

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.

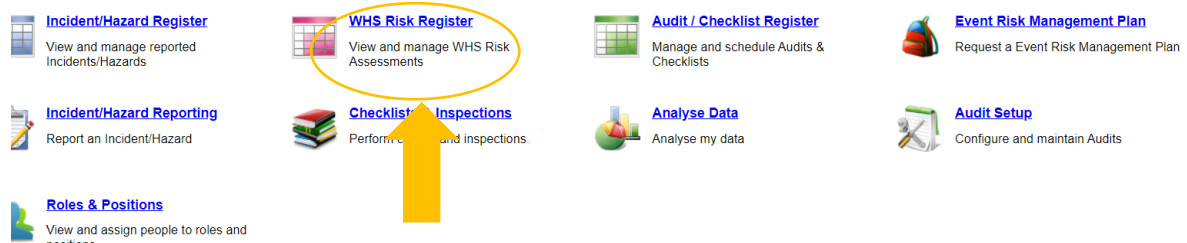
To conduct a formal review of risk assessments in SARAH

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



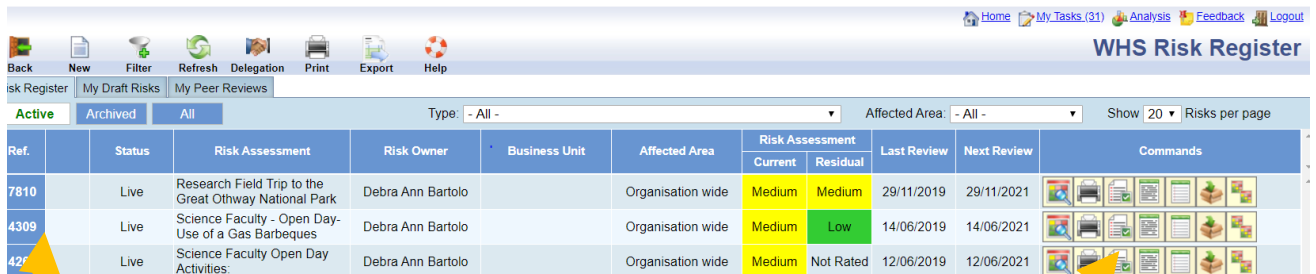
2. Select **Incidents Hazards and Risks (S.A.R.A. H)**

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.



Ref.	Status	Risk Assessment	Risk Owner	Business Unit	Affected Area	Risk Assessment		Last Review	Next Review	Commands
						Current	Residual			
7810	Live	Research Field Trip to the Great Othway National Park	Debra Ann Bartolo		Organisation wide	Medium	Medium	29/11/2019	29/11/2021	[Icons]
4309	Live	Science Faculty - Open Day- Use of a Gas Barbeques	Debra Ann Bartolo		Organisation wide	Medium	Low	14/06/2019	14/06/2021	[Icons]
429	Live	Science Faculty Open Day Activities	Debra Ann Bartolo		Organisation wide	Medium	Not Rated	12/06/2019	12/06/2021	[Icons]

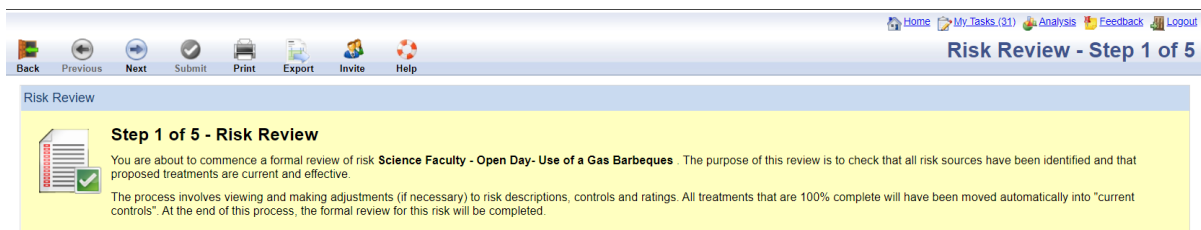
Select RA you wish to review.



Select Formal Review Command

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.

Step1. Information is provided about the formal review process.



Risk Review

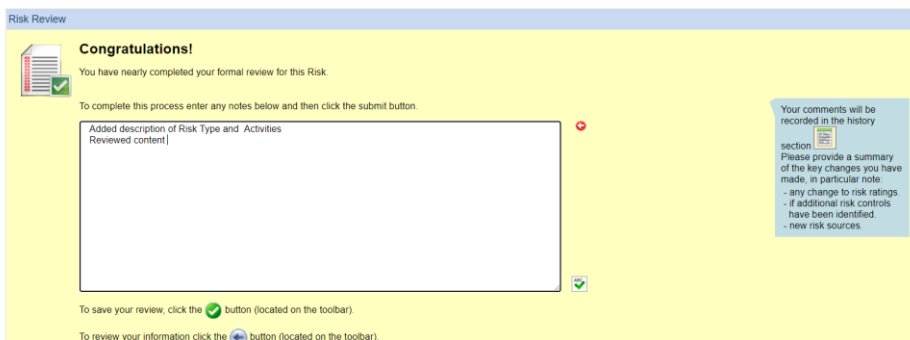
Step 1 of 5 - Risk Review

You are about to commence a formal review of risk **Science Faculty - Open Day- Use of a Gas Barbeques**. The purpose of this review is to check that all risk sources have been identified and that proposed treatments are current and effective.

The process involves viewing and making adjustments (if necessary) to risk descriptions, controls and ratings. All treatments that are 100% complete will have been moved automatically into "current controls". At the end of this process, the formal review for this risk will be completed.

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.



Risk Review

Congratulations!


You have nearly completed your formal review for this Risk.


To complete this process enter any notes below and then click the submit button.

Added description of Risk Type and Activities (Reviewed content)

Your comments will be recorded in the history section. Please provide a summary of the key changes you have made, in particular note:

- any change to risk ratings
- if additional risk controls have been identified
- new risk sources

To save your review, click the  button (located on the toolbar).

To review your information click the  button (located on the toolbar).

Home My_Tasks (31) Analysis Feedback Login

Risk Review - Step 5 of 5

Back Previous Next Submit Print Export Invite Help



Risk Review

Congratulations!
You have nearly completed your formal review for this Risk.

To complete this process enter any notes below and then click the submit button.

This Risk Assessment is for use of Gas BBQ's only.

Your comments will be recorded in the history section. Please provide a summary of the key changes you have made, in particular note:
- any change to risk ratings.
- if additional risk controls have been identified.
- new risk sources.

To save your review, click the  button (located on the toolbar).
To review your information click the  button (located on the toolbar).

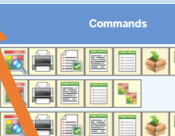


Once you have completed the formal review process you will see that the date of last review and next review date on your risk assessment have been updated in SARAH.

WHS Risk Register

Back New Filter Refresh Delegation Print Export Help

WHS Risk Register My Draft Risks My Peer Reviews

Active Archived All Type: - All - Affected Area: - All - Show 20 Risks per page

Ref.	Status	Risk Assessment	Risk Owner	Business Unit	Affected Area	Risk Assessment		Last Review	Next Revi	Commands
						Current	Residual			
7810	Live	Research Field Trip to the Great Othway National Park	Debra Ann Bartolo		Organisation wide	Medium	Medium	29/11/2019	29/11/2021	
4309	Under approval	Science Faculty - Open Day- Use of a Gas Barbeques	Debra Ann Bartolo		Organisation wide	Medium	Low	18/03/2020	18/03/2022	
4266	Live	Science Faculty Open Day Activities:	Debra Ann Bartolo		Organisation wide	Medium	Not Rated	12/06/2019	12/06/2021	

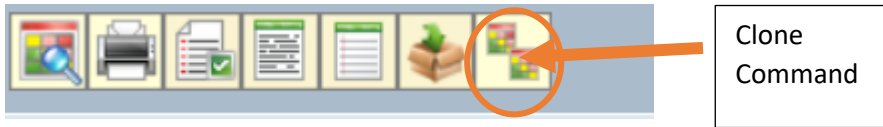
The reviewed RA has been sent to the Risk Approver and is now waiting for approval.

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.

