Implementation of a new OHS Risk management database: UQSafe-Risk – Communiqué 7

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

Update:

Since the last communiqué, the piloting period ended on 30 March 2017 and the system is now live and available to all UQ workers. The legacy Risk Management Database has now been moved to read-only mode, allowing users to continue to use existing risk assessments, but not change an existing or create a new risk assessment. Both systems will remain available in this way until 31 December 2018. From January 2019, the legacy risk management database will be archived for record keeping purposes only and all risk assessments must be in the UQSafe-Risk system.

Implementation planning:

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

- 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 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 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

Several key points to note when using UQSafe-Risk:

- Peer review is currently a one access only activity. Once the reviewer has made their comment and saved it, they can no longer see the peer review invite or access the risk assessment.
- The attachment feature (along with several other features in UQSafe) are flash controlled and so require Acrobat flash plug in installed and enabled on the browser in order to work.
- If a supervisor reviews a risk assessment and rejects, rather than approves, the risk assessment will show in both the supervisor and the authors “my draft risks” folder. However, only the author will be able to edit the risk assessment.

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

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