Ask students to fill in online H&S forms. Find it [here](https://canterbury.qualtrics.com/jfe/form/SV_9zOlplG0KtE5mmh). Trip leaders and TA’s to fill it in also.

Personally contact technician to discuss things like where gear may be stored for pick-up etc.

Fill in and submit Field Activity Plan. Read ‘Planning a Field Trip?’ on the SEE H&S page to choose appropriate form. [Click here](https://www.canterbury.ac.nz/science/schools/earth-and-environment/health-and-safety/)

Confirm and communicate numbers of students/staff/demonstrators to technician.

Communicate changes as they occur.

Submit all field trip/student workshop requests to:

sacha.baldwin@canterbury.ac.nz

**Field trips/Student Workshop Planning**

Please read timeline and flow chart below for a summary, for more detailed instructions [Click here](file:///K%3A%5C_SEE%20Technical%20Support%20requests%5C2.%20SEE%20Field%20Trip%20support%20request%20form%5CSEE_%20Field%20trip%20organisation.docx)

Fill in and email **Teaching requirements form**

[Click here](file:///K%3A%5C_SEE%20Technical%20Support%20requests%5C4.%20SEE%20Teaching%20Tech%20support%20request%20form%5CTeaching%20Requirements%20Form.docx) for link to form.

Fill in and email **Research Requirements Form**

[Click here](file:///K%3A%5C_SEE%20Technical%20Support%20requests%5C3.%20SEE%20Research%20Tech%20support%20request%20form%5CResearch%20Requirements%20Form.docx) for link to form.

**Other**

For example:

* Outreach
* Conference assistance

For all other requests email:

rob.spiers@canterbury.ac.nz

First lecture

Fill in form for all teaching requests using link in bottom box, email to:

rob.spiers@canterbury.ac.nz

Fill in form for all research requests using link in bottom box, email to:

rob.spiers@canterbury.ac.nz

**SEE Technical Support Requests**

For example:

* Teaching labs
* Technical staff
* Equipment
* Consumables
* Space booked

For example:

* Field
* Lab
* Equipment supplied
* Equipment built
* Consumables
* Technical staff

**Teaching Support**

**Research Support**

Year before

Year of departure

(Early)

3 weeks before

Day before

Choose dates and communicate to technician.

(Accommodation/venue bookings will be put in place)

Fill in and email **Field Trip/Workshop Requirements Form** (when choosing TA’s – do they have First Aid? Driver assessment?)

[Click here](file:///K%3A%5C_SEE%20Technical%20Support%20requests%5C2.%20SEE%20Field%20Trip%20support%20request%20form%5CField%20Trip%20Requirements%20Form.docx) for form.

Upload to LEARN details of field trip – date, time and place of departure, field gear required, catering fee required. Add technician, TA’s and cooks to LEARN.

Gather students for H&S briefing and signing of departure forms (on ‘Planning a Field Trip?’ on the SEE H&S page [Click here](https://www.canterbury.ac.nz/science/schools/earth-and-environment/health-and-safety/) )

Keep a copy and leave a copy with SEE H&S officer.

Day of departure