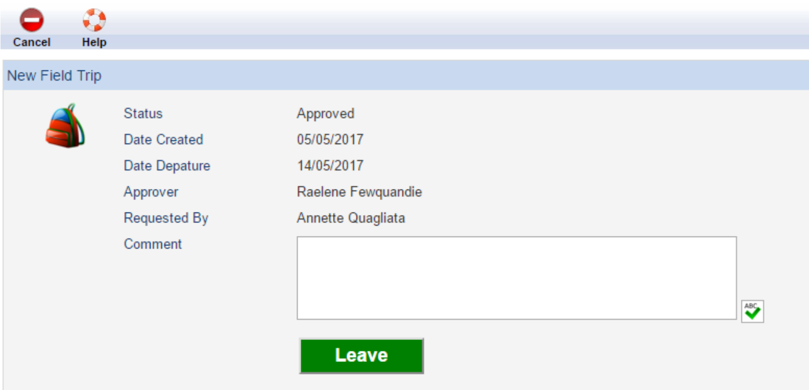
Audit Trial

Audit / Workflow Activity	Action	Actioned On	Actioned By
Annette Quagliata approved this Field Trip [Field trip approved]	APPROVE	5/5/2017 2:38 PM	Annette Quagliata
Notification [Riskware - Your field trip has now been approved] sent to averil.hill@jcu.edu.au	EMAIL	5/5/2017 2:38 PM	Riskware Notification
Notification [Riskware - Your field trip has now been approved] sent to raelene.fewquandie@jcu.edu.au	EMAIL	5/5/2017 2:38 PM	Riskware Notification
Notification [Riskware - Your field trip has now been approved] sent to annette.quagliata@jcu.edu.au	EMAIL	5/5/2017 2:38 PM	Riskware Notification
Notification [Riskware - Your field trip has now been approved] sent to annette.quagliata@jcu.edu.au	EMAIL	5/5/2017 2:38 PM	Riskware Notification
Notification [Riskware - Field Trip is Submitted] sent to raelene.fewquandie@jcu.edu.au	EMAIL	5/5/2017 2:18 PM	Riskware Notification
Notification [Riskware - Field Trip is Submitted] sent to annette.quagliata@jcu.edu.au	EMAIL	5/5/2017 2:18 PM	Riskware Notification
Notification [Riskware - Field Trip is Submitted] sent to annette.quagliata@jcu.edu.au	EMAIL	5/5/2017 2:18 PM	Riskware Notification
Annette Quagliata modified this FieldTrip	UPDATE	5/5/2017 2:17 PM	Annette Quagliata
Annette Quagliata viewed this FieldTrip	VIEW	5/5/2017 2:17 PM	Annette Quagliata
Annette Quagliata modified this FieldTrip	UPDATE	5/5/2017 2:17 PM	Annette Quagliata
Annette Quagliata viewed this FieldTrip	VIEW	5/5/2017 2:14 PM	Annette Quagliata

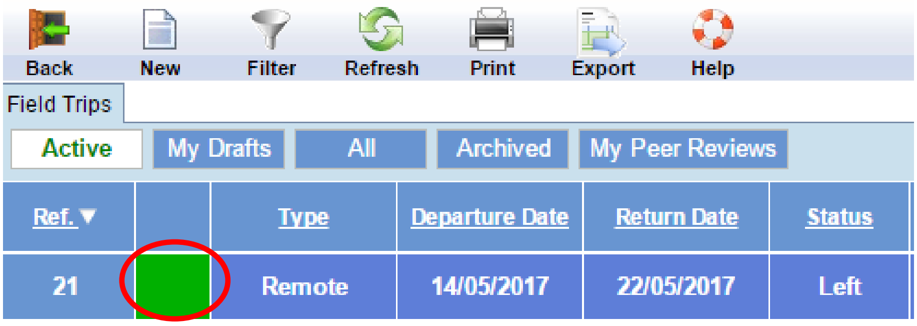
OK

11 Leave/Return

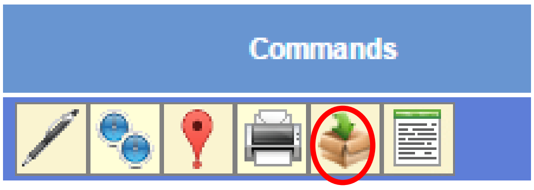
Once the Field Trip has commenced select the "Leave" icon on the Field Trip Register. A note is required to be added then select "Leave".

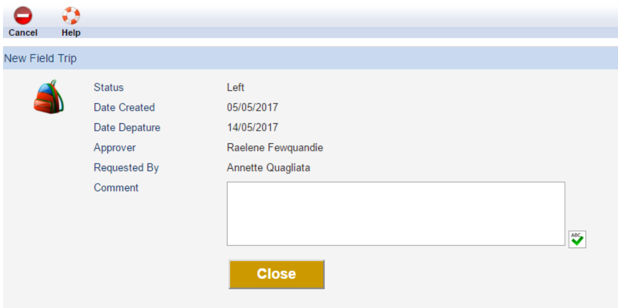


- On the Field Trip Register a green square will appear to indicate the Field Trip status has been updated to "Left".

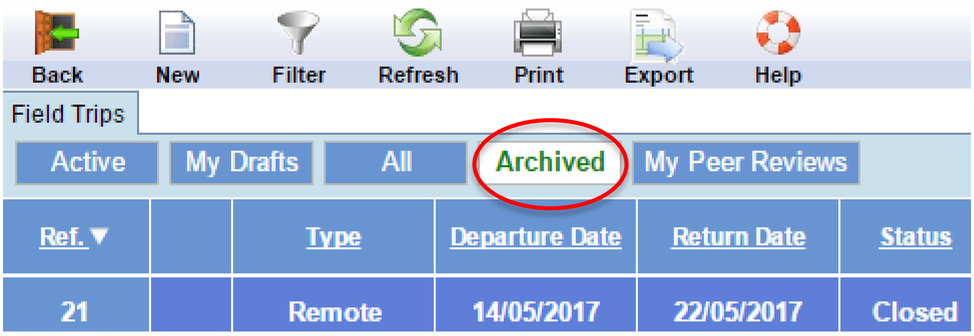


- Select the “Return” icon once returned. A note is required to be added, and then select “Close”.

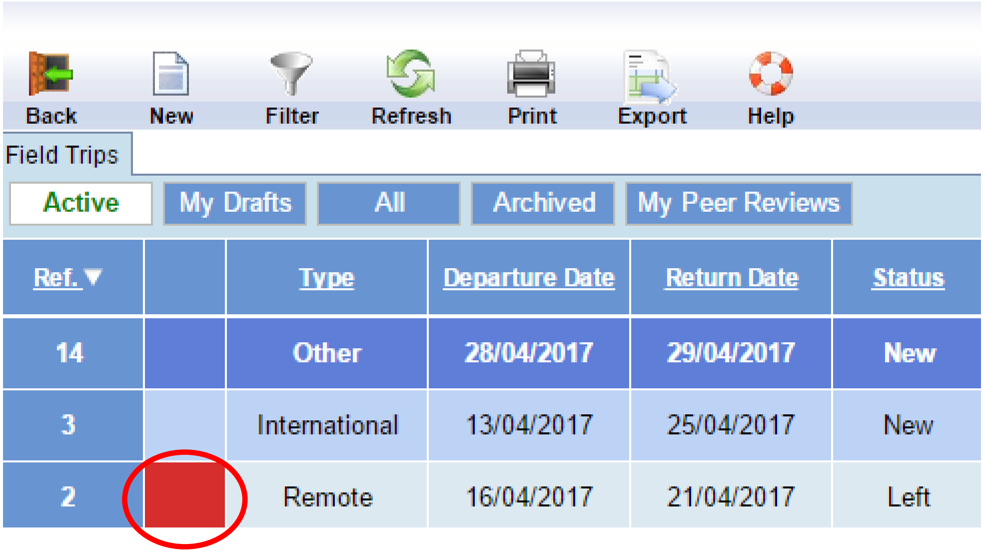




- The Field Trip is then closed and the Field Trip is moved to the “Archived” tab and status changed to closed.



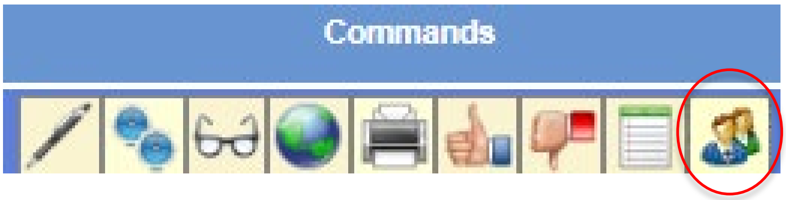
- On the Field Trip Register, a red box will appear if the Field Trip has passed its return date.
- An email notification will be sent and the escalation process will be manually commenced by the Communications Person.



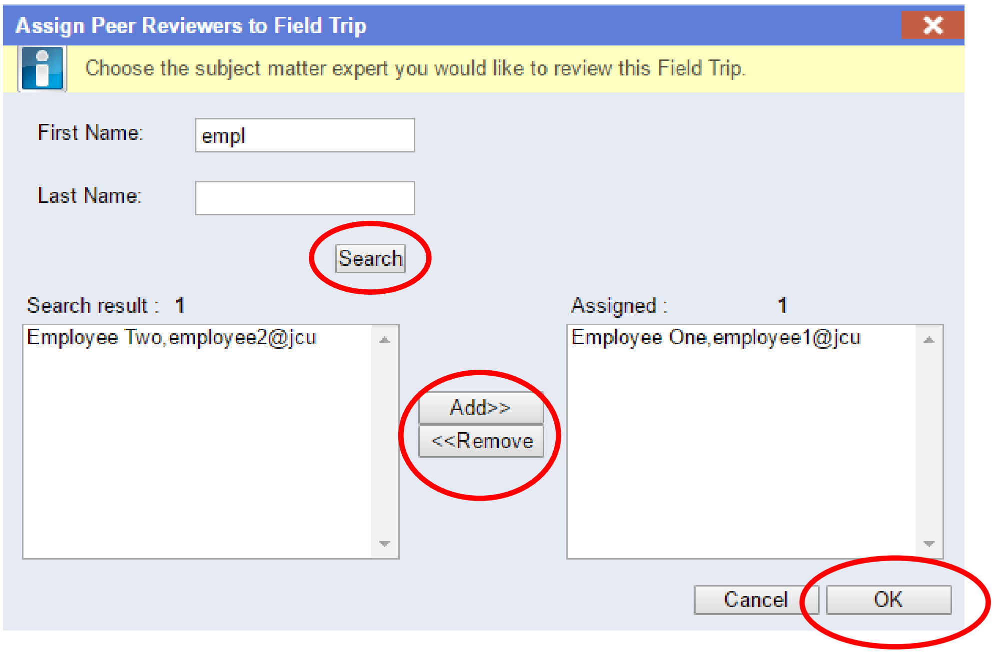
12 Invite a person to view trip

This function allows a logger to invite a user to see the Field Trip details.

- Select the "people" icon in the command section of the Field Trip Register.



- Search for the person/s, add them and select "Ok".
- Select "Remove" to take people off the list.
- An email notification will be sent to the person/s



13 View invited trips

- To view the assigned Field Trip, go to the “Field Trip Register Page” select “Invite”. All Field Trips that have been assigned for you to view will be listed.