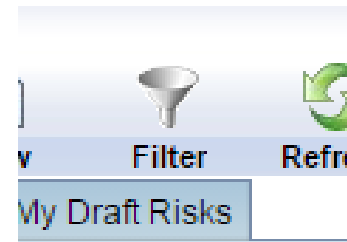
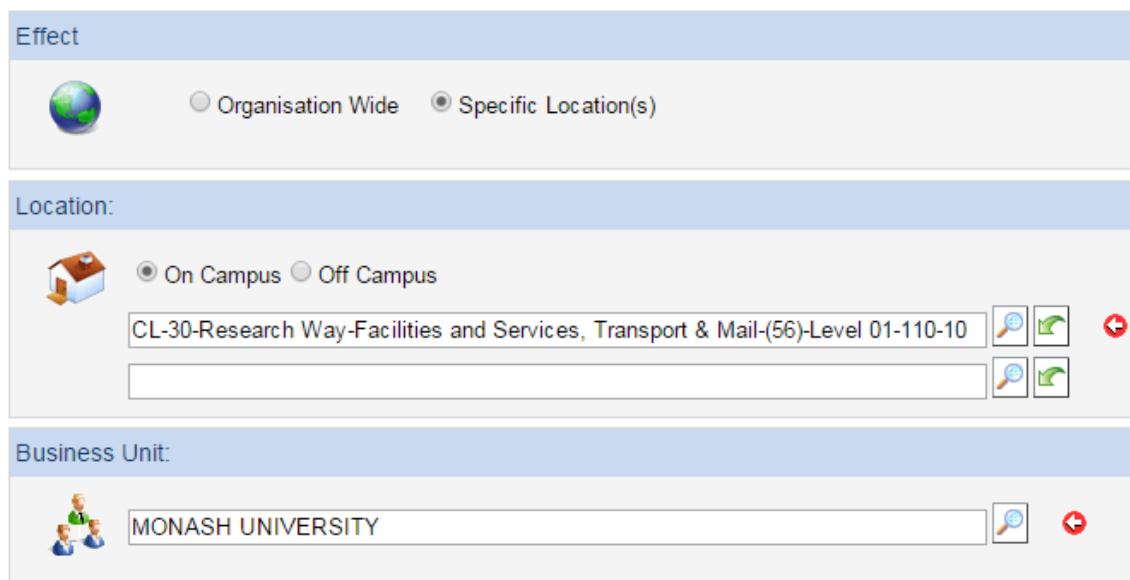


Risk Assessment Naming Advice

The WHS Risk module is a welcome addition to the SARAH system as it is a quick and intuitive way for user to complete risk assessment. It also allows for users to view the risk assessments completed by others, to avoid reinventing the wheel. However, because there are so many risk assessments available, sometimes it can be difficult to find the risk assessment you are after. Therefore, it is important to adopt a standard naming convention and use the filter function to make it easy to find the risk assessment you are after.



For risk assessment that apply to a particular lab, workshop, or office it is important to add this information in the location section. To enter the location information, select “Specific Location”. Ensure that you select the correct location from the drop, starting with campus, then building, floor and room. Put “Monash University” in as the business unit, there is no need to drill down to your organisational unit.



Effect

Organisation Wide Specific Location(s)

Location:

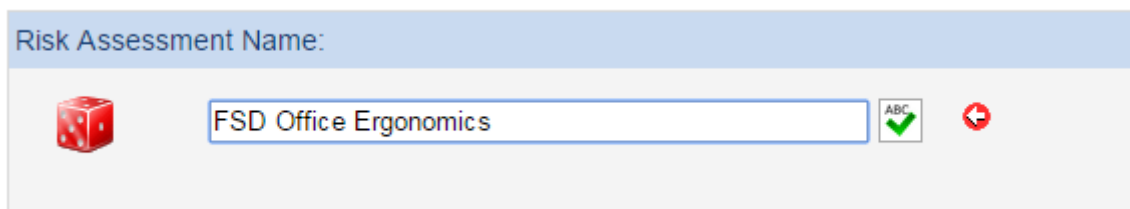
On Campus Off Campus

CL-30-Research Way-Facilities and Services, Transport & Mail-(56)-Level 01-110-10

Business Unit:

MONASH UNIVERSITY

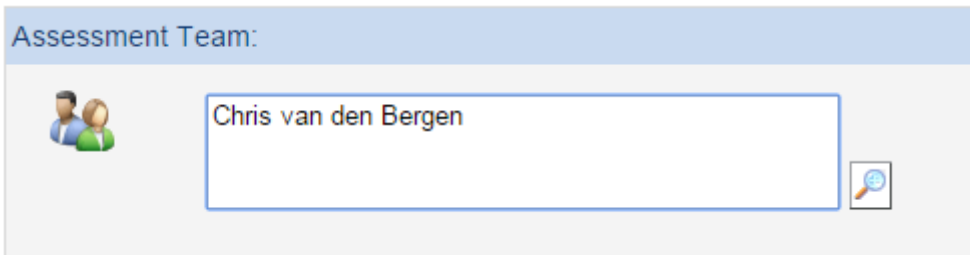
For risk assessments with broad application that you wish to be used by your organisational area, add the organisational name at the front of the risk assessment title. If your organisation name is long, agree with your colleagues on an abbreviation to use.



Risk Assessment Name:

FSD Office Ergonomics

Finally you can add you name to the assessment team, and you will always be able to find the risk assessments that you have produced.



Title of the Risk Assessment

The title of the risk assessment should be meaningful and should reflect the process being assessed.

Tags

Tags are additional words placed at the end of the risk assessment title that are key words that people would use to search for that type of risk assessment. Tags will often reflect the main risks being assessed, but can also related to controls or other details. The following is a list of tags, but is not exhaustive:

- Chemical
 - Flammable
 - Corrosive
 - Carcinogen
 - Waste
 - Toxic
 - Oxidising
 - Gas cylinders
 - Poisons
 - Hydrofluoric
- Radiation
 - Ionising
 - Non-ionising
 - UV
 - Magnetic Fields
 - Laser
- Fire
- Fieldwork
- Vehicle
- Manual Handling
- Ergonomics
- Animals
 - Animal model
- Sharps
- Equipment
 - Microscope
 - Electron Microscope
 - Centrifuge
 - Autoclave
 - Microtome
 - Sonicator
- Biological
 - Blood
 - Biowaste
- Travel
 - Conference
- Interview
- Violence
- Boating
- Electrical
 - High voltage
- Nano
- Emergency
- Events
- Excursion
- Psychological
- PC2
- Example

Example of Risk Assessment Title

Sample collection in woomera; fieldwork, vehicle, animals.