Quick Guide for Reviewing Risk Assessments in SARAH

In accordance with the Monash OHS Risk Management Procedure Risk assessments must be reviewed

- At least every three years;
- When there is a significant change to the process/activity;
- When a control may not be reasonably implemented;
- When the level of risk is no longer considered acceptable based on the current control measures (e.g. as identified by a hazard or incident report, changes to processes).

Also Risk assessments must:

- Be reviewed using the ‘Formal Review’ command button in SARAH and the effectiveness of current controls evaluated; or
- Archived using the ‘Archive’ command button in SARAH, if no longer required.

To conduct a formal review of risk assessments in SARAH

1. Select the OHS Tile on your my.monash webpage

2. Select Incidents Hazards and Risks (S.A.R.A. H)

3. Select the WHS Risk Register
4. Select the **Risk Assessment** that you want to review and **Formal Review Command**.

Note: The formal review command will only be visible to the Risk Owner for a Risk Assessment they have created. If the Risk Owner is no longer available, the RA can be cloned and then updated by the new Risk Owner.

5. Commence a Review of the Risk Assessment you have selected. Go through steps 1 to 3 of this process, selecting the next tab at the top of the screen between each action.

   **Step 1.** Information is provided about the formal review process.

   **Step 2.** You are then required to review the content of your risk assessment and make any necessary amendments to information and controls, including a review of the risk rating.

   **Step 3.** Make a summary of the changes made in the Review Tab, this will be recorded in the RA history for quick reference, then you can resubmit the risk assessment for approval by the Risk Approver.
Once you have completed the formal review process you will see that the date of last review and next review date on your risk assessment have been updated in SARAH.

The reviewed RA has been sent to the Risk Approver and is now waiting for approval.

Review dates have been changed.

Note: If you need to select a new Risk Approver

You cannot change the Risk Approver listed in the original risk assessment using this Risk Review Process. To do this, you will need to clone the risk assessment, make changes and submit it for approval the same as if submitting a new risk assessment.

To Clone a Risk Assessment, select the Clone Command of the Specific Risk Assessment.
To Archive a Risk Assessment, select the Archive Command of the Specific Risk Assessment.