

## To make your Risk Assessments easy to find:

On the first screen of the Risk Assessment there is a box “Effect”. You get to choose between “Organisation Wide” and “Specific Locations”. Choose **Specific Locations** – this will then add additional fields to the form for entering your ‘Location’ and ‘Business Unit’.

- 1) Under Business Unit, drill down to “Chemical Engineering”, then press Select.

**Find Business Unit**

Enter the business unit name or select the business from the dropdown/text box:

- MONASH UNIVERSITY
- Office of the VC & President
- Office of the Provost & Senior VP
- Dean Faculty of Engineering
- Chemical Engineering

**Current Result**

MONASH UNIVERSITY -> Office of the VC & President -> Office of the Provost & Senior VP -> Dean Faculty of Engineering -> Chemical Engineering

This means you can filter the list of risk assessments to only show risk assessments from Chemical Engineering. You will see all non-confidential RAs for Chemical Engineering, and any Restricted Risk Assessments that you own or have been invited to view.

- 2) also, enter your location, for example:

**Find Location**

Enter the location name or select the location from the dropdown/text box:

- Clayton
- CL-17-Alliance Ln-Engineering 37-(37)
- CL-17-Alliance Ln-Engineering 37-(37)-Ground Level
- CL-17-Alliance Ln-Engineering 37-(37)-Ground Level-G11

**Current Result**

Clayton -> CL-17-Alliance Ln-Engineering 37-(37) -> CL-17-Alliance Ln-Engineering 37-(37)-Ground Level -> CL-17-Alliance Ln-Engineering 37-(37)-Ground Level-G11

This means you can filter for “all the Risk Assessments for this lab”: you will see all non-confidential RAs for the lab, and any Restricted Risk Assessments for that lab that you wrote, are the supervisor for, or have been invited to view.


## To make your Risk Assessments confidential:

Select Yes' under "Restricted Risk Assessment" and give a reason (e.g. Commercial in Confidence")

Restricted Risk Assessment?

No  Yes

Reason

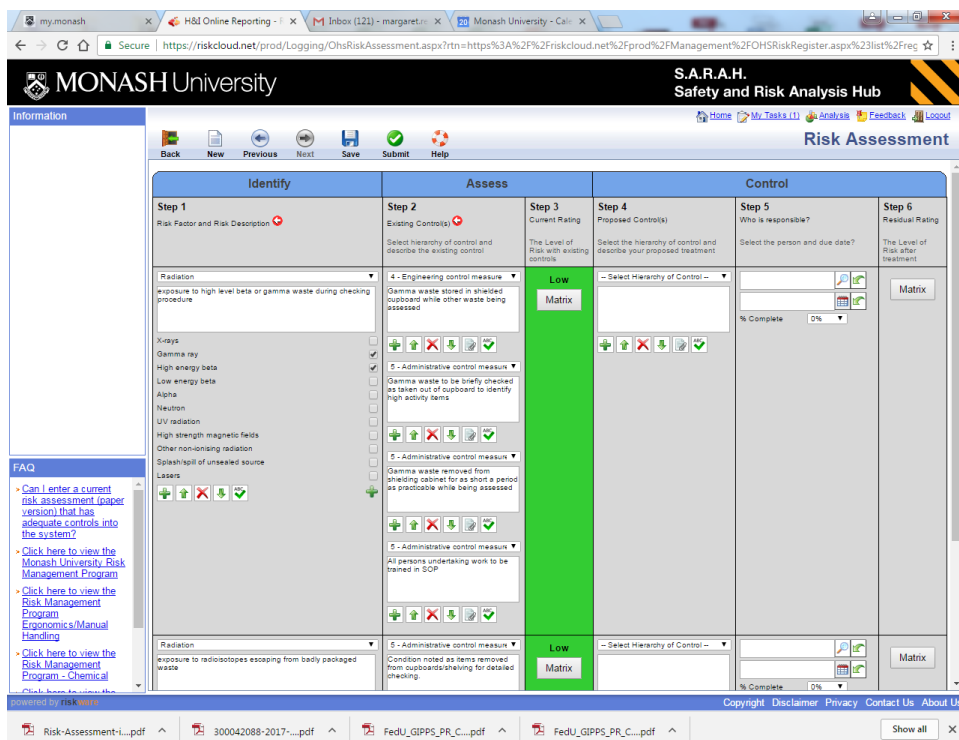


## Using Peer Review:

If you have filled in names in the "Assessment Team" box when doing your Risk Assessment, those people don't automatically have access to view your RA while you are working on it.

To give people access and invite them to comment, you need to use the "Peer Review" function.

To invite people to Peer Review, first complete your risk assessment as far as you can.



The screenshot displays the Monash University S.A.R.A.H. Safety and Risk Analysis Hub interface. The main content area is titled "Risk Assessment" and is divided into six steps:

- Step 1: Identify** - Risk Factor and Risk Description. Example: Radiation exposure to high level beta or gamma waste during checking procedure.
- Step 2: Assess** - Existing Controls. Example: 4. Engineering control measure (Gamma waste stored in shielded cupboard while other waste being assessed).
- Step 3: Current Rating** - The Level of Risk with existing controls. Example: Low (Matrix).
- Step 4: Proposed Controls** - Select the hierarchy of control and describe your proposed treatment.
- Step 5: Control** - Who is responsible? Select the person and due date? Example: % Complete 0%.
- Step 6: Residual Rating** - The Level of Risk after treatment. Example: Matrix.

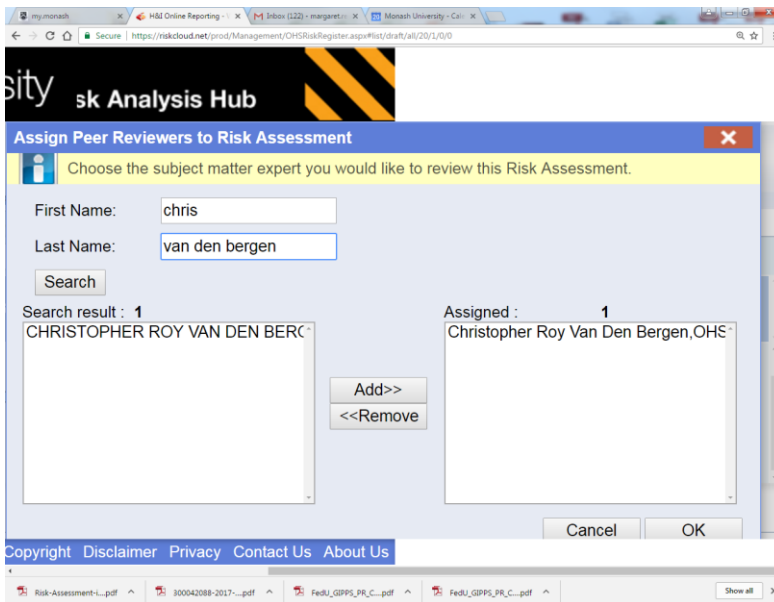
Navigation buttons (Back, New, Previous, Next, Save, Submit, Help) are visible at the top. A sidebar on the left contains an FAQ section with links to current risk assessment versions and risk management programs.

**DON'T** hit submit (the green tick). This will send it to your supervisor to sign off.

**DO** save the RA (save icon).

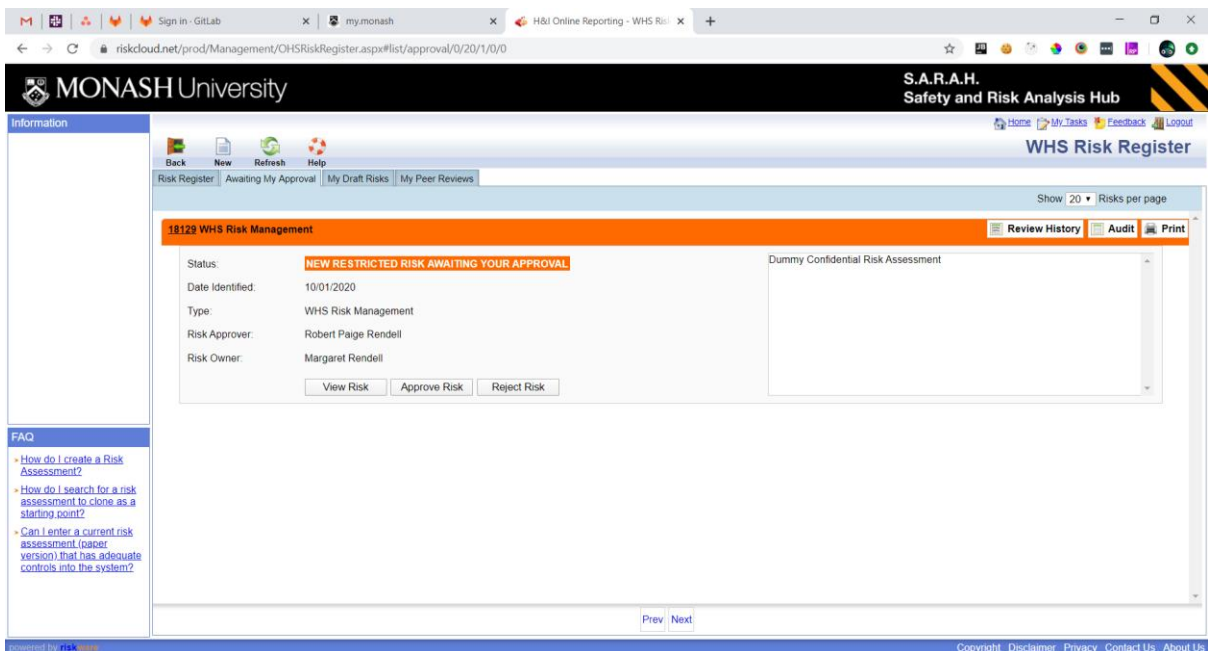
Then exit back to the main SARA Risk Assessment page. You will now have a tab “My Draft Risks”. Your RA is saved here.

The ‘glasses’ icon lets you invite people to comment on your risk assessment. You can invite other people who are experienced in the work, and also if you want, your supervisor, so they can comment before the Risk Assessment is submitted.



The people you invite to comment will get an email telling them they have been invited to Peer Review.

When they view the draft Risk Assessment, if it is a confidential RA, it will have orange banding that draws attention to the fact that is a Restricted RA (the usual view is green).



You WON'T get notification that they have commented. You can either talk to/email them to find out when they have done it, or check in SARAH using the "Review History" icon.

The screenshot shows the WHS Risk Register interface. At the top, there are navigation links: Home, My Tasks (1), Analysis, Feedback, and Logout. Below these are icons for Back, New, Refresh, Delegation, Print, Export, and Help. The main header is "WHS Risk Register". Below the header, there are tabs for Risk Register, Awaiting My Approval, My Draft Risks, and My Peer Reviews. A dropdown menu shows "Draft" and "All". To the right, it says "Show 20 Risks per page". The main table has columns: Ref., Status, Risk Assessment, Risk Owner, Business Unit, Affected Area, Risk Assessment (Curr... Resi...), and Commands. The first row shows a risk with Ref. 2675, Status Draft, Risk Assessment Waste check of radioactive laboratory waste, Risk Owner Margaret Rendell, Business Unit BPD Business Support, Affected Area CL-23-Innovation Wik-STRIP3 - Biomedical Sciences-(77)-Ground Level-G46, Risk Assessment Low, and Risk Assessment Not Rated. The Commands column contains icons for a printer, a document, a magnifying glass, and a green arrow pointing up, which is the "Review History" icon.

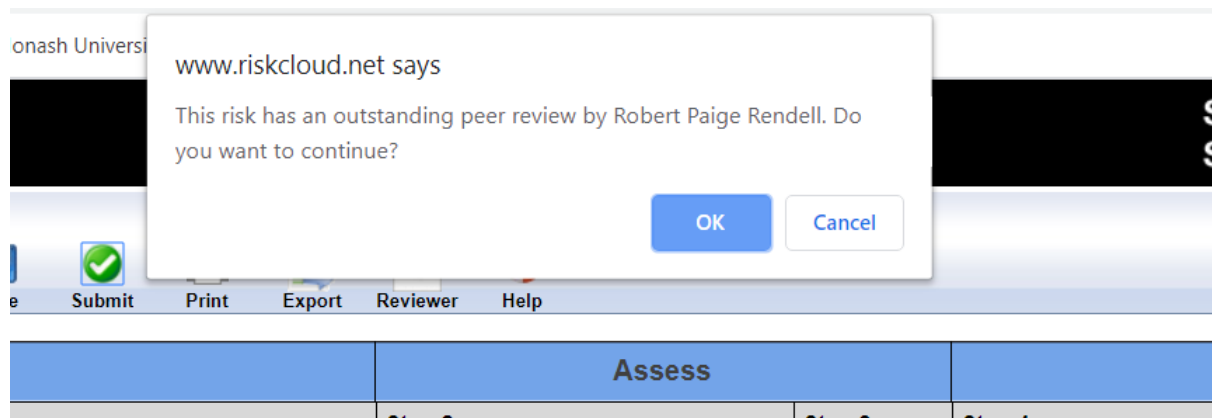
When you click "Review History", you will get a popup window with any review comments.

The screenshot shows a popup window titled "Risk Reviews". It has a close button (X) in the top right corner. The window contains a table with three columns: Notes, Reviewed By, and Reviewed On. The table is currently empty.

When you have acted on any changes/suggestions and your reviewers are happy with the RA, you can then submit it to your supervisor for approval.

The screenshot shows the WHS Risk Register interface with the 'Assess' step selected. The top navigation bar includes Home, My Tasks (1), Analysis, Feedback, and Logout. Below are icons for Back, New, Previous, Next, Save, Submit, Print, Export, Reviewer, and Help. The main content area is divided into three sections: Identify, Assess, and Control. The Assess section is further divided into six steps: Step 1 (Risk Factor and Risk Description), Step 2 (Existing Control(s)), Step 3 (Current Rating), Step 4 (Proposed Control(s)), Step 5 (Who is responsible?), and Step 6 (Residual Rating). The 'Submit' button is highlighted with a green arrow. The 'Assess' section shows a risk with a current rating of 'Low' and a residual rating of 'Matrix'.

If you have not received comments from all your peer reviewers, you will get a popup



but it is possible to submit without comments from all Peer Reviewers.

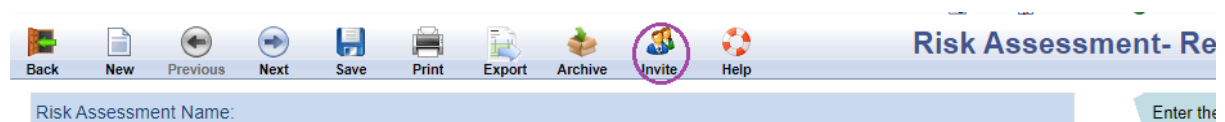
Once your RA has been approved, it will be viewable to everybody at Monash in the Risk Register (unless it is a Restricted Risk Assessment).

### Sharing a Restricted Risk Assessment:

Once a Restricted Risk Assessment has been approved, it will be visible in the Risk Register to

- the person who wrote it (the Risk Owner)
- the supervisor who authorised it (the Risk Approver)
- anybody who was invited to Peer Review

If other people need to be able to see it, the Risk Owner and the Risk Approver (but not the Peer Reviewers or other people who have been invited) can add them by opening the RA and then using the "Invite" button.



## Instructions for Peer Reviewers:


You will receive an email from SARA H telling you that you have been invited to peer review.


You can find the Risk Assessment to be reviewed in your 'My Peer Reviews' tab



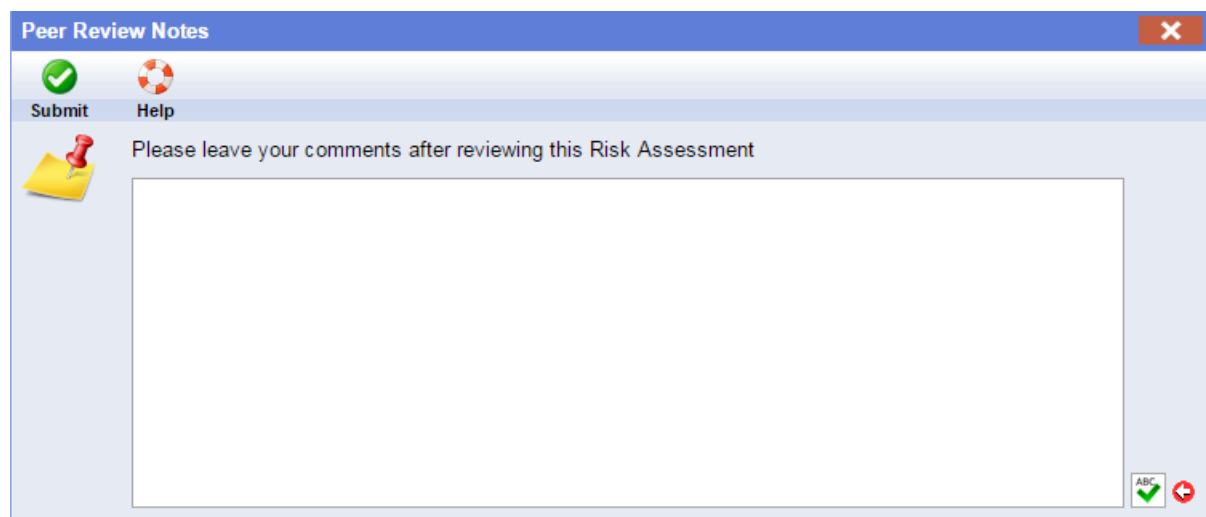
The screenshot shows a web application interface. At the top, there is a navigation menu with icons for Back, New, Refresh, Delegation, Print, Export, and Help. Below the menu, there are tabs for 'Risk Register', 'Awaiting My Approval', 'My Draft Risks', and 'My Peer Reviews'. The 'My Peer Reviews' tab is selected. Below the tabs, there is a table with the following data:

Ref.	Status	Risk Assessment	Risk Owner	Business U
2554	Peer Review	Recycling in Laboratories - New Horizons Pilot April 2017 - December 2017	Ruth Fiona Oliver	BPD Busin Support

When you open up the Risk Assessment using 'View Risk'  you will see an extra icon 'Review

Notes' 

Look through the risk assessment, then make your comments using Review Notes.



The screenshot shows a 'Peer Review Notes' form. The form has a title bar with a close button (X). Below the title bar, there are two buttons: 'Submit' (with a green checkmark icon) and 'Help' (with a red lifebuoy icon). The main content area contains the text 'Please leave your comments after reviewing this Risk Assessment' and a large empty text box for entering comments. In the bottom right corner, there is a small icon with the letters 'ABC' and a red arrow pointing left.

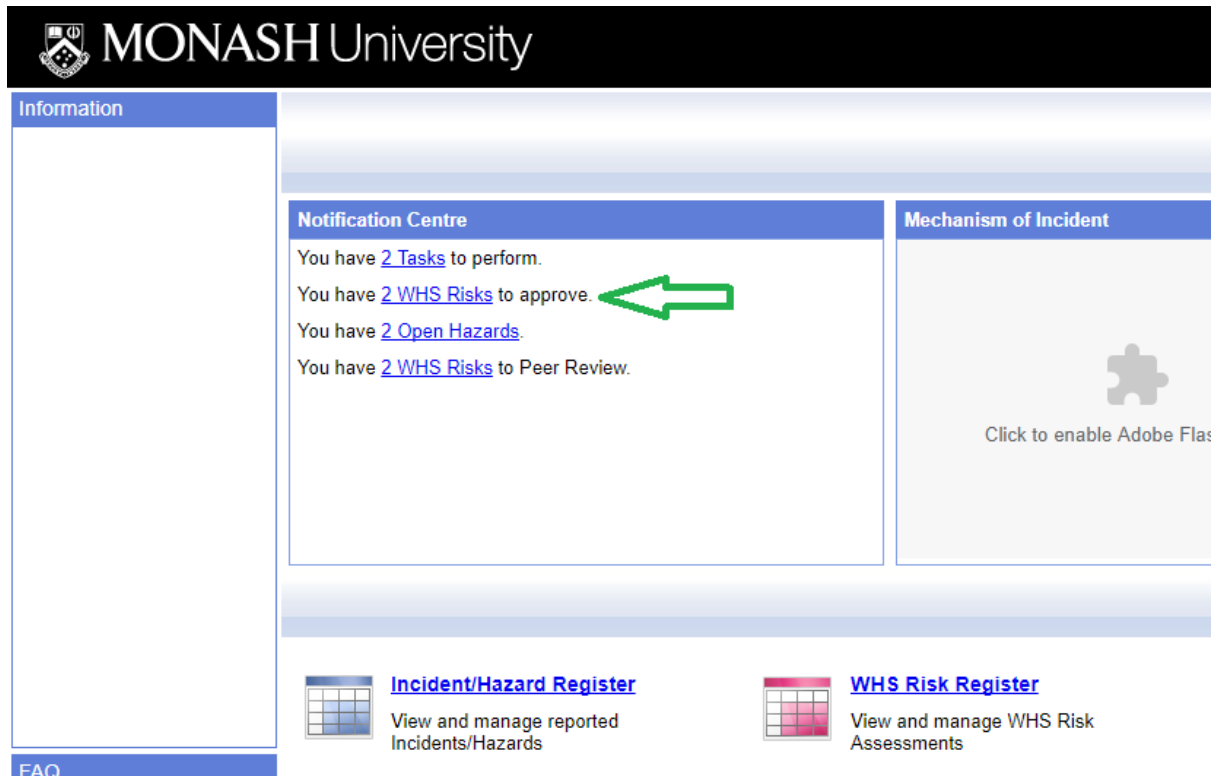
When you're finished, click "Submit".

The person the risk assessment belongs to won't get a notification that you have made comments, so it would be good if you could tell/email them that you have finished your comments.

## Instructions for Supervisors:

You will receive an email from SARAHS telling you that you have a Risk Assessment to approve.

When you go into SARAHS, you will see a link "You have <x> WHS Risks to Approve" in the Notification Centre on the main SARAHS entry page. This link will take you to the Risk Assessment.



MONASH University

Information

Notification Centre

You have [2 Tasks](#) to perform.

You have [2 WHS Risks](#) to approve. ←

You have [2 Open Hazards](#).

You have [2 WHS Risks](#) to Peer Review.

Mechanism of Incident

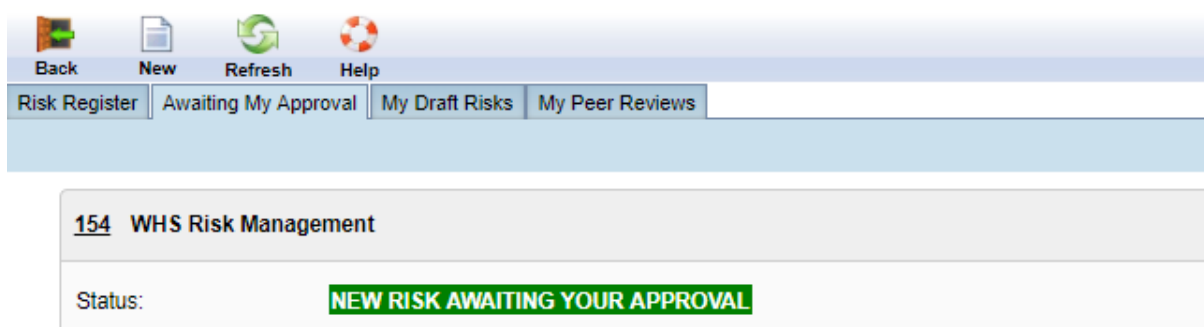
Click to enable Adobe Flash

[Incident/Hazard Register](#)  
View and manage reported Incidents/Hazards

[WHS Risk Register](#)  
View and manage WHS Risk Assessments

FAQ

You can also find the Risk Assessments to be reviewed in your 'Awaiting My Approval' tab in the WHS Risk Register.



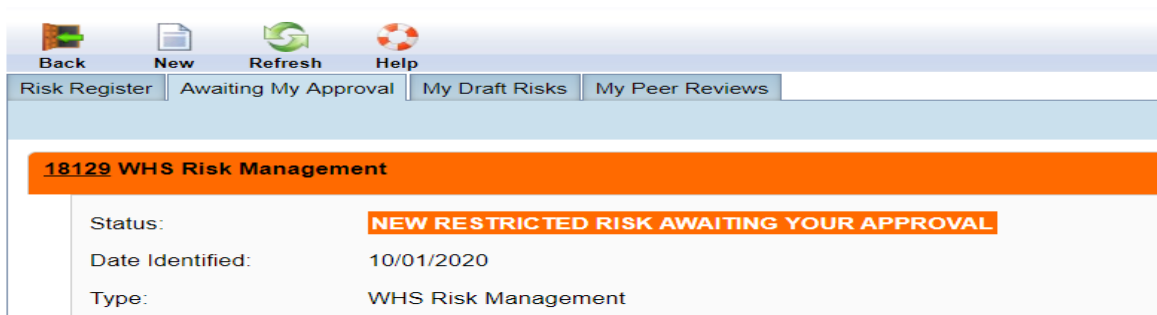
Back New Refresh Help

Risk Register Awaiting My Approval My Draft Risks My Peer Reviews

**154 WHS Risk Management**

Status: **NEW RISK AWAITING YOUR APPROVAL**

If the RA is a Restricted RA, the banding will be orange instead of green to draw your attention



Back New Refresh Help

Risk Register Awaiting My Approval My Draft Risks My Peer Reviews

**18129 WHS Risk Management**

Status: **NEW RESTRICTED RISK AWAITING YOUR APPROVAL**

Date Identified: 10/01/2020

Type: WHS Risk Management

For each RA awaiting approval, you will have three options, View Risk, Approve Risk, Reject Risk.

The screenshot shows a web application window titled "11 WHS Risk Management". In the top right corner, there are "Audit" and "Print" icons. The main content area is split into two columns. The left column contains the following information: Status: NEW RISK AWAITING YOUR APPROVAL (highlighted in green); Date Identified: 7/07/2015; Type: WHS Risk Management; Risk Approver: Margaret Rendell; Risk Owner: Christopher Roy Van Den Bergen. Below this information are three buttons: "View Risk", "Approve Risk", and "Reject Risk". The right column contains the text "Radioactive Waste Monitoring" and a vertical scrollbar.

Use the 'View Risk' button to view the Risk Assessment. Once you have viewed it, you can then

- 'Approve Risk' to authorise the Risk Assessment, or
- 'Reject Risk' to return the Risk Assessment for changes. If you choose 'Reject Risk', you will be given a text box to give your reasons for the rejection, and to suggest improvements. If you look at the Risk Assessment and it is a mistake – it has come from a student or staff member who you don't supervise – you can reject it with the comment that the owner should re-send it to the appropriate person.

This process is demonstrated in video 4 of the SARAHA RA training videos (starting at about 1:10).

<https://www.monash.edu/ohs/report-incident-hazard/tutorial-risk-manage>