RiskTeq for SBS

A manual for using RiskTeq to conduct
<u>terrestrial fieldwork</u> in VUW's
School of Biological Sciences

Prepared by Mel Dohner
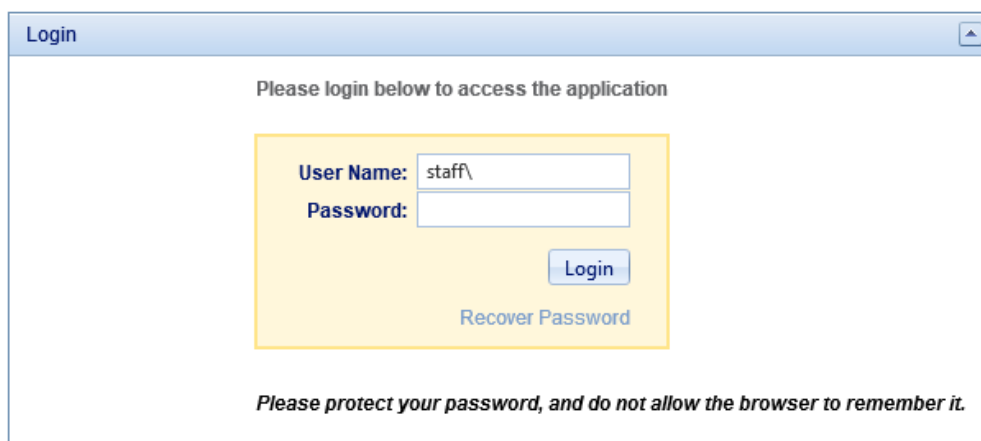
School of Biological Sciences
Te Kura Mātauranga Koiora

Access:

From university computers (or through a virtual private network (VPN))

https://riskteq.victoria.ac.nz
link also on the **SBS Resource Page**

Log in:

Current university username and password

Users registered before 2018 will need to include the domain and backslash
Staff\username   or   **Student\username**

Questions:

Mel Dohner   mel.dohner@vuw.ac.nz   Te Toki a Rata 401

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RiskTeq Induction

Under the [Health and Safety at Work Act 2015](#), Victoria University of Wellington (VUW) has a responsibility to provide a safe environment for all students and staff, both on and off campus. Fieldwork (any work conducted off-site) is included in VUW's [Health and Safety Policy](#) and a "Fieldwork and Off Campus Activities Procedure" is currently under review. Items of note from these policies/procedures are:

- Perform dynamic risk assessments to gauge safety as conditions and environment changes.
- Nominated contacts and a regular check-in schedule are integral to safety.
- Create an emergency response plan BEFORE you arrive in the field.
- Field safety should consider both physical and mental wellbeing.
- Regularly review fieldwork trips to evaluate what went wrong and what went well.
- Exercise due diligence when using external providers; ensure they're recognized and reputable.
- Ensure equipment is fit for purpose:
  - e.g., cars have current W.O.F, electrical equipment have current test ticket.
- Accident/incident/near-miss/hazards:
  - should be reported to your manager/supervisor in a timely manner.
  - should be reported online through the [Staff Service Centre](#).
- For international travel:
  - book through [CTM](#) to include insurance and travel risk notifications.
  - check [Safe Travel](#) for country specific advice.

To meet national legislation and VUW policies, the School of Biological Sciences (SBS) uses a risk management software called RiskTeq to manage all fieldwork. RiskTeq has three components (summarized in Figure 1).

1- Registration: key personal & medical details for all field workers.
　　　　Required for participants and fieldwork leaders
　　　　Reviewed by a RiskTeq officer
　　　　Requires annual re-approval for fieldwork leaders

2- Projects: general details of fieldwork and the associated risk assessment.
　　　　Completed by fieldwork leaders
　　　　Reviewed by terrestrial review board or diving and boating committee
　　　　Terrestrial projects approved by supervisor via e-mail

3- Activity plans: specific details for each trip occurring under a project.
　　　　Includes a check-in schedule with a nominated contact
　　　　Completed by fieldwork leaders
　　　　No review or approval required
　　　　This is the most important component of RiskTeq and ensures team safety!
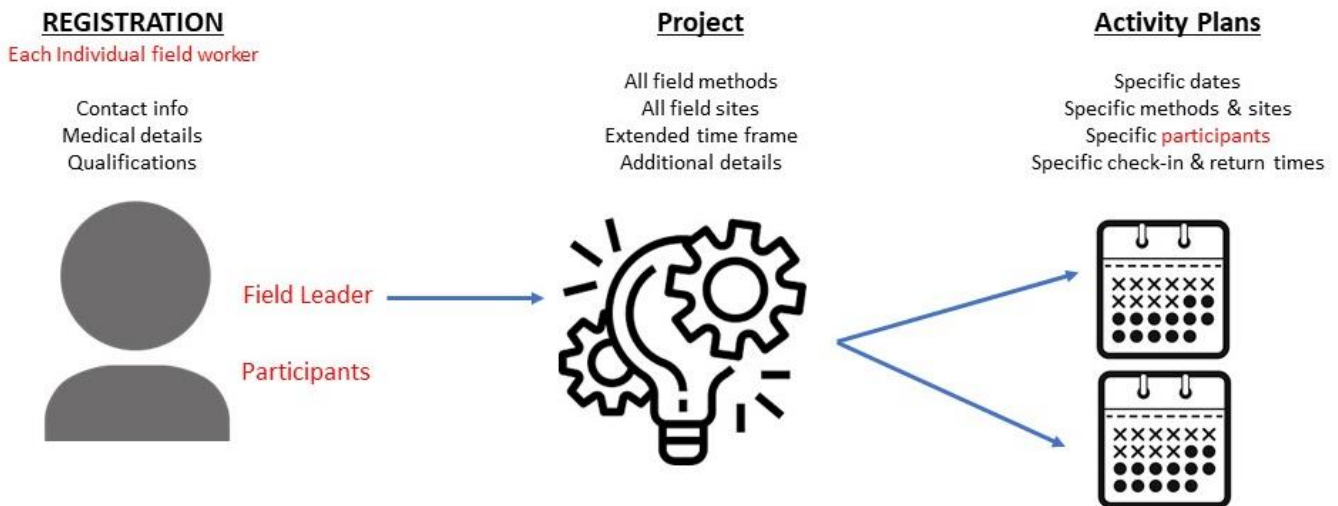
Figure 1. Summary of the three aspects of RiskTeq. Only a Field Leader can create a project or lodge activity plans.

Fieldwork members can register as either **participants** (persons working in the field, but not organizing the trips) and/or **fieldwork leaders** (persons organizing the trip and overseeing the health and safety of the group).

Under the above VUW policies, <u>all fieldwork members</u> have the following responsibilities:
- Look after their own health and safety.
- Ensure their action/inaction doesn't harm another person.
- Follow instructions given by the fieldwork leader.
- Cooperate with any health and safety policies/procedures.
- Follow the University's student or staff conduct policies.

<u>Fieldwork leaders</u> have the following additional responsibilities:
- Identifying and assessing risks.
- Actively managing the risks.
- Effectively communicating with participants to ensure they are informed of the emergency response plans, the field risks, and their responsibilities in controlling risks.

RiskTeq is not used for lab work, but **it is mandatory for all fieldwork.** Since producing risk assessments for all field and lab work is an industry standard in science, RiskTeq should be viewed as a tool for developing strong risk assessment skills. This manual is created to give guidance on how to use RiskTeq to register and lodge projects. This manual is written from a "terrestrial" fieldwork perspective. Diving and boating work may have different registration and project requirements. Contact the appropriate RiskTeq administrator for further details:

Diving:	Valerio Micaroni	valerio.micaroni@vuw.ac.nz
Boating:	Simon Maddalena	simon.maddalena@vuw.ac.nz

<u>For work managed through a different institution/organization</u>, a RiskTeq project should still be completed and approved to capture the activities of SBS employees/students. This project can be much reduced, but it should include a comprehensive Project Details tab and attachments of the approved risk assessments and other health and safety documents.

RiskTeq Registration

All fieldwork members must be registered in RiskTeq, allowing all field members to be included in the project activity plan. In the event of an emergency, the activity plan will allow RiskTeq administrators to provide search and rescue services with relevant location and medical information. Additionally, the inclusion of members on the activity plans ensures they receive activity plans and risk assessments by automatic e-mail when the plan is lodged.

> Non-VUW personnel can be registered in RiskTeq!
> Contact your RiskTeq officer for more information.

To Register:

1) Use a university computer (or VPN)

2) Log on
    Website: https://riskteq.victoria.ac.nz/
    Username: VUW username
        Historical users will need to include a domain & backslash (see p. 2)
    Password: current VUW password

3) Fill out RiskTeq pages and tabs. (Screenshots can be found in Appendix 1)
    - Complete the "Welcome to RiskTeq" page, click "next".
        o Follow instructions below (pp. 8-10) to provide correct information.
    - The same page will load, but with more fields available:
        o untick the "address not provided" box, fill in your address.
        o Select "yes" for volunteering, click "next".
    - Complete remaining tabs, clicking "next" after each.
        o Be sure to scroll down on the "Induction & SOU" tab for hidden fields!

4) Lodge to "Terrestrial Officer" (or other appropriate administrator, see p. 5).
    - Refer to the summary table below (p. 7) to ensure approval on first lodgement.
    - You must provide a short statement in the "comment box" (e.g. "first registration").

5) Once your registration is approved, you will receive an e-mail from RiskTeq to your provided e-mail address. Terrestrial registrations will receive a follow-up "Welcome to RiskTeq" e-mail from mel.dohner@vuw.ac.nz with helpful information.

Summary of information required for registration approval

See next page for full details and examples of each field.

Section Title	Fields <u>Required</u> to be filled out	Required details
Personal Details	Name	Your name
	Birth Date	Your birthdate
	E-mail	The one you use
	Mobile	Cell phone number
	Contact Comments	Your predicted activities, field locations, supervisor, and course (if applicable)
	Address	Home, physical
	Organisational Unit	SBS
	Affiliation	If "Other", please elaborate in comments
	Statement of Understanding	Select appropriate for activities
	Volunteer for Field Trips	YES
	Next of Kin's Name	The person to contact if you end up in hospital – not necessarily your nominated contact
	Next of Kin's phone	Can be overseas
Role		At least one selected (participant, field leader, etc)
Methods / Tasks	Terrestrial - Generic Risks	Any other methods that are expected based on your expected activities/locations
Qualifications	Attachments required	Driver's license if driving method selected First aid cert if you have it
Medical	All Fields Required	Select "unknown" if blood type is not known
Induction and SOU	Read the Policy:	[Off Campus Activities Policy](#)
	Induction Complete	[Read the Induction on Page 4-5](#), tick box, select date, and choose Mel Dohner (or other as appropriate).

Explanation of registration fields

Personal Details Tab

Required fields

Name:	Full first, Full Last
Birth date:	Your birthday
e-mail:	The one you use!
Mobile:	The one you use!
Contact comments:	Who are you?

- State your supervisor's name
- State your expected activities: (e.g., climbing trees, digging holes, catching reptiles)
- State your expected work sites: (e.g., off shore islands, intertidal, international).

This information helps administrators ensure you've selected appropriate methods/tasks for your work.

Address:	**Uncheck the "Address not provided" box**
	If your suburb isn't listed, click "add new"
Organisational units:	SBS, not just VUW
Affiliation:	If "other", please explain in comments (e.g. "undergrad volunteer with Mephistopheles, working under RiskTeq project 666")
Statement of Understanding:	Select appropriate option
	Terrestrial is appropriate for intertidal & coastal work, but snorkelling falls under diving.
Volunteer for field trips:	YES, so you can be added to activity plans
Next of Kin's name:	The person you want us to call if you're in the hospital
Next of Kin's phone:	Can be an overseas number

Not required, fill out if you're comfortable

Gender:	We only have three options Another Gender/F/M
Phone numbers:	Alternative phone numbers if you have any
Next of Kin's physical address:	Can be overseas
Comments:	Other information that may be relevant (e.g. "I don't have a driver's license, but a qualified driver will be driving us to site")

- When finished, click "Next" at top or bottom.

Roles Tab

- Click "edit". Select appropriate role based on the expected activities/sites listed in the previous "contact comment" field. You can select as many as apply. Ignore SGEES roles (School of Geography, Environment and Earth Sciences).

Terrestrial – participant:	Select if you will only be working under someone else's field project
Terrestrial - Fieldwork Leader:	Select if you will be leading fieldtrips. You will be responsible for lodging projects and/or activity plans
Off-road 4WD drivers:	Select if your project will require off-road 4WD access. You will be required to provide evidence of 4WD training.
Remote Field Leader:	Select if work is undertaken in an isolated location (e.g. island) or where on-foot assistance will take longer than an hour to reach the work site (e.g. 1 hour drive from an ambulance station or 1 hour of walking in from a trailhead.

Methods / Tasks Tab

- Click "edit". Your options here are populated by your Role selection.
    - For "Terrestrial – participant" you will not have any options,
    - For "Terrestrial – Fieldwork Leader" select any methods that you anticipate using in your project. <u>All leader registrations must include "Terrestrial-Generic Risks".</u>

If a future project or activity plan requires methods for which you are not approved, you can revert your registration to draft, update the methods, and re-lodge for approval. When re-lodging, please note your changes in the comment section for faster re-approval. See p.11 for more information.

Qualifications Tab

- Click "Add New" and complete all fields. Be sure to attach a copy of the qualification.

Some roles require qualifications:

Terrestrial – participant:	No qualifications required
Terrestrial - Fieldwork Leader:	No qualifications required; first aid recommended
Off-road 4WD drivers:	4WD certificate and/or statement of experience required
Remote Field Leader:	First aid certificate required

If "Terrestrial - Driving" method is selected:

- A driver's qualification is expected. You'll need to attach a copy of the license to the qualification, please ensure expiry date is visible.
- If you don't have a license, please add an explanation in the personal details tab (e.g. "I don't have a license, but my work site requires vehicular transport. The person driving for me will have a full, valid license").

Medical Tab
- Fill out to the best of your knowledge.
- If you don't know your blood type, <u>select "unknown".</u>

This is extremely important information in the event of an emergency.

Induction & SoU Tab
- Read the statement of understanding and tick "I agree". The off-campus policy can be found online: https://www.victoria.ac.nz/documents/policy/staff-policy/off-campus-activities-policy.pdf
- **Scroll down** to find the inductions section.
- Read pp. 4-5 of this guide.
- Tick "induction complete", select the current date, and select the appropriate inductor name from the drop down (Mel Dohner for terrestrial).

Photos Tab
None required. Used for uploading supporting photos (.tif, .jpg, etc).

Attachments Tab
None required. Used for uploading supporting documents (pdf, .doc, .xls).

Lodging the registration
- Click "Lodge to Terrestrial Officer Review"

A pop-up box will appear with errors, warnings, information, and a "change comment" box.
- You cannot proceed if errors occur.
- If you can, fix the warnings before submitting the registration.
- Write a comment in the provided textbox. This can be any message you want, (e.g., "first attempt at registering").

The terrestrial officer will review your registration and approve or reject it.
> Rejections will be clarified via an e-mail to the address provided in the personal details tab.
> RiskTeq will automatically e-mail you a notification when your registration is approved.
> Terrestrial registrations will be followed up with a "welcome to RiskTeq" e-mail from Mel.

Coordinator Status

Project leaders are given "coordinator status" for the methods selected in their personal registration. **This status expires after one year**. If you are unable to lodge activity plans, it's probably because your status has expired.

Checking coordinator status

The amount of time left on your coordinator status can be viewed from your dashboard (Figure 2). Note: expiring qualifications are also seen here.

Figure 2. Coordinator status can be viewed from the dashboard. Expiring qualifications can also be found here.

Renewing coordinator status

To renew your coordinator status, you need to relodge your registration (not your project!) to the appropriate RiskTeq administrator. Screenshots can be found in Appendix 2.

1) Click the "My Registration Tab".
2) Click "Revert to draft". (Make sure this is your registration, not your project!)
3) Update any personal contact details (new address?) or qualifications (renewed first aid?).
4) Click "lodge to terrestrial officer" (or other appropriate officer based on your "statement of understanding").
5) Write "coordinator status needs renewed" in the transition comment text box.
6) Click "confirm".

Nominated Contact

Once your registration is approved, a new tab will appear when you log in: "My Nominated Contacts".

If you are a **project leader**, you will need to provide a nominated contact that you will check in with after safely returning from field trips. Nominated contacts will be the ones to raise the alarm and get a search and rescue party underway if needed. **They should be a person that will worry about you if don't come back from your field trip.** Partners, best friends, or parents are good contacts. When lodging activity plans, this is the person you select to be responsible for raising the alarm and initiating a search and rescue effort if your field party doesn't return.

To add your contact (see Figures 3 and 4):

1) Click on "My Nominated Contacts".
2) Click "add new".
3) Fill in the person's details: particularly their mobile phone number.
4) <u>Do not click</u> "shared with all coordinators". If you do, all project leaders can select your contact for their activity plans.
5) Click "save".
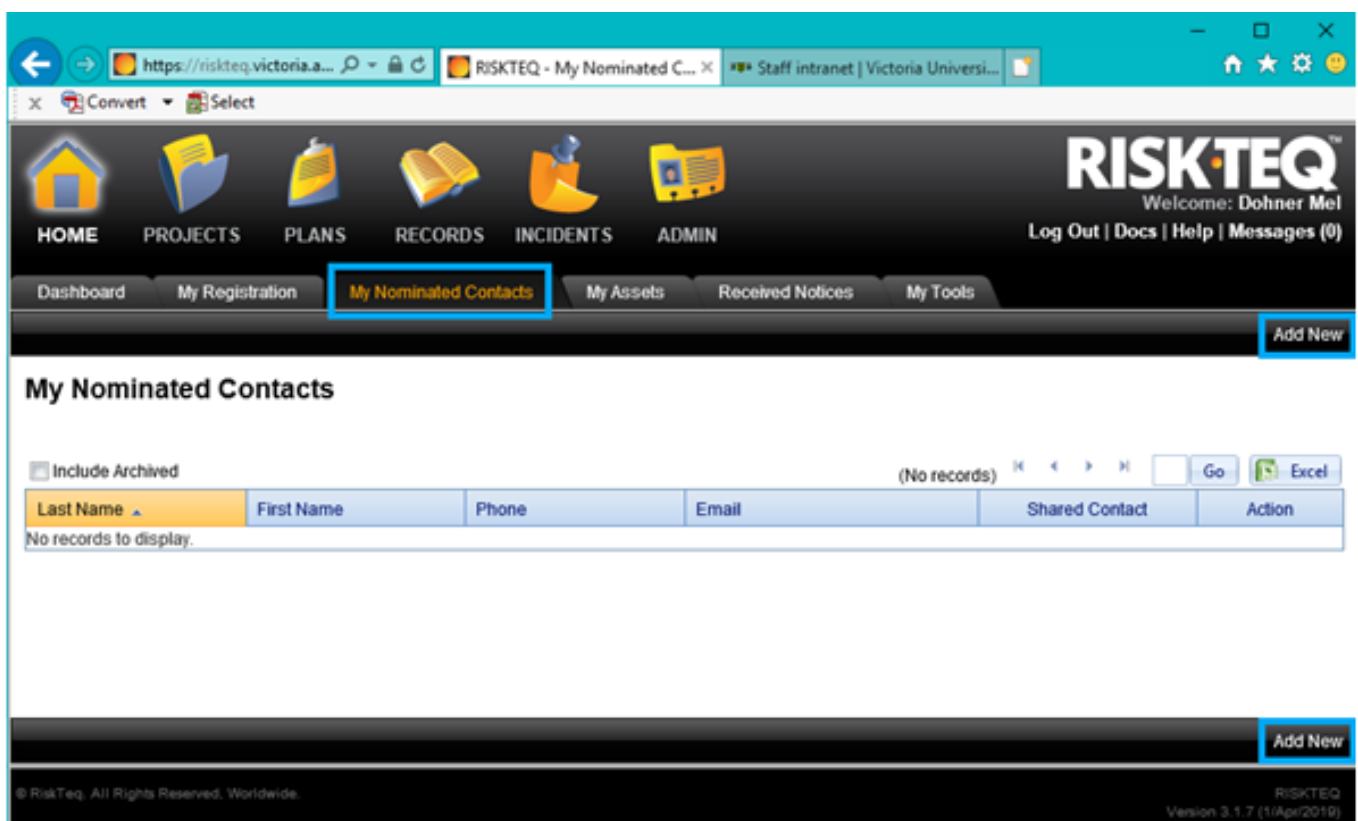
Figure 3. A trusted person should be added as your nominated contact, click "add new". This is the person that will be used as a point of check-in after field work and will be listed on activity plans. It should be a person that will notice your absence and follow protocol outlined if you do not return.

Figure 4. Add details of your nominated contact. Be sure to leave the "shared with all coordinators" box unchecked. Checking this box allows other RiskTeq users to see and select your contact as their own. Select "save" when completed.

Creating a project

The initial project approval will take time. It is reviewed by the Terrestrial Officer who then passes it to the Terrestrial Review Board. The project may be sent back for improvement at either stage. Once the board is satisfied that the project meets current standards, an e-mail request is sent to the project supervisor for approval. The project is approved once the supervisor replies stating approval. Since there are so many people involved in the review/approval process (Figure 5), **you should plan for project approval to take AT LEAST two weeks, though it could take longer (particularly at end of terms and during holidays)**.
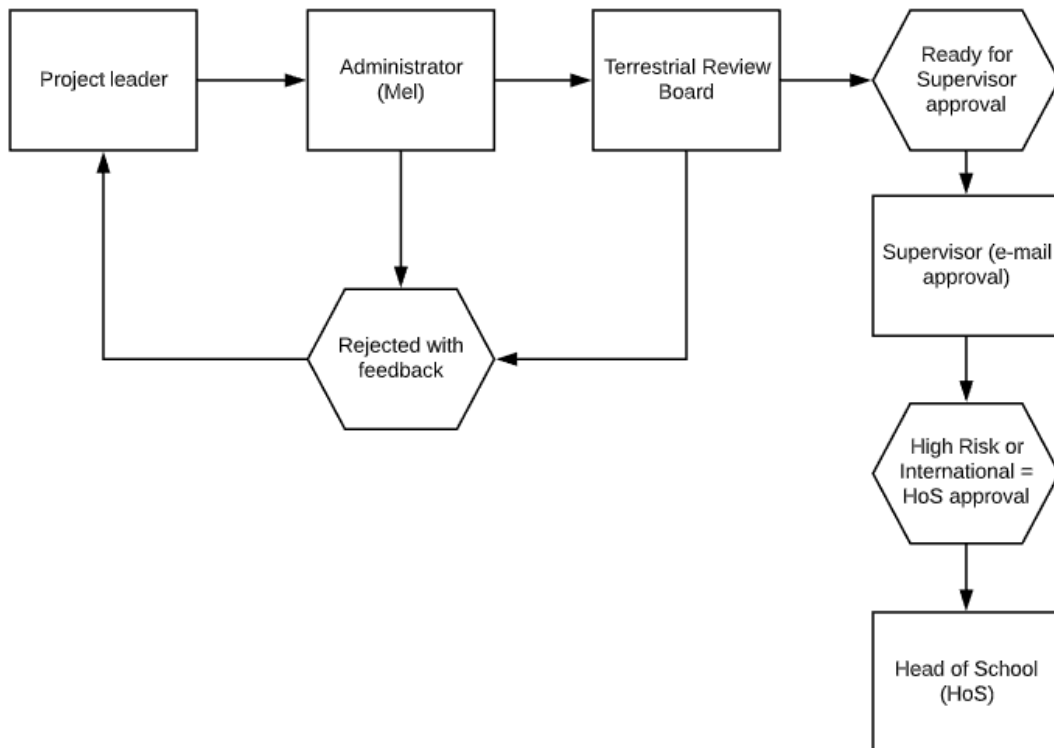
Figure 5. Approval process for a terrestrial project.

<u>Projects should not be stagnant, unchanging documents</u>. It's likely that new sites, risks, or methods will need to be added. In this case, just revert the project to draft, make the changes, and re-lodge the project. **Use the "change comments" box** to highlight the changes to the Terrestrial Officer. Major changes (e.g. new methods) may require a re-review; minor changes (e.g. extension of project dates, new sites) may only require re-approval by the supervisor.

Once a project has been approved, **activity plans are lodged every time field work is conducted**. These plans include details of work being conducted by SBS staff/students. One of RiskTeq's strengths is the automation of sending reports to the supervisor, participants, and nominated contacts when activity plans are lodged. These reports include the important details (who, when, where, and activities), but also include the risk assessment. This is important for ensuring all participants have access to safety information before going into the field. **For participants to be included as personnel in the activity plan, they need to be registered in RiskTeq**.

To Create a project:

1) Use a university computer (or VPN)

2) Log on:
   Website: https://riskteq.victoria.ac.nz/
   Username: VUW username
       Historical users will need to include a domain & backslash (see p. 2)
   Password: current VUW password

3) Create a new project (Screenshots can be found in Appendix 3)
   - Click on the "Projects" folder icon, click "Add New".
   - Select the appropriate project type (e.g., masters, PhD) and click "Continue".
   - Complete **all tabs** (see pp. 17-24 for information on how to fill out each field).

4) Use the summary table below (p. 16) to ensure you've included all expected information and to help speed up the review process.

5) Double check information and spelling. **Run it past your supervisor for improvement**.

6) Lodge to "Terrestrial Officer" (or other appropriate administrator, see p. 5).
   You must provide a statement in the "comment box" (e.g. first project submission).

7) Wait for feedback or approval.

Summary of information to include before submitting a project

The Review Board is looking for **acknowledgement of the thought process**: show us that you've considered the risks associated with your work/locations.
If you can tick off each of the items in the "Details Terrestrial Officer is expecting" column, then you should have a good shot of passing the review board quickly

Tab	Field	Details Terrestrial Officer is expecting (if blank, any logical information provided by leader should pass)
Details	Description	Includes working locations & methods (e.g. prying anemones off rocks with a dive knife along the Wellington south coast)
	Project Leader	Your name
	Supervisor	Only one listed (primary)
	Activity Type	Terrestrial (alone or with diving/boating: which will require the project to pass the diving and boating committee) Do not select "Laboratory Work", lab work risk assessments are not currently processed through RiskTeq
	Dates	This should be later than the submission date (i.e. 21 August for a submission on 1 August).
	Field Trip per year	The number of trips you anticipate conducting. This is not set in stone, best guess
	Days per field trip	Number of days between returning home: day trips = 1 day per trip, overnight trips = 2 or more
	Means of contact	**Communication plan**: Indicate cell reception at sites. Two forms of **charged** communications should be available (e.g. cell, sat phone, radio). Include numbers for project leader's cell, any sat phones, and list the owner of any PLB's to be taken.
	Min. people …	2 or more (working alone is allowed, but reasoning and location of working alone methods must be in project comments)
	Comments	**Permits/permissions**: Traceability requires date and contact details. This may be an agency permit # (MPI, WCC) or private citizen giving verbal or written consent. State if human/animal ethics permit is or isn't required & provide number. **Field Leader Responsibilities**: Description of steps that will be taken to ensure the safety of the participants while in the field. Attachments are welcome and can referenced (e.g. "Work conducted following safety protocol found in attachment"). For working at night: It should be stated that a site reconnaissance visit will be undertaken in daylight prior to commencing work. For water work: Recognize the risk of falling into water (change "slips, trips, falls" risk) & being swept away (throw rope available?). For working alone: Recognize that you will be more vulnerable to risks and possibly incapacitated for raising an alarm. **Training**: state what training is required by permits and any specialized training completed by the leader or participants. Animal handling should include "handling & training by permit holder or associated person". Must include "First aid training recommended" **First Aid Kit**: state who will be carrying a kit in the field (everyone? Just the field leader?)
Methods/Tasks		"Terrestrial-generic"
		Any others that seem relevant based on Project Details info (e.g., driving, coastal)

Site Info		Statement of receiving permission to enter private property is required:
		  If verbal: provide date, owner name, owner contact details
		  If written: provide a copy in the attachments as well as stating the owner name and contact details

		The nearest medical centre appears correct (e.g., a Fijian hospital is not selected for a Waikato site)
Risks		All risks included & controls altered/removed to meet specific work: some template risks require user alteration! (see p20)
		Project specific risks are included (e.g., using a dive knife, visiting a mine)
Photos / Attachments		Maps for locations listed in the site info section. Maps should indicate work sites and/or have details that can be referenced in activity plan descriptions (e.g. names of trails, huts, or landmarks)
		Any other relevant documentation helpful to assessing the project (e.g. itineraries, joint PCBU responsibilities, permits, H&S protocols)

Explanation of project fields

Project Details Tab

We want to know WHAT you're doing and HOW you're doing it (Figure 6). We don't want a research proposal and we're not worried about the goal of your research. **We want to ensure your risk assessment is comprehensive and that you've acknowledged the process of considering the risks involved.** Fill in all fields with as much action-oriented detail as possible, as outlined below. **No field should be left blank.** See Appendix 3 for screenshots.

Activity types:	Scroll down to find "Terrestrial Trip". Don't select laboratory.
Locales:	Select appropriate (e.g. Local: Wellington area, Regional: Wairarapa, etc).
Title:	Short, sensible, and meaningful to everyone.
Description: **990-character limit** **No error if you exceed the limit, the last characters will just be lost**	Brief but detailed (990 character limit): - **what and how you'll be working** (e.g. measuring trees with dbh tapes, using spades to collect cockles intertidally). - **general work areas** (public or private land, 4wd access, remote) - **If working off track**: how far off track and how will you mitigate getting lost?
Work Groups:	Click "Select", Choose SBS from the pop-up menu, click "select".
Project leader:	Select your name. *(contact terrestrial officer if you're listed twice)*
Supervisors:	Select one person only; your primary supervisor.
Means of Contact:	**Communication Plan**: Basic field safety is having two communication devices available in case one fails (e.g. two charged cell phones at a site with good cell reception or a cell phone and personal locator beacon (PLB) at sites with poor cell reception). Indicate what your devices will be, what their contact numbers are, and how well you expect them to work. A PLB is expected to be onsite anytime work is conducted alone, please state the owner of the PLB (SBS, personal, friends).
Field trips per year:	Give your best guess to the number of expected field trips/year.
Days per field trip:	Day trips (1) or multiple days (2+) away from your own bed. Please indicate accommodation for overnight trips in details or comments (e.g. tent/motel).
Min. people per field trip:	Always 2 or more unless supervisor authorizes working alone. **Working alone methods should be clarified** in the project comments or description: why is working alone required, at which sites will working alone occur, and what extra precautions will be taken in case you are unable to call for help.
Dates, start & end:	Overestimate project length so you don't have to extend later.
Comments: **990-character limit.** **Error will prevent saving if you exceed the limit.** **It may be worth writing your information in a text editor (e.g. "Word") and copy/pasting.**	a) **Permits**: state permit number and organization (MPI, DOC, EPA, Council), as well as who the permit has been issued too. This allows traceability if needed. Situations of not needing a permit is rare! Explain why no permit is required. **Private Permissions**: provide the name and contact details for the person giving permission (including organization and role, if applicable). If verbally given: provide the date/time permission was given. If written: attach a copy of the permission. This information can be provided in the Site Info title (pg 20), but should also be referenced here in the comments.

b) <u>The review board requests statements of safe work procedure</u>
"**<u>Field Leader Responsibilities</u>**": list of duties that ensure a safe field excursion (e.g. communication devices, site briefings, weather checks).
"**<u>Training</u>**": indicate any training required by permits, site managers, for undertaking methods, or using equipment (e.g., participants will be trained in proper handling of birds by DOC ranger at start of first trip outing).
Always include: "First aid training recommended".
"**<u>First Aid Kits</u>**": state who will be carrying a kit (Everyone? Project leader?)

c) Additional information that will help evaluate the project:
State references for approved safe handling procedures or health & safety documentation.
Working alone, at night, around water, or with chemicals should acknowledge the thought process of risks and regulations. See page 19.

- After filling in the above fields, click "save" and continue filling out remaining tabs.

Draft	Lodge to Boating Officer Review Lodge to Terrestrial Officer Review Edit

Project - Details

Info:
▪ Project Saved Successfully.

Project type: Masters Project

Activity types: 1. Boating Operations
2. Terrestrial Trip

Project ID: 561

Locales: 1. *[Not approved]* National
2. Regional
3. Local

Title: Terrestrial test project with multiple methods
Description: Intertidal collection of seaweed and chitons at Island Bay by hand and using dive knives (water level generally below knees, waders will be used in deeper water, wader and knife risks added, Slips, trips and falls risk altered for falling in water).
DBH measurements of trees at Otari-Wilton Bush (off track ~4m, in areas discussed with manager: Tim Park).
Handling DOC pest traps in Akatarawa forest (removing dead animals, baiting, and resetting traps - see additional risks).
Transporting specimens in 70% ethanol (0.5ml per sample, max 20 samples per trip, all closed containers will be sealed with parafilm before and after opening, samples will be transported in chilly bin with fresh icepacks).
Tracking kiwi birds on Stewart Island at night (strong headlamps with red light filter, extreme care of foot placement if off-track (<5m) required. Site to be visited in daylight hours to become familiar with terrain).

Workflow Status: Draft
Changed from Rejected Pending Info by Mel Dohner on 22/Nov/2024 at 08:49.

Assigned User: Mel Dohner

[Show History]

Work Groups: Victoria University of Wellington / SBS
Project leader ❓: Mel Dohner
Supervisors ❓: Heath, Derek

Means of contact: Mel Cell phone: 021 ### ####
Local sites have good cell phone reception. All participants will carry charged phones and exchange numbers.
Akatarawa and Stewart Island reception is unknown. An SBS PLB will be carried, with the HEX ID added to the relevant activity plan, will be carried in case of phone failure.

Field trips per year: 20
Days per field trip: 1
Min. people per field trip: 2

Start: 12/Jul/2019
End: 12/Jul/2026
Risks Managed At: Risks are managed in the Project page.
Restrict Activity Plan Sites? ❓ Activity Plan Sites limited to Project Sites
Restrict Activity Plan Methods / Tasks? ❓: Activity Plan Methods / Tasks limited to Project Methods / Tasks
Restrict Activity Plan Asset Requirements? ❓: Activity Plan Asset Requirements limited to Project Asset Requirements
Participant sign off required: ☐

Comments: Permits: See attachments: GWRC & WCC permits. MPI Permit #711. DOC permit # xyz.
Field Leader responsibilities: Throw rope will be on hand when working around water. Ensure communication devices charged, operable, & dispersed through group & cell numbers exchanged. Ensure participants are familiarized with sites in daylight before night work occurs. Ensure all transport regulations reviewed & met for ethanol samples (see risk controls & attached SDS)
Training: First aid training recommended. Wader risk to be reviewed & wader belt always used. Trap/animal handling training provided by DOC staff prior to work (risks for both added).
First aid kit: carried by project leader and made accessible to all participants. If multiple small parties split up, each party will have a kit on hand.

	Lodge to Boating Officer Review Lodge to Terrestrial Officer Review Edit

Figure 6. Example of information that should be provided in the project details tab. Note an explanation of HOW work is being conducted is given, additional risks are identified, and concerns around working intertidally, at night, and with chemicals have been addressed.

Methods / Tasks Tab

Selecting a method loads the project with template risks identified for that method. For example, "Terrestrial – Generic Risks" brings in, among others, the usual slips/trips/falls risks.

"Terrestrial – Generic Risks" is required for all projects. Be sure to review/edit/remove template risks for applicability (will livestock really be encountered on site?).

Remote field work is any work undertaken in an isolated location (e.g. island) or where on-foot assistance will take longer than an hour to reach the work site (e.g. 1 hour drive from an ambulance station or 1 hour of walking in from a trailhead.

To add methods / tasks:
1) Click "Edit".
2) Tick all methods that apply to any activity that may be carried out under the project.
3) Click "Save".

For some methods, additional information may be expected in the project details tab

Method	Additional information expected in the Project Details tab
Working at night:	Statement that the site will be visited in daylight hours to become familiar with terrain and hazards.
Working around water (rivers/intertidal):	Expected depth of water (e.g. below knee, waist deep) and conditions under which work won't take place. Consideration of taking a throw rope (or explanation why rope not needed). Alteration of "slips/trips/falls" risks (see Risk section below for details)
Working with chemicals:	Chemical name, quantity/volume & concentration. Consideration of transport regulations. **If you are applying a biocidal substance, you must keep records:** http://legislation.govt.nz/regulation/public/2017/0131/latest/DLM7366700.html http://legislation.govt.nz/regulation/public/2017/0131/latest/DLM7366701.html#DLM7366701
Rivers:	Indicate how much work/travel will be undertaken in/along the river. Acknowledgement that fast-flowing water will be avoided. Alteration/expansion of river risks is also expected.
Working alone:	Justification for being alone. Acknowledgement of specific risks created by working alone (inability to call for help if unconscious or communication devices fail). Specify sites where working alone will occur and indication of site familiarity.
SBS Drone Use:	"Operations Checklist" completed & attached (ask Mel for a copy). Explicit approval from property owner for drone activity. State whether pre-programmed or manual flights will occur. *If pre-programmed flights are used, then reference should be made that the user will remain vigilant and watch the aircraft while in flight and be prepared to abort a flight or take-over manual control should that become necessary.*

All sites visited during fieldwork must be included in the approved project. **Sites cannot be visited if they aren't in the project.** If new sites are identified after project approval, the project must be reverted to draft, site locations and site risks added, and the project lodged for re-approval.

Access to **private property** must have a statement indicating access approval has been given:
- If in writing: attach approval in the attachments section
- If verbally: Specify in the site info title and reference in the project details
  o the permission that was granted (e.g. I have permission "to access the south section of the property for the purposes of my research"),
  o the date and time of approval
  o the name and contact information of the approver. If land is under an organization, include the name of the organization the approver's role within the organization.

If you are unsure about specific site locations, please contact the terrestrial officer (mel.dohner@vuw.ac.nz) to discuss how to add broad sites for reconnaissance trips.

Two options are available for adding sites (See Appendix 3 for screenshots)
  1- Link to Shared
- Click "Link to Shared" to bring up sites used over multiple projects for multiple people.
  o They may be associated with site specific risks (e.g. Cape Palliser & seal colony risks).
  o Since these sites are shared, site details cannot be edited.
- Tick all that apply and click "Select".

  2- Add new
Click "Add New", fill in the details below, and click "save". You'll need to click "back" to return to the "Site Info" tab to review or add another site.

Site:	Area where you park and work. May encompass a large or small area. Give it a name and add any contact info for land access (e.g. contact name/number for DOC ranger or private owner). Include all private property permissions here.
Latitude / Longitude:	Google it if you can't get the map to work, need decimal degrees.
Tick box if location is remote:	Remote sites take an hour or more for emergency services to reach you.
Nearest Medical centre:	If the nearest hospital is not listed, select **"Medical Centre is described in Extra Supplies"**. **Then e-mail** the name and address of the nearest medical centre to mel.dohner@vuw.ac.nz Mel will update the site during the approval process. Please carefully consider what centres to add – Do they provide emergency services? Will they be open when you need them?
Emergency assistance time:	Best guess: remember help may be delayed in poor conditions
Medical centre evacuation time:	How long to get through the doors of the nearest medical centre
Walk out time:	To get to vehicle from the field site
General supplies:	What do you need? (e.g., food/drink, sun protection, gumboots)
Extra medical supplies:	Site specific concerns (e.g., bees/wasps, construction activities)

Asset Requirements Tab

Many projects will require assets, whether it's borrowing a first aid kit or using the school van. These can be noted under the Asset Requirements tab. See Appendix 3 for screenshots.

To add assets: Click "Add New" and select the appropriate asset type (Vehicle, Communication Equipment, or Field Equipment). If appropriate, select Asset Sub Type and leave a descriptive comment.

Risks Tab

This is the risk assessment for the project and should **adequately address all possible risks that could be encountered during any activity associated with this project**. If you're new to risk assessments, check out this website for assessing health and safety risks.

The risk tab is pre-loaded with template risks based on the methods selected. Review these risks to ensure they fit your project (e.g., "terrestrial-generic risk" imports a livestock risk - will you be working near livestock?). Occasionally, a template risk will be updated by RiskTeq administrators. You will be sent an e-mail notification when this occurs. You should review the change to ensure you are aware of any changes to risk controls.

When working in water (intertidal or rivers), you must alter the "Slips, trips, falls" risk that is imported with the "Terrestrial – Generic Risk" method. Please alter it to include the following statement:

> "All field members working near a body of water must answer the question "Can you swim 50 meters unassisted?". If any participants answer no or are unsure, supervisor permission will be sought before entering the field and any additional mitigation measures to ensure safety (e.g. wearing a life jacket) will be documented in the activity plan".

Your project will be rejected if obvious risks have not been included. Critically think about the environment in which you will be working, the risks you will encounter, and the controls required to minimize harm to participants. Add, alter, or remove risks (see below & Appendix 3) as necessary to accurately reflect the risks of your project.

1- Alter a Risk:
- All template risks should be reviewed and altered to reflect the actual steps that will be taken in the field.
- Some template controls state the use of a personal locator beacon (PLB). If you are not going to take a PLB into the field, then remove this statement from the controls.
- The risk rankings can be altered by changing the natural and post-control severity and likelihood rankings. These rankings might be changed for sites in low risk areas (e.g. Zealandia).
- Some template risks require the user to alter the risk description and controls. These risks are distinguished by their descriptions including "[...TO BE SPECIFIED BY USER...]". These risks require the user to specify the risk they expect to encounter (e.g., what chemical will be taken in the field).

<u>To alter a risk</u>:
1) Click "Details" and then click "Edit".
2) Alter the description, controls, severity and likelihood rankings, and PPE as necessary.
3) Click "Save". There is now a red exclamation point next to the Risk ID (Figure 7).
4) Click on the red exclamation icon.
5) Click "Accept Differences".
6) Write a short reason why you changed the template risk.
7) Click Confirm.
8) Return to the list of risks by clicking "Back".

Any projects with red exclamations cannot be approved (creates RiskTeq error).

Project - Risk Details

Info:
• Risk Saved Successfully.

Risk Identification

Risk ID: RSK.PR.10096
Risk Type: Safety
Risk Classification: Default
Task: Intertidal fieldwork
Description: Hazardous marine fauna: Urchin spines, toxic sea slugs
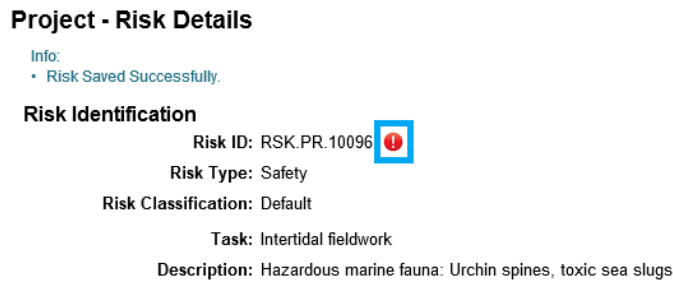
Figure 7. Exclamation points are coloured to indicate if the risk matches the standard template (green), has been altered by the administrators (orange), has been altered by the user without accepting differences (red), or has been altered by the user with differences accepted (blue). Red exclamation points produce errors that prevent a project from being approved. See Appendix 3 for more screenshots.

2- Add a new Risk:
Template risks are generic in scope only. Most projects will have site, equipment, or activity risks that are not automatically brought in. **New risks can, and should, be added as required.**

<u>To add a new risk</u>:
1) Click "Add New".
2) Fill in each field to the best of your ability (see below and screenshots in Appendix 3). Look at template risks for examples. Natural and post-control ranks will be automatically calculated by multiplying the severity and likelihood values.

Context Type:	Select appropriate
	"No context": for most projects to cover your specific risks
	"Site Location": identify a hazard at a specific site
Risk Type:	Safety
Risk Classification:	Default
Description:	Short phrase indicting the hazard associated with the task (e.g. crushing from trap spring).
Impacts:	Leave blank or give additional information on impact of hazard.
Natural Severity:	Assuming no controls (protective equipment, training, or planning), what is the worst outcome the hazard could pose to someone's health?
Natural Likelihood:	Assuming no controls, what is the likelihood of this hazard occurring?

Control:	State the preparations and actions that will be taken to reduce likelihood of risk occurring and minimize severity if risk occurs. State actions that will be taken if the risk does occur?
Post-control severity:	With the above controls in place, what it is the actual severity of the hazard?
Post-control likelihood:	With the above controls in place, what is the actual likelihood of the hazard?
Personal Protective Equipment (PPE):	Tick all that apply. List in the controls as well.

    3) Click "Save".
    4) Review the risk. Click "Edit" to make changes or "Back" to return to risk list.

3- Remove a Risk:

Not all template risks apply to all projects. You should delete any risks that don't apply to your situation (e.g., livestock encounter). The risk will be archived and remain associated with project. If you decide to reinstate the risk, you can "Restore" it from the archives. See Appendix 3 for screenshots of the process.

To remove a risk:
    1) Click "Details" of the risk.
    2) Click "Remove" and "OK" to confirm risk removal. This risk is now archived.
    3) Click "Back" to return to the list of risks.

To view archived risks or restore risks:
    1) Click the "Include Archived" box in the risks page.
    2) Select "Details" for the archived risk.
    3) Click "Restore".
    4) Click "Edit" to alter as necessary
    5) Click "Back" to return to the list of risks.

Photos Tab

Good place to store site maps or other informative documents in a pictorial format (tif, .jpg, etc).

Attachments Tab

This is a good place to store additional information in document formats (.pdf, .doc, .xls). This may include collecting permits, permission to enter private property, health and safety documents from another organization, or any other project relevant information. However, there is a 5 MB limit.

Maps are expected for all projects. Maps marked with planned parking and project trails are extremely helpful if search and rescue is called. These maps should be referenced when lodging activity plans.

Risk Assessments from other organizations should be attached. All field work associated with SBS should be documented in RiskTeq, including work conducted under the management of different organization. The approved risk assessments and health and safety documentations should be attached. If an organization doesn't have a specific policy, check any associations or societies that may put out guidelines in specific industries (e.g. beekeeping, fruit management, etc).

Admin Tab

No information required from user.

Activity Plans Tab

Once your project is approved, you will lodge activity plans outlining field trip details (where, when, who). These activity plans do not require approval, but they **must be lodged for every outing!** Activity plans are only lodged when the **"LODGE" button is clicked!**

Fill out all activity plan tabs with as much information as possible. These plans are e-mailed to nominated contacts, participants, and supervisors for use in case a field party doesn't return.

Reports Tab

Three reports are available for viewing and exporting anytime, including after project approval.

Project details for plan participants	Contains a summary of all the information included in the project, including all site locations, risks, and activity plans.
Project Registration	Contains the same information as "project details for plan participants", but also includes validation messages (information, warnings, and errors).
Risk Assessment	As the name suggests, it returns every risk identified in the project. This is a useful report for PhD meetings and project proposals.

To export these reports: (for e-mailing to participants or attaching to research proposals)
1) Click "view". This launches the document into a new web page with a page navigator bar at the top.
2) To export the report, click on the export icon and select the desired export format (PDF, Word, Excel, etc).

Notices Tab

The "Notices" tab logs all notices sent out in association with the project.

Change Logs Tab

The "Change Logs" tab archives all changes made to the project, including the day, person, and transition comments.
This tab is used by the terrestrial officer to determine what changes the user has undertaken since last review.

Lodging the project

When all tabs have been completed,

1) return to the "project details" tab.
2) Click "**Lodge to Terrestrial Officer Review**" (or other admin as appropriate, see p. 5) at the top. This will produce a pop-up dialog box. This box gives summary information and a list of warnings or errors.
   a. Errors must be fixed before the project can be lodged.
   b. Warnings can be ignored, but they should be addressed if possible.
   c. You need to add a comment to the text box to proceed. This comment will be included in the email to the RiskTeq officer and recorded in the change log. Any descriptive or informative statement will do (e.g., first attempt at lodging this project).
3) Click "Confirm" to lodge your project.

Your project has now been sent to the terrestrial officer for administrative review. The officer will ensure all required fields are satisfactorily filled out and that all obvious risks are included. **The officer is not responsible for ensuring all risks are included in the project or that all controls are adequate.** This is the responsibility of the project leader and their supervisor. Once the administrator has cleared the project for required information, it will be passed onto a terrestrial review board to further ensure the information, risks, and controls appear adequate. Again, the board does not know the sites and activities, so they are not responsible for ensuring all risks are included in the assessment. Once the project has cleared the board, it will be sent to the supervisor for review and approval.

Supervisor approval implies:
- The student and supervisor have, to the best of their abilities, identified all of the risks for the proposed methodology
- The controls for those risks are appropriate and adequate
- The supervisor will ensure that the student uses the stated controls
- Any incidents/accidents will be notified using the normal VUW reporting process

After the administrator receives confirmation of supervisor approval, the project will be approved in RiskTeq.

Due to the number of people involved in reviewing and approving a project, project approval can take time. **Plan for project approval to take AT LEAST two weeks, if not longer.** It is important that projects are thoroughly thought out ahead of time to include all potential sites and risks. Addition of new sites or new risks requires supervisor re-approval of the project.

Appendix 1: Screenshots of registration process

Below are step by step screenshots of the registration process with example entries in the field (personal information has been removed). The blue boxes highlight what to click to move on to the next step of registration.

Figure 8. Welcome to RiskTeq page. This is included in upcoming pages. Contact comments and a phone number are required for approval. Note – there is no address information in the page. Click "select" to view a pop-up screen selection of work groups.
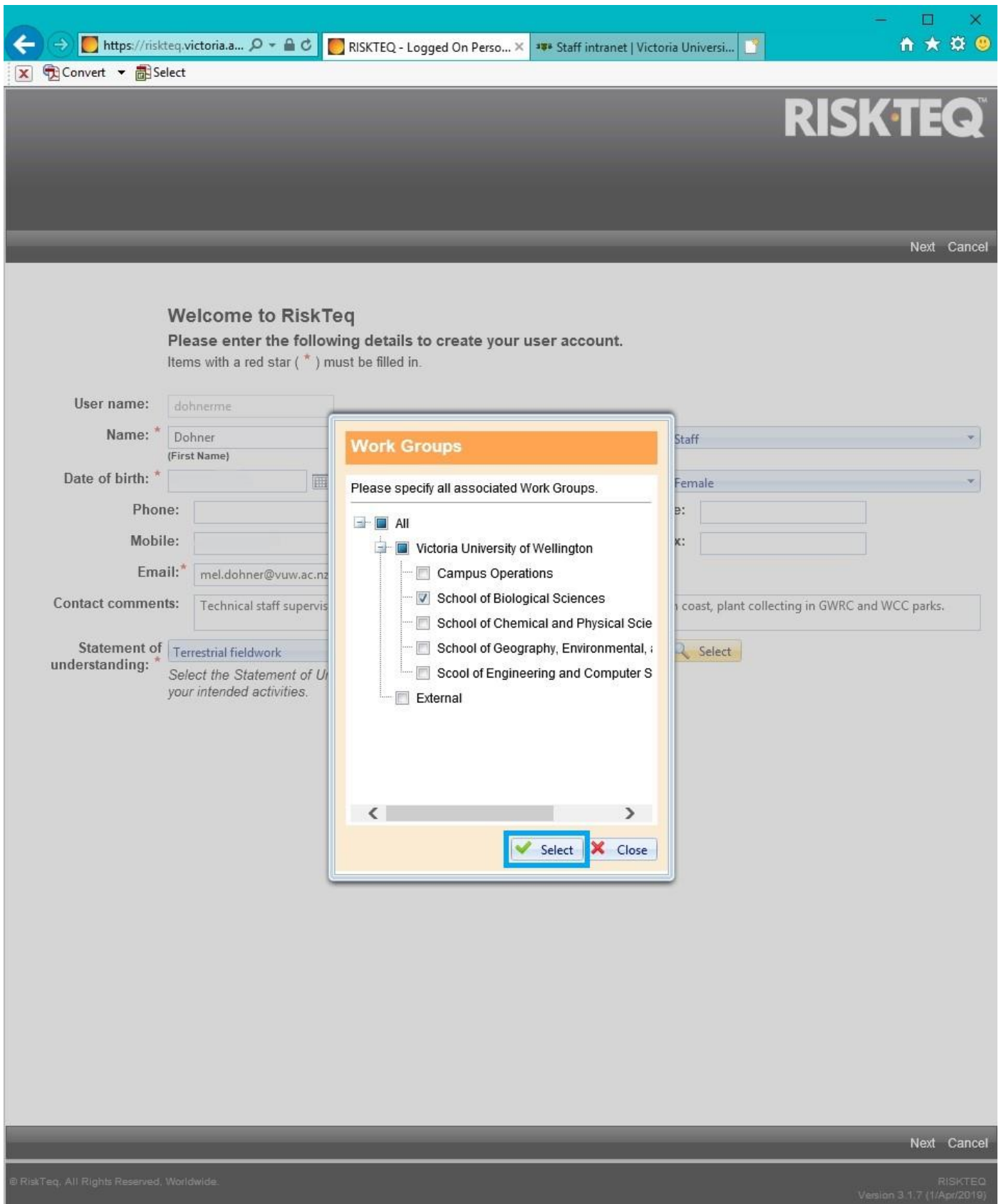
Figure 9. Ensure "School of Biological Sciences" is selected. This step CANNOT be completed in Chrome!

Figure 10. Once the work group is selected, click Next to progress the registration process.

Figure 11. Additional fields are now available in the personal details section. Ensure you uncheck the "address not provided" box to add your address information.

Figure 12. Once the "address not provided" box is unchecked, enter your address information. If your town or suburb isn't listed, then check "New Town/city" or "New Suburb" and enter the information. Also ensure you provide the name and phone number of your next of kin. Ensure you select "yes" to volunteer for field trips. When completed, click "next" to move on.

Figure 13. Select "Add new" to add a qualification (driver's license, first aid certificate, 4WD certificate)

Figure 14. Select appropriate options from the drop-down menus. All qualifications require an attachment for proof of certificate.

Figure 15. Complete the medical tab to the best of your knowledge. If blood type is unknown, select "unknown".

Figure 16. Read the [Off-Campus Activities Policy](#) and click the "I agree". Read the [Induction section](#) of this guide and select "Induction complete". Select induction date and choose "Dohner, Mel" from the induction list.

Figure 17. When all tabs are complete, click "Lodge to Terrestrial Officer".

Figure 18. Correct all errors (cannot lodge with errors) and any warnings (next of kin address is not required). A comment is required in the text box. Click "confirm" to lodge your registration.

Figure 19. This is a view of your dashboard in RiskTeq while your registration is under review. You can see the status of your registration and the date you lodged your registration.

Figure 20. This is a view of your dashboard when your registration has been approved (the status has been changed to "Approved"). You can see the date of first approval. For field leaders, you can see the date that your coordinator status expires (you must have coordinator status to lodge activity plans, coordinator status requires annual renewal).

Appendix 2: Screenshots for renewing coordinator status
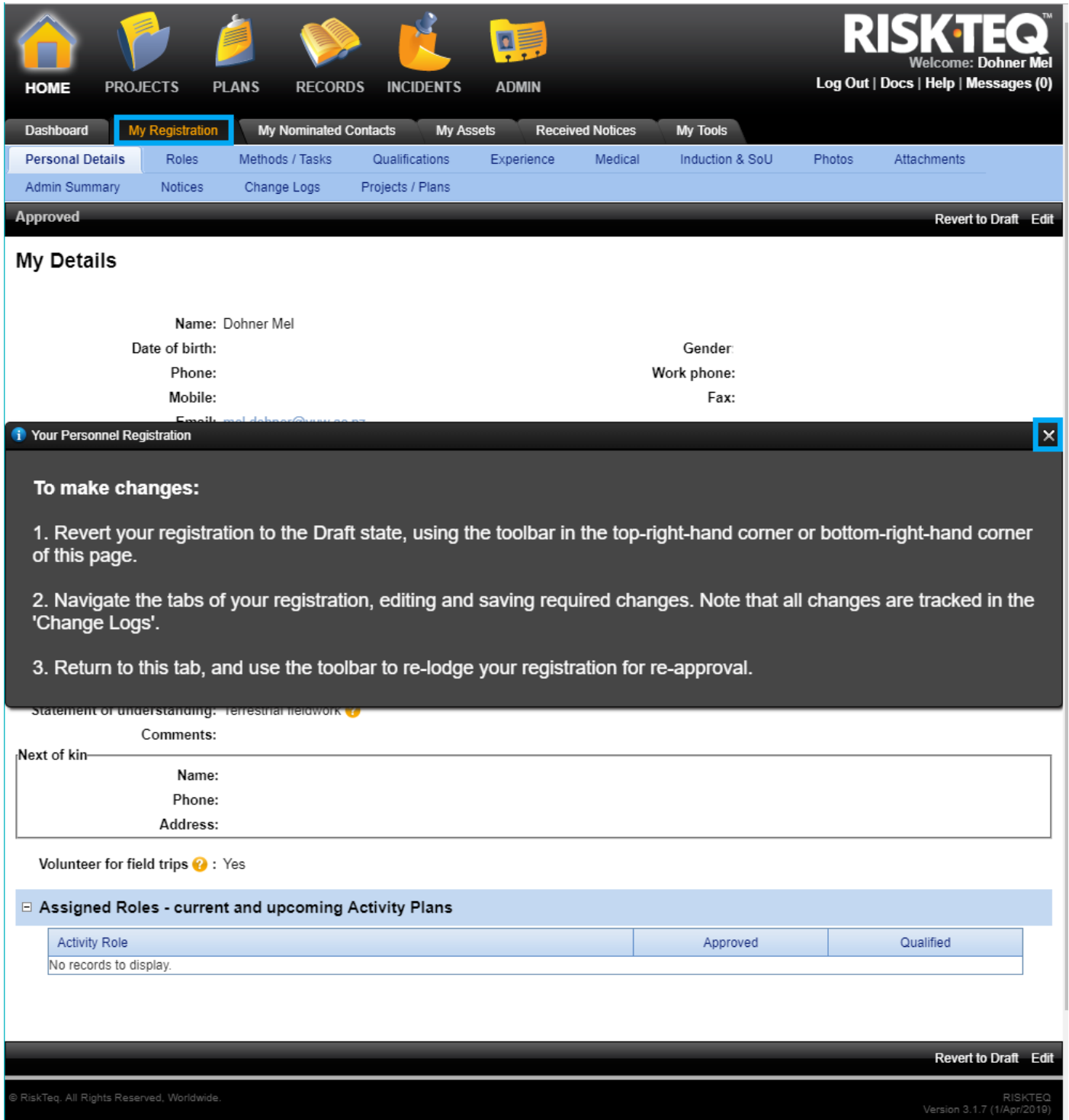
Figure 21. Click on "My Registration" tab. Click on the "x" to close the black message box (or it will go away after a short time).

Figure 22. Click "Revert to Draft" to make changes to the registration. Note, clicking "edit" will allow you to update contact details, but will not relodge your registration for updating coordinator status

Figure 23. Entering a change comment is optional here. It is good practice to note why you're reverting your registration – this comment can be viewed in the "change log" tab for future reference. Click Confirm.

Figure 24. Check your details and qualifications are up to date. Add any methods/tasks that might be needed. Click "Lodge to Terrestrial Officer Review".

Figure 25. You must write something in the "change comment" box. You might as well make it descriptive by stating that you'd like your coordinator status renewed.

Appendix 3: Screenshots for creating a project
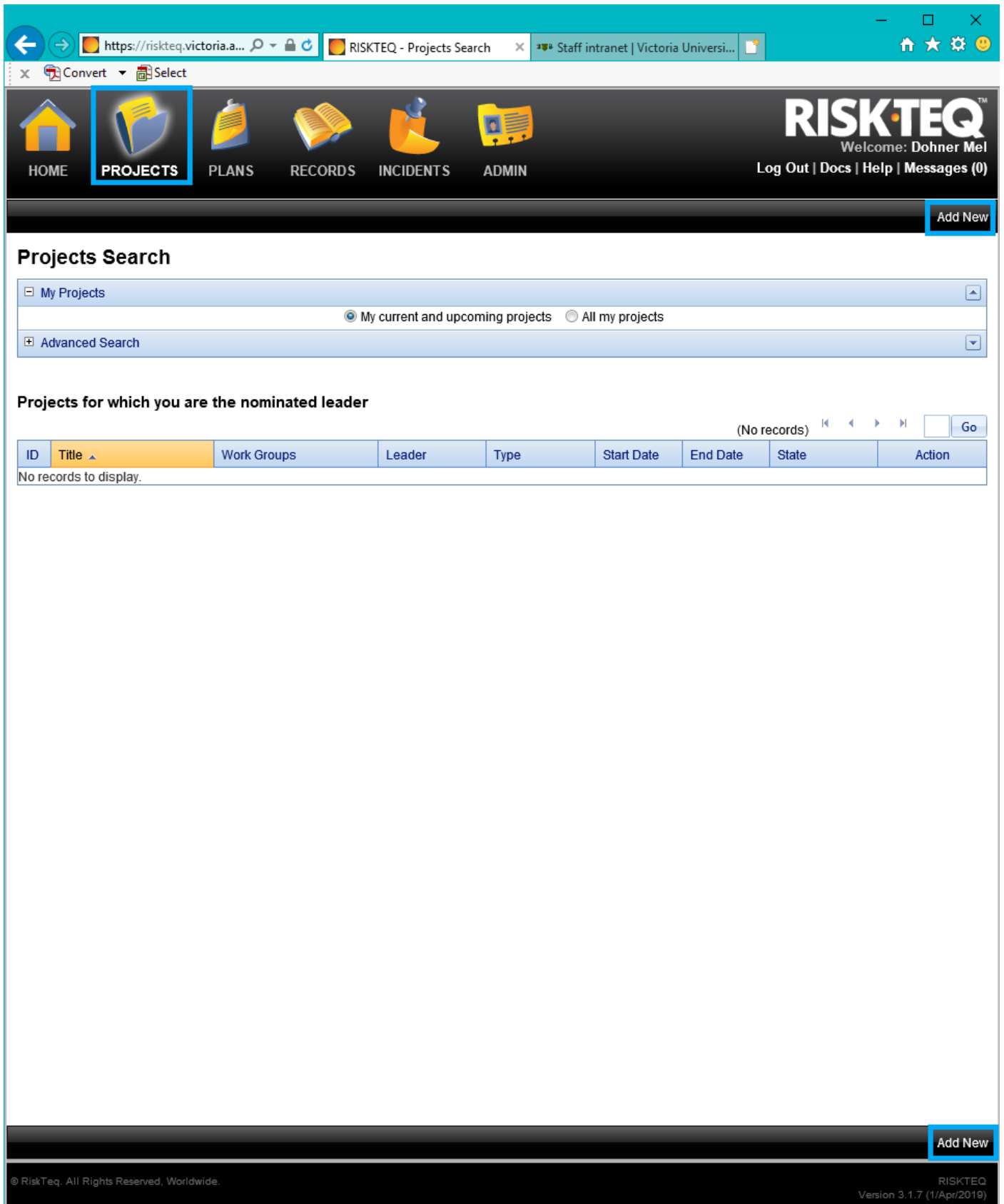
Figure 26. Click on the "Projects" icon. Click "Add New" to add a new project.
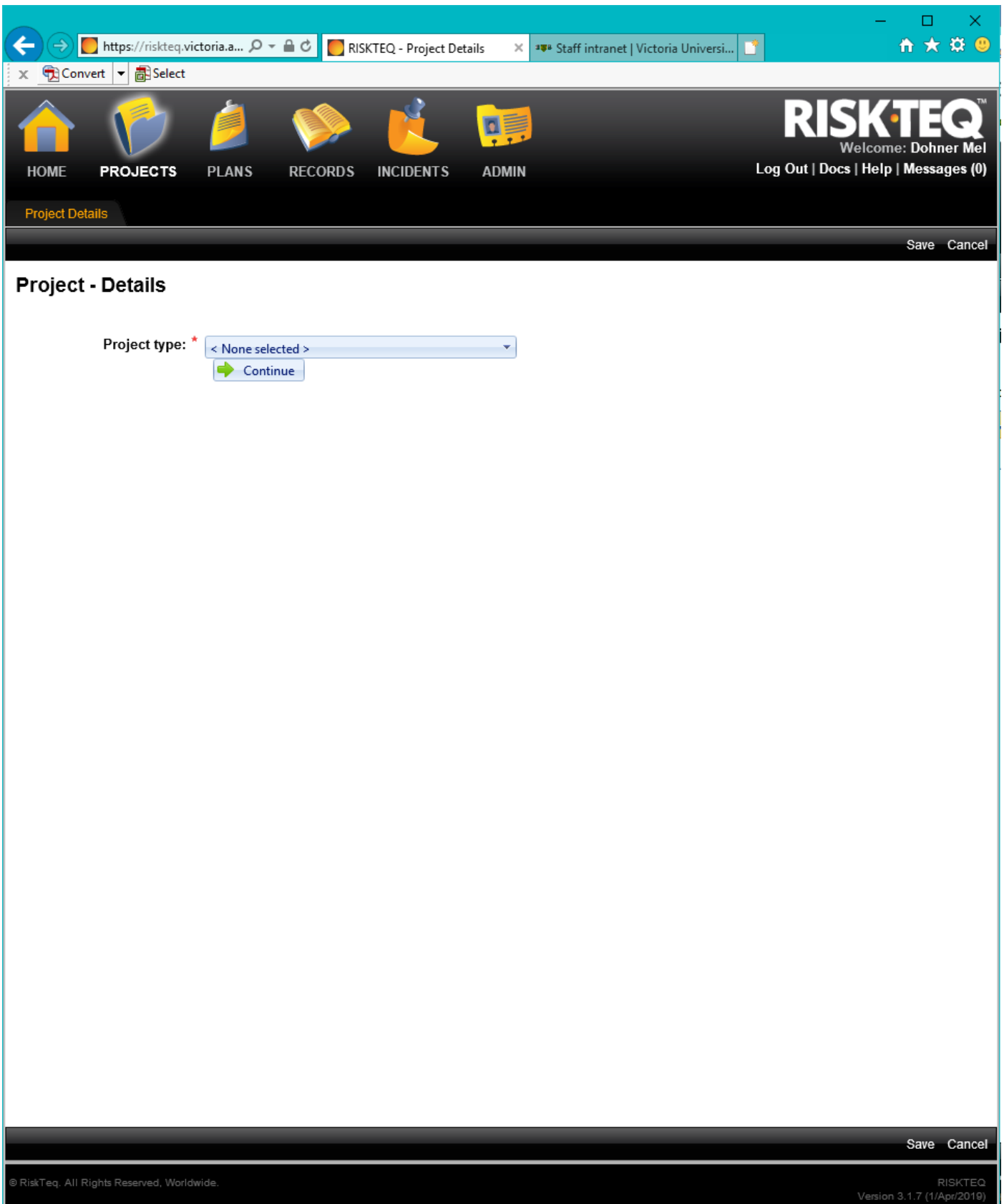
Figure 27. You are presented with a drop down menu to select your project type.
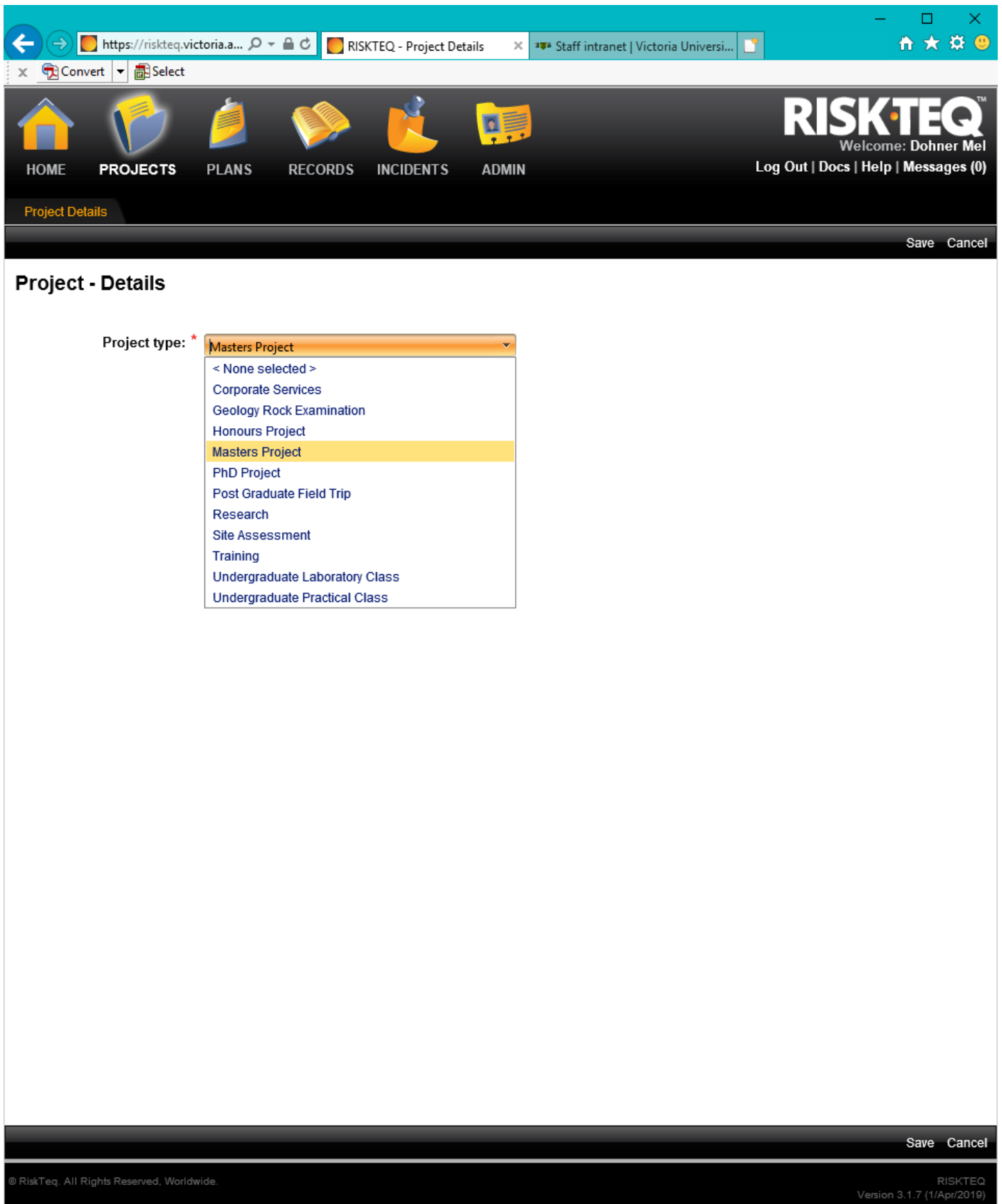
Figure 28. Select the project type that best reflects your project.
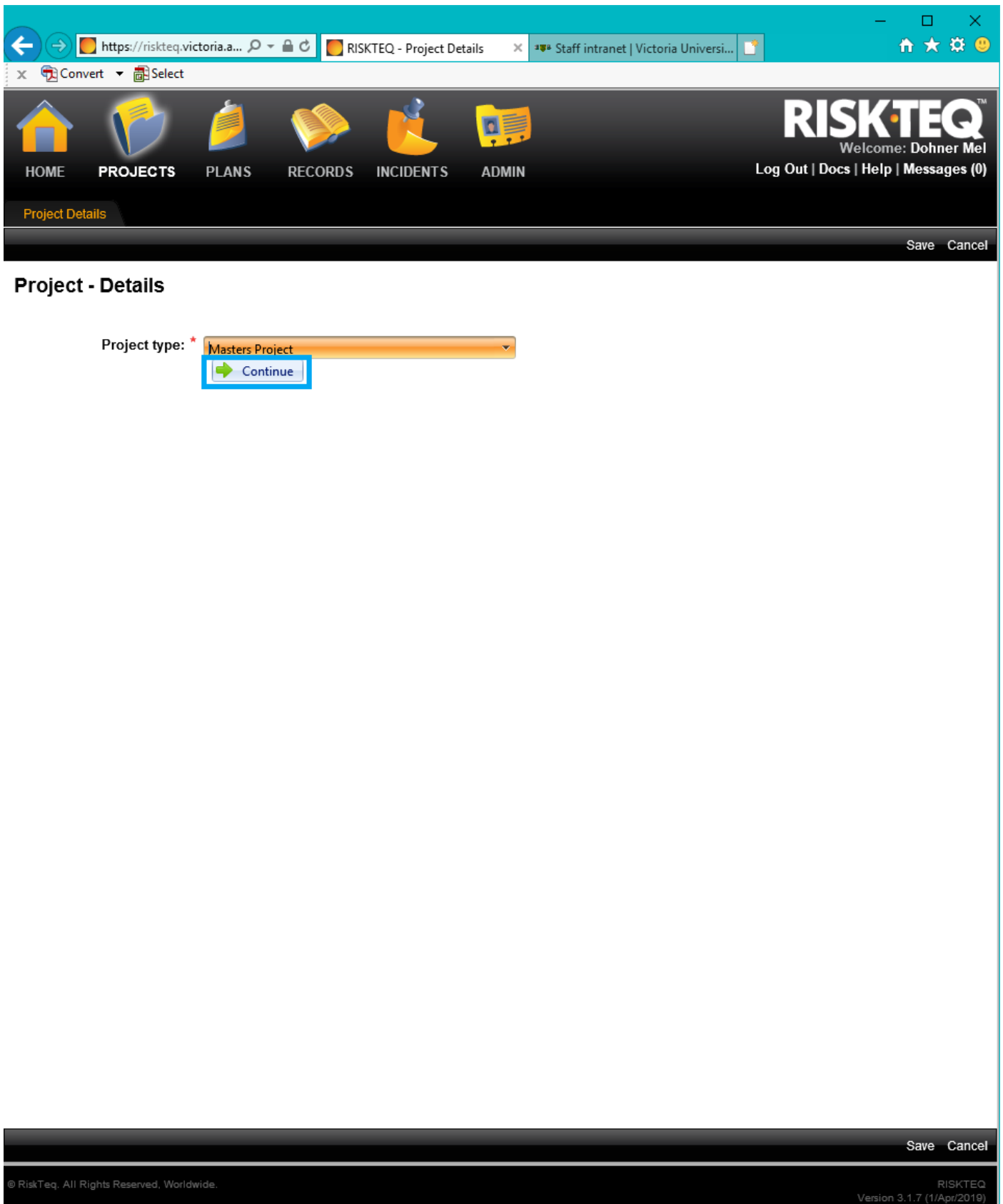
Figure 29. Click "Continue" after making your selection.

Figure 30. You are presented with the project details tab.

Figure 31.Use the instructions in pp. 16-17 to fill in the "Activity type" (scroll to find "Terrestrial"), "Locales", "Title", and "Description". Click on "select" for a pop-up screen to select SBS.
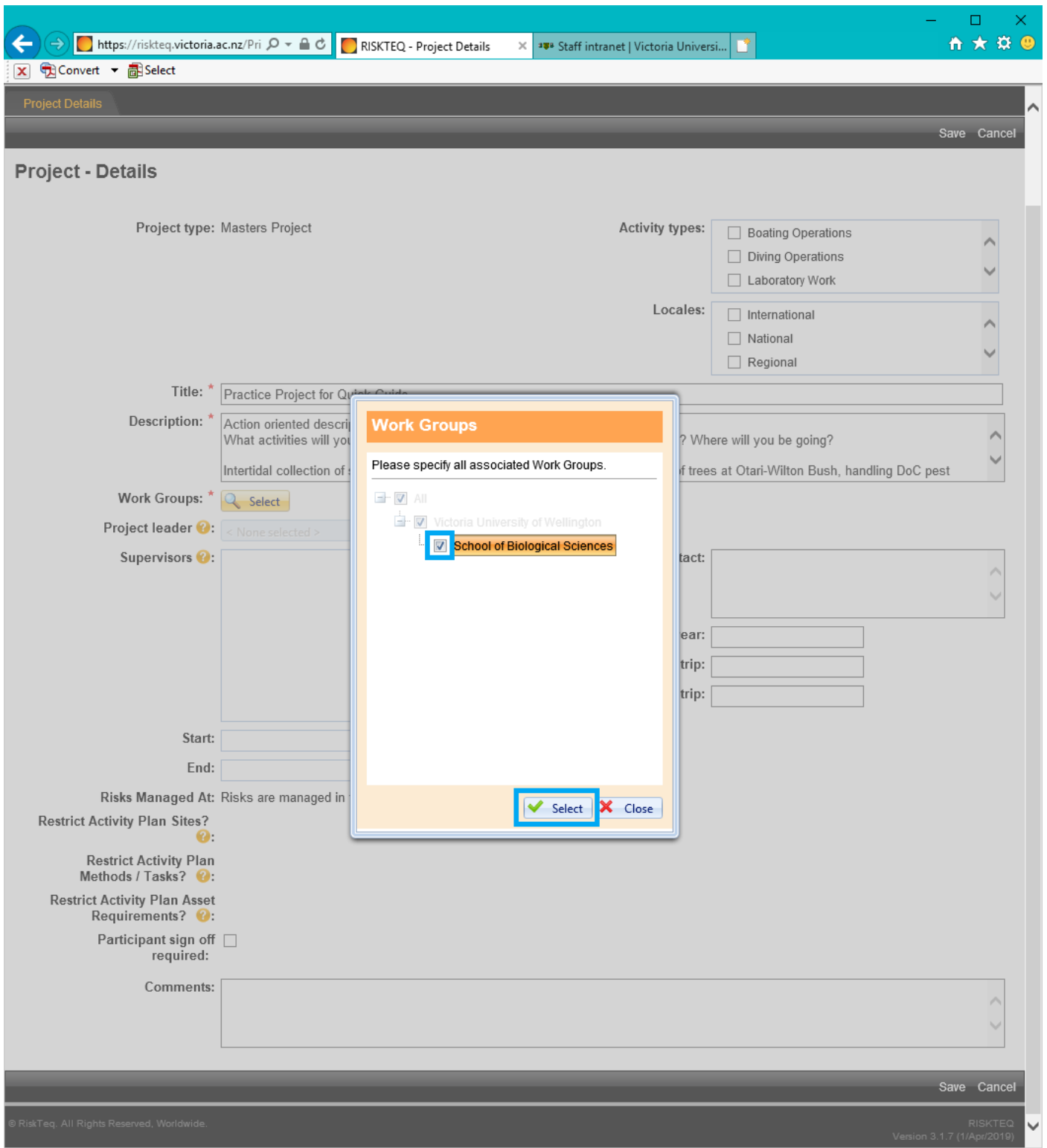
Figure 32. Select "School of Biological Sciences" from the pop-up screen. Click "Select".
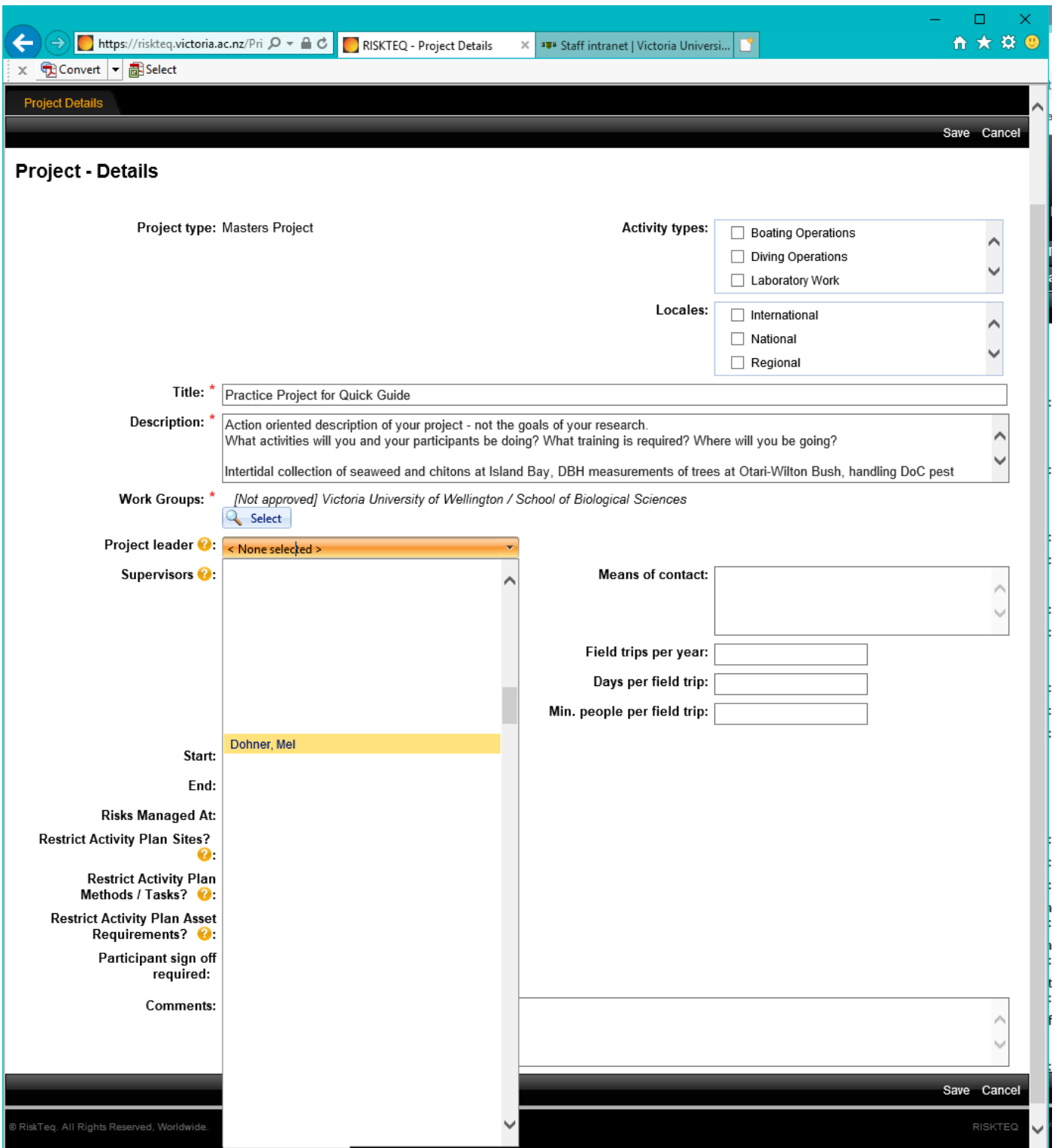
Figure 33. Select yourself from the drop down list of project leader.

Figure 34. Use pp 16-17 to fill in the remaining fields. Select only your primary supervisor from the list of supervisors.   Click "Save" when complete.

Figure 35. Your project is now saved and 11 more tabs have been created. DO NOT lodge your project now! It is incomplete and will be sent back. Click on the "Methods / Tasks" tab to continue. See Figure 6 for example of project details page completed to current standards.

Figure 36. Click "Edit" to add methods and tasks to your project.

Figure 37. Select all methods that apply. ALL PROJECTS should select "Terrestrial – Generic Risks". See p. 18 of the guide for more information on selecting methods. Click "Save".

Figure 38. Once your methods are saved you, click on the "Site Info" tab.

Figure 39. Option 1 for adding a site is to click on "Link To Shared" to load sites already in the system.
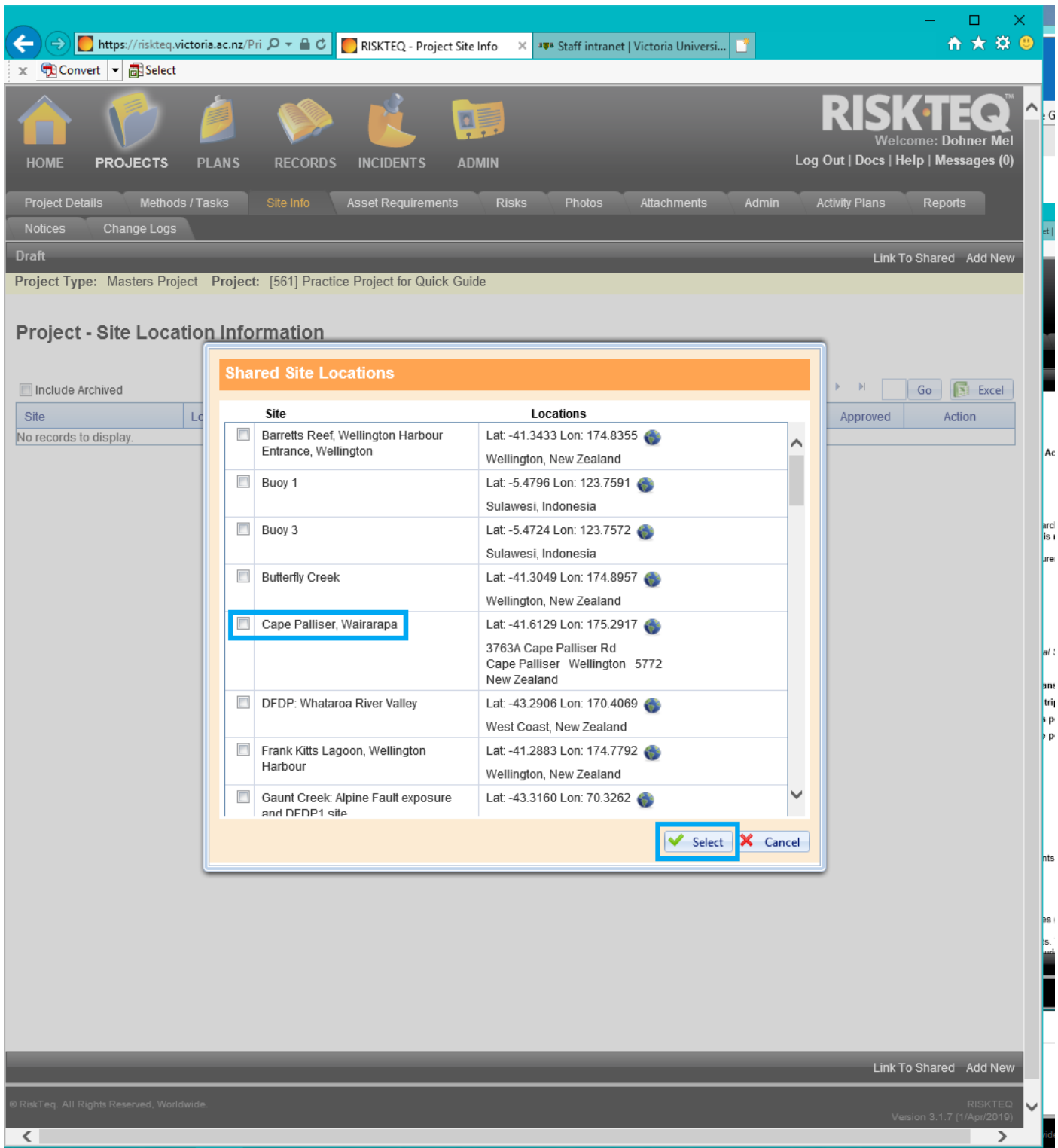
Figure 40. Option 1 for adding a site is to select all the relevant sites listed in the pop-up box. Once all sites are selected, click "Select". If the site you want is not listed, you need to use Option 2 for adding a site.

Figure 41. You will see sites currently included in your project listed in your "Site Info" tab. Option 2 for adding sites is to click "Add New".

Figure 42. Option 2 of adding a site requires you to fill in all the information fields. The "Browse Map" feature does not work; you'll need to use decimal degrees to provide latitude and longitude. See p. 19 for information no how to fill in the fields. When all fields are complete, click "Save".

Figure 43. Once your site locations are, click on "Asset Requirements".

Figure 44. If you will be driving or using any school equipment, it should be listed here. Add an asset by clicking "Add New".

Figure 45. Select the appropriate asset type from the drop down menu.

Figure 46. If no Sub Type is available, then leave a descriptor in the comment and click "Save".

Figure 47. More than one asset can be added, just click "Add new" again. If a Sub Type is available, select the appropriate sub type before selecting "Save".

Figure 48. When all assets are added, click on the "Risks" tab.

Figure 49. Template risks are brought in automatically based on the methods / tasks previously selected. Some risks may not apply to all projects and some risks require the user to clarify the risk. Here, the "Hazardous marine life" risks need to be clarified by removing "[ANIMALS TO BE SPECIFIED BY USER AND CONTROLS ALTERED]" and replacing with the actual hazardous animal (e.g. stone fish, kina, etc). Click on "Details" to open the risk.

Figure 50. Once a risk is opened, click "Edit" to edit as needed. In this case, the title needs to be altered to remove "[ANIMALS TO BE SPECIFIED BY USER AND CONTROLS ALTERED]" and replace with the actual hazardous animal (e.g. stone fish, kina, etc). Controls should be altered accordingly as well.

Risk Identification

Risk ID: RSK.PR.10096   Based On: RSK.ST.00514

Risk Type: * Safety

Context: Method / Task : Terrestrial - Intertidal Fieldwork

Risk Classification: * Default

Task: Intertidal fieldwork

Description: Hazardous marine fauna: Urchin spines, toxic sea slugs

Risk Assessment

Impacts:

Risk Matrix: [View]

Natural severity: 3 - Moderate   Post-control severity: * 2 - Minor

Natural likelihood: 3 - Possible   Post-control likelihood: * 3 - Possible

Natural rank: 9 - Medium - Medium risk - level of Risk for scores 6-9

Post-control rank: 6 - Medium - Medium risk - level of Risk for scores 6-9

Risk Controls

Control: hands before eating). Areas where such encounters are likely to occur will be avoided. Hazardous creatures will not be handled unless necessary. When hazardous marine life is encountered, participants will move away from area until safe. Any injuries from encounters will be treated immediately with onsite first aid kit. Medical follow-up will be sought if necessary. Two forms of communication to be carried in case of severe incident.

Personal Protective Equipment

Hearing Protection ☐ | High Visibility Clothing ☐ | Steel Cap ☐ | Respirator ☐ | Eye Protection ☐ | Fall Protection ☐ | Gloves ☑ | Hand Wash ☑ | First Aid kit ☑ | Eye Wash ☐

Head Protection ☐ | Fins ☐ | Mask ☐ | Flag ☐ | Floation ☐ | Regulators ☐ | Oxygen ☐ | Communication device ☑ | Navigation equipment ☐ | Throw rope ☐

Emergency Signally Whistle ☐ | Fire Extinguisher ☐

Save Cancel

Figure 51. In edit mode you can change the description/title, the natural and post-control rankings, the controls, and what personal protective equipment will be on hand. Make your changes and click "Save".

Figure 52. Once a template risk has been changed, the exclamation icon turns a red colour. This red icon indicates the risk needs to be reviewed and changes accepted (yes, redundant). Projects cannot be approved with red exclamation points. To get rid of the icon, click on the red exclamation mark.
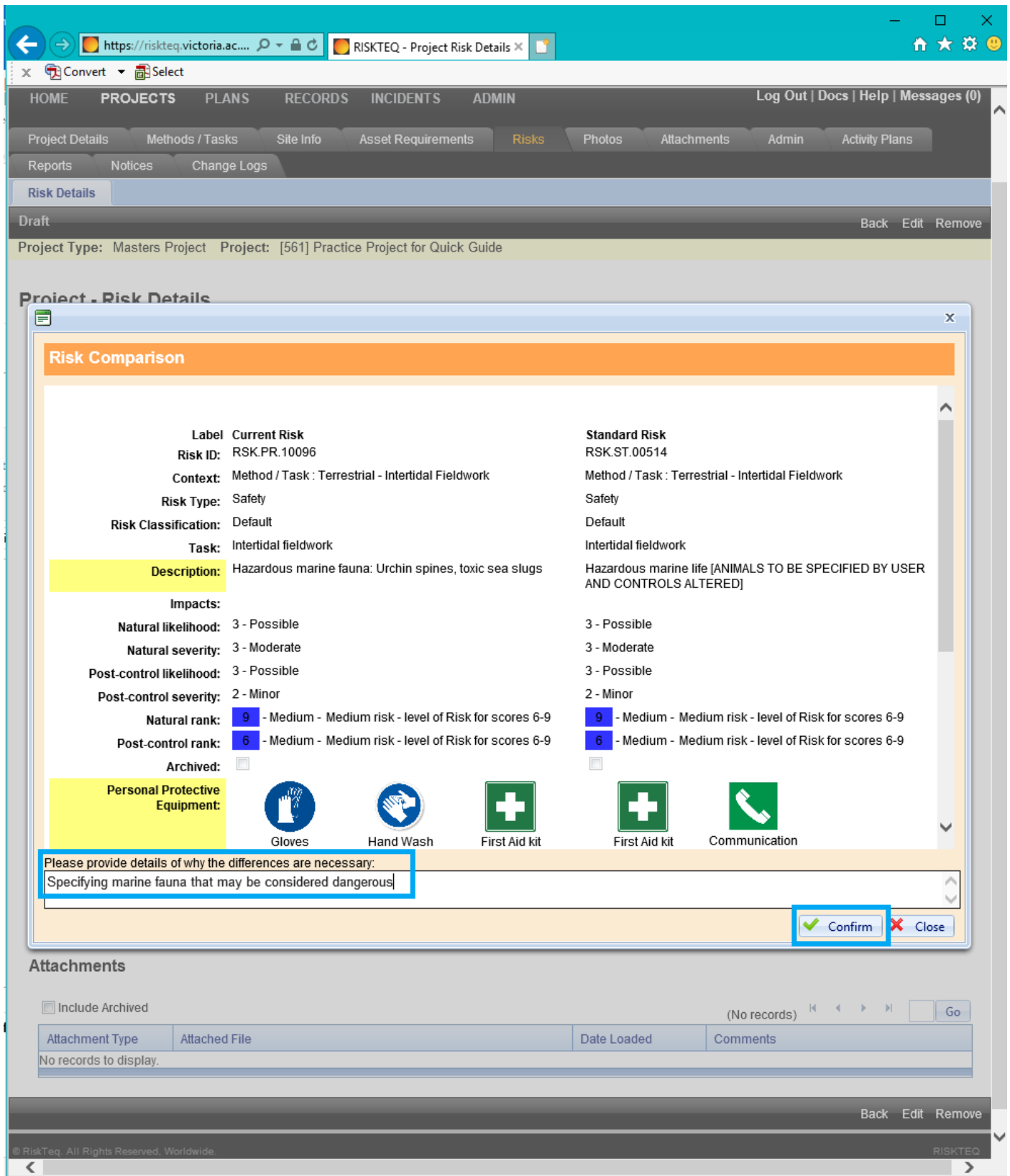
Figure 53. Once you click the red exclamation mark, you'll see a page where you can compare the standard and altered risks. You need to confirm the risk alterations by adding a statement of why the risk varies from standard. Example statements: "specifying the animals expected to be encountered", "altering risk rankings to reflect lower risk environment", and "controls altered to reflect actions to be taken in field".

Figure 54. Once you've accepted the risk changes, the exclamation changes to blue. You can then click the "back" button to return to the list of risks.

Draft

Project Type: Masters Project   **Project:** [561] Practice Project for Quick Guide

Project - Risks

☐ Include Archived

Page 2 of 2 (30 records)   Go   Excel

Risk ID	Context	Risk Type	Risk Classificati	Task	Description	Severity	Likelihood	Rank ▼	Action
RSK.PR.10091	Method / Task : Terrestrial - Driving	Safety	Default	Terrestrial - Driving	Road traffic accidents	2 - Minor	2 - Unlikely	4 - Low	Deta
RSK.PR.10092	Method / Task : Terrestrial - Driving	Safety	Default		Vehicle damaged or occupants harmed by moving cargo/load	1 - Insignificant	1 - Rare	1 - Low	Deta
RSK.PR.10093	Method / Task : Terrestrial - Driving	Safety	Default		Vehicle breakdown	2 - Minor	1 - Rare	2 - Low	Deta
RSK.PR.10094	Method / Task : Terrestrial - Intertidal Fieldwork	Safety	Default	Intertidal fieldwork	Rogue Waves	3 - Moderate	2 - Unlikely	6 - Medium	Deta
RSK.PR.10095	Method / Task : Terrestrial - Intertidal Fieldwork	Safety	Default	Intertidal fieldwork	Cuts and scrapes	2 - Minor	3 - Possible	6 - Medium	Deta
RSK.PR.10096	Method / Task : Terrestrial - Intertidal Fieldwork	Safety	Default	Intertidal fieldwork	Hazardous marine fauna: Urchin spines, toxic sea slugs	2 - Minor	3 - Possible	6 - Medium	Deta
RSK.PR.10097	Method / Task : Terrestrial - Intertidal Fieldwork	Safety	Default	Intertidal fieldwork	Heightened exposure to the elements: hypo/hyperthermia or heat stroke.	2 - Minor	2 - Unlikely	4 - Low	Deta
RSK.PR.10098	Method / Task : Terrestrial - Intertidal Fieldwork	Safety	Default	Intertidal Fieldwork	Lost	2 - Minor	1 - Rare	2 - Low	Deta
RSK.PR.10099	Method / Task : Terrestrial - Intertidal Fieldwork	Safety	Default		NZ Fur Seals	2 - Minor	2 - Unlikely	4 - Low	Deta
RSK.PR.10100	Method / Task : Terrestrial -	Safety	Default		Tsunami	4 - Major	1 - Rare	4 - Low	Deta

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Figure 55. Altered risk with accepted changes continue to show a blue icon on the risk page. Project specific risks can be added by clicking "Add New".

Figure 56. You'll need to fill in all the fields indicated by blue boxes. See risk tab section of this document for instructions on filling in each field.

Figure 57. Some template risks may not suit all projects. Will you really encounter livestock during intertidal work? If so, then alter to state what animals you expect to encounter. If not, you'll need to remove the risk. Both process require clicking on "Details".

Figure 58. If the risk does not apply to the project, click "Remove" to archive the risk.

Project - Risks

☑ Include Archived

Page 1 of 3 (31 records)   ⏮ ◂ ▸ ⏭   [____] Go   📊 Excel

Risk ID	Context	Risk Type	Risk Classification	Task	Description	Severity	Likelihood	Rank ▾	Archived	Action
RSK.PR.10102 🟢	Method / Task : Terrestrial - Rivers	Safety	Default		Sampling in river: Swept away/drowning	4 - Major	2 - Unlikely	8 - Medium	☐	📁 Deta
RSK.PR.10103 🟢	Method / Task : Terrestrial - Rivers	Safety	Default		Wader flooding	4 - Major	2 - Unlikely	8 - Medium	☐	📁 Deta
RSK.PR.10076 🟢	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Slips, trips, falls	3 - Moderate	2 - Unlikely	6 - Medium	☐	📁 Deta
RSK.PR.10077 🟢	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Insect stings and bites	3 - Moderate	2 - Unlikely	6 - Medium	☐	📁 Deta
RSK.PR.10078 🟢	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Adverse Weather	3 - Moderate	2 - Unlikely	6 - Medium	☐	📁 Deta
RSK.PR.10090 🟢	Method / Task : Terrestrial - Generic Risks	Safety	Default		Soil pathogens: e.g., Legionella and Tetanus	3 - Moderate	2 - Unlikely	6 - Medium	☐	📁 Deta
RSK.PR.10094 🟢	Method / Task : Terrestrial - Intertidal Fieldwork	Safety	Default	Intertidal fieldwork	Rogue Waves	3 - Moderate	2 - Unlikely	6 - Medium	☐	📁 Deta
RSK.PR.10095 🟢	Method / Task : Terrestrial - Intertidal Fieldwork	Safety	Default	Intertidal fieldwork	Cuts and scrapes	2 - Minor	3 - Possible	6 - Medium	☐	📁 Deta
RSK.PR.10096 🔵	Method / Task : Terrestrial - Intertidal Fieldwork	Safety	Default	Intertidal fieldwork	Hazardous marine fauna: Urchin spines, toxic sea slugs	2 - Minor	3 - Possible	6 - Medium	☐	📁 Deta
RSK.PR.10085 🟢	Method / Task : Terrestrial - Generic Risks	Safety	Default		Lost Person	5 - Catastrophic Severity	1 - Rare	5 - Low	☐	📁 Deta
RSK.PR.10079 🟢	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Falling Vegetation	4 - Major	1 - Rare	4 - Low	☐	📁 Deta
RSK.PR.10080 🟢	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Causing a fire	4 - Major	1 - Rare	4 - Low	☐	📁 Deta
RSK.PR.10081 🟢	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Falling Rocks	4 - Major	1 - Rare	4 - Low	☐	📁 Deta
RSK.PR.10082 🟢	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Vegetation hazards - stings and cuts from plants.	2 - Minor	2 - Unlikely	4 - Low	☐	📁 Deta
RSK.PR.10086 🔴	Method / Task : Terrestrial - Generic Risks	Safety	Default		Injury from Livestock encounter (Animal to be specified by altering risk - e.g., bulls, sheep)	2 - Minor	2 - Unlikely	4 - Low	☑	📁 Deta

1 2 3   Page 1 of 3 (records 1 to 15 of 31)

Add From Register   Add New

Figure 59. Removes risks can be viewed by checking the box at the top of the risk list "Include Archived". The archived risk is now visible, the box in the "archive" column is checked to indicate it has been removed. If the risk needs to be reinstated, you can now click on "Details".

Figure 60. Click "Restore" to restore an archived risk to the project.

Figure 61. Photos can be added to provide project information. Click "Select" to find the file on your computer, write a comment of what the attachment is, and click "Save New".

Figure 62. There is a file size limit. If you're over the limit, you are given an error. You'll need to resize the image.

Figure 63. Once your image is loaded, it can be opened from the project photos tab. Further documents can be added in the "Attachments" tab.

Figure 64. To attach documentation, click "<none selected>" to access the drop down menu. Select "document" for .doc files, "Excel" for .xls files, "guide" or "job safety assessment" or "report" for .pdf files.
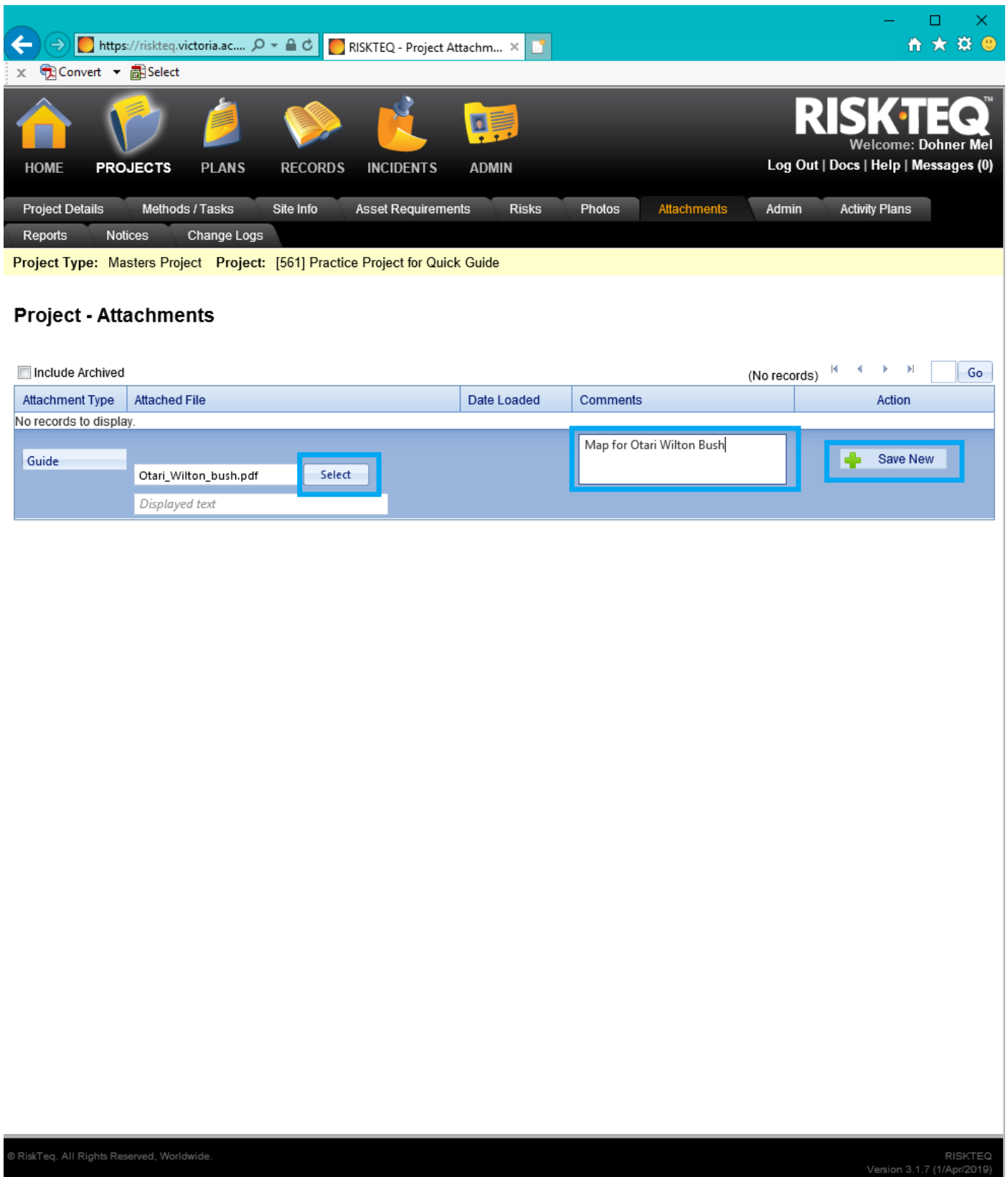
Figure 65. Click "select" to choose the file for upload and enter a brief descriptive comment. Click "Save new". Like the photo attachment, there is a file size limit (5MB).

Figure 66. Once all attachments are added you click the Admin tab.

Figure 67. This tab gives basic information – nothing for the user to enter. They can move onto the "Activity Plans" tab.

Figure 68. Activity plans MUST be lodged before every field trip. Click "Add New" to lodge activity plans (and many tabs that you'll need to fill out). No plans need to be lodged when creating a project for approval. Click "Reports" tab to move on.

Figure 69. The reports tab allows you to view, save, or print RiskTeq reports. These can be useful when you need to provide a risk assessment document. Just click "view".

Figure 70. To save a file, click the "save" icon to access a drop down menu. You can save the file to your preferred format.

Figure 71. The "Notices" tab is a log of all notices associated with the project – not generally used by the user.

Figure 72. The "Change Logs" tab is useful for the RiskTeq administrators to determine what aspect of a project has been changed. It's also a useful tracking tool for users to recall what changes they made.

Figure 73. Congratulations! You've completed all tabs. You are no ready to submit your project for review! Click the "Project Details" tab.

Figure 74. Review your project details page for spelling and coherency. If all looks good, click "Lodge to Terrestrial Officer".

Figure 75. After clicking "Lodge to Terrestrial Officer", a pop up window will appear. You will not be able to submit a project with errors. You'll need to cancel and fix the errors listed. If no errors, then you need to a leave statement in the "change comment" box. You cannot submit a project without a statement here! Click "Confirm" to send the project away.
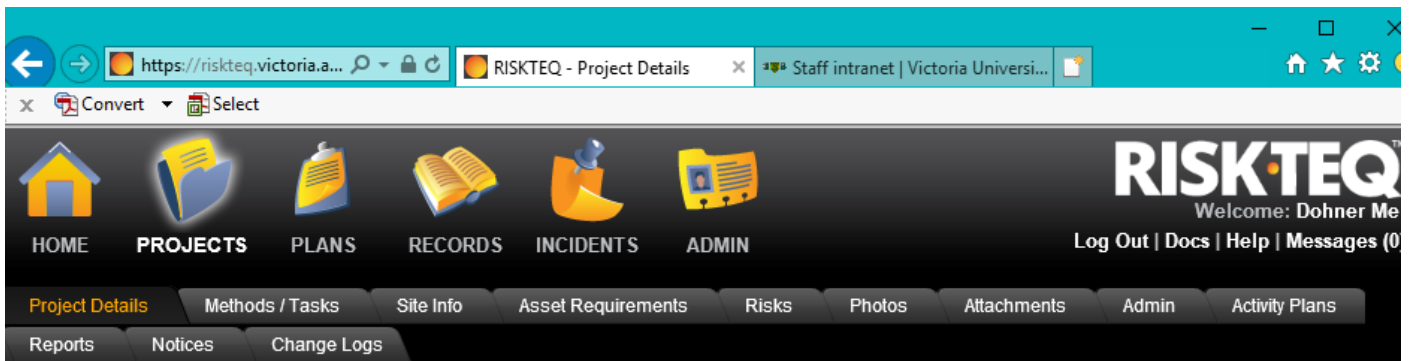
Project - Details

Info:
- Status changed successfully.

Project type: Masters Project

Project ID: 561

Activity types: *[Not approved] Terrestrial Trip*

Locales: 1. *[Not approved] Regional*
2. *[Not approved] Local*

Title: Example Project with multiple field methods

Description: Intertidal collection of seaweed and chitons at Island Bay by hand and using dive knives (water level generally below knees, waders will be used in deeper water, wader and knife risks added).
DBH measurements of trees at Otari-Wilton Bush (off tracks, in areas discussed with manager: Rewi Elliot).
Handling DoC pest traps on Stewart Island (removing dead animals, baiting, and resetting traps).
Transporting specimens in ethanol (0.5ml per sample, max 20 samples per trip, all closed containers will be sealed with parafilm before and after opening, samples will be transported in chilly bin with fresh icepacks).
Tracking kiwi birds on Stewart Island at night (strong headlamps with redlight filter, extreme care of foot placement if minimized off-track required).

Workflow Status: Terrestrial Officer Review

Changed from Draft by Dohner Mel on 6/Nov/2019 at 14:30.

Change Comment: Project ready for review

[Show History]

Work Groups: *[Not approved] Victoria University of Wellington / School of Biological Sciences*

Project leader ❓: Mel Dohner

Supervisors ❓: Meyer, Stephen

Means of contact: Cell phone: 021 ### ####

Field trips per year: 20

Days per field trip: 1

Min. people per field trip: 2

Start: 12/Jul/2019

End: 12/Jul/2021

Risks Managed At: Risks are managed in the Project page.

Restrict Activity Plan Sites? ❓: Activity Plan Sites limited to Project Sites

Restrict Activity Plan Methods / Tasks? ❓: Activity Plan Methods / Tasks limited to Project Methods / Tasks

Restrict Activity Plan Asset Requirements? ❓: Activity Plan Asset Requirements limited to Project Asset Requirements

Participant sign off required: ☐

Comments: Permits: GRWC, WCC, MPI, & DOC collecting permits obtained (attachments).

Figure 76. Projects lodged to a RiskTeq administrator are no longer editable by the user. You can see the status of your project in the "Workflow Status" field.