



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 likelihood of risk occurring

Enter consequence 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

To make your Risk Assessments easy to find:

On the first screen of the Risk Assessment there is a box “Effect”. You get to choose between “Organisation Wide” and “Specific Locations”. Choose **Specific Locations** – this will let you enter your ‘Location’ and ‘Business Unit’.

- 1) Under Business Unit, drill down to “Chemical Engineering”, then press Select.

Find Business Unit

Enter the business unit name or select the business from the dropdown/text box:

- MONASH UNIVERSITY
- Office of the VC & President
- Office of the Provost & Senior VP
- Dean Faculty of Engineering
- Chemical Engineering

Current Result

MONASH UNIVERSITY -> Office of the VC & President -> Office of the Provost & Senior VP -> Dean Faculty of Engineering -> Chemical Engineering

This means you can filter the list of risk assessments to only show risk assessments from Chemical Engineering.

- 2) also, enter your location, for example:

Find Location

Enter the location name or select the location from the dropdown/text box:

- Clayton
- CL-17-Alliance Ln-Engineering 37-(37)
- CL-17-Alliance Ln-Engineering 37-(37)-Ground Level
- CL-17-Alliance Ln-Engineering 37-(37)-Ground Level-G11

Current Result

Clayton -> CL-17-Alliance Ln-Engineering 37-(37) -> CL-17-Alliance Ln-Engineering 37-(37)-Ground Level -> CL-17-Alliance Ln-Engineering 37-(37)-Ground Level-G11

This means you can filter for “all the Risk Assessments for this lab”.

To have your risk assessment reviewed using Peer Review before submitting to your supervisor:

Complete your risk assessment

DON'T hit submit (the green tick). This will send it to your supervisor to sign off.

DO save the RA (save icon).

Identify		Assess		Control	
Step 1 Risk Factor and Risk Description	Step 2 Existing Control(s)	Step 3 Current Rating	Step 4 Proposed Control(s)	Step 5 Who is responsible?	Step 6 Residual Rating
Select hierarchy of control and describe the existing control	Select the hierarchy of control and describe your proposed treatment	Select the person and due date?	The Level of Risk with existing controls	The Level of Risk after treatment	
Radiation exposure to high level beta or gamma waste during checking procedure	4 - Engineering control measure Gamma waste stored in shielded cupboard while other waste being assessed	Low Matrix	-- Select Hierarchy of Control --		Matrix

Then exit back to the main SARAH Risk Assessment page. You will now have a tab “My Draft Risks”. Your RA is saved here.

The screenshot shows the SARAH Risk Assessment interface. At the top, there is a navigation bar with links for Home, My Tasks (1), Analysis, Feedback, and Logout. Below this is a header for "WHS Risk Register" with options for Refresh, Delegation, Print, Export, and Help. A secondary navigation bar includes "My Approval", "My Draft Risks", and "My Peer Reviews". A table displays a list of risks, with one draft risk highlighted. The table columns are Status, Risk Assessment, Risk Owner, Business Unit, Affected Area, Risk Assessment (Current/Residual), and Commands. The draft risk has a status of "Draft", a risk assessment of "Low", and is not rated. The commands column includes icons for search, print, refresh, and glasses. Below the table are "Prev" and "Next" buttons. At the bottom, there is a footer with links for Copyright, Disclaimer, Privacy, Contact Us, and About Us.

Status	Risk Assessment	Risk Owner	Business Unit	Affected Area	Risk Assessment		Commands
					Cur...	Res...	
Draft	Waste check of radioactive laboratory waste	Margaret Rendell	BPD Business Support	Innovation Wik-STRIP3 - Biomedical Sciences-(77)-Ground Level-G46	Low	Not Rat...	

The ‘glasses’ icon lets you invite people to comment on your risk assessment. You can invite other people who are experienced in the work, and also if you want, your supervisor, so they can comment before the Risk Assessment is submitted.

The screenshot shows a dialog box titled "Assign Peer Reviewers to Risk Assessment". It prompts the user to "Choose the subject matter expert you would like to review this Risk Assessment." The form includes fields for "First Name" (chris) and "Last Name" (van den berg), a "Search" button, and a "Search result" list containing "CHRISTOPHER ROY VAN DEN BERG". An "Assigned" list shows "Christopher Roy Van Den Bergen, OHE". There are "Add>>" and "<<Remove" buttons between the lists, and "Cancel" and "OK" buttons at the bottom.

The people you invite to comment will get an email.

You WON'T get notification that they have commented. You can either talk to/email them to find out when they have done it, or check in SARAH using the "Review History" icon

Ref.	Status	Risk Assessment	Risk Owner	Business Unit	Affected Area	Risk Assessment		Commands
						Curr...	Resi...	
2675	Draft	Waste check of radioactive laboratory waste	Margaret Rendell	BPD Business Support	CL-23-Innovation WIK-STRIP3 - Biomedical Sciences-(77)-Ground Level-G46	Low	Not Rated	[Search] [Print] [Refresh] [Green Arrow]

When you click "Review History", you will get a popup window with any review comments.

Notes	Reviewed By	Reviewed On

When you have acted on any changes/suggestions and your reviewers are happy with the RA, you can then submit it to your supervisor for approval.

Identify	Assess		Control		
Step 1 Risk Factor and Risk Description	Step 2 Existing Control(s)	Step 3 Current Rating	Step 4 Proposed Control(s)	Step 5 Who is responsible?	Step 6 Residual Rating
Select hierarchy of control and describe the existing control Radiation exposure to high level beta or gamma waste during checking procedure	Select hierarchy of control and describe the existing control 4 - Engineering control r Gamma waste stored in shielded cupboard while other waste being assessed	The Level of Risk with existing controls Low Matrix	Select the hierarchy of control and describe your proposed treatment -- Select Hierarchy of Cr	Select the person and due date? [Search]	The Level of Risk after treatment Matrix

Instructions for Peer Reviewers:

You will receive an email from SARA H telling you that you have been invited to peer review.

You can find the Risk Assessment to be reviewed in your 'my peer reviews' tab



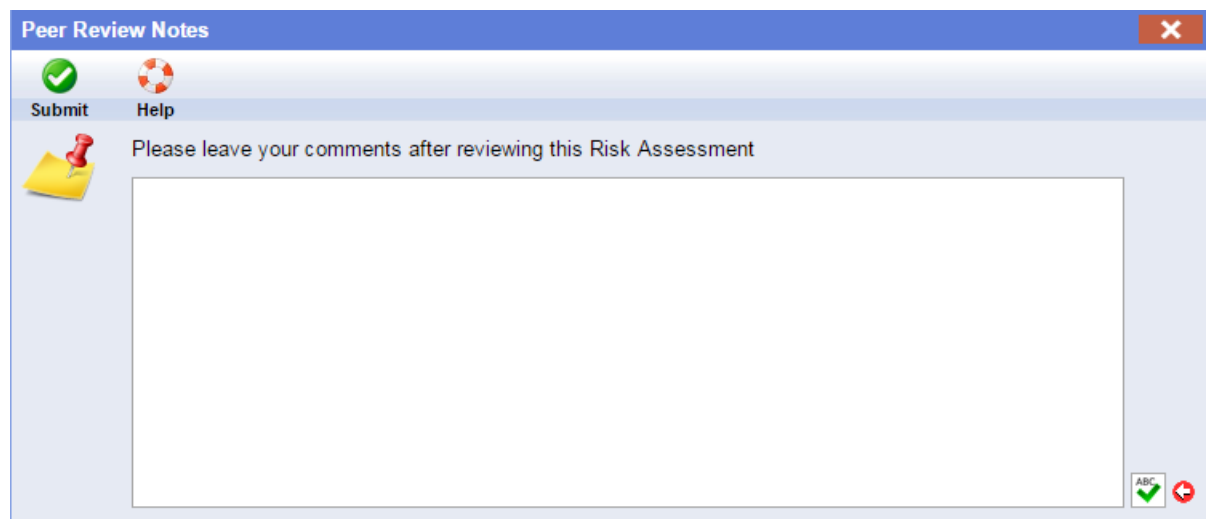
The screenshot shows a web application interface. At the top, there is a navigation menu with icons and labels: Back, New, Refresh, Delegation, Print, Export, and Help. Below this is a secondary menu with tabs: Risk Register, Awaiting My Approval, My Draft Risks, and My Peer Reviews. The 'My Peer Reviews' tab is selected. Below the tabs is a search bar with the text 'All'. Below the search bar is a table with the following columns: Ref., Status, Risk Assessment, Risk Owner, and Business Unit. The table contains one row of data.

Ref.	Status	Risk Assessment	Risk Owner	Business Unit
2554	Peer Review	Recycling in Laboratories - New Horizons Pilot April 2017 - December 2017	Ruth Fiona Oliver	BPD Business Support

When you open up the Risk Assessment, you will see an extra icon "Review Notes"



Look through the risk assessment, then make your comments using Review Notes.



The screenshot shows a window titled 'Peer Review Notes'. At the top left, there are two icons: a green checkmark and a red lifebuoy. Below the icons are the labels 'Submit' and 'Help'. The main content area contains the text 'Please leave your comments after reviewing this Risk Assessment' and a large empty text box for entering comments. At the bottom right of the text box, there are two small icons: a green checkmark and a red lifebuoy.

When you're finished, click "Submit".

The person the risk assessment belongs to won't get a notification that you have made comments, so it would be good if you could tell/email them that you have finished your comments.

Instructions for Supervisors:

You will receive an email from SARAHS telling you that you have a Risk Assessment to approve.

When you go into SARAHS, you will see a link "You have <x> WHS Risks to Approve" in the Notification Centre on the main SARAHS entry page. This link will take you to the Risk Assessment.

MONASH University

Information

Notification Centre

You have [2 Tasks](#) to perform.

You have [2 WHS Risks](#) to approve.

You have [2 Open Hazards](#).

You have [2 WHS Risks](#) to Peer Review.

Mechanism of Incident

Click to enable Adobe Flash

[Incident/Hazard Register](#)
View and manage reported Incidents/Hazards

[WHS Risk Register](#)
View and manage WHS Risk Assessments

FAQ


You can also find the Risk Assessments to be reviewed in your 'Awaiting My Approval' tab in the WHS Risk Register.

Back New Filter Refresh Delegation Print Export Help

Risk Register Awaiting My Approval My Draft Risks My Peer Reviews

Active Archiver All

Ref. Risk Assessment Risk Owner Business Unit Affected A

Use the 'View Risk' button  to view the Risk Assessment. Once you have viewed it, you can then

- 'Approve Risk' to authorise the Risk Assessment, or
- 'Reject Risk' to return the Risk Assessment for changes. If you choose 'Reject Risk', you will be given a text box to give your reasons for the rejection, and suggest improvements.