



OHS Risk Assessment Guide

Home page

Notification Centre

You have **3 Tasks** to perform.

You have **2 WHS Risks** to approve.

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.

Mechanism of Incident

Incident Trend

WHS Risk Register

View and manage WHS Risk Assessments

Click to view and manage risk assessments

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

Archive risk assessment

Review risk assessment

Copy risk assessment

Risk assessment fields

Provide a name for the risk assessment

Select the type of risk

Select today's date

Risk Assessment Name:

Risk Type:

Date of Risk Assessment:

Briefly describe the process being assessed

Describe task/use:

Assessment Team:

List those involved with assessing the risk

Risk Approver:

This field will default to your supervisor

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.

Continued over page

This field will default to you

Risk Owner:

Attachment

Attach any relevant material

Documents referenced:

List relevant documentation that relates to the risk assessment

When you have completed these fields, use the 'Next' button to move on to the next stage

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

You can save progress on your assessment at any time

To add more risk factors or controls, click the '+' button

Enter consequence of risk occurring

Enter likelihood of risk occurring

		Consequence					
		People	Near Hit/Miss - No Injury	First aid treatment required for a minor injury	Medical treatment may be required	Fatality or permanent disabling injury	
			Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	Medium	High	High	Extreme	Extreme	
	Likely	Medium	Medium	High	High	Extreme	
	Possible	Low	Medium	Medium	High	High	
	Unlikely	Low	Low	Medium	Medium	High	
	Rare	Low	Low	Low	Medium	Medium	

Supervisor approval

Risk Register | Awaiting My Approval | My Draft Risks

WHS Risk Management

Status: **NEW RISK AWAITING YOUR APPROVAL**

Date Identified: 4/03/2015

Type: WHS Risk Management

Risk Approver: Christopher Roy Van Den Bergen

Risk Owner: Panagiotis Sofos

Lifting patients in clinical setting

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

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