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.**

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.
Select RA you wish to archive.

Select Archive Command

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.