UQSafe update – Communiqué

The purpose of this memo is to provide you with an update on the implementation and ongoing management of the new incident and hazard reporting, risk assessment and field trip databases within the UQSafe system. Since the last communiques last year there have been several new software releases from PAN software designed to fix bugs and improve the system. For a full list of changes due to new releases, please contact the project manager – Amanda Jones hsw@uq.edu.au.

UQSafe-Incident

UQSafe-Incident went live across UQ for the reporting of incidents and hazards on 1 July 2016.

Recent releases have seen the removal of “flash-player” driven functions within the system, improving overall usability and reducing the number of errors and system glitches users are experiencing.

Points to still be mindful of:

- HDR students are reminded to log in using their student credentials, even if they have staff ones.
- You cannot transfer the WHSC function, you can only invite the relevant WHSC and then manually remove the report from any compiled register reports.
- Action items should not be assigned to P&F staff unless they have specifically requested you to do so.

UQSafe-Risk

UQSafe-Risk went live across UQ for recording risk assessments on 30 March 2017. The legacy Risk Management Database remains in read-only mode until the end of 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.

Recent releases have seen the inclusion of a notification when Peer review is completed and correction of some printing issues.

Points to be mindful during the transition to UQSafe-Risk

- If a supervisor reviews a risk assessment and rejects, rather than approves, the risk assessment will show in both the supervisor and the author’s “my draft risks” folder. However, only the author will be able to edit the risk assessment.
- Formal review of a risk assessment can be accessed by any user of UQSafe. Please note that completion of formal review triggers a change of status to “unapproved” and notifies the supervisor only to re-approve the risk assessment. If changes are required to a risk assessment after formal review, the author should be advised independently of the system and the supervisor advised to reject the risk assessment, until the changes are made. Revision of this workflow is currently underway with the software provider.

UQSafe-Field trip

Configuration of UQSafe-Field trip was finalised in November and commenced piloting in several areas across the University. All UQSafe users will see the module when they log into the UQSafe system. Piloting has identified a major workflow/approval issue in the system, and so wider use of the module is not being encouraged until this can be rectified.

Additional Information

For further information, contact your local Work Health and Safety Manager/Coordinator, or the UQ HSW Division.

Contact the HSW Division: Phone: +61 7 336-52365 Email: hsw@uq.edu.au