Implementation of a new OHS Risk management database: UQSafe-Risk – Communiqué 2

The purpose of this memo is to provide an update on the implementation of the new risk assessment management system, known as UQSafe-Risk. As outlined in Communiqué 1- August 2016, a new system will be implemented to replace the UQ Risk Assessment database in early 2017.

The focus of the initial phase of implementation has been to establish a system based on:

- The current risk assessment database key features
- Streamlining processes and avoiding duplication
- Alignment with SA/SNZ HB 89:2013 Risk management – guidelines on risk assessment techniques

Progress to date

Since the last communiqué, several meetings have been held with the project control group to confirm the initial system configuration and a detailed information session has been held with the wider safety network. The key differences in the new system are:

- UQSafe-Risk is a secure cloud based system, which will allow for increased access for all users (remote access available from anywhere), but in a straightforward layout.
- Risk assessments are assigned to an individual user, but can include other users as members of the assessment team and invite other people to use the risk assessment once it is approved.
- Users can still see all other approved risk assessments and clone them.
- Users can still attach documents to risk assessments (e.g. SOPs, training records, PDFs of relevant documents).
- Default register view can be filtered and filter preferences saved.
- OHS coordinators/WHSCs can reassign risk assessments when a user leaves.
- Risk assessments have a “formal review” option where the auditor can leave specific feedback for the author.

Timeline for implementation/transition period

Training workshops for those areas that will pilot UQSafe-Risk are being held on Thursday 22 and Friday 23 September. These workshops will cover how to lodge new risk assessments, how to approve risk assessments, how to invite other users, how to access the formal review functions of the system etc.

UQSafe-Risk will appear in all UQ users’ dashboards when they log onto the UQSafe system from October 5. From that date, the pilot groups will be requested to start logging risk assessments in the new system.

Existing risk assessments in the current system will not be able to be moved automatically to the new UQSafe-Risk system. The existing risk assessment database will remain available to all users as normal until the end of December 2016. It will then switch to “read only” for two years from January 2017. From then, all new risk assessments must be completed in the new system. In addition, any modification to an existing risk assessment (e.g. adding new risk scenarios or controls, changing risk rating etc.) will need to be completed in the new system from January 2017.

The transition period to the new system is planned to occur over two years. In early January 2019 the current risk assessment database will be archived for record keeping purposes.
Groups consulted
In addition to the project control group, the broader University database governance group has been involved in configuring the new UQSafe-Risk system. This group includes: Marshall Butterworth (Faculty of Science), Paul Lovelock (IMB/MBS Faculty), Janelle Scown (EAIT Faculty), Maria Somodevilla Torres (AIBN), Libby Humphries (QAAFI), Leanne Ritchie (HABS Faculty), Chris Pye (BEL Faculty) and representatives from the OHS Division.

The following areas have agreed to pilot the system:
- UQ Library (PACE and Herston branches)
- UQ-Mater Research Institute
- National Research Centre for Environmental Toxicology, three groups from AIBN
- two groups from UQCCR
- core group from QBI
- School of Biological Sciences
- two groups from School of Chemistry and Molecular Biosciences
- EAIT Faculty Workshop group
- one group from CAI
- BEL Faculty

Future focus
The focus for the coming month will be confirmation of workflow through the testing environment, the training workshops for those areas piloting the system and the development of training material, including clarification around when to complete a risk assessment.

If you have any queries, please contact the Project Manager – Amanda Jones ohs@uq.edu.au.

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