Quick Guide for Archiving Risk Assessments in SARAH

Risk Assessments that have been entered into SARAH that are no longer required can be archived by the Risk Approver or the Risk Owner. If both have left the University, OH&S can be contacted to assist.

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. Conduct a search for the Risk Assessment you wish to archive by using the filter function.
Select RA you wish to archive.

Select Archive Command

This RA was created for OHS Training purposes and is no longer required.