OHS Risk Assessment Guide

Home page

The Notification Centre lists your new hazards and incidents, and new tasks generated by the risk assessment process. Risk assessments to be approved by supervisors are also listed here.

WHS Risk Register main screen

Common buttons

- **New**: Produce a new risk assessment
- **Filter**: Filter the existing risk assessments to find the one you want
- **Delegation**: Delegate the management of a risk assessment
- **View risk assessment**: View the risk assessment
- **Review risk assessment**: Review the risk assessment
- **Copy risk assessment**: Copy the risk assessment
- **Archive risk assessment**: Archive the risk assessment

Risk assessment fields

- **Provide a name for the risk assessment**
- **Select the type of risk**
- **Select today’s date**

Briefly describe the process being assessed:

- Assisting patients get in and out of bed. Lifting of patients in a hospital context.

List those involved with assessing the risk:

- Joe Black
- Jane Doe

Risk Approver: Sue Kim

Effect:

- Organisation Wide
- Specific Location(s)

Select ‘Specific Location(s)’ if the risk assessment is only relevant to particular organisational unit/s. Select ‘Organisation Wide’ if it is relevant to all of Monash.

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Assessing the risk

**Step 1**
Enter a risk factor associated with the process

**Step 2**
Enter controls that are already in place to reduce the risk

**Step 3**
Estimate the level of risk with current controls in place

**Step 4**
Enter additional controls to reduce the risk

**Step 5**
Assign the implementation of the controls to a person. This generates a task for that person.

**Step 6**
Estimate the level of risk after the additional controls have been put in place

**Step 7**
Once you have completed the risk assessment, click ‘Submit’ to send it to your supervisor for approval

**Supervisor approval**

**For technical assistance and support please phone Service Desk eSolutions on 03 9905 1777 or lodge a Service Request via the Service Desk Online at my.monash**

The risk approver will review the risk assessment before they accept or reject it.