

# RiskTeq for SBS



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

Prepared by Mel Dohner

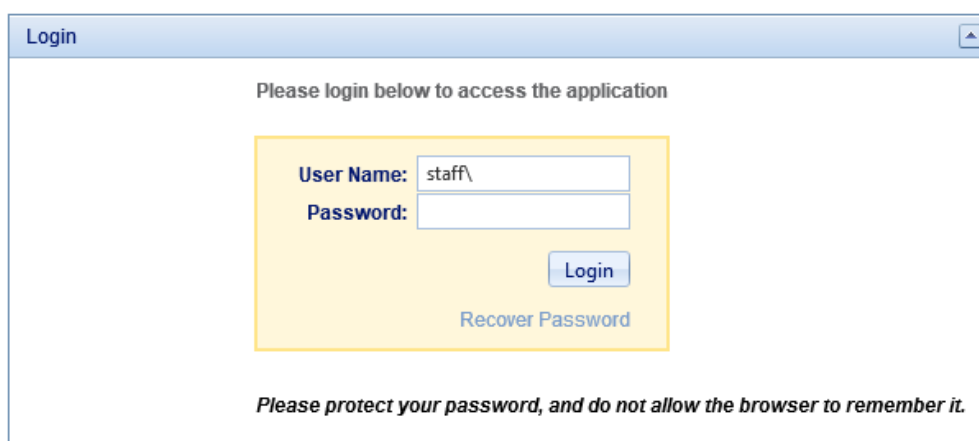
School of Biological Sciences  
Te Kura Mātauranga Koiora

**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**



Login

Please login below to access the application

User Name:   
Password:   
  
[Recover Password](#)

*Please protect your password, and do not allow the browser to remember it.*

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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.
- Field safety should consider both physical and mental wellbeing.
- Create an emergency response plan BEFORE you arrive in the field.
- 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.
- Nominated contacts and a regular check-in schedule are integral to safety.
- Accident/incident/near-miss:
  - should be reported to your manager/supervisor in a timely manner.
  - should be reported online reporting 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 off-campus, including a check-in schedule.

Completed by fieldwork leaders  
No review or approval required

**This is the most important component of RiskTeq and ensures team safety!**

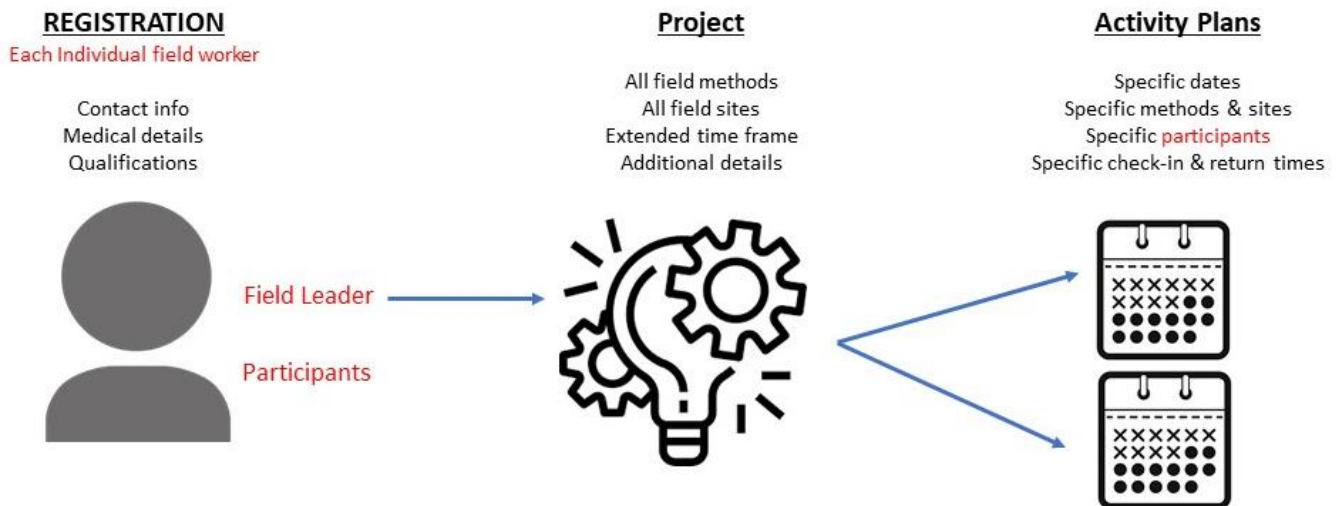


Figure 1. Summary of the three aspects of RiskTeq. Only a Field Leader can create a project or lodge activity plans.

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, all fieldwork members 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.

Fieldwork leaders 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:	Daniel McNaughtan	<a href="mailto:daniel.mcnaughtan@vuw.ac.nz">daniel.mcnaughtan@vuw.ac.nz</a>	470 9257
Boating:	Simon Maddalena	<a href="mailto:simon.maddalena@vuw.ac.nz">simon.maddalena@vuw.ac.nz</a>	470 9250

For work managed through a different institution/organization, a RiskTeq project should still be completed and approved to capture the activities of SBS employees. 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 emergency services with relevant 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 field fields:
    - 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](mailto: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 to be filled out</u>	Required details
<b>Personal Details</b>	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	Terrestrial; alone or with diving/boating
	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	
<b>Role</b>		At least one selected (participant, field leader, etc)
<b>Methods / Tasks</b>	Terrestrial - Generic Risks	Any other methods that are expected based on your expected activities/locations
<b>Qualifications</b>	Attachments required	Driver's license if driving method selected First aid cert if you have it
<b>Medical</b>	All Fields Required	"unknown" for blood type
<b>Induction and SOU</b>	Read the Policy:	<a href="#">Off Campus Activities Policy</a>
	Induction Complete	<a href="#">Read the Induction on Page 4-5</a> , 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:	<u>The one you use!</u>
Mobile:	<u>The one you use!</u>
Contact comments:	<u>Who are you?</u> <ul style="list-style-type: none"><li>- State your supervisor's name</li><li>- State your expected activities: (e.g., climbing trees, digging holes, catching reptiles)</li><li>- State your expected work sites: (e.g., off shore islands, intertidal, international).</li></ul> This information helps ensure you've selected appropriate methods/tasks for your work.
Address:	<b>Uncheck the "Address not provided" box</b> 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 not snorkelling
Volunteer for field trips:	<u>YES</u> , 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:	Sorry, only two options available at this point.
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 medical help will take >1 hour to arrive at site.

## Methods / Tasks Tab

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

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 training 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, select "unknown".

**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.



The screenshot shows the RiskTeq dashboard interface. At the top, there is a navigation bar with icons for HOME, PROJECTS, PLANS, RECORDS, INCIDENTS, and ADMIN. The RISKTEQ logo is on the right, with a welcome message for 'Dohner Mel' and links for Log Out, Docs, Help, and Messages (0). Below the navigation bar, there are tabs for Dashboard, My Registration, My Nominated Contacts, My Assets, Received Notices, and My Tools. The 'Dashboard' tab is active. The main content area is titled 'My Dashboard' and shows 'Registration Status: Draft'. It includes the date of first approval (12/Jul/2019) and a highlighted box stating: 'Coordinator status expires on 12/Jul/2020, in 333 days. You have 1 qualification expiring within the next 30 days.' There are radio buttons for 'Expand All' and 'Collapse All'. Below this, there is a section titled 'Forms Requiring Your Attention' with a table that has columns for ID, Title, Work Groups, State, Rank, and Action.

ID	Title	Work Groups	State	Rank	Action
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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) Do not click “shared with all coordinators”. If you do, all project leaders can select your contact for their activity plans.
- 5) Click “save”.

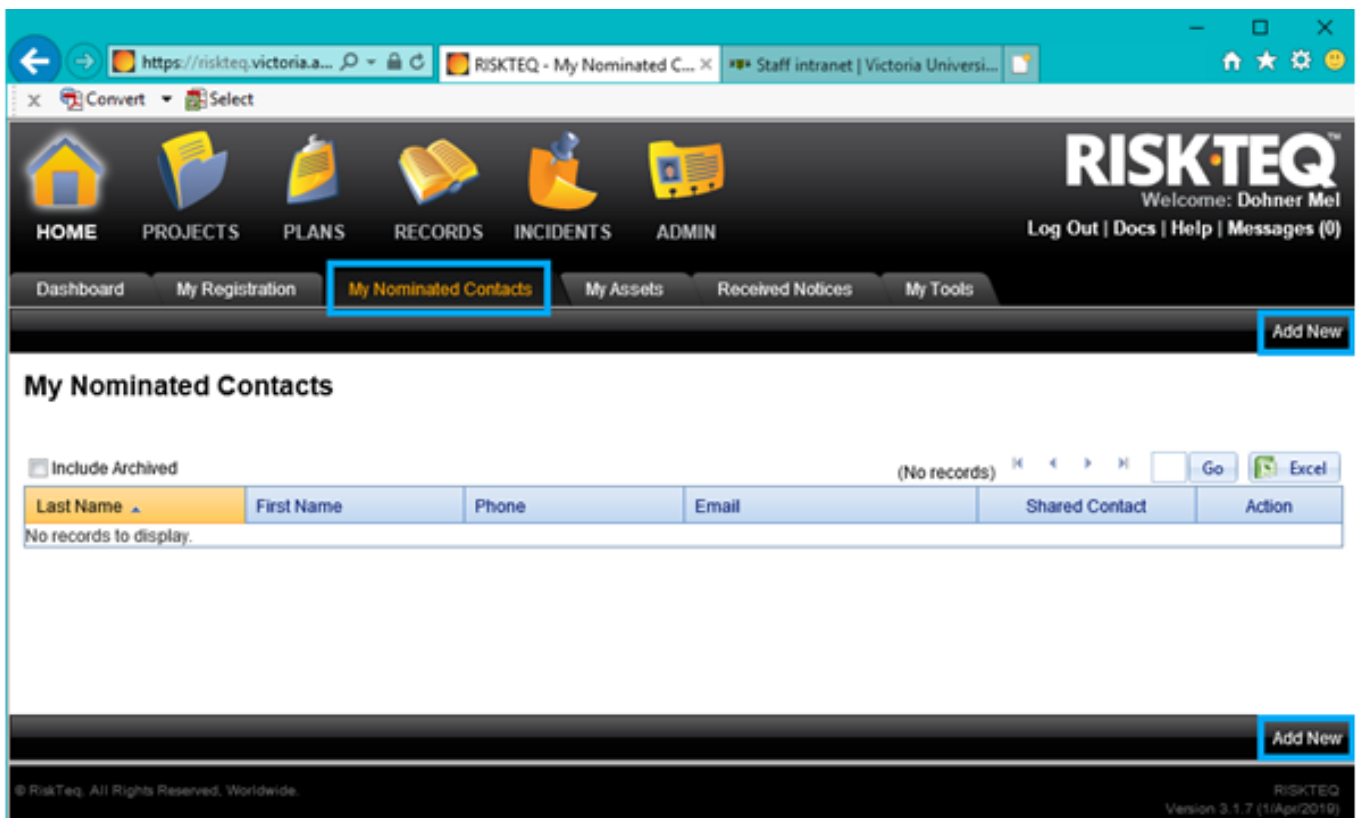


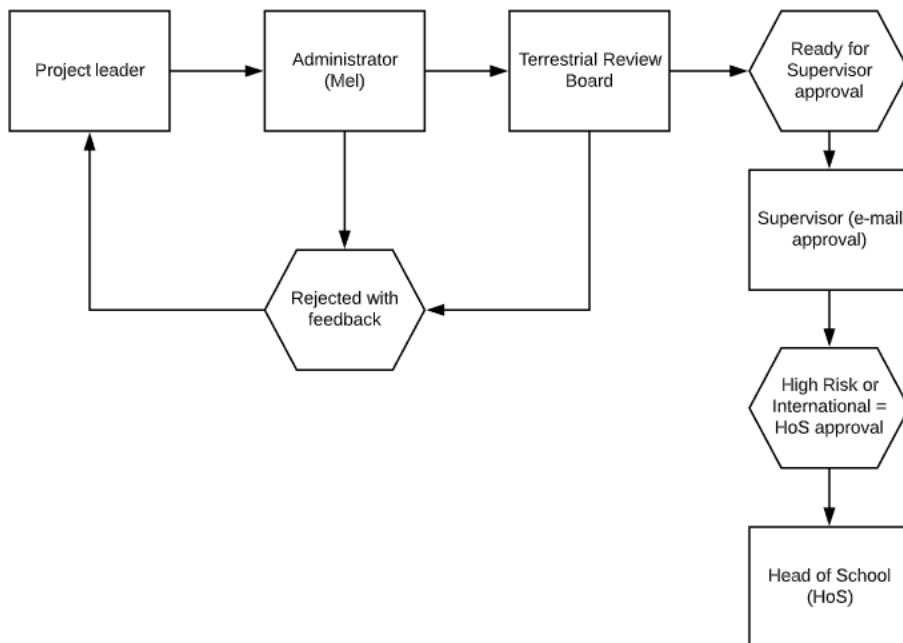
Figure 3. A trusted person should be added as your nominated contact, click “add new”. This is the person that will be used as a point of check-in after field work and will be listed on activity plans. It should be a person that will notice your absence and follow protocol outlined if you do not return.

The screenshot shows the RISKTEQ web application interface. At the top, there is a navigation bar with icons for HOME, PROJECTS, PLANS, RECORDS, INCIDENTS, and ADMIN. Below this is a sub-navigation bar with tabs for Dashboard, My Registration, My Nominated Contacts (selected), My Assets, Received Notices, and My Tools. The main content area is titled 'My Nominated Contact Details' and contains the following form fields:

- First Name: \* Person
- Last Name: \* Who Cares
- Email: \* the one they use
- Phone 1: The one they use
- Phone 2: (empty)
- Phone after hours: (empty)
- Contact for: (empty)
- Shared with all coordinators:  (highlighted with a blue box)

At the bottom right of the form, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a blue box. The footer of the page contains the text '© RiskTeq. All Rights Reserved. Worldwide.' and 'RISKTEQ Version 3.1.7 (1Apr2019)'.

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).**

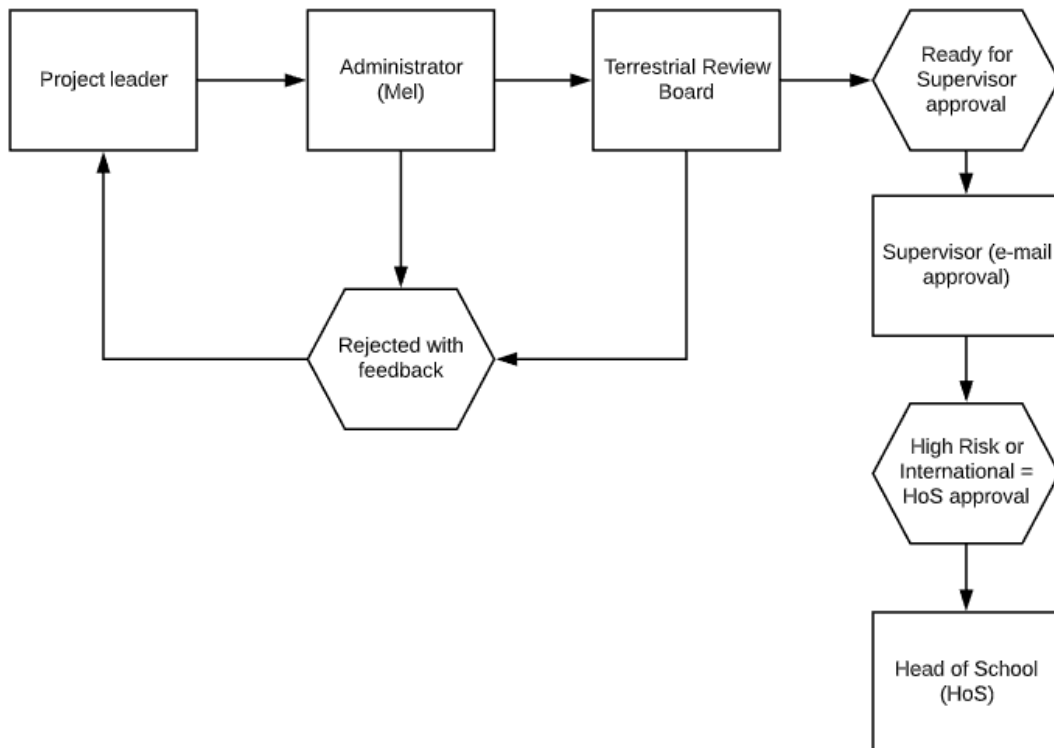


Figure 5. Approval process for a terrestrial project.

Projects should not be stagnant, unchanging documents. 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 what), 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	<b>Only one listed</b> (primary)
	Activity Type	Terrestrial (alone or with diving/boating: which will require the project to pass the diving and boating committee) <b>Do not select "Laboratory Work"</b> , 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	<b>Communication plan</b> : Indicate site cell reception and redundancy of devices. Two forms of communications should be available (e.g. cell, sat phone, radio). Include project leader's cell number and any sat phone numbers.
	Min. people ...	2 or more (working alone is allowed, but <b>reasoning and location of working alone methods must be in project comments</b> )
	Comments	<p><b>Permits/permissions</b>: Traceability requires date and contact details. This may be an agency permit # (MPI, WCC) or private citizen giving verbal or written consent. State if an animal ethics permit is or isn't required &amp; provide number.</p> <p><b>Field Leader Responsibilities</b>: Description of steps that will be taken to ensure the safety of the participants while in the field. Attachments are welcome and can be referenced (e.g. "Work conducted following safety protocol found in attachment").</p> <p><b>For working at night</b>: It should be stated that a site reconnaissance visit will be undertaken in daylight prior to commencing work.</p> <p><b>For Intertidal work</b>: Recognize possibility of falling into water (swimming competency) &amp; being swept away (throw rope available?).</p> <p><b>For working alone</b>: Recognize that you will be more vulnerable to risks and possibly incapacitated for raising an alarm.</p> <p><b>Training</b>: state what training is required by permits and any specialized training completed by the leader or participants. Animal handling should include "handling &amp; training by permit holder or associated person". <b>Must include "First aid training recommended"</b></p> <p><b>First Aid Kit</b>: state who will be carrying a kit in the field (everyone? Just the field leader?)</p>
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
		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: <b>some template risks require user alteration!</b> (see p20)
		Project specific risks are included (e.g., using a dive knife, visiting a mine)
Photos / Attachments		Maps of 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): <ul style="list-style-type: none"> <li>- <b>what and how you'll be working</b> (e.g. measuring trees with dbh tapes, using spades to collect cockles intertidally).</li> <li>- <b>general work areas</b> (public or private land, 4wd access, remote)</li> <li>- <b>If working off track:</b> how far off track and how will you mitigate getting lost?</li> </ul>
Work Groups:	Click "Select", Choose SBS from the pop-up menu, click "select".
Project leader:	Select your name.
Supervisors:	Select one person only; your primary supervisor.
Means of Contact:	<b>Communication Plan:</b> 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.
Field trips per year:	Give your best guess to the number of expected field trips/year.
Days per field trip:	Day trips (1) where you return home or multiple days (2+) where you overnight at an accommodation/tent?
Min. people per field trip:	Always 2 or more unless supervisor authorizes working alone. <b>Working alone methods should be clarified</b> in the project comments or description why is working alone required, at which sites will working alone occur, and what extra precautions that 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) <b>Permits:</b> state permit number and organization (MPI, DOC, EPA, Council), as well as who the permit has been issued too. This allows traceability if needed. <b>No permit situations are rare! Explain why no permit is required if applicable.</b> <b>Private Permissions:</b> 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) The review board requests statements of safe work procedure  
**“Field Leader Responsibilities”**: list of duties that need to happen to ensure a smooth and safe field excursion (e.g., the field leader will ensure all participants have exchanged phone numbers, have charged communication devices, and participants are given a site briefing).  
**“Training”**: indicate any training required by permits, site managers, for 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”**.  
**“First Aid Kits”**: 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, intertidally, 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 Terrestrial Officer Review Edit

### Project - Details

Info:  
 • Project Saved Successfully.

<p><b>Project type:</b> Masters Project</p> <p><b>Project ID:</b> 561</p>	<p><b>Activity types:</b> Terrestrial Trip</p> <p><b>Locales:</b> 1. Regional 2. Local</p>
---------------------------------------------------------------------------	------------------------------------------------------------------------------------------------

**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).  
 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).  
 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).

**Workflow Status:** Draft  
*Changed from Approved by Mel Dohner on 29/Nov/2021 at 14:15.*

**Assigned User:** Mel Dohner

**Change Comment:** new screenshots for manual

[Show History](#)

**Work Groups:** Victoria University of Wellington / School of Biological Sciences

**Project leader** ⓘ: Dohner Mel

**Supervisors** ⓘ: Dohner, Mel

**Means of contact:** Mel 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: GWRC & WCC permits. MPI Permit #711. DOC permit # xyz. See attachments  
 Field Leader responsibilities: Intertidal participants will have strong swimming competency or throw rope will be on hand. 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)  
 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.  
 Communication Plan: Good cell reception at Wellington sites, phones carried by all participants. Akatarawa site reception unknown; PLB to be taken in case of phone failure.

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 that have been identified for that method. For example, "Terrestrial – Generic Risks" brings in, among others, the usual slips/trips/falls risks.

### 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".

**"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?).

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

<b>Method</b>	<b>Additional information expected in the Project Details tab</b>
Working at night:	Statement that the site will be visited in daylight hours to become familiar with terrain and hazards.
Intertidal Fieldwork:	Statement showing participant swimming competency has been considered. 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).
Working with chemicals:	Chemical name. Quantity/volume & concentration. Consideration of transport regulations. <b>If you are applying a biocidal substance, you must keep records:</b> <a href="http://legislation.govt.nz/regulation/public/2017/0131/latest/DLM7366700.html">http://legislation.govt.nz/regulation/public/2017/0131/latest/DLM7366700.html</a> <a href="http://legislation.govt.nz/regulation/public/2017/0131/latest/DLM7366701.html#DLM7366701">http://legislation.govt.nz/regulation/public/2017/0131/latest/DLM7366701.html#DLM7366701</a>
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. Indication of site familiarity.
SBS Drone Use:	"Operations Checklist" completed & attached ( <a href="#">ask Mel for a copy</a> ). Explicit approval from property owner for drone activity. State whether pre-programmed or manual flights will occur. <i>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.</i>

## [Site Info Tab](#)

This is an important step. All sites visited during fieldwork must be included in the approved project. **Sites cannot be visited if they aren't included in the project.** Therefore, add any sites that you are considering visiting. 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.

Any access to **private property** must have a statement indicating access approval has been given either verbally or in writing.

- 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.

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 " <b>Medical Centre is described in Extra Supplies</b> ". <b>Then e-mail</b> the name and address of the nearest medical centre to <a href="mailto:mel.dohner@vuw.ac.nz">mel.dohner@vuw.ac.nz</a> 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](#) written or NZ adventure companies.

The risk tab is pre-loaded with template risks based on methods selected previously. 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.

**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).

### To alter a risk:

- 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.**

### To add a new risk:

- 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 & post-control ranks will be 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:	Can 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.
- 3) This risk is now archived.
- 4) 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 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 file format (tif, jpg, etc).

#### [Attachments Tab](#)

This tab is a good place to store additional information in document file formats (.pdf, .doc, .xls). This may include collecting permits, a detailed document with contact, authorization to enter private property, health and safety documents from another organization, or any other information relevant to the project. 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.

**COVID operating plans** are no longer required, but the following should be included in an attachment or within the comments section.

- "Participants experiencing cold or flu like symptoms will stay home and participants wishing to wear a face mask will be supported."
- For overnight field trips away from home, an isolation plan in case of sickness during work occurs should be outlined.

**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) 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.

**WELCOME TO RISKTEQ**

Please enter the following details to create your user account.  
Items with a red star ( \* ) must be filled in.

User name:

Name: \*    
(First Name) (Last Name)

Affiliation type: \*

Date of birth: \*

Gender:

Phone:

Work phone:

Mobile:

Fax:

Email: \*

Contact comments:

Statement of understanding: \*   
Select the Statement of Understanding that matches your intended activities.

Work Group: \*

Next Cancel

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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.

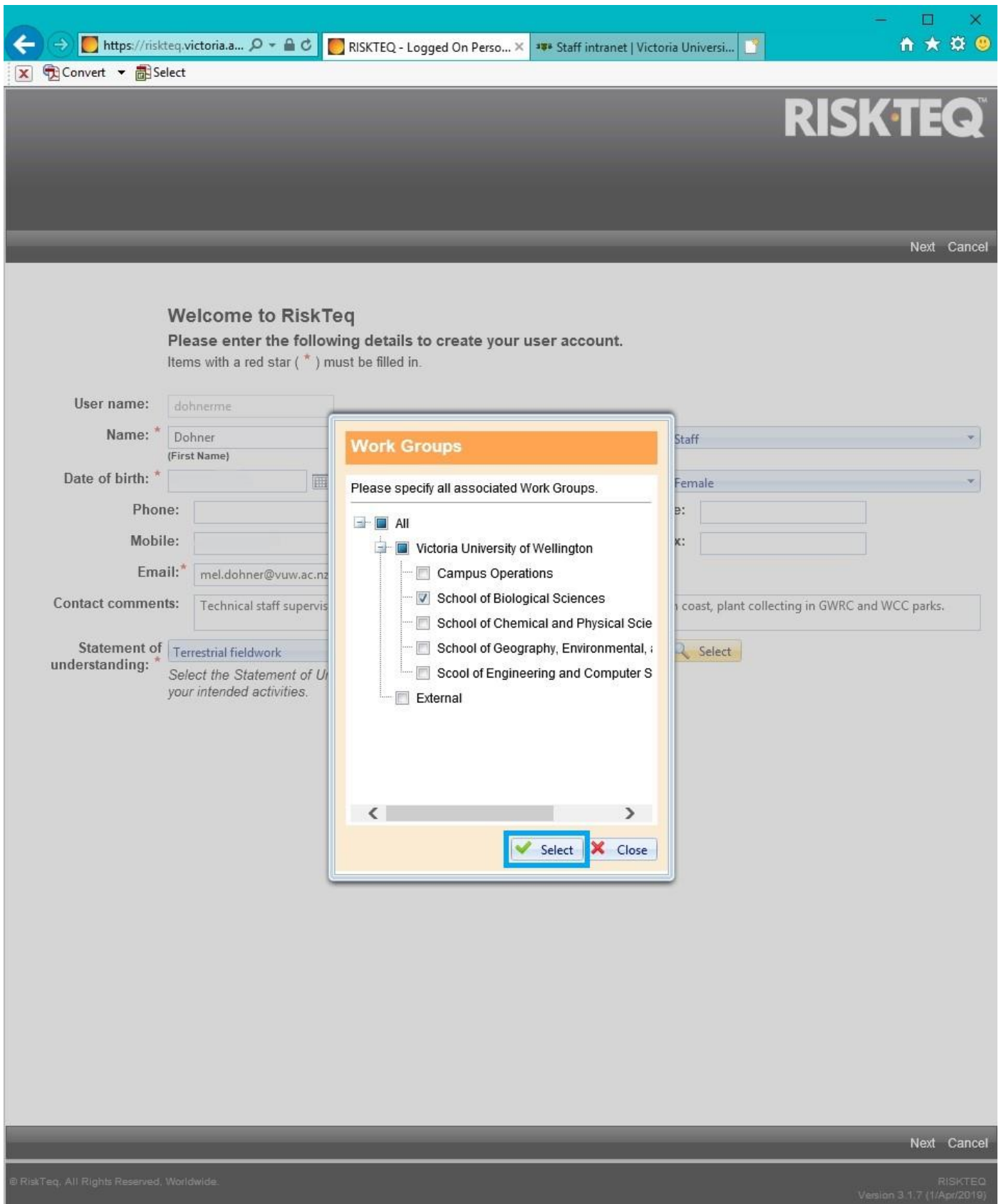


Figure 9. Ensure "School of Biological Sciences" is selected. This step CANNOT be completed in Chrome!

<https://riskteq.victoria.a...>
RISKTEQ - Logged On Perso...
Staff intranet | Victoria Universi...

**RISKTEQ™**

**Next** Cancel

### Welcome to RiskTeq

Please enter the following details to create your user account.  
Items with a red star ( \* ) must be filled in.

**User name:**

**Name:** \*    
(First Name) (Last Name)

**Affiliation type:** \*

**Date of birth:** \*

**Gender:**

**Phone:**

**Work phone:**

**Mobile:**

**Fax:**

**Email:** \*

**Contact comments:**

**Statement of understanding:** \*   
*Select the Statement of Understanding that matches your intended activities.*

**Work Group:** \*

**Next** Cancel

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

Browser tabs: <https://riskteq.victoria.ac.nz/> | RISKTEQ - My Registration ... | Staff intranet | Victoria Universi...

Convert | Select

**RISKTEQ™**  
 Welcome: Dohner Mel  
[Log Out](#) | [Docs](#) | [Help](#) | [Messages \(0\)](#)

Revert Next ▶

### My Registration Details

Personal Details | Roles | Methods / Tasks | Qualifications | Medical | Induction & SoU | Photos

Attachments | Lodge

**Name:** \* Dohner | Mel  
(First Name) (Last Name)

**Date of birth:** \*     
(First Name) (Last Name)

**Gender:** Female

**Phone:**  **Work phone:**

**Mobile:**  **Fax:**

**Email:** \* mel.dohner@vuw.ac.nz

**Contact comments:** Technical staff supervised Stephen Meyer. Intertidal collecting along harbour and south coast, plant collecting in GWRC and WCC parks.

**Workflow Status:** Draft

**Address not provided**

**Work Groups:** Victoria University of Wellington / School of Biological Sciences

**Affiliation type:** \* Staff

**Statement of understanding:** Terrestrial fieldwork

**Comments:**

**Next of kin**

**Name:**

**Phone:**

**Address not provided**

**Volunteer for field trips** \* < None selected >

Revert Next ▶

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Version 3.1.7 (1/Apr/2019)

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.

https://riskteq.victoria.ac.nz/ RISKTEQ - My Registration ... Staff intranet | Victoria Universi...

## My Registration Details

Personal Details Roles Methods / Tasks Qualifications Medical Induction & SoU Photos

Attachments Lodge

**Name:** \* Dohner Mel  
(First Name) (Last Name)

**Date of birth:** \*

**Gender:** Female

**Phone:**

**Mobile:**

**Email:** \* mel.dohner@vuw.ac.nz

**Work phone:**

**Fax:**

**Contact comments:** Technical staff supervised Stephen Meyer. Intertidal collecting along harbour and south coast, plant collecting in GWRC and WCC parks.

**Workflow Status:** Draft

**Address not provided**

**Address:**  Postal address same as below

**Country:** \* New Zealand  New Country

**Town/City:** Lower Hutt  New Town/City

**Address:** \*

**Suburb:** \*

**Postal Code:** \*

**Work Groups:** Victoria University of Wellington / School of Biological Sciences

**Affiliation type:** \* Staff

**Statement of understanding:** Terrestrial fieldwork

**Comments:**

**Next of kin**

**Name:**

**Phone:**

**Address not provided**

**Volunteer for field trips** ? : \* Yes

Revert

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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.

Browser address bar: <https://riskteq.victoria.ac.nz/> | RISKTEQ - My Qualification ... | Staff intranet | Victoria Universi...

**RISKTEQ™**  
 Welcome: Dohner Me!  
 Log Out | Docs | Help | Messages (0)

◀ Back Next ▶

### My Qualification List

Personal Details | Roles | Methods / Tasks | **Qualifications** | Medical | Induction & SoU | Photos

Attachments | Lodge

Details of relevant qualifications are added on this page by selecting the *Qualification Type*, then *Issuer*, then your *Qualification*. If your *Issuer* or *Qualification* are not listed then please select 'Other' and enter the details. An administrator can then assess your submission.

The following Intended Roles do not require specific Qualificaitons to be verified: Remote Field Leader, Terrestrial - participant, Terrestrial - Fieldwork Leader

(No records) [Navigation icons] [Go] [Excel]

Type	Issuer	Qualification	Licence No	Expiry Date	Completed Date	Attachments	Notifi	Appro	Action
No records to display.									

[+ Add New]

#### My Registration

**Personal Details**  
Saved

**Roles**  
3 intended Roles

**Methods / Tasks**  
10 method / task

**Qualifications**

**Medical**

**Induction & SoU**

**Lodge**  
Lodge to Terrestrial Office

◀ Back Next ▶

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

The screenshot shows a web browser window with the URL <https://riskteq.victoria.a...>. The page title is "RISKTEQ - My Qualification ...". The user is logged in as "Dohner Me!". The page header includes "Log Out | Docs | Help | Messages (0)".

The main content area is titled "My Qualification List" and has tabs for "Personal Details", "Roles", "Methods / Tasks", "Qualifications", "Medical", and "Induction & SoU". The "Qualifications" tab is active.

The "Add new qualification" modal form is open, showing the following fields:

- Type: First Aid (dropdown menu)
- Issuer: St John (dropdown menu)
- Qualification: Pre Hospital Emergency Care (dropdown menu)
- Licence No: (text input)
- Expiry Date: (calendar icon)
- Completed Date: (calendar icon)
- Attachments: \* (text input) with a "Select" button

At the bottom of the modal are "Save" and "Close" buttons.

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



Browser address bar: <https://riskteq.victoria.a...> RISKTEQ - My Medical Details x Staff intranet | Victoria Universi...

**RISKTEQ™**  
Welcome: Dohner Mel  
Log Out | Docs | Help | Messages (0)

Revert ◀ Back Next ▶

### My Medical Details

Personal Details Roles Methods / Tasks Qualifications **Medical** Induction & SoU

*This information is confidential (i.e. only accessible to staff.)*  
*It is not made accessible to others without your permission, although you should strongly consider letting others participating in fieldwork with you know of any conditions that may require medical intervention.*

Blood type: Unknown

Allergic reactions (e.g. to specific insects or medication) ? : \* Yes

Any other condition requiring medication ? : \* No

During the past five years have you suffered any significant illness or been hospitalised for an extended period? ? : \* No

Do you have any specific dietary requirements? ? : \* No

If Yes to any of the medical condition above, please provide details: Minor Allergic reactions to

Details of any medication used: na

### My Registration

**Personal Details**  
Saved

**Roles**  
3 intended Roles

**Methods / Tasks**  
10 method / task

**Qualifications**  
2 qualifications

**Medical**

**Induction & SoU**

**Lodge**  
Lodge to Terminal O

Revert ◀ Back Next ▶

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

Browser tabs: RISKTEQ - My SOU | Staff intranet | Victoria Universi...

Address bar: https://riskteq.victoria.ac...

## My SOU

Navigation tabs: Personal Details | Roles | Methods / Tasks | Qualifications | Medical | Induction & SoU

Sub-tabs: Photos | Attachments | Lodge

**Victoria University of Wellington (VUW) STATEMENT OF UNDERSTANDING (SOU)**

**PLEASE READ THIS DOCUMENT CAREFULLY, AND BEFORE AGREEING ENSURE YOU HAVE MET ALL REQUIRED CRITERIA. THESE INCLUDE HAVING A COMPREHENSIVE AWARENESS OF ALL RESPONSIBILITIES INVOKED BY YOUR AGREEMENT - AS DETAILED IN THE RELEVANT VUW POLICIES AND PROCEDURES, AND THE RELEVANT LEGISLATION.**

*If you do NOT wish to participate in field operations involving terrestrial work please use the drop down menu to select an alternative SOU (do not use this one).*

*I have read the **Victoria University Off-Campus Activities Policy.***

*I **understand** all of the information in the **Victoria University Off-Campus Activities Policy** and acknowledge that all **Off-Campus Activities** at Victoria University must be conducted in accordance with this policy.*

*I agree to **abide** by the **Off-Campus Activities Policy** and understand that I may be disciplined for any purposeful or wilful breaches of this policy.*

I agree:

*I agree that I have read this form and that I have completed it to the best of my knowledge and ability, disclosing all facts relevant to my registration on the RISKTEQ System, as they are known to me. Should my registration be approved, I hereby acknowledge that I am fully aware of my responsibilities as outlined in relevant Policies and Procedures, and applicable legislation and will endeavour to meet these to the best of my ability.*

Induction complete:

Date of induction:

Induction conducted by:

### My Registration

**Personal Details**  
Saved

**Roles**  
3 intended Roles

**Methods / Tasks**  
10 method / task

**Qualifications**  
2 qualifications

**Medical**  
Saved

**Induction & SoU**

**Lodge**

Revert ◀ Back Next ▶

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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.

The screenshot shows a web browser window with the URL <https://riskteq.victoria.ac...> and the page title "RISKTEQ - Lodge". The user is logged in as "Dohner Mel". The page has a navigation bar with "Log Out | Docs | Help | Messages (0)" and "Back Next" buttons. The main content area is titled "Lodge" and contains a message: "You are now ready to attempt to lodge your registration, however you should first upload any scanned documents (e.g. qualifications) to the Attachments tab. The lodgement process will run a series of validation checks against your registration. Please take note of any warnings or information messages. If errors are detected, you will need to make the necessary adjustments and then re-lodge." The right sidebar, titled "My Registration", shows progress for various sections: Personal Details (Saved), Roles (3 intended Roles), Methods / Tasks (10 method / task), Qualifications (2 qualifications), Medical (Saved), Induction & SoU (Complete), and Lodge (Lodge to Terrestrial Officer). The "Lodge to Terrestrial Officer" button is highlighted with a blue box.

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

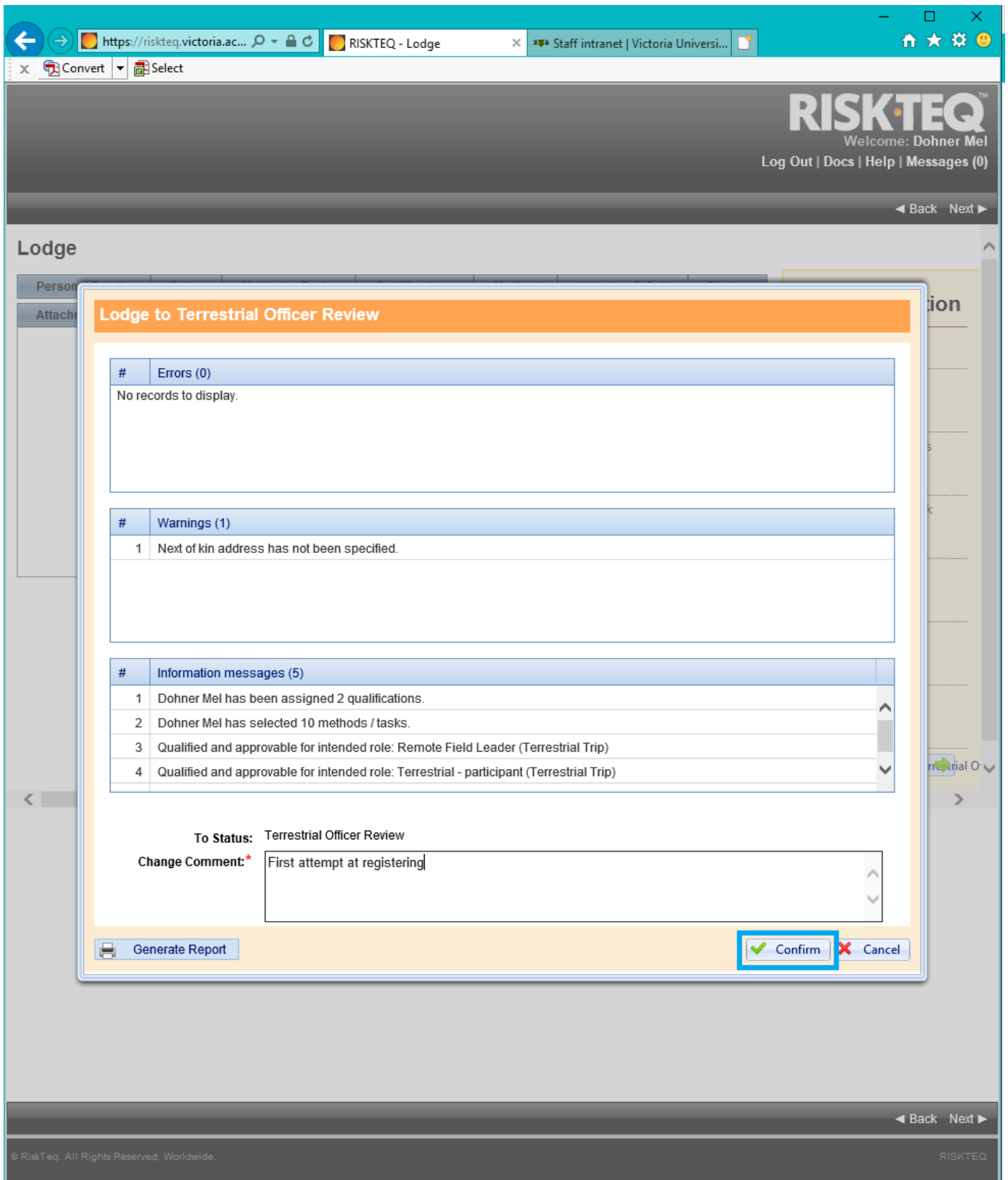


Figure 18. Correct all errors (cannot lodge with errors) and any warnings (next of kin address is not required). A comment is required in the text box. Click "confirm" to lodge your registration.

The screenshot shows a web browser window with the URL <https://riskteq.victoria.ac...>. The page title is "RISKTEQ - My Dashboard". The user is logged in as "Dohner Mel" and has 0 messages. The dashboard includes navigation tabs for "Dashboard", "My Registration", "My Assets", and "Received Notices".

**My Dashboard**

**Registration Status: Terrestrial Officer Review**

Date of lodgement: 12/Jul/2019.

Expand All  Collapse All

**Forms Requiring Your Attention**

Currently you don't have any forms that require your attention.

**Risk Assessments Requiring Your Attention**

Currently you don't have any risk assessments that require your attention.

**Your Current Forms**

Currently you don't have any submitted forms awaiting processing.

**Assigned Roles**

Activity Role	Approved	Qualified
No records to display.		

**Activity Plans Requiring Sign Off**

Currently you don't have any Activity Plan requiring sign off.

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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.

The screenshot shows a web browser window with the URL <https://riskteq.victoria.a...>. The page title is "RISKTEQ - My Dashboard" and the user is logged in as "Dohner Mel". The dashboard features a navigation menu with icons for HOME, PROJECTS, PLANS, RECORDS, INCIDENTS, and ADMIN. Below the navigation menu, there are tabs for Dashboard, My Registration, My Nominated Contacts, My Assets, Received Notices, and My Tools. The main content area is titled "My Dashboard" and displays the following information:

**Registration Status: Approved**  
 Date of first approval: 12/Jul/2019.  
 Coordinator status expires on 12/Jul/2020, in 365 days.

There are radio buttons for "Expand All" and "Collapse All", with "Collapse All" selected.

**Forms Requiring Your Attention**  
 Currently you don't have any forms that require your attention.

**Risk Assessments Requiring Your Attention**  
 Currently you don't have any risk assessments that require your attention.

**Your Current Forms**  
 Currently you don't have any submitted forms awaiting processing.

**Assigned Roles**

Activity Role	Approved	Qualified
No records to display.		

**Activity Plans Requiring Sign Off**  
 Currently you don't have any Activity Plan requiring sign off.

At the bottom of the page, there is a footer with the text "© RiskTeq. All Rights Reserved. Worldwide." and "RISKTEQ Version 3.1.7 (1/Apr/2019)".

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

The screenshot displays the RiskTeq web application interface. At the top, there is a navigation bar with icons for HOME, PROJECTS, PLANS, RECORDS, INCIDENTS, and ADMIN. The user is logged in as 'Dohner Mel' and has access to Log Out, Docs, Help, and Messages (0). Below the navigation bar, there are several tabs: Dashboard, My Registration (highlighted), My Nominated Contacts, My Assets, Received Notices, and My Tools. Under My Registration, there are sub-tabs for Personal Details, Roles, Methods / Tasks, Qualifications, Experience, Medical, Induction & SoU, Photos, and Attachments. The main content area shows 'Approved' status and 'My Details' for the user, including fields for Name, Date of birth, Gender, Phone, Work phone, Mobile, and Fax. A black message box titled 'Your Personnel Registration' is overlaid on the page, containing instructions on how to make changes to the registration. Below the message box, there is a section for 'Statement of understanding: Terrestrial fieldwork' with a 'Comments' field. A 'Next of kin' section includes fields for Name, Phone, and Address. A 'Volunteer for field trips' checkbox is also present. At the bottom, there is a section for 'Assigned Roles - current and upcoming Activity Plans' with a table showing columns for Activity Role, Approved, and Qualified. The footer contains copyright information for RiskTeq and the version number 3.1.7 (1/Apr/2019).

**RISKTEQ**  
Welcome: Dohner Mel  
Log Out | Docs | Help | Messages (0)

Dashboard | **My Registration** | My Nominated Contacts | My Assets | Received Notices | My Tools

Personal Details | Roles | Methods / Tasks | Qualifications | Experience | Medical | Induction & SoU | Photos | Attachments

Admin Summary | Notices | Change Logs | Projects / Plans

Approved Revert to Draft Edit

### My Details

Name: Dohner Mel  
Date of birth:   
Gender:   
Phone:   
Work phone:   
Mobile:   
Fax:   
Email: mel.dohner@risky.com.au

**Your Personnel Registration** X

**To make changes:**

1. Revert your registration to the Draft state, using the toolbar in the top-right-hand corner or bottom-right-hand corner of this page.
2. Navigate the tabs of your registration, editing and saving required changes. Note that all changes are tracked in the 'Change Logs'.
3. Return to this tab, and use the toolbar to re-lodge your registration for re-approval.

Statement of understanding: Terrestrial fieldwork ?

Comments:

Next of kin

Name:   
Phone:   
Address:

Volunteer for field trips ? : Yes







**Assigned Roles - current and upcoming Activity Plans**

Activity Role	Approved	Qualified
No records to display.		

Revert to Draft Edit

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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).

 HOME
  PROJECTS
  PLANS
  RECORDS
  INCIDENTS
  ADMIN
 **RISKTEQ**  
Welcome: **Dohner Mel**  
[Log Out](#) | [Docs](#) | [Help](#) | [Messages \(0\)](#)




Dashboard | **My Registration** | My Nominated Contacts | My Assets | Received Notices | My Tools

Personal Details | Roles | Methods / Tasks | Qualifications | Experience | Medical | Induction & SoU | Photos | Attachments

Admin Summary | Notices | Change Logs | Projects / Plans

Approved [Revert to Draft](#) [Edit](#)

### My Details

**Name:** Dohner Mel  
**Date of birth:**   
**Gender:**   
**Phone:**   
**Work phone:**   
**Mobile:**   
**Fax:**   
**Email:** [mel.dohner@vuw.ac.nz](mailto:mel.dohner@vuw.ac.nz)  
**Contact comments:** Technical staff supervised Stephen Meyer. Intertidal collecting along harbour and south coast, plant collecting in GWRC and WCC parks.  
**Workflow Status:** Approved  
*Changed from Terrestrial Officer Review by Mel Dohner on 12/Jul/2019 at 14:32.*  
**Change Comment:** Approved for demonstration purposes  
**Address:**  
 New Zealand   
**Work Groups:** Victoria University of Wellington / School of Biological Sciences **Affiliation type:** Staff  
**Statement of understanding:** Terrestrial fieldwork    
**Comments:**   
**Next of kin:**   
**Name:**   
**Phone:**   
**Address:**   
**Volunteer for field trips**  : Yes

Assigned Roles - current and upcoming Activity Plans

Activity Role	Approved	Qualified
No records to display.		

[Revert to Draft](#) [Edit](#)

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Version 3.1.7 (1/Apr/2019)

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 redodge your registration for updating coordinator status



**RISKTEQ™**  
Welcome: Dohner Mel  
Log Out | Docs | Help | Messages (0)

HOME PROJECTS PLANS RECORDS INCIDENTS ADMIN

Dashboard My Registration My Nominated Contacts My Assets Received Notices My Tools

Personal Details Roles Methods / Tasks Qualifications Experience Medical Induction & SoU Photos Attachments

Admin Summary Notices Change Logs Projects / Plans

Approved Revert to Draft Edit

### My Details

Name: Dohner Mel

**Revert to Draft**

#	Errors (0)
No records to display.	

To Status: Draft

Change Reason: < None selected >

Change Comment: Updating information

Phone:  
Address:

Volunteer for field trips ? : Yes







Assigned Roles - current and upcoming Activity Plans

Activity Role	Approved	Qualified
No records to display.		

Revert to Draft Edit

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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.

 HOME
  PROJECTS
  PLANS
  RECORDS
  INCIDENTS
  ADMIN

**RISKTEQ™**  
 Welcome: **Dohner Mel**  
[Log Out](#) | [Docs](#) | [Help](#) | [Messages \(0\)](#)

Dashboard
My Registration
My Nominated Contacts
My Assets
Received Notices
My Tools

Personal Details
Roles
Methods / Tasks
Qualifications
Experience
Medical
Induction & SoU
Photos
Attachments

Admin Summary
Notices
Change Logs
Projects / Plans

Draft
Lodge to Terrestrial Officer Review
Edit

## My Details

**Name:** Dohner Mel

**Date of birth:** **Gender:** Female

**Phone:** **Work phone:**

**Mobile:** **Fax:**


**Email:** [mel.dohner@vuw.ac.nz](mailto:mel.dohner@vuw.ac.nz)

**Contact comments:** Technical staff supervised Stephen Meyer. Intertidal collecting along harbour and south coast, plant collecting in GWRC and WCC parks.


**Workflow Status:** Draft  
*Changed from Approved by Dohner Mel on 23/Jul/2019 at 11:01.*

**Assigned User:** Dohner Mel

**Change Comment:** Updating information

**Address:**  
 New Zealand 

**Work Groups:** Victoria University of Wellington / School of Biological Sciences **Affiliation type:** Staff

**Statement of understanding:** Terrestrial fieldwork 


**Comments:**

**Next of kin**

**Name:**

**Phone:**

**Address:**

**Volunteer for field trips**  : Yes

**Assigned Roles - current and upcoming Activity Plans**

Activity Role	Approved	Qualified
No records to display.		

Lodge to Terrestrial Officer Review
Edit

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Version 3.1.7 (1/Apr/2019)

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”.

**RISKTEQ™**  
Welcome: Dohner Mel  
Log Out | Docs | Help | Messages (0)

HOME PROJECTS PLANS RECORDS INCIDENTS ADMIN

Dashboard My Registration My Nominated Contacts My Assets Received Notices My Tools

Personal Details Roles Methods / Tasks Qualifications Experience Medical Induction & SoU Photos Attachments

Admin Summary Notices Change Logs Projects / Plans

Draft Review Edit

### Lodge to Terrestrial Officer Review

#	Errors (0)
No records to display.	

#	Warnings (2)
1	Next of kin address has not been specified.
2	Not qualified, nor approvable for role: Off-road 4WD Drivers (Terrestrial Trip).

#	Information messages (17)
1	Dohner Mel has been approved to create activity plan.
2	Dohner Mel has been assigned 2 qualifications.
3	Dohner Mel has selected 10 methods / tasks.
4	Qualified and approvable for role: SGEES (Terrestrial Trip)

To Status: Terrestrial Officer Review

Change Comment: \* Please renew my coordinator status

Generate Report Confirm Cancel

Activity Role	Approved	Qualified
No records to display.		

Lodge to Terrestrial Officer Review Edit

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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

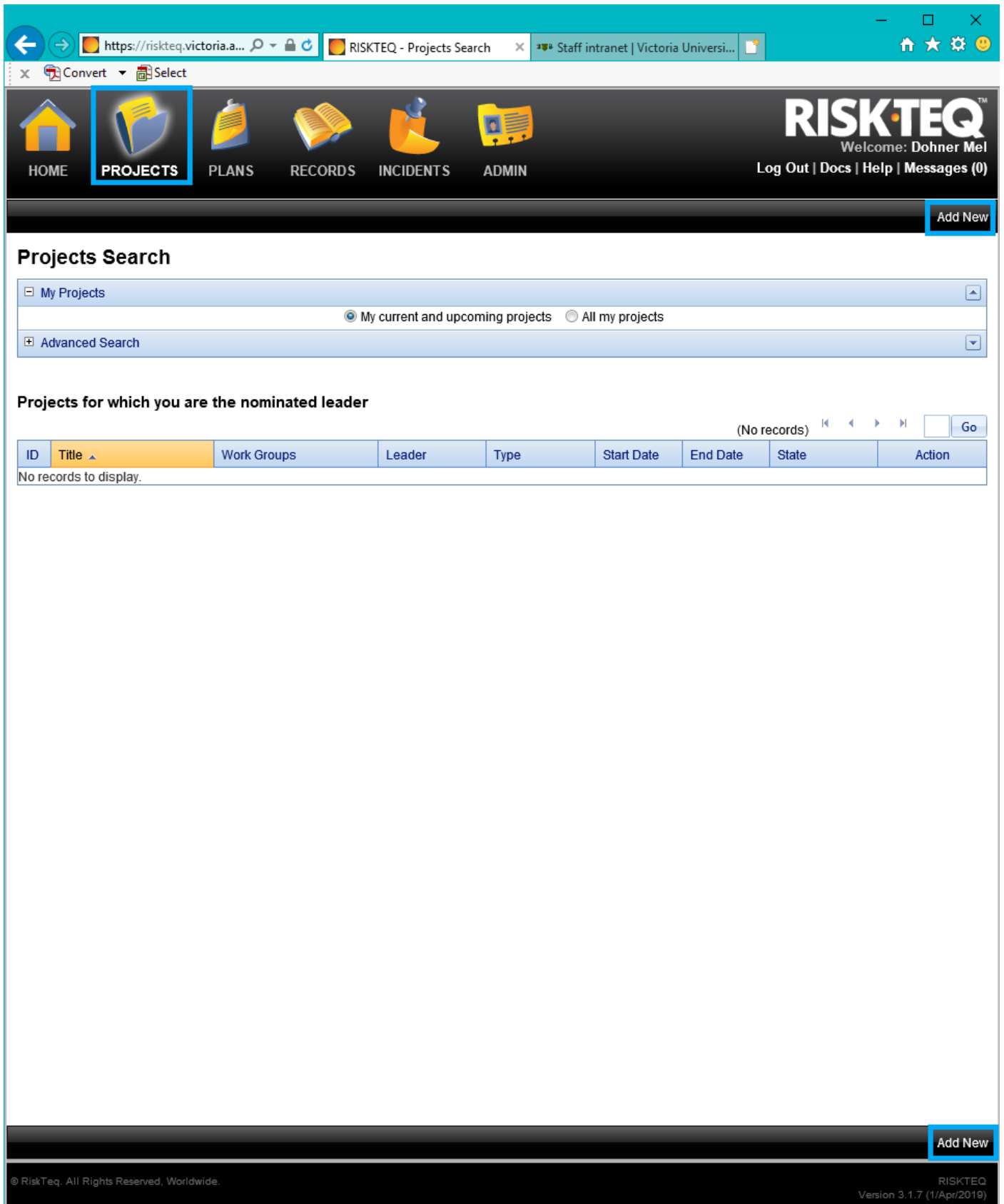


Figure 26. Click on the "Projects" icon. Click "Add New" to add a new project.

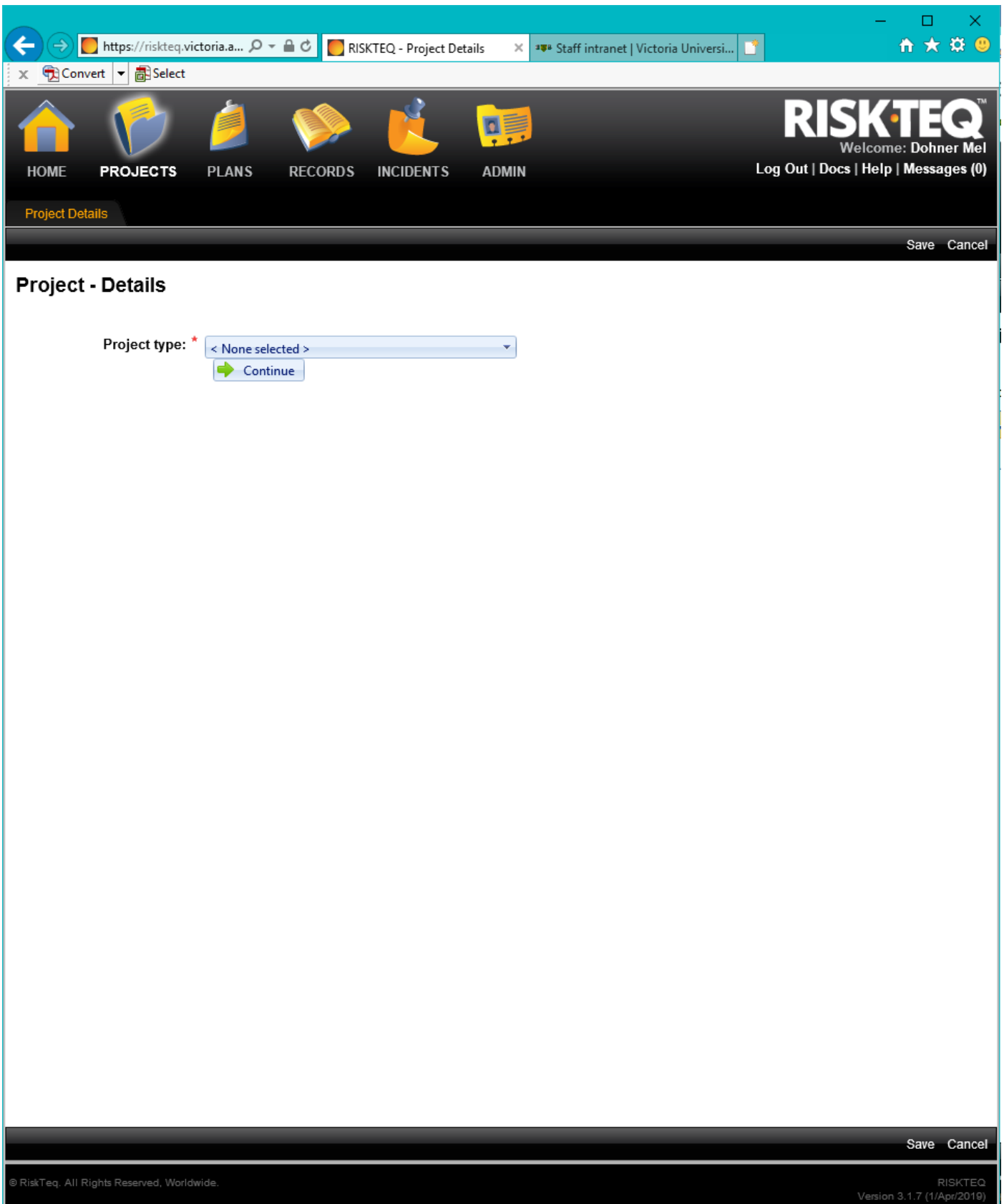


Figure 27. You are presented with a drop down menu to select your project type.

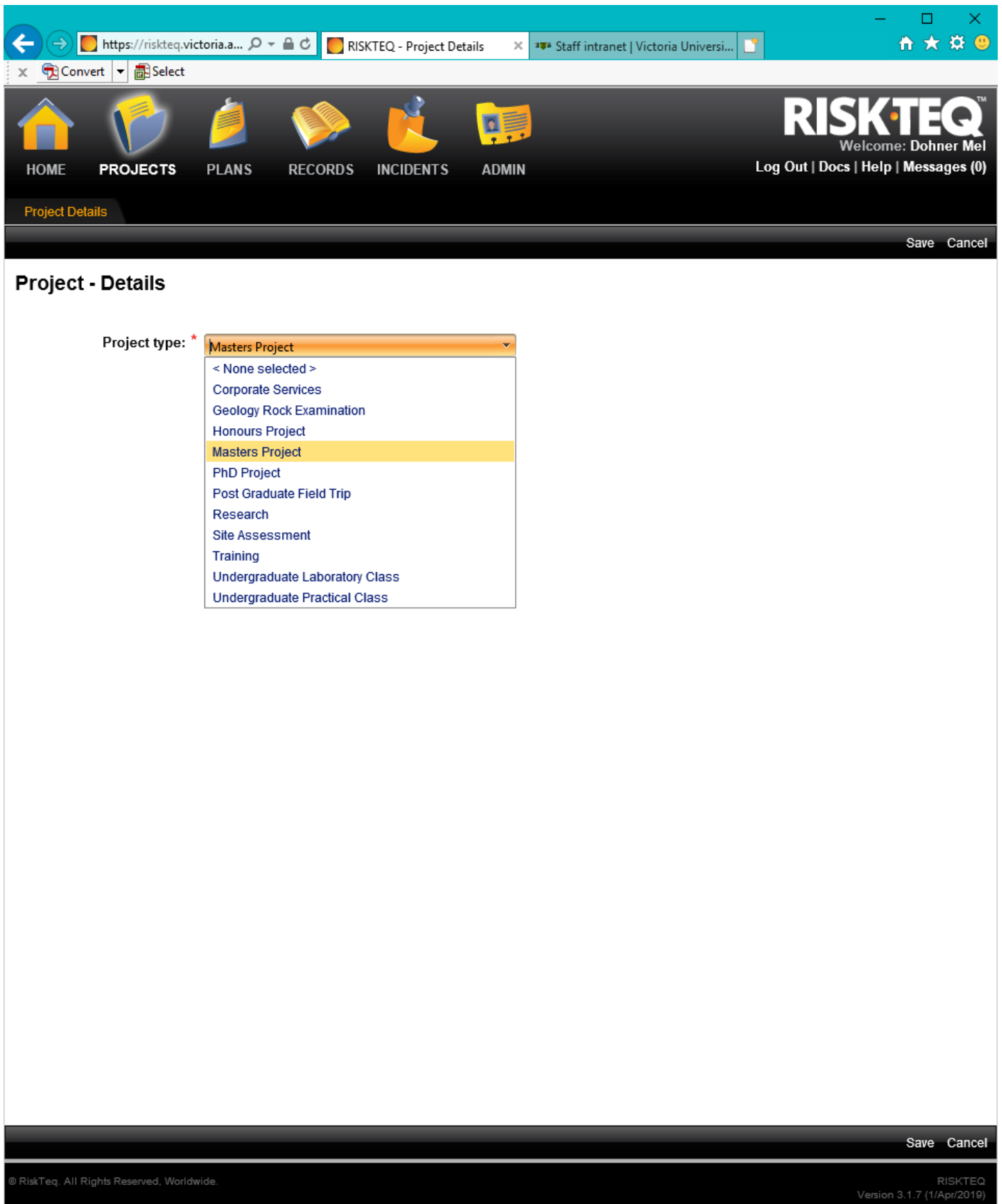


Figure 28. Select the project type that best reflects your project.

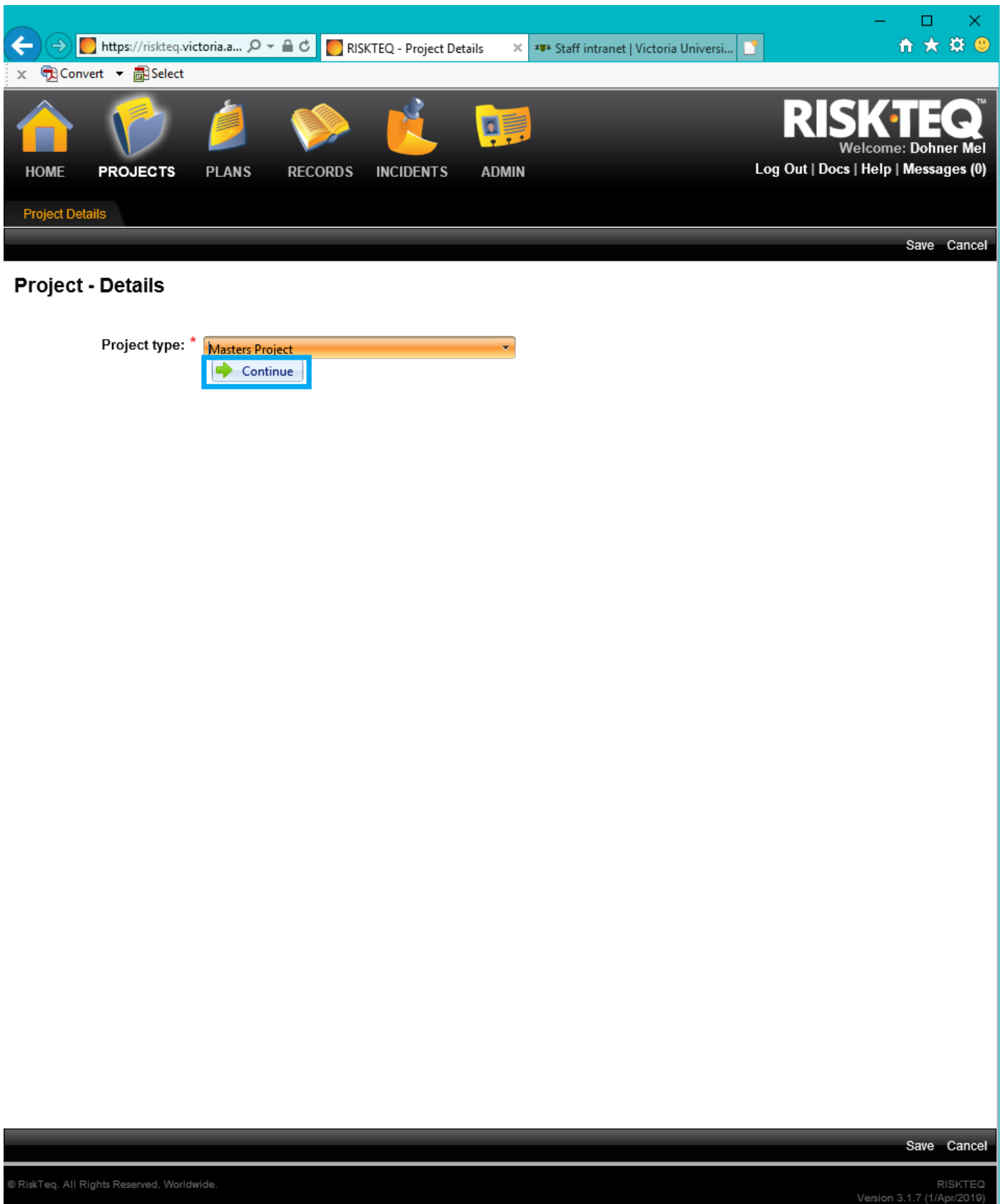


Figure 29. Click "Continue" after making your selection.

Project Details

Project type: Masters Project

Activity types:  Boating Operations  
 Diving Operations  
 Laboratory Work

Locales:  International  
 National  
 Regional

Title: \*

Description: \*

Work Groups: \* [Select](#)

Project leader: < None selected >

Supervisors:

Means of contact:

Field trips per year:

Days per field trip:

Min. people per field trip:

Start:

End:

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

Restrict Activity Plan Sites?

Restrict Activity Plan Methods / Tasks?

Restrict Activity Plan Asset Requirements?

Participant sign off required:

Comments:

Save Cancel

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



Project Details

Project type: Masters Project

**Activity types:**

- Boating Operations
- Diving Operations
- Laboratory Work

**Locales:**

- International
- National
- Regional

**Title:** \*

**Description:** \*

**Work Groups:** \*

**Project leader:** ? < None selected >

**Supervisors:** ?

**Means of contact:**

**Field trips per year:**

**Days per field trip:**

**Min. people per field trip:**

**Start:**

**End:**

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

**Restrict Activity Plan Sites?** ?

**Restrict Activity Plan Methods / Tasks?** ?

**Restrict Activity Plan Asset Requirements?** ?

**Participant sign off required:**

**Comments:**

Save Cancel

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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.

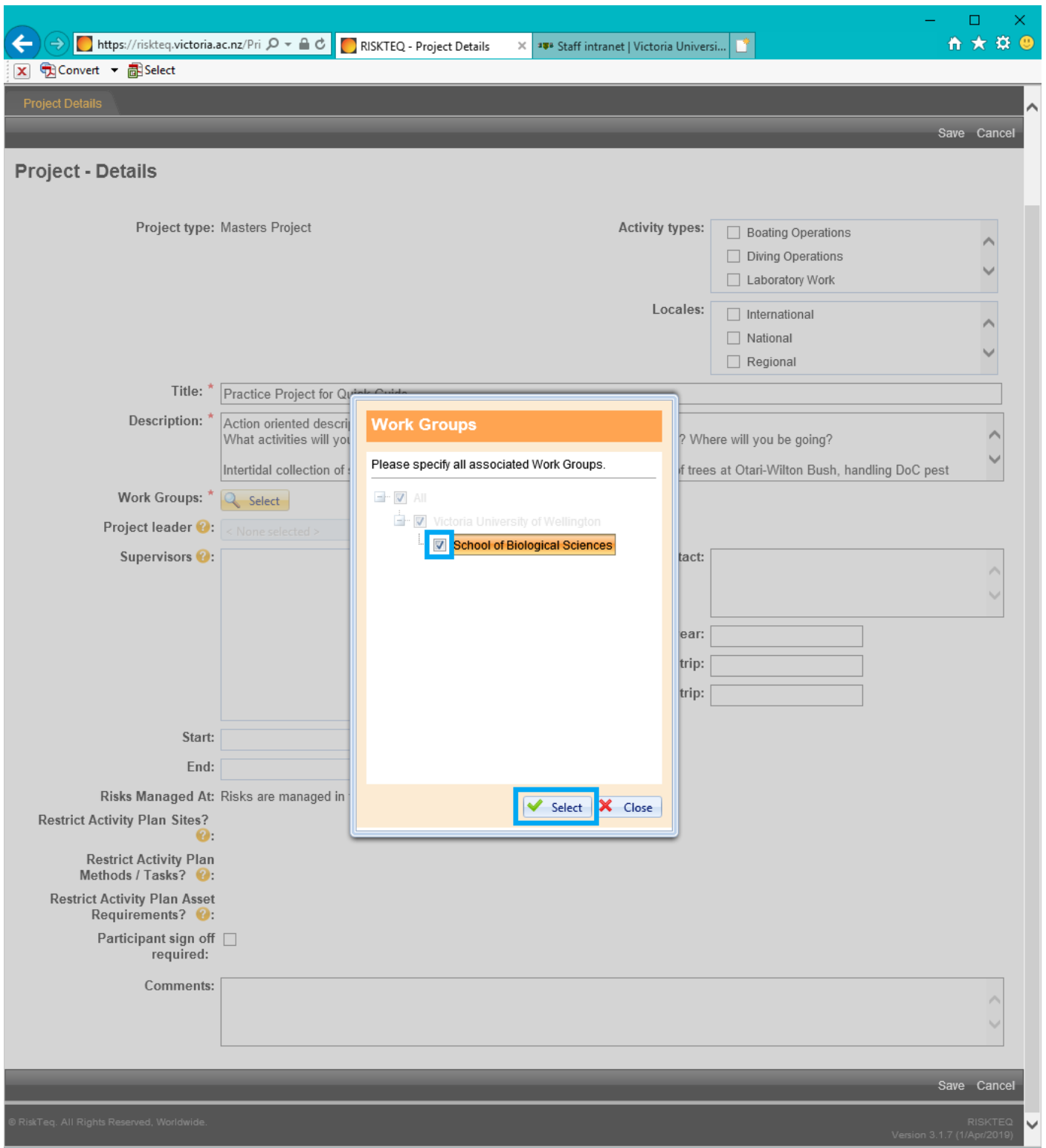


Figure 32. Select "School of Biological Sciences" from the pop-up screen. Click "Select".

Project Details

Save Cancel

### Project - Details

Project type: Masters Project

Activity types:
 

- Boating Operations
- Diving Operations
- Laboratory Work

Locales:
 

- International
- National
- Regional

Title: \* Practice Project for Quick Guide

Description: \* Action oriented description of your project - not the goals of your research. What activities will you and your participants be doing? What training is required? Where will you be going?  
Intertidal collection of seaweed and chitons at Island Bay, DBH measurements of trees at Otari-Wilton Bush, handling DoC pest

Work Groups: \* [Not approved] Victoria University of Wellington / School of Biological Sciences  
[Select](#)

Project leader: ? < None selected >

Supervisors: ?

Start:

End:

Risks Managed At:

Restrict Activity Plan Sites? ?

Restrict Activity Plan Methods / Tasks? ?

Restrict Activity Plan Asset Requirements? ?

Participant sign off required:

Comments:

Means of contact:

Field trips per year:

Days per field trip:

Min. people per field trip:

Save Cancel

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Figure 33. Select yourself from the drop down list of project leader.

https://riskteq.victoria.ac.nz/Pri RISKTEQ - Project Details Staff intranet | Victoria Universi...

Draft Save Cancel

### Project - Details

Project type: Masters Project

Project ID: 561

**Activity types:**

- Diving Operations
- Laboratory Work
- Terrestrial Trip

**Locales:**

- National
- Regional
- Local

**Title:** \* Practice Project for Quick Guide

**Description:** \* Action oriented description of your project - not the goals of your research. What activities will you and your participants be doing? What training is required? Where will you be going?  
Intertidal collection of seaweed and chitons at Island Bay, DBH measurements of trees at Otari-Wilton Bush, handling DoC pest

**Workflow Status:** Draft

**Assigned User:** Dohner Mel

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

**Project leader:** Dohner, Mel

**Supervisors:**

- 
- 
- 
- 
- FieldTeq, SysAdmin
- FieldTeq, Support
- 

**Means of contact:** Cell phone: 021

**Field trips per year:** 20

**Days per field trip:** 1

**Min. people per field trip:** 2

**Start:** 12/07/2019

**End:** 12/07/2021

**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:** Additional information for the Project: PERMITS, Safe Work Procedures (leader responsibilities and required training)

Save Cancel

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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.

HOME PROJECTS PLANS RECORDS INCIDENTS ADMIN Log Out | Docs | Help | Messages (0)

Project Details Methods / Tasks Site Info Asset Requirements Risks Photos Attachments Admin Activity Plans Reports

Notices Change Logs

Draft Lodge to Terrestrial Officer Review Edit

### Project - Details

Info:  
• Project Saved Successfully.

**Project type:** Masters Project  
**Project ID:** 561

**Activity types:** [Not approved] Terrestrial Trip  
**Locales:** 1. [Not approved] Regional  
2. [Not approved] Local

**Title:** Practice Project for Quick Guide  
**Description:** Action oriented description of your project - not the goals of your research. What activities will you and your participants be doing? What training is required? Where will you be going?  
Intertidal collection of seaweed and chitons at Island Bay, DBH measurements of trees at Otari-Wilton Bush, handling DoC pest traps on Stewart Island.

**Workflow Status:** Draft  
**Assigned User:** Dohner Mel

[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:** Additional information for the Project: PERMITS, Safe Work Procedures (leader responsibilities and required training)  
GRWC, WCC, and MPI collecting permits obtained and in attachments. Training required if waders are used in water, first aid training recommended for all field members. Project leader responsible for ensuring field members working intertidal have a strong swimming competency and/or a throw rope is on hand in case of rogue waves. Leader is responsible for ensuring communications devices charged, operable, and dispersed through group. Cell phone numbers exchanged between field members. Leader will ensure first aid kit is accessible for all members and that all gear used in the field is clean and in good repair to use.

Lodge to Terrestrial Officer Review Edit

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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.

[HOME](#)
[PROJECTS](#)
[PLANS](#)
[RECORDS](#)
[INCIDENTS](#)
[ADMIN](#)

**RISKTEQ™**  
 Welcome: Dohner Mel  
[Log Out](#) | [Docs](#) | [Help](#) | [Messages \(0\)](#)

[Project Details](#)
[Methods / Tasks](#)
[Site Info](#)
[Asset Requirements](#)
[Risks](#)
[Photos](#)
[Attachments](#)
[Admin](#)
[Activity Plans](#)
[Reports](#)

[Notices](#)
[Change Logs](#)

Draft [Edit](#)

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

## Project Methods / Tasks

Methods / Tasks that are required in the project:

Method / Task	Activity Types	Definition	Prerequisite for Roles	Approved
No records to display.				

[Edit](#)

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

Browser: <https://riskteq.victoria.ac.nz/Private/MyWork/MyWork.aspx> | RISKTEQ - Project Methods ... | Staff intranet | Victoria Universi...

Navigation: HOME, PROJECTS, PLANS, RECORDS, INCIDENTS, ADMIN

Welcome: Dohner Mel | Log Out | Docs | Help | Messages (0)

Project Details | **Methods / Tasks** | Site Info | Asset Requirements | Risks | Photos | Attachments | Admin | Activity Plans | Reports

Notices | Change Logs

Draft Save Cancel

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

### Project Methods / Tasks

Methods / Tasks that are required in the project:

Method / Task	Activity Types	Definition	Prerequisite for Roles
Terrestrial			
<input checked="" type="checkbox"/> Terrestrial - Generic Risks	Terrestrial Trip	A list of generic template risks common to most terrestrial field work	Terrestrial - Fieldwork Leader (any one associated skill is required) SGEES (any one associated skill is required)
<input checked="" type="checkbox"/> Terrestrial - Driving	Terrestrial Trip	Involves transport using road vehicles.	Terrestrial - Fieldwork Leader (any one associated skill is required) SGEES (any one associated skill is required)
<input type="checkbox"/> Terrestrial - 4WD operation	Terrestrial Trip	Terrestrial - 4WD operation	Off-road 4WD Drivers (any one associated skill is required) SGEES (any one associated skill is required)
<input type="checkbox"/> Terrestrial - Helicopter Transport	Terrestrial Trip	Using a helicopter to access sites	Terrestrial - Fieldwork Leader (any one associated skill is required) SGEES (any one associated skill is required)
<input type="checkbox"/> Terrestrial - Remote field work	Terrestrial Trip	Remote fieldwork is defined as working in a location where assistance is likely to be more than 1 hour away. Remote field trips will require specific approval from a supervisor/manager	Remote Field Leader (any one associated skill is required) SGEES (any one associated skill is required)
<input type="checkbox"/> Terrestrial - Working with animals	Terrestrial Trip	Trapping or monitoring animals. Coming in contact with live or dead animals or equipment that has been in contact with animals	Terrestrial - Fieldwork Leader (any one associated skill is required) SGEES (any one associated skill is required)
<input type="checkbox"/> Terrestrial - Above bush line travel	Terrestrial Trip	Terrestrial fieldwork that requires travel above the bush line	Terrestrial - Fieldwork Leader (any one associated skill is required) SGEES (any one associated skill is required)
<input type="checkbox"/> Terrestrial - Commercial Boat transport	Terrestrial Trip	Using a commercial boat to access field sites (not including interisland ferries)	Terrestrial - Fieldwork Leader (any one associated skill is required) SGEES (any one associated skill is required)
<input type="checkbox"/> Terrestrial - Working at night	Terrestrial Trip	Working at field sites during the hours of darkness	Terrestrial - Fieldwork Leader (any one associated skill is required) SGEES (any one associated skill is required)

Save Cancel

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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”.

The screenshot shows the RISKTEQ web application interface. The browser address bar indicates the URL is <https://riskteq.victoria.ac.nz/Pri>. The page title is "RISKTEQ - Project Methods ...". The user is logged in as "Dohner Mel". The navigation menu includes "HOME", "PROJECTS", "PLANS", "RECORDS", "INCIDENTS", and "ADMIN". The "Site Info" tab is selected, showing "Project Type: Masters Project" and "Project: [561] Practice Project for Quick Guide". The main content area is titled "Project Methods / Tasks" and displays a table of methods/tasks under the "Terrestrial" category. The table has five columns: "Method / Task", "Activity Types", "Definition", "Prerequisite for Roles", and "Approved".

Method / Task	Activity Types	Definition	Prerequisite for Roles	Approved
<b>Terrestrial</b>				
Terrestrial - Generic Risks	Terrestrial Trip	A list of generic template risks common to most terrestrial field work	Terrestrial - Fieldwork Leader (any one associated skill is required) SGEES (any one associated skill is required)	<input type="checkbox"/>
Terrestrial - Driving	Terrestrial Trip	Involves transport using road vehicles.	Terrestrial - Fieldwork Leader (any one associated skill is required) SGEES (any one associated skill is required)	<input type="checkbox"/>
Terrestrial - Intertidal Fieldwork	Terrestrial Trip	Activities in the intertidal zone that do not include snorkelling, diving, or boating.	Terrestrial - Fieldwork Leader (any one associated skill is required) SGEES (any one associated skill is required)	<input type="checkbox"/>
Terrestrial - Rivers	Terrestrial Trip	Working in an area that requires you to work around or cross rivers	Terrestrial - Fieldwork Leader (any one associated skill is required) SGEES (any one associated skill is required)	<input type="checkbox"/>
Terrestrial - Urban Fieldwork	Terrestrial Trip	Risks associated with working in public spaces	Terrestrial - Fieldwork Leader (any one associated skill is required) SGEES (any one associated skill is required)	<input type="checkbox"/>

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



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

### Project - Site Location Information

Include Archived (No records) | Go | Excel

Site	Location	Nearest Medical Centre	Remote	Shared	Approved	Action
No records to display.						

Link To Shared Add New

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Figure 39. Option 1 for adding a site is to click on “Link To Shared” to load sites already in the system.

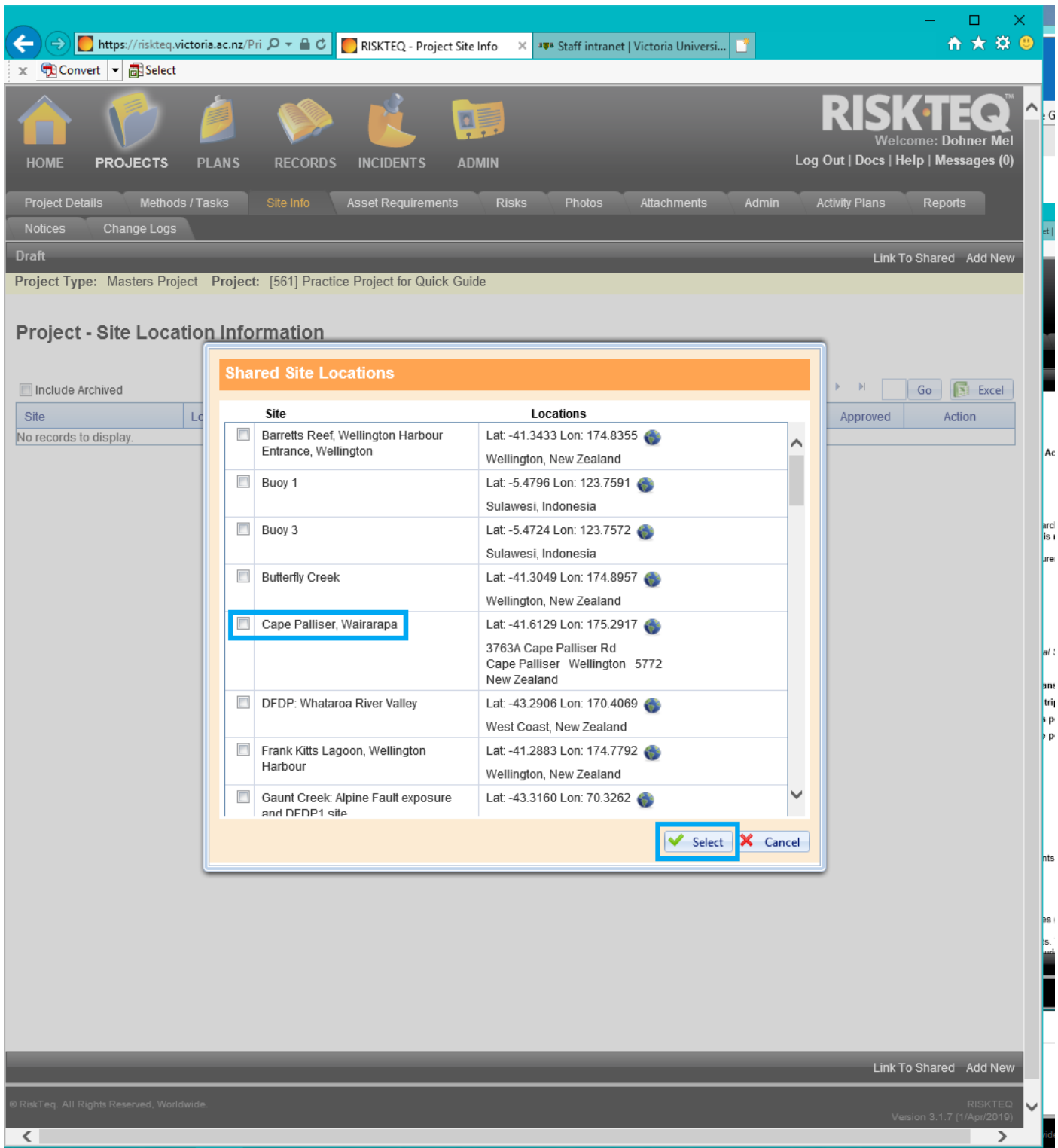


Figure 40. Option 1 for adding a site is to select all the relevant sites listed in the pop-up box. Once all sites are selected, click "Select". If the site you want is not listed, you need to use Option 2 for adding a site.

The screenshot shows the RISKTEQ web application interface. At the top, there is a navigation bar with icons for HOME, PROJECTS, PLANS, RECORDS, INCIDENTS, and ADMIN. The RISKTEQ logo is on the right, with a welcome message and links for Log Out, Docs, Help, and Messages (0). Below the navigation bar is a secondary menu with tabs for Project Details, Methods / Tasks, Site Info (selected), Asset Requirements, Risks, Photos, Attachments, Admin, Activity Plans, and Reports. A 'Draft' status bar is visible, along with 'Link To Shared' and 'Add New' buttons.

The main content area displays 'Project Type: Masters Project' and 'Project: [561] Practice Project for Quick Guide'. The section is titled 'Project - Site Location Information'. An info message states 'Project site location Saved Successfully.' and there is an 'Include Archived' checkbox. The table below shows two records of site location information.

Site	Location	Nearest Medical Centre	Remote	Shared	Approved	Action
Kau Bay, Mirimar Penisular, Wellington Harbour	Lat: -41.2883 Lon: 174.8296 Massey Rd Mirimar Wellington 6022 New Zealand	Wellington Hospital	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Details</a>
Moa Point, South Coast, Wellington	Lat: -41.3419 Lon: 174.8100 Wellington, New Zealand	Wellington Hospital	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Details</a>

At the bottom of the page, there is a footer with the copyright notice '© RiskTeq. All Rights Reserved, Worldwide.' and the RISKTEQ logo.

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".

https://riskteq.victoria.ac.nz/Pri RISKTEQ - Project Site Info ... Staff intranet | Victoria Universi...

HOME PROJECTS PLANS RECORDS INCIDENTS ADMIN

RISKTEQ™  
 Welcome: Dohner Mel  
 Log Out | Docs | Help | Messages (0)

Project Details Methods / Tasks **Site Info** Asset Requirements Risks Photos Attachments Admin Activity Plans Reports

Notices Change Logs

**Site Details**

Draft Save Cancel

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

### Project - Site Location Details

Browse Map...

**Site:** \* Common site name (Morepork Peak)  
 Location of car park (park at Kaka Trail trailhead)  
 Administrator/owner of land and contact info  
 (DOC ranger contact: name, number)

Location is remote:

Nearest medical centre: < None selected >

**Medical centre evacuation time:** Time to get to hospital

**General supplies (e.g. food, drink):** Supplies needed at this site (spare shelter, food, sun hat, sunscreen, warm clothes, rain jacket, sturdy hiking boots)

**Latitude:** Decimal Degrees

**Longitude:** Decimal Degrees

**Emergency assistance time:** Time to get assistance

**Walk out time:** Time to get to car

**Extra medical supplies:** Site specific supplies (antihistamines for wasps, foil blanket for hypothermia)

Location:  Field site (no street address)  No Postal address

**Country:** \* New Zealand  New Country

**Town/City:** \* Hawke's Bay  New Town/City

Save Cancel

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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 on how to fill in the fields. When all fields are complete, click “Save”.



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

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

## Project Asset Requirements

(No records)

Asset Type	Asset Sub Type	Quantity	Comment	Action
No records to display.				
				<input type="button" value="Add New"/>

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Version 3.1.7 (1/Apr/2019)

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

The screenshot displays the RISKTEQ web application interface. At the top, there is a navigation bar with icons for HOME, PROJECTS, PLANS, RECORDS, INCIDENTS, and ADMIN. The user is logged in as 'Dohner Mel'. Below the navigation bar, there are tabs for Project Details, Methods / Tasks, Site Info, Asset Requirements (selected), Risks, Photos, Attachments, Admin, and Activity Plans. The main content area shows the 'Project Asset Requirements' form for 'Project: [561] Practice Project for Quick Guide'. The form includes a table with the following columns: Asset Type, Asset Sub Type, Quantity, Comment, and Action. The table currently shows 'No records to display.' A dropdown menu is open under the 'Asset Type' column, listing the following options: < None selected >, Communication Equipment, Dive equipment, Field equipment, Plant Equipment, Vehicle (highlighted), and Vessel. The 'Quantity' column has a value of '1'. The 'Action' column has 'Save' and 'Cancel' buttons. The footer of the page contains the text: '© RiskTeq. All Rights Reserved. Worldwide.' and 'RISKTEQ Version 3.1.7 (1/Apr/2019)'.

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

The screenshot shows the RISKTEQ web application interface. At the top, there is a navigation menu with icons for HOME, PROJECTS, PLANS, RECORDS, INCIDENTS, and ADMIN. Below this is a secondary menu with tabs for Project Details, Methods / Tasks, Site Info, Asset Requirements (highlighted), Risks, Photos, Attachments, Admin, Activity Plans, and Reports. A yellow banner displays 'Project Type: Masters Project' and 'Project: [561] Practice Project for Quick Guide'. The main heading is 'Project Asset Requirements'. Below the heading, there is a table with the following structure:

Asset Type	Asset Sub Type	Quantity	Comment	Action
Vehicle		1	VUW vans or utes	Save Cancel

At the bottom of the page, there is a footer with the text: '© RiskTeq. All Rights Reserved, Worldwide.' and 'RISKTEQ Version 3.1.7 (1/Apr/2019)'.

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



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

### Project Asset Requirements

Page 1 of 1 (1 record)  Go

Asset Type	Asset Sub Type	Quantity	Comment	Action
Vehicle		1	VUW vans or utes	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Communication Equipment	<div style="border: 1px solid black; padding: 2px;">           &lt; None selected &gt;            &lt; None selected &gt;            All            Mobile Phone            Personal Locator Beacon            Satellite Phone            UHF Radio            VHF Radio         </div>	1		<input type="button" value="Save"/> <input type="button" value="Cancel"/>

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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”.

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

### Project Asset Requirements


Page 1 of 1 (3 records)  Go

Asset Type	Asset Sub Type	Quantity	Comment	Action
Field equipment		1	surber samplers, DBH tapes, first aid kit	<a href="#">Edit</a> <a href="#">Delete</a>
Communication Equipment	Personal Locator Beacon	1	VUW owned, see Mel for training	<a href="#">Edit</a> <a href="#">Delete</a>
Vehicle		1	VUW vans or Utes, must take a drivint test with Neville	<a href="#">Edit</a> <a href="#">Delete</a>

[+ Add New](#)

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


**RISKTEQ**  
 Welcome: Dohner Me  
 Log Out | Docs | Help | Messages (0)

HOME PROJECTS PLANS RECORDS INCIDENTS ADMIN

Project Details Methods / Tasks Site Info Asset Requirements Risks Photos Attachments Admin Activity Plans

Reports Notices Change Logs

Draft Add From Register Add New

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

### Project - Risks

Include Archived Page 1 of 2 (30 records) Go Excel

Risk ID	Context	Risk Type	Risk Classificat	Task	Description	Severity	Likelihood	Rank -	Action
RSK.PR.10102	Method / Task : Terrestrial - Rivers	Safety	Default		Sampling in river. Swept away/drowning	4 - Major	2 - Unlikely	4 - Medium	Details
RSK.PR.10103	Method / Task : Terrestrial - Rivers	Safety	Default		Wader flooding	4 - Major	2 - Unlikely	4 - Medium	Details
RSK.PR.10076	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Slips, trips, falls	3 - Moderate	2 - Unlikely	4 - Medium	Details
RSK.PR.10077	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Insect stings and bites	3 - Moderate	2 - Unlikely	4 - Medium	Details
RSK.PR.10096	Method / Task : Terrestrial - Intertidal Fieldwork	Safety	Default	Intertidal fieldwork	Hazardous marine life [ANIMALS TO BE SPECIFIED BY USER AND CONTROLS ALTERED]	2 - Minor	3 - Possible	4 - Medium	Details
RSK.PR.10085	Method / Task : Terrestrial - Generic Risks	Safety	Default		Lost Person	5 - Catastrophic Severity	1 - Rare	1 - Low	Details
RSK.PR.10079	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Falling Vegetation	4 - Major	1 - Rare	1 - Low	Details
RSK.PR.10080	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Causing a fire	4 - Major	1 - Rare	1 - Low	Details
RSK.PR.10081	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Falling Rocks	4 - Major	1 - Rare	1 - Low	Details
RSK.PR.10082	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Vegetation hazards - stings and cuts from plants.	2 - Minor	2 - Unlikely	1 - Low	Details
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	1 - Low	Details

1 2 Page 1 of 2 (records 1 to 15 of 30) Add From Register Add New

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.

The screenshot shows the RISKTEQ web application interface. At the top, there is a browser address bar with the URL 'https://riskteq.victoria.ac...' and a tab titled 'RISKTEQ - Project Risk Details'. Below the browser is a navigation bar with icons for HOME, PROJECTS, PLANS, RECORDS, INCIDENTS, and ADMIN. A secondary navigation bar contains tabs for Project Details, Methods / Tasks, Site Info, Asset Requirements, Risks (highlighted), Photos, Attachments, Admin, and Activity Plans. A third bar shows Reports, Notices, and Change Logs. The main content area is titled 'Risk Details' and shows a 'Draft' status with 'Back', 'Edit' (highlighted), and 'Remove' buttons. The project information is: Project Type: Masters Project, Project: [561] Practice Project for Quick Guide.

### Project - Risk Details

**Risk Identification**

Risk ID: RSK.PR.10096 **Based On:** RSK.ST.00514  
 Risk Type: Safety **Context:** Method / Task : Terrestrial - Intertidal Fieldwork  
 Risk Classification: Default **Archived:**   
 Task: Intertidal fieldwork  
 Description: Hazardous marine life [ANIMALS TO BE SPECIFIED BY USER AND CONTROLS ALTERED]

**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:** Upon arrival, a site induction will be conducted identifying hazardous marine animals, reviewing the likelihood of encountering the animals, and discussing the actions to prevent dangerous interactions. Areas where such encounters are likely to occur will be avoided. Hazardous creatures will not be handled or provoked if not necessary. When hazardous marine life are 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**

First Aid kit Communication device

**Attachments**























Include Archived (No records)

Attachment Type	Attached File	Date Loaded	Comments
No records to display.			

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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 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 <input type="checkbox"/>	 High Visibility Clothing <input type="checkbox"/>	 Steel Cap <input type="checkbox"/>	 Respirator <input type="checkbox"/>	 Eye Protection <input type="checkbox"/>	 Fall Protection <input type="checkbox"/>	 Gloves <input checked="" type="checkbox"/>	 Hand Wash <input checked="" type="checkbox"/>	 First Aid kit <input checked="" type="checkbox"/>	 Eye Wash <input type="checkbox"/>
 Head Protection <input type="checkbox"/>	 Fins <input type="checkbox"/>	 Mask <input type="checkbox"/>	 Flag <input type="checkbox"/>	 Floatation <input type="checkbox"/>	 Regulators <input type="checkbox"/>	 Oxygen <input type="checkbox"/>	 Communication device <input checked="" type="checkbox"/>	 Navigation equipment <input type="checkbox"/>	 Throw rope <input type="checkbox"/>
 Emergency Signally Whistle <input type="checkbox"/>	 Fire Extinguisher <input type="checkbox"/>								

Save Cancel

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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".

https://riskteq.victoria.ac... RISKTEQ - Project Risk Details

HOME PROJECTS PLANS RECORDS INCIDENTS ADMIN Log Out | Docs | Help | Messages (0)

Project Details Methods / Tasks Site Info Asset Requirements Risks Photos Attachments Admin Activity Plans

Reports Notices Change Logs

Risk Details

Draft Back Edit Remove


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

### 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


Based On: RSK.ST.00514

Context: Method / Task : Terrestrial - Intertidal Fieldwork

Archived:

#### Risk Assessment

Impacts:

Risk Matrix:  View

Natural severity: 3 - Moderate

Natural likelihood: 3 - Possible

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

Post-control severity: 2 - Minor


Post-control likelihood: 3 - Possible


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


#### Risk Controls


Control: Upon arrival, a site induction will be conducted identifying hazardous marine animals, reviewing the likelihood of encountering the animals, and discussing the actions to prevent urchin impalement and toxin ingestion (wear boots and gloves, wash 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

 Gloves


 Hand Wash

 First Aid kit

 Communication device

#### Attachments

Include Archived

(No records)   Go

Attachment Type	Attached File	Date Loaded	Comments
No records to display.			

Back Edit Remove

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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.

**Risk Comparison**

Label	Current Risk	Standard Risk
Risk ID:	RSK.PR.10096	RSK.ST.00514
Context:	Method / Task : Terrestrial - Intertidal Fieldwork	Method / Task : Terrestrial - Intertidal Fieldwork
Risk Type:	Safety	Safety
Risk Classification:	Default	Default
Task:	Intertidal fieldwork	Intertidal fieldwork
Description:	Hazardous marine fauna: Urchin spines, toxic sea slugs	Hazardous marine life [ANIMALS TO BE SPECIFIED BY USER AND CONTROLS ALTERED]
<b>Impacts:</b>		
Natural likelihood:	3 - Possible	3 - Possible
Natural severity:	3 - Moderate	3 - Moderate
Post-control likelihood:	3 - Possible	3 - Possible
Post-control severity:	2 - Minor	2 - Minor
Natural rank:	9 - Medium - Medium risk - level of Risk for scores 6-9	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	6 - Medium - Medium risk - level of Risk for scores 6-9
Archived:	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personal Protective Equipment:</b>		

Please provide details of why the differences are necessary:  
 Specifying marine fauna that may be considered dangerous

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".

Browser: <https://riskteq.victoria.ac...> RISKTEQ - Project Risk Details

Navigation: HOME PROJECTS PLANS RECORDS INCIDENTS ADMIN Log Out | Docs | Help | Messages (0)

Sub-navigation: Project Details Methods / Tasks Site Info Asset Requirements Risks Photos Attachments Admin Activity Plans Reports Notices Change Logs


Section: Risk Details

Buttons: Draft Back Edit Remove

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

### Project - Risk Details

#### Risk Identification

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

Risk Type: Safety Context: Method / Task : Terrestrial - Intertidal Fieldwork


Risk Classification: Default Archived:

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: Upon arrival, a site induction will be conducted identifying hazardous marine animals, reviewing the likelihood of encountering the animals, and discussing the actions to prevent urchin impalement and toxin ingestion (wear boots and gloves, wash 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

 Gloves  Hand Wash  First Aid kit  Communication device

#### Attachments

Include Archived (No records)  Go

Attachment Type	Attached File	Date Loaded	Comments
No records to display.			

Buttons: Back Edit Remove

Footer: © RiskTeq. All Rights Reserved, Worldwide. RISKTEQ

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.



https://riskteq.victoria.ac... RISKTEQ - Project Risks

Draft Add From Register Add New

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 Classification	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	Details
RSK.PR.10092	Method / Task: Terrestrial - Driving	Safety	Default		Vehicle damaged or occupants harmed by moving cargo/load	1 - Insignificant	1 - Rare	1 - Low	Details
RSK.PR.10093	Method / Task: Terrestrial - Driving	Safety	Default		Vehicle breakdown	2 - Minor	1 - Rare	2 - Low	Details
RSK.PR.10094	Method / Task: Terrestrial - Intertidal Fieldwork	Safety	Default	Intertidal fieldwork	Rogue Waves	3 - Moderate	2 - Unlikely	6 - Medium	Details
RSK.PR.10095	Method / Task: Terrestrial - Intertidal Fieldwork	Safety	Default	Intertidal fieldwork	Cuts and scrapes	2 - Minor	3 - Possible	6 - Medium	Details
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	Details
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	Details
RSK.PR.10098	Method / Task: Terrestrial - Intertidal Fieldwork	Safety	Default	Intertidal Fieldwork	Lost	2 - Minor	1 - Rare	2 - Low	Details
RSK.PR.10099	Method / Task: Terrestrial - Intertidal Fieldwork	Safety	Default		NZ Fur Seals	2 - Minor	2 - Unlikely	4 - Low	Details
RSK.PR.10100	Method / Task: Terrestrial -	Safety	Default		Tsunami	4 - Major	1 - Rare	4 - Low	Details

Add From Register Add New

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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".

<https://riskteq.victoria.ac.nz> | RISKTEQ - Project Risk Details | RISKTEQ - Project Risk Details

Draft Save Cancel

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

### Project - Risk Details

**Risk Identification**

Context type: Site Location

Site location: Common site name (Morepork Peak) Location of car

Risk ID: < Auto Generated >

Risk Type: Safety

Risk Classification: Default

Description: Tree Felling in area

**Risk Assessment**

Impacts: Potential crush injury by tree falling on participant.

Risk Matrix: View

Natural severity: 5 - Catastrophic Severity

Natural likelihood: 3 - Possible

Natural rank: 15 - Unacceptable - Unacceptable risk - level of Risk description for 12 or higher

Post-control severity: 4 - Major

Post-control likelihood: 1 - Rare

Post-control rank: 4 - Low - Minor risk - level of risk for scores 1-5

**Risk Controls**

Control: Contact land owner and/or operation director prior to departure to ensure they know your plans (where you'll be, when, and how many people in party). Avoid areas where work will be undertaken. Where high visibility clothing. Be aware of surroundings, note if sounds of work become louder indicating you're moving into work area. Ensure operable communication device is on hand to call for help if necessary. Carry first aid kit.

**Personal Protective Equipment**

<input type="checkbox"/> Hearing Protection	<input checked="" type="checkbox"/> High Visibility Clothing	<input type="checkbox"/> Steel Cap	<input type="checkbox"/> Respirator	<input type="checkbox"/> Eye Protection	<input type="checkbox"/> Fall Protection	<input type="checkbox"/> Gloves	<input type="checkbox"/> Hand Wash	<input checked="" type="checkbox"/> First Aid kit	<input type="checkbox"/> Eye Wash
<input type="checkbox"/> Head Protection	<input type="checkbox"/> Fins	<input type="checkbox"/> Mask	<input type="checkbox"/> Flag	<input type="checkbox"/> Floatation	<input type="checkbox"/> Regulators	<input type="checkbox"/> Oxygen	<input checked="" type="checkbox"/> Communication device	<input type="checkbox"/> Navigation equipment	<input type="checkbox"/> Throw rope
<input type="checkbox"/> Emergency Signally Whistle	<input type="checkbox"/> Fire Extinguisher								

Save Cancel

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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.

Browser: https://riskteq.victoria.ac... RISKTEQ - Project Risks

Task ID	Method / Task	Category	Default	Risks	Severity	Frequency	Score	Details
RSK.PR.10090	Method / Task : Terrestrial - Generic Risks	Safety	Default	Soil pathogens: e.g., Legionella and Tetanus	3 - Moderate	2 - Unlikely	6 - Medium	De
RSK.PR.10094	Method / Task : Terrestrial - Intertidal Fieldwork	Safety	Default	Intertidal fieldwork	Rogue Waves	3 - Moderate	2 - Unlikely	6 - Medium
RSK.PR.10095	Method / Task : Terrestrial - Intertidal Fieldwork	Safety	Default	Intertidal fieldwork	Cuts and scrapes	2 - Minor	3 - Possible	6 - Medium
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
RSK.PR.10085	Method / Task : Terrestrial - Generic Risks	Safety	Default	Lost Person		5 - Catastrophic Severity	1 - Rare	5 - Low
RSK.PR.10079	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Falling Vegetation	4 - Major	1 - Rare	4 - Low
RSK.PR.10080	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Causing a fire	4 - Major	1 - Rare	4 - Low
RSK.PR.10081	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Falling Rocks	4 - Major	1 - Rare	4 - Low
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
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	De

Page 1 of 2 (records 1 to 15 of 30)

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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".

Browser: https://riskteq.victoria.ac... RISKTEQ - Project Risk Details

Navigation: HOME PROJECTS PLANS RECORDS INCIDENTS ADMIN

USER: Welcome: Dohner Mel | Log Out | Docs | Help | Messages (0)

Menu: Project Details Methods / Tasks Site Info Asset Requirements **Risks** Photos Attachments Admin Activity Plans

Sub-menu: Reports Notices Change Logs

Section: Risk Details

Status: Draft [Back Edit Remove]

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

### Project - Risk Details

#### Risk Identification

Risk ID: RSK.PR.10086 **Based On:** RSK.ST.09225  
 Risk Type: Safety **Context:** Method / Task : Terrestrial - Generic Risks  
 Risk Classification: Default **Archived:**

Description: Injury from Livestock encounter (Animal to be specified by altering risk - e.g., bulls, sheep)

#### Risk Assessment

Impacts:  
 Risk Matrix: View

Natural severity: 4 - Major **Post-control severity:** 2 - Minor  
 Natural likelihood: 3 - Possible **Post-control likelihood:** 2 - Unlikely

Natural rank: **12** - High - High risk - level of Risk description for ranking 10-12 **Post-control rank:** **4** - Low - Minor risk - level of risk for scores 1-5

#### Risk Controls

**Control:** Pre-trip planning will identify access that requires crossing grazing land. Alternative routes will be used when possible. Permission to cross land will be sought prior to arrival. Contact info for the land user will be on hand. Limit time spent in the field and avoid walking near the animals. Be aware of pregnant animals and never get between young and mothers. Traverse the fence line when possible. Keep an escape route in site in case of aggression. Leave gates as they are found (closed or open).

#### Personal Protective Equipment

First Aid kit Communication device

#### Attachments

Include Archived (No records) [Go]

Attachment Type	Attached File	Date Loaded	Comments
No records to display.			

[Back Edit Remove]

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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)

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	<input type="checkbox"/>	<a href="#">Details</a>
RSK.PR.10103	Method / Task : Terrestrial - Rivers	Safety	Default		Wader flooding	4 - Major	2 - Unlikely	8 - Medium	<input type="checkbox"/>	<a href="#">Details</a>
RSK.PR.10076	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Slips, trips, falls	3 - Moderate	2 - Unlikely	6 - Medium	<input type="checkbox"/>	<a href="#">Details</a>
RSK.PR.10077	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Insect stings and bites	3 - Moderate	2 - Unlikely	6 - Medium	<input type="checkbox"/>	<a href="#">Details</a>
RSK.PR.10078	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Adverse Weather	3 - Moderate	2 - Unlikely	6 - Medium	<input type="checkbox"/>	<a href="#">Details</a>
RSK.PR.10090	Method / Task : Terrestrial - Generic Risks	Safety	Default		Soil pathogens: e.g., Legionella and Tetanus	3 - Moderate	2 - Unlikely	6 - Medium	<input type="checkbox"/>	<a href="#">Details</a>
RSK.PR.10094	Method / Task : Terrestrial - Intertidal Fieldwork	Safety	Default	Intertidal fieldwork	Rogue Waves	3 - Moderate	2 - Unlikely	6 - Medium	<input type="checkbox"/>	<a href="#">Details</a>
RSK.PR.10095	Method / Task : Terrestrial - Intertidal Fieldwork	Safety	Default	Intertidal fieldwork	Cuts and scrapes	2 - Minor	3 - Possible	6 - Medium	<input type="checkbox"/>	<a href="#">Details</a>
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	<input type="checkbox"/>	<a href="#">Details</a>
RSK.PR.10085	Method / Task : Terrestrial - Generic Risks	Safety	Default		Lost Person	5 - Catastrophic Severity	1 - Rare	5 - Low	<input type="checkbox"/>	<a href="#">Details</a>
RSK.PR.10079	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Falling Vegetation	4 - Major	1 - Rare	4 - Low	<input type="checkbox"/>	<a href="#">Details</a>
RSK.PR.10080	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Causing a fire	4 - Major	1 - Rare	4 - Low	<input type="checkbox"/>	<a href="#">Details</a>
RSK.PR.10081	Method / Task : Terrestrial - Generic Risks	Safety	Default	Terrestrial - Generic Risks	Falling Rocks	4 - Major	1 - Rare	4 - Low	<input type="checkbox"/>	<a href="#">Details</a>
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	<input type="checkbox"/>	<a href="#">Details</a>
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	<input checked="" type="checkbox"/>	<a href="#">Details</a>

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".

The screenshot shows the RISKTEQ web application interface. At the top, there is a browser address bar with the URL <https://riskteq.victoria.ac.nz>. Below the browser, there is a navigation menu with icons for HOME, PROJECTS, PLANS, RECORDS, INCIDENTS, and ADMIN. The main header area displays the RISKTEQ logo and a welcome message: "Welcome: Dohner Mel". Below the header, there are several tabs: Project Details, Methods / Tasks, Site Info, Asset Requirements, Risks (highlighted), Photos, Attachments, Admin, Activity Plans, Reports, and Notices. A secondary navigation bar includes "Change Logs" and "Risk Details".

The main content area is titled "Project - Risk Details" and shows the following information:

- Risk Identification:** Risk ID: RSK.PR.10086, Risk Type: Safety, Risk Classification: Default, Description: Injury from Livestock encounter (A nimal to be specified by altering risk - e.g., bulls, sheep). Based On: RSK.ST.09225, Context: Method / Task : Terrestrial - Generic Risks, Archived: .
- Risk Assessment:** Impacts: Risk Matrix: [View](#). Natural severity: 4 - Major, Post-control severity: 2 - Minor. Natural likelihood: 3 - Possible, Post-control likelihood: 2 - Unlikely. Natural rank: 12 - High - High risk - level of Risk description for ranking 10-12, Post-control rank: 4 - Low - Minor risk - level of risk for scores 1-5.
- Risk Controls:** Control: Pre-trip planning will identify access that requires crossing grazing land. Alternative routes will be used when possible. Permission to cross land will be sought prior to arrival. Contact info for the land user will be on hand. Limit time spent in the field and avoid walking near the animals. Be aware of pregnant animals and never get between young and mothers. Traverse the fence line when possible. Keep an escape route in site in case of aggression. Leave gates as they are found (closed or open).
- Personal Protective Equipment:** First Aid kit, Communication device.
- Attachments:** A table with columns for Attachment Type, Attached File, Date Loaded, and Comments. The table is currently empty, showing "(No records)".

At the bottom right of the main content area, there are buttons for "Back", "Edit", and "Restore" (highlighted in red). The footer of the page contains the copyright notice: "© RiskTeq. All Rights Reserved. Worldwide." and the version information: "RISKTEQ Version 3.1.7 (1/Apr/2019)".

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

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

## Project - Photos

Include Archived (No records)  Go

Attached File	Date Loaded	Comments	Action
No records to display.			
<input type="text"/> <input type="button" value="Select"/>		<input type="text" value="Comment"/>	<input type="button" value="+ Save New"/>

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Version 3.1.7 (1/Apr/2019)

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".

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

### Project - Photos

**Error:**

- Error processing FileName: This file is too large to be attached. The maximum size is 1 Mb. The file you are attaching is 2.19 Mb.

Include Archived

(No records)

Attached File	Date Loaded	Comments	Action
No records to display.			
Kaitoke Map (Waterworks Road) <input type="button" value="Select"/>		Map for Kaitoke Waterworks collection/sampling site	<input type="button" value="+ Save New"/>

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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.



Browser address bar: <https://riskteq.victoria.ac...> RISKTEQ- Project Photos


Navigation icons: HOME, PROJECTS, PLANS, RECORDS, INCIDENTS, ADMIN

RISKTEQ™  
Welcome: Dohner Mel  
Log Out | Docs | Help | Messages (0)

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

### Project - Photos

Include Archived Page 1 of 1 (1 record)

Attached File	Date Loaded	Comments	Action
	13/Aug/2019	Map for Kaitoke Waterworks collection/sampling site	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

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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.

The screenshot shows the RISKTEQ web application interface. At the top, there is a navigation menu with icons for HOME, PROJECTS, PLANS, RECORDS, INCIDENTS, and ADMIN. Below this is a secondary menu with tabs for Project Details, Methods / Tasks, Site Info, Asset Requirements, Risks, Photos, Attachments (highlighted), Admin, and Activity Plans. The main content area is titled "Project - Attachments" and includes a search bar with "Include Archived" and a "Go" button. A table with columns "Attachment Type", "Attached File", "Date Loaded", "Comments", and "Action" is shown, with the message "No records to display." Below the table, there is a "Select" button, a "Comment" text area, and a "Save New" button. A dropdown menu is open, showing options: "< None selected >", "Document", "Excel", "Guide", "Job Safety Assessment", and "Report".

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.

The screenshot shows the RISKTEQ web application interface. At the top, there is a navigation menu with icons for HOME, PROJECTS, PLANS, RECORDS, INCIDENTS, and ADMIN. Below this is a secondary menu with tabs for Project Details, Methods / Tasks, Site Info, Asset Requirements, Risks, Photos, Attachments (highlighted), Admin, and Activity Plans. A breadcrumb trail shows 'Project Type: Masters Project' and 'Project: [561] Practice Project for Quick Guide'. The main heading is 'Project - Attachments'. Below the heading, there is a checkbox for 'Include Archived' and a '(No records)' status with navigation arrows and a 'Go' button. A table with columns 'Attachment Type', 'Attached File', 'Date Loaded', 'Comments', and 'Action' is shown. The table is currently empty, with the text 'No records to display.' below the header. Below the table, there is a form for adding a new attachment. The 'Attachment Type' field contains 'Guide'. The 'Attached File' field contains 'Otari\_Wilton\_bush.pdf' and a 'Select' button. The 'Comments' field contains 'Map for Otari Wilton Bush'. The 'Action' field contains a '+ Save New' button. The footer of the page contains the text '© RiskTeq. All Rights Reserved, Worldwide.' and 'RISKTEQ Version 3.1.7 (1/Apr/2019)'.

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).

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

## Project - Attachments

Include Archived Page 1 of 1 (2 records)

Attachment Type	Attached File	Date Loaded	Comments	Action
Guide	Otari Map.pdf	13/Aug/2019	Map for Otari Wilton Bush	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
Document	Wellington Coast Topo Map.docx	13/Aug/2019	Topography map for the Wellington coast	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

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Version 3.1.7 (1/Apr/2019)

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

The screenshot shows a web browser window with the URL <https://riskteq.victoria.ac...> and the page title "RISKTEQ - Project Admin". The interface features a top navigation bar with icons for HOME, PROJECTS, PLANS, RECORDS, INCIDENTS, and ADMIN. A secondary navigation bar includes tabs for Project Details, Methods / Tasks, Site Info, Asset Requirements, Risks, Photos, Attachments, Admin, and Activity Plans (which is highlighted with a blue border). Below the navigation, the page status is "Draft" with options to Edit, Remove, or Confirm Risks Now. The project information is displayed as "Project Type: Masters Project" and "Project: [561] Practice Project for Quick Guide". The main content area is titled "Project - Office Use Only" and contains the following fields:

- Lodgement date:
- Number of Risk Review 0
- Warnings Sent:
- Officer Comments :
- Date of last risk review: Not Yet Confirmed
- Risk review notification sent:
- Archived:

At the bottom of the page, there is a footer with the text "© RiskTeq. All Rights Reserved, Worldwide." on the left and "RISKTEQ Version 3.1.7 (1/Apr/2019)" on the right. The "Edit Remove Confirm Risks Now" buttons are also present at the bottom of the main content area.

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

The screenshot shows the RISKTEQ web application interface. At the top, there is a navigation menu with icons for HOME, PROJECTS, PLANS, RECORDS, INCIDENTS, and ADMIN. The 'REPORTS' tab is highlighted. Below the navigation menu, there are sub-tabs for Project Details, Methods / Tasks, Site Info, Asset Requirements, Risks, Photos, Attachments, Admin, and Activity Plans. The 'Activity Plans' sub-tab is selected. The main content area displays 'Project - Activity Plans' and a table with the following columns: Type, Activity Plan, Coordinator, Start Date, End Date, State, and Action. The table is currently empty, showing '(No records)' and 'No records to display.' There are also buttons for 'Add New', 'Go', 'Show All', and 'Excel'.

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.

The screenshot shows the RiskTeq web application interface. At the top, there is a browser window with the URL <https://riskteq.victoria.ac...> and the page title "RISKTEQ - Project Reports". Below the browser window is a navigation bar with icons for HOME, PROJECTS, PLANS, RECORDS, INCIDENTS, and ADMIN. The "PROJECTS" icon is highlighted. To the right of the navigation bar, the RiskTeq logo is displayed, along with the text "Welcome: Dohner Mel" and "Log Out | Docs | Help | Messages (0)". Below the navigation bar is a secondary menu with tabs for Project Details, Methods / Tasks, Site Info, Asset Requirements, Risks, Photos, Attachments, Admin, and Activity Plans. The "Reports" tab is selected and highlighted. Below the secondary menu is a yellow banner with the text "Project Type: Masters Project Project: [561] Practice Project for Quick Guide". The main content area is titled "Project - Reports" and contains a table with 3 records. The table has columns for Title, Description, and Action. The "View" button for the "Risk Assessment" report is highlighted with a blue box. The footer of the page contains the text "© RiskTeq. All Rights Reserved, Worldwide." and "RISKTEQ Version 3.1.7 (1/Apr/2019)".

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

## Project - Reports

Page 1 of 1 (3 records)  Go

Title	Description	Action
Project Details For Plan Participants	This is the details of a project which will be given to all participants of an activity plan of the project.	View
Project Registration	This is the project registration report that shows the details of a project.	View
Risk Assessment	This is the risk assessment report that shows the assessed risk details for a project.	View

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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".

Info:  
 • Report added as attachment titled "RiskAssessment.pdf"

1 of 2 Find | Next

## Risk Assessment

Date: 13/Aug/2019

**Project**  
 561 Practice Project for Quick Guide

**Project Leader**

Last Name	First Name	Email	Mobile	Private Phone	Work Phone
Dohner	Mel	mel.dohner@vuw.ac.nz			044635233 5580

**Project Supervisors**

Last Name	First Name	Email	Mobile	Private Phone	Work Phone
Meyer	Stephen	stephen.meyer@vuw.ac.nz			

Risks are managed at the Project and relate to All Activity Plans for this Project

**Risk Summary**

Risk ID	Based On	Risk Type	Description	Rank
RSK.PR.10102	RSK.ST.09230	Safety - Default	Sampling in river: Swept away/drowning	8 - Medium
RSK.PR.10103	RSK.ST.09231	Safety - Default	Wader flooding	8 - Medium
RSK.PR.10076	RSK.ST.01939	Safety - Default	Slips, trips, falls	6 - Medium
RSK.PR.10077	RSK.ST.01940	Safety - Default	Insect stings and bites	6 - Medium
RSK.PR.10078	RSK.ST.01941	Safety - Default	Adverse Weather	6 - Medium
RSK.PR.10090	RSK.ST.09229	Safety - Default	Soil pathogens: e.g., Legionella and Tetanus	6 - Medium
RSK.PR.10094	RSK.ST.00512	Safety - Default	Rogue Waves	6 - Medium
RSK.PR.10095	RSK.ST.00513	Safety - Default	Cuts and scrapes	6 - Medium
RSK.PR.10096	RSK.ST.00514	Safety - Default	Hazardous marine fauna: Urchin spines, toxic sea slugs	6 - Medium
RSK.PR.10085	RSK.ST.09224	Safety - Default	Lost Person	5 - Low
RSK.PR.10079	RSK.ST.01942	Safety - Default	Falling Vegetation	4 - Low
RSK.PR.10080	RSK.ST.01943	Safety - Default	Causing a fire	4 - Low
RSK.PR.10081	RSK.ST.01944	Safety - Default	Falling Rocks	4 - Low
RSK.PR.10082	RSK.ST.01945	Safety - Default	Vegetation hazards - stings and cuts from plants.	4 - Low
RSK.PR.10091	RSK.ST.00562	Safety - Default	Road traffic accidents	4 - Low
RSK.PR.10097	RSK.ST.00515	Safety - Default	Heightened exposure to the elements: hypo/hyperthermia or heat stroke.	4 - Low
RSK.PR.10099	RSK.ST.09223	Safety - Default	NZ Fur Seals	4 - Low
RSK.PR.10100	RSK.ST.09233	Safety - Default	Tsunami	4 - Low
RSK.PR.10101	RSK.ST.00531	Safety - Default	River crossings: swept away/drowning	4 - Low

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.



Browser tabs: RISKTEQ - Project Change Logs, RISKTEQ - Project Notices

Navigation: HOME, PROJECTS, PLANS, RECORDS, INCIDENTS, ADMIN

User: Welcome: Dohner Mel | Log Out | Docs | Help | Messages (0)

Sub-navigation: Project Details, Methods / Tasks, Site Info, Asset Requirements, Risks, Photos, Attachments, Admin, Activity Plans

Selected: Reports, **Notices**, Change Logs

Project Type: Research | Project: [105] Terrestrial collecting for undergraduate classes

### Project - Notices

Include Archived

Page 1 of 5 (74 records) | Go | Excel

Type	Subject	Date	Active	Action
Template Risk Update	Shared risk updated: Terrestrial - Coastal field work	20/Jun/2019	<input checked="" type="checkbox"/>	<a href="#">Details</a>
Template Risk Update	Shared risk updated: Terrestrial - Travelling off track	20/Jun/2019	<input checked="" type="checkbox"/>	<a href="#">Details</a>
Template Risk Update	Shared risk updated: Terrestrial - Driving	20/Jun/2019	<input checked="" type="checkbox"/>	<a href="#">Details</a>
Template Risk Update	Shared risk updated: Terrestrial - Generic Risks	20/Jun/2019	<input checked="" type="checkbox"/>	<a href="#">Details</a>
Template Risk Update	Shared risk updated: Terrestrial - Generic Risks	20/Jun/2019	<input checked="" type="checkbox"/>	<a href="#">Details</a>
Template Risk Update	Shared risk updated: Terrestrial - Generic Risks	20/Jun/2019	<input checked="" type="checkbox"/>	<a href="#">Details</a>
Template Risk Update	Shared risk updated: Terrestrial - Generic Risks	20/Jun/2019	<input checked="" type="checkbox"/>	<a href="#">Details</a>
Template Risk Update	Shared risk updated: Terrestrial - Generic Risks	20/Jun/2019	<input checked="" type="checkbox"/>	<a href="#">Details</a>
Template Risk Update	Shared risk updated: Terrestrial - Generic Risks	20/Jun/2019	<input checked="" type="checkbox"/>	<a href="#">Details</a>
Template Risk Update	Shared risk updated: Terrestrial - Generic Risks	20/Jun/2019	<input checked="" type="checkbox"/>	<a href="#">Details</a>
Template Risk Update	Shared risk updated: Terrestrial - Generic Risks	20/Jun/2019	<input checked="" type="checkbox"/>	<a href="#">Details</a>
Template Risk Update	Shared risk updated: Terrestrial - Generic Risks	20/Jun/2019	<input checked="" type="checkbox"/>	<a href="#">Details</a>
Template Risk Update	Shared risk updated: Terrestrial - River Crossings	10/Jun/2019	<input checked="" type="checkbox"/>	<a href="#">Details</a>
Template Risk Update	Shared risk updated: Terrestrial - Travelling off track	10/Jun/2019	<input checked="" type="checkbox"/>	<a href="#">Details</a>
Template Risk Update	Shared risk updated: Terrestrial - Travelling off track	10/Jun/2019	<input checked="" type="checkbox"/>	<a href="#">Details</a>

Page 1 of 5 (records 1 to 15 of 74)

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

Browser address bar: <https://riskteq.victoria.ac...> RISKTEQ - Project Change Logs

Navigation icons: HOME, PROJECTS, PLANS, RECORDS, INCIDENTS, ADMIN

Header: **RISKTEQ**  
Welcome: Dohner Mel  
Log Out | Docs | Help | Messages (0)

Sub-navigation: Project Details, Methods / Tasks, Site Info, Asset Requirements, Risks, Photos, Attachments, Admin, Activity Plans

Active Tab: **Change Logs**

Project Type: Research Project: [105] Terrestrial collecting for undergraduate classes

### Project - Change Logs

Page 1 of 7 (105 records) [Go] [Excel]

Category	Change Details	Changed By	Date Changed
Shared Site Location	Site Location updated: Otari-Wilton's Bush, Wilton, Wellington City Site - Old value: "Otari-Wilton's Bush", New value: "Otari-Wilton's Bush, Wilton, Wellington City"	Daniel McNaughtan	16/Apr/2019 11:53
Shared Site Location	Site Location updated: Zealandia, Wellington City Site - Old value: "Zealandia", New value: "Zealandia, Wellington City"	Daniel McNaughtan	16/Apr/2019 11:53
State change	Approve - Old state: "Terrestrial Officer Review", New state: "Approved" Transition comments: Approved by supervisor e-mail.	Mel Dohner	2/Apr/2019 15:14
Project details	Project end date - Old value: "15/Jan/2021", New value: "2/Apr/2021" Details of any permits required - Old value: "WCC collecting permit GWRC collecting permit", New value: "WCC collecting permit GWRC collecting permit"	Mel Dohner	2/Apr/2019 10:52
State change	Lodge to Terrestrial Officer Review - Old state: "Draft", New state: "Terrestrial Officer Review" Transition comments: Project end date updated	Mel Dohner	2/Apr/2019 10:42
Project details	Supervisors added - "Meyer, Stephen" Details of any permits required - Old value: "WCC collecting permit GWRC collecting permit", New value: "WCC collecting permit GWRC collecting permit"	Mel Dohner	2/Apr/2019 10:40
Project details	Project end date - Old value: "15/Jan/2019", New value: "15/Jan/2021" Assets required for this project - Old value: "As required: vehicle, sampling gear. Collecting permits", New value: "As required: vehicle, sampling gear. Collecting permits" Supervisors deleted - "Meyer, Stephen" Details of any permits required - Old value: "WCC collecting permit GWRC collecting permit", New value: "WCC collecting permit GWRC collecting permit"	Mel Dohner	2/Apr/2019 10:09
State change	Revert to Draft - Old state: "Approved", New state: "Draft" Transition comments: Update project end date	Mel Dohner	2/Apr/2019 10:09
State change	Approve - Old state: "Terrestrial Officer Review", New state: "Approved" Transition comments: Passed review board and supervisor's re-approval e-mail attached	Mel Dohner	14/Feb/2018 15:26
Project details	Means of contact - Old value: "Cell Phone", New value: "Cell Phone: 021 117 4738"	Mel Dohner	14/Feb/2018 12:57
Risks	Risks updated: Collecting near road Control - Old value: "Parking will be well out of the flow of traffic, hazard lights will be left on if necessary. As much as possible, collecting will be done from pedestrian sidewalks. When necessary, collecting conducted at road shoulders will be performed in visible locations (not on a corner) and bright, visible clothing will be worn.", New value: "Parking will be well out of the flow of traffic, hazard lights will be left on if necessary. As much as possible, collecting will be done from pedestrian sidewalks. When necessary, collecting conducted at road shoulders will be performed in visible locations (not on a corner) and bright, visible clothing or high visibility vests will be worn."	Mel Dohner	14/Feb/2018 12:57
Project details	Project description - New value: "All non-marine collecting for undergraduate labs. Includes harvesting plants and"	Mel Dohner	14/Feb/2018

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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.

Browser address bar: <https://riskteq.victoria.ac...> RISKTEQ - Project Change Logs

Navigation icons: HOME, PROJECTS, PLANS, RECORDS, INCIDENTS, ADMIN

Header: **RISKTEQ**™  
Welcome: Dohner Mel  
Log Out | Docs | Help | Messages (0)

Sub-navigation: Project Details (highlighted), Methods / Tasks, Site Info, Asset Requirements, Risks, Photos, Attachments, Admin, Activity Plans

Secondary navigation: Reports, Notices, Change Logs (highlighted)

Project Type: Research Project: [105] Terrestrial collecting for undergraduate classes

### Project - Change Logs

Page 1 of 7 (105 records) [Go] [Excel]

Category	Change Details	Changed By	Date Changed
Shared Site Location	Site Location updated: Otari-Wilton's Bush, Wilton, Wellington City Site - Old value: "Otari-Wilton's Bush", New value: "Otari-Wilton's Bush, Wilton, Wellington City"	Daniel McNaughtan	16/Apr/2019 11:53
Shared Site Location	Site Location updated: Zealandia, Wellington City Site - Old value: "Zealandia", New value: "Zealandia, Wellington City"	Daniel McNaughtan	16/Apr/2019 11:53
State change	Approve - Old state: "Terrestrial Officer Review", New state: "Approved" Transition comments: Approved by supervisor e-mail.	Mel Dohner	2/Apr/2019 15:14
Project details	Project end date - Old value: "15/Jan/2021", New value: "2/Apr/2021" Details of any permits required - Old value: "WCC collecting permit GWRC collecting permit", New value: "WCC collecting permit GWRC collecting permit"	Mel Dohner	2/Apr/2019 10:52
State change	Lodge to Terrestrial Officer Review - Old state: "Draft", New state: "Terrestrial Officer Review" Transition comments: Project end date updated	Mel Dohner	2/Apr/2019 10:42
Project details	Supervisors added - "Meyer, Stephen" Details of any permits required - Old value: "WCC collecting permit GWRC collecting permit", New value: "WCC collecting permit GWRC collecting permit"	Mel Dohner	2/Apr/2019 10:40
Project details	Project end date - Old value: "15/Jan/2019", New value: "15/Jan/2021" Assets required for this project - Old value: "As required: vehicle, sampling gear. Collecting permits", New value: "As required: vehicle, sampling gear. Collecting permits" Supervisors deleted - "Meyer, Stephen" Details of any permits required - Old value: "WCC collecting permit GWRC collecting permit", New value: "WCC collecting permit GWRC collecting permit"	Mel Dohner	2/Apr/2019 10:09
State change	Revert to Draft - Old state: "Approved", New state: "Draft" Transition comments: Update project end date	Mel Dohner	2/Apr/2019 10:09
State change	Approve - Old state: "Terrestrial Officer Review", New state: "Approved" Transition comments: Passed review board and supervisor's re-approval e-mail attached	Mel Dohner	14/Feb/2018 15:26
Project details	Means of contact - Old value: "Cell Phone", New value: "Cell Phone: 021 117 4738"	Mel Dohner	14/Feb/2018 12:57
Risks	Risks updated: Collecting near road Control - Old value: "Parking will be well out of the flow of traffic, hazard lights will be left on if necessary. As much as possible, collecting will be done from pedestrian sidewalks. When necessary, collecting conducted at road shoulders will be performed in visible locations (not on a corner) and bright, visible clothing will be worn.", New value: "Parking will be well out of the flow of traffic, hazard lights will be left on if necessary. As much as possible, collecting will be done from pedestrian sidewalks. When necessary, collecting conducted at road shoulders will be performed in visible locations (not on a corner) and bright, visible clothing or high visibility vests will be worn."	Mel Dohner	14/Feb/2018 12:57
Project details	Project description - New value: "All non-marine collecting for undergraduate labs. Includes harvesting plants and"	Mel Dohner	14/Feb/2018

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Figure 73. Congratulations! You've completed all tabs. You are not ready to submit your project for review! Click the "Project Details" tab.

HOME PROJECTS PLANS RECORDS INCIDENTS ADMIN Log Out | Docs | Help | Messages (0)

Project Details Methods / Tasks Site Info Asset Requirements Risks Photos Attachments Admin Activity Plans Reports

Notices Change Logs

Draft [Lodge to Terrestrial Officer Review](#) Edit

## Project - Details

Info:  
 • Project Saved Successfully.

**Project type:** Masters Project **Activity types:** [Not approved] Terrestrial Trip  
**Project ID:** 561 **Locales:** 1. [Not approved] Regional  
 2. [Not approved] Local

**Title:** Practice Project for Quick Guide

**Description:** Action oriented description of your project - not the goals of your research.  
 What activities will you and your participants be doing? What training is required? Where will you be going?  
 Intertidal collection of seaweed and chitons at Island Bay, DBH measurements of trees at Otari-Wilton Bush, handling DoC pest traps on Stewart Island.

**Workflow Status:** Draft  
**Assigned User:** Dohner Mel

[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:** Additional information for the Project: PERMITS, Safe Work Procedures (leader responsibilities and required training)  
 GRWC, WCC, and MPI collecting permits obtained and in attachments. Training required if waders are used in water, first aid training recommended for all field members. Project leader responsible for ensuring field members working intertidal have a strong swimming competency and/or a throw rope is on hand in case of rogue waves. Leader is responsible for ensuring communications devices charged, operable, and dispersed through group. Cell phone numbers exchanged between field members. Leader will ensure first aid kit is accessible for all members and that all gear used in the field is clean and in good repair to use.

[Lodge to Terrestrial Officer Review](#) Edit

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

Browser: https://riskteq.victoria.a... RISKTEQ - Project Details Staff intranet | Victoria Universi...

Navigation: HOME PROJECTS PLANS RECORDS INCIDENTS ADMIN

Project Details Methods / Tasks Site Info Asset Requirements Risks Photos Attachments Admin Activity Plans

Reports Notices Change Logs

Draft Lodge to Terrestrial Officer Review Edit

### Project - Details

**Lodge to Terrestrial Officer Review**

#	Errors (0)
No records to display.	

#	Information messages (6)
1	1 supervisor has been assigned.
2	Mel Dohner has been assigned as the leader.
3	2 site locations have been assigned.
4	30 risks have been assigned.

To Status: Terrestrial Officer Review

Change Reason: < None selected >

Change Comment\*: Project ready for review

Generate Report Confirm Cancel

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

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

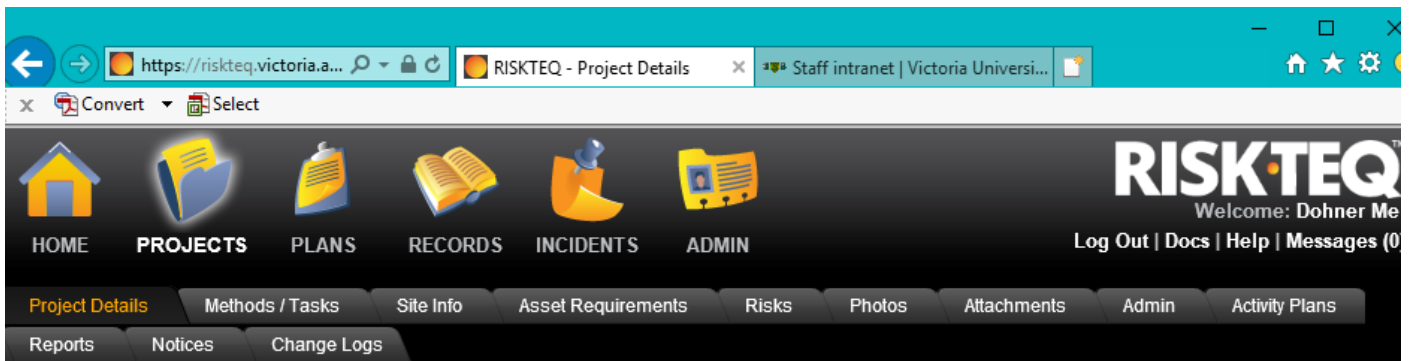
Restrict Activity Plan Asset Activity Plan Asset Requirements limited to Project Asset Requirements Requirements? ?

Participant sign off required:

Lodge to Terrestrial Officer Review Edit

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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.