Implementation of a new OHS Risk management database: UQSafe-Risk – Communiqué 5

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

The focus of last 2 months has been piloting the system, developing training/information videos and refining procedures for ongoing management of the system.

Update:

Since the last communiqué, the piloting period has been extended to end of March 2017 and is progressing well. Most feedback to date has continued to be positive. Some minor bugs in the system have been identified and rectified by the software provider.

Implementation planning:

The following steps should continue to be focussed on during the transition to UQSafe-Risk:

- Clean up existing risk assessments in the old risk management database and determine which risk assessments should be input in the new system e.g. risk assessments that have been started but not completed, 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 risk assessment from the old system 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 31 March 2017, they will have until 31 December 2018 to move active risk assessments to the UQSafe-Risk system. During this (almost) two-year 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).

Several business rules for routine activities in UQSafe-Risk have been developed and will be detailed on the OHS Risk Management website [http://www.uq.edu.au/ohs/index.html?page=29960](http://www.uq.edu.au/ohs/index.html?page=29960) from Tuesday 7 March. These include:

- When to complete a risk assessment
- Template risk assessments
- Nomenclature for risk assessments
- Cloning risk assessments
- Inviting other users to risk assessments/ multiple users of the same risk assessment
- Formal review/auditing risk assessments

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

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