Implementation of a new OHS Risk management database: UQSafe-Risk – Communiqué 3

The purpose of this memo is to provide you with an update on the implementation of UQSafe-Risk.

The focus of last month has been finalising configuration and moving into the piloting phase of the implementation program.

Pilot workshop update:

Since the last communiqué, several training sessions have been held with areas piloting the new system. The key features of the system that were covered in these workshops were:

- **Key features of the risk register**
  - Familiar layout to UQSafe-Incident – print, audit, filter, delegate, export, help buttons
  - Ability for all users to view and clone existing risk assessments from the register
- **How to create a new risk assessment**
  - Default settings show the logged-in user as the risk owner and their supervisor as the risk approver – these can both be changed if required.
  - Determine the effect of the risk assessment – Organisation wide, location type (building or site) or specific location (pick your specific building/room)
  - Follow 3 easy steps to complete a risk assessment (more information in attached UQSafe-Risk OHS Risk Assessment guide).
  - Once the risk assessment is approved, other users can be “invited” to participate in the risk assessment.
- **Supervisor actions**
  - Automatic notification of risk assessment for your review and options to view, approve or reject the risk assessment.
- **WHSC actions**
  - Formal review replacing the “audit risk assessment” function, allowing feedback to be given on specific components of the risk assessment.
  - Ability to change the risk owner, if someone leaves UQ or the organisational unit, but another user is taking over the risk assessment.

Congratulations to Cindy Tan from UQCCR for entering the first risk assessment in the new system.


If you have any queries, please contact the Project Manager – Amanda Jones [ohs@uq.edu.au](mailto:ohs@uq.edu.au).

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