

Complete a Peer Review of a Fieldtrip, Event or Travel request

It may be helpful to seek the involvement of other participants with adequate knowledge and experience of activity or location to provide assistance with the development and management of a Fieldtrip, Event or Travel (FET) request.

Within the Riskware Fieldtrip, Event or Travel module, there is the function available to invite one or more subject matter experts with specific expertise or knowledge to review a draft FET request and provide feedback before it is submitted for approval.

This process is called a Peer Review.



A Peer Review can only be conducted on requests whilst they are in Draft or NEW (awaiting approval).

If you are invited to complete a Peer review:

1. You will receive an email notification advising that you have been invited to complete a peer review. The email will provide details of the FET request, the FET Leader, Approver and Communication person and a link FET register within Riskware.

Subject: Your feedback has been requested for Event Risk Management Plan: 24

You have been nominated as a peer reviewer the Field Trip, Event or Travel Plan ID:24.

The details of this event are as follows:

Field Trip, Event or Travel name: Sample collection in GinGin

Field Trip, Event or Travel description: Travel to GinGin town centre to collect samples for study

Field Trip, Event or Travel leader: Belinda OWEN

Field Trip, Event or Travel approver: Donna CUTHBERT

Incident response communication person: Donna CUTHBERT

You can review this plan by logging into [RiskWare](#) and review this Field Trip, Travel or Event Risk Management Plan and provide your feedback using the peer review function.

If you require assistance please contact whs@ecu.edu.au

PLEASE DO NOT REPLY TO THIS EMAIL - THIS IS AN AUTOMATED SERVICE

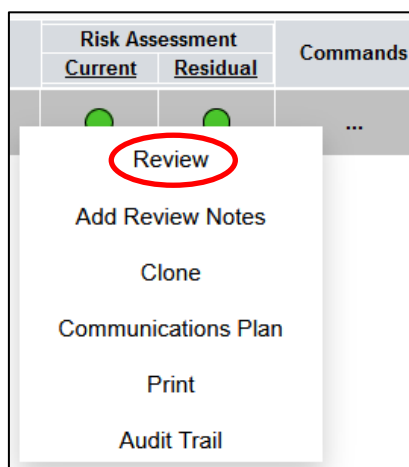
2. A notification will also appear in the Notification Centre on your Riskware home page.

Good afternoon Belinda

- You have 1 Task to perform.
- You have 1 Fieldtrip, Event or Travel to review.
- You have 2 WHS Risks to approve.

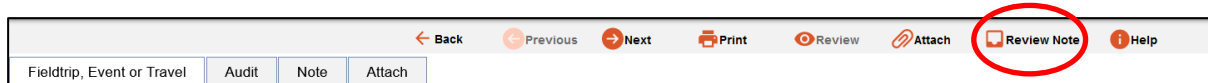
- To view the risk assessment and complete the peer review either:
 - Click on the link in the email notification. This will open up the FET Register within Riskware where you can navigate to the request.
 - Click on the link in the Notifications Centre on your Riskware home page. This will take you to the 'My Peer Reviews' tab of the Fieldtrip, Events and Travel Register.
 - 'My Peer Reviews' tab of the Fieldtrip, Events and Travel Register.
- Click on Command ... and select 'Review' from the menu.

Fieldtrip, Event or Travels										
Active		My Drafts		All		Archived		My Peer Reviews		Write
										Show me 20 items per page
Ref.		Type	Start Date	End Date	Status	Fieldtrip, Event or Travel Leader	Destination	Risk Assessment		Commands
								Current	Residual	
24		International Group Travel	29/08/2020	31/08/2020	New	Belinda OWEN	Gin Gin, Western Australia			...



Double clicking on the request in the register will also allow you to view the request and commence the peer review.

- Once the Request is open and you have reviewed the content, select the Review Note icon from the top of the page.



- The Peer Review Notes box will be displayed on screen.

Add Peer Review Notes

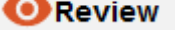
ABC

✓

Review Notes will be available in the Audit Tab

Add Note

Enter your comments in the text box and click “Add note” to submit your comments.

- Click the  icon at the top of the screen once your notes have been added to complete your review.
- The Request Logger will receive email notification that the peer review has been completed.

Subject: Peer review complete for Event Risk Management Plan: 24

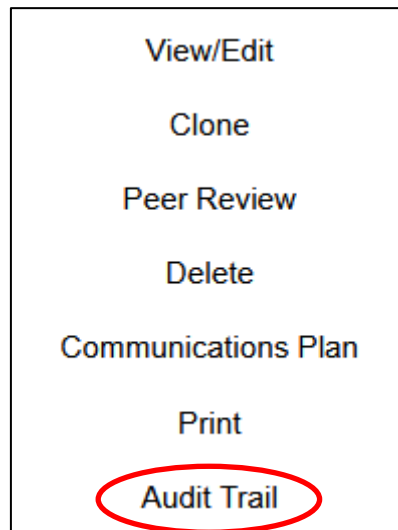
A nominated peer reviewer has provided feedback on the Field Trip, Event or Travel ID:24.You can review this feedback by logging into [RiskWare](#).

If you require assistance please contact whs@ecu.edu.au

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- Review notes are visible to the Risk Logger by clicking on Command ... and selecting ‘Audit Trail’ from the menu.

Fieldtrip, Event or Travels									
Active		My Drafts		All		Archived		My Peer Reviews	
								Invite	
								Show me 20 items per page	
Ref.	Type	Start Date	End Date	Status	Fieldtrip, Event or Travel Leader	Destination	Risk Assessment		Commands
							Current	Residual	
53	Other Travel	29/09/2020	30/09/2020	Rejected	Benjamin KNOX	notification test			...
40	International Group Travel	24/09/2020	26/09/2020	Draft	Belinda OWEN	Gin Gin, Western Australia			...



9. The review note will then appear in the Audit Trail.

Audit Trail ✕			
Audit / Workflow Activity	Action	Actioned On	Actioned By
Belinda OWEN viewed this Fieldtrip, Event or Travel	VIEW	13/12/2022 1:49 PM	Belinda OWEN
Add Peer Review Note - [Please add more details of the trip location and communication plan.] by Benjamin KNOX	PEER REVIEW	13/12/2022 1:47 PM	Benjamin KNOX