

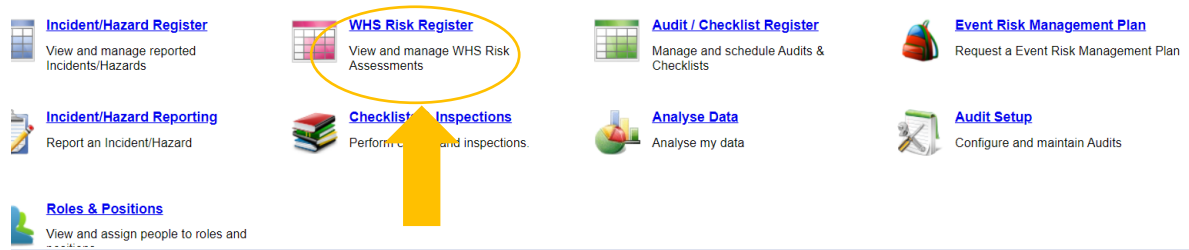
Quick Guide for Archiving Risk Assessments in SARA H

Risk Assessments that have been entered into SARA H 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.

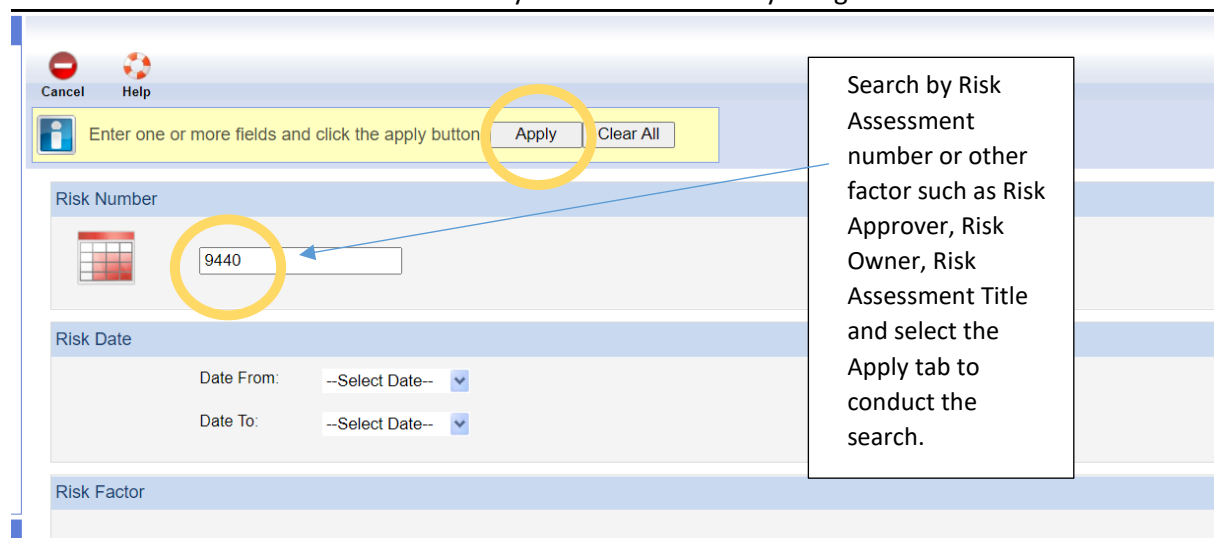
1. Select the OHS Tile on your my.monash webpage.



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.




Search by Risk Assessment number or other factor such as Risk Approver, Risk Owner, Risk Assessment Title and select the Apply tab to conduct the search.

WHS Risk Register

Back New Filter Refresh Delegation Print Export Help

Risk Register My Draft Risks My Peer Reviews

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



Ref.	Status	Risk Assessment	Risk Owner	Business Unit	Affected Area	Risk Assessment		Last Review	Next Review	Commands
						Current	Residual			
9440	Live	Biological Sciences: Evolutionary genetics of Drosophila, phenotypic traits.	Debra Ann Bartolo		Organisation wide	Medium	Not Rated	14/11/2018	14/11/2021	     


Select RA you wish to archive.

Select Archive Command



Archive Risk Assessment

 Save  Help

 To archive this Risk Assessment enter the reason(s) for archiving and click the Save button. To abort this operation, close this window (red cross top right).

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

