



OHS Risk Assessment Guide – UQSafe–Risk

This guide will help you navigate your way around the functions that you will use when managing hazards and risks in your role at The University of Queensland.

Home page/dashboard

Notification Centre
You have **3 Tasks** to perform.
You have **2 WHS Risks** to approve.

Mechanism of Incident

Medical Condition	6 (19.35%)
Manual Handling / Erg.	4 (12.90%)
Electrical	3 (9.68%)
Slip/Trip/Fall	11 (35.48%)
Struck by object	7 (22.58%)

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 risk assessments
- View risk assessment**
- Review risk assessment (audit)**
- Archive risk assessment**
- Copy risk assessment**
- Audit trail** – see who has written, edited or viewed a risk assessment

Risk assessment fields

Name your risk assessment

Risk Assessment Name:

Select the **location** type

Location Category:

- Select Location Category --
- Built environment (e.g. stairwells or lifts)
- External environment (e.g. pathways or grounds)
- Field work (domestic or international)
- Interstate
- Laboratory
- Lecture Theatre
- Office
- Overseas
- Student placement (domestic or international)
- Travel to/ from work
- Workshop

Describe the task

Describe task/use:

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

Continued over page

Risk Approver field will default to your supervisor.
Search the directory to find the most appropriate person.

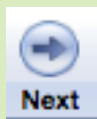
Assessment Team requires you to list those involved in assessing the risk.

Or select **location types** for building or site specific effects, or **specific location** to pick a particular building or room.

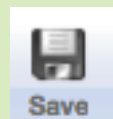
Risk owner defaults to you.

Attachment – attach any relevant material
 e.g. Safe operating procedure, SDS, product information

List relevant **documentation** that relates to the risk assessment.



When you have completed these steps, use the “**next**” button to move on to the next page.



You can use the “**save**” button if you need to leave the risk assessment before you complete it.

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
 Determine the level of risk with current controls in place

Step 4
 Enter additional controls to reduce the risk

Step 5
 Assign a date for implementation of the controls process

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

To add multiple **risk factors** or **controls**, click the “+” button

Refer to matrix over page

Continued over page

Risk Matrix

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

OK Cancel

Enter likelihood of risk occurring (taking into account frequency)

Enter consequence of risk occurring



Step 7

Once you have completed the risk assessment, click “**submit**” to send to your supervisor for approval.

Supervisor approval

The risk approver needs to review the risk assessment before approving or rejecting the risk assessment.

Risk Register Awaiting My Approval My Draft Risks

WHS Risk Management Audit Print

Status: **NEW RISK AWAITING YOUR APPROVAL** Lifting patients in clinical setting

Date Identified: 4/03/2015

Type: WHS Risk Management

Risk Approver: Christopher Roy Van Den Bergen

Risk Owner: Panagiotis Sofos

View Risk Approve Risk Reject Risk

If a risk assessment is **rejected**, an email to review the risk assessment (or other comments you may make) will be forwarded to the risk owner, who will need to make changes and then resubmit the risk assessment for approval.

For technical assistance and support please phone ITS Help Desk on **(07) 336 56000** or log a job via the self-service portal:

<https://servicedesk.its.uq.edu.au/ServiceDesk.bridgite#/login>