Implementation of a new OHS Risk management database: UQSafe-Risk – Communiqué 4

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

The focus of the last 2 months has been finalising configuration and piloting the system. The core project group has also been discussing training material and plans for the wider implementation phase.

Pilot update:

Since the last communiqué, several organisational units have been piloting the new system. The key comments/feedback points so far are:

- Key features of the risk register
  - Familiar layout to UQSafe-Incident – print, audit, filter, delegate, export, help buttons
  - Location can be set to “organisation wide” or just to your building (see UQSafe-Risk users guide for information on how to do this).
  - Filtered risk register view – the risk register view can be filtered to show risk assessments from your organisational unit, location, specific lab group or task. Click the filter icon, select your filter criteria e.g. to filter on organisational unit, click the expansion + beside “The University of Queensland” under Business Units until you find your organisational unit, then click add. Once you have selected your filter, click the “apply” button at the top. The filter will remain in place until you clear all filters and then apply this cleared selection.
  - Ability for all users to view and clone existing risk assessments from the register
  - Formal review function – all users of the system can access this function and formally review any risk assessment. Please note - any changes, comments or notes made during the formal review step resets the reviewed risk assessment to un-approved.
  - Only the author of a risk assessment can see the draft risk assessment – unless they invite someone to “peer-review” (details below).

- Multi-user risk assessments
  - Peer review function – this function allows people to review/contribute to a risk assessment prior to approval. To access the peer review function – create your risk assessment and save it as a draft. Go into your “my draft risk assessment” folder and click on the glasses beside the risk assessment, search for the person/s you want to review your risk assessment (e.g. members of the assessment team, your local WHSC/safety manager, members of your lab group) from the active directory and add their name. The person you add will then be able to see your risk assessment in a folder “my peer review risk assessments” when they log into UQSafe-Risk.

Implementation planning:

The core project group has made the decision to delay implementation of UQSafe-Risk across the wider University to March 2017 in order to allow more time for users to transition. The following steps should be considered in your group/area to facilitate transition to the new system:

- “Clean up” existing risk assessments in the old risk management database and determine which risk assessments should be inputted in the new system e.g. risk assessments that have been been started but not completed and risk assessments that have remained unapproved for long periods of time should be considered to be archived now.

- Ensure all users of the risk management databases are aware of the triggers for moving a current risk assessment to UQSafe-Risk i.e. new procedures, new staff to be added to a risk assessment, any changes to risk factors etc.
• Ensure all workers are aware that from 1 April 2017, they will have until December 2018 to move active risk assessments to the UQSafe-Risk system. During this period, risk assessments on the old risk management database can continue to be used, but they cannot be modified in any way.

• Ensure all workers are aware that during the transition phase they will still be able to acknowledge they have read a risk assessment in the old system, and run reports via the risk management database (but the data will only cover risk assessments in the old system, not anything entered into UQSafe).

More information on when to complete a risk assessment as well as FAQs on UQSafe-Risk are available on the OHS Risk Management website http://www.uq.edu.au/ohs/index.html?page=29960.

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