1. Risk assessment nomenclature

Risk assessments should be named in the following format:
UQ Org Unit – group name (or course name/code) – risk assessment title.
e.g. UQCCR – Lavin – Working with snake venom proteins
e.g. Education – Ed1000 – field work

2. Cloning risk assessments

Cloned risk assessments must be renamed with appropriate org unit name and nomenclature.

3. Template risk assessments

Risk assessments templates for regularly performed activities will be authored and/or approved for cloning by the OHS Division.
These risk assessments will be easily found in the UQSafe-Risk system by searching for “OHSD” in the risk assessment title.

To use these risk assessments:
• “Clone” the appropriate risk assessment.
• Change the name to your organisational units preferred nomenclature (e.g. UQCCR-Group name-risk assessment title).
• Ensure your name now appears in the “risk owner” field.
• Enter your supervisor’s name in the “supervisor” field.
• Change the ‘Effect’ details from “organisational wide” to your specific location (unless it is organizational wide)
• Ensure all risk factors and existing controls are correct (change as required).

Once you have completed modifying the cloned risk assessment, submit to your supervisor for approval. If you would like to nominate an activity for a template risk assessment, please contact the OHS Division ohs@uq.edu.au.

4. Multiple users of a risk assessment

Multiple users of a single risk assessment can be involved in the risk assessment process prior to approval using the peer review function (see below).

If the risk assessment is already approved use the invite function (see below).

5. Peer review

It is recommended you use the peer review function to gain feedback from colleagues or the WHSC prior to sending a risk assessment to the supervisor for approval. See the “How to conduct a peer review” video for step-by-step instructions.
• Note the risk assessment must be saved, but not submitted, to use peer review.

6. Inviting other users

The invite function is used to ensure members of your group, or others using your approved risk assessment are associated with the risk assessment. This function
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records their association to the risk assessment (the invitation). The risk assessment’s audit history also shows whether they have logged in to read the risk assessment.

Use the “invite” feature to invite any UQ user to your approved risk assessment.

7. Formal review

WHSCs/Safety Managers/OHS Coordinators should use the “Formal Review” process in place of the ‘Audit’ function from the old Risk Management Database.

Formal review is required for all risk assessments with a current risk rating of high or extreme by the WHSC. If there are no risk assessments with a current risk rating of high or extreme, then prioritise assessments with a medium current risk rating and those assessments with incomplete or ineffective controls.

To conduct a formal review:

Please note that initiating the process by entering your details on the first page, or leaving a comment on the last page (even if you do not make any changes to the actual risk assessment), will trigger un-approval of the risk assessment.

• In the WHS Risk Register screen, apply search filter with criteria to show risk assessments from your organisational unit only.
• Apply the ‘Current Rating’ filter to ‘Greater than or equal to High’.
• Thoroughly check the risk assessment and either make:
  o Any required changes as you go, or
  o List suggestions in the comments section at the end of the process.
• Complete the formal review by submitting.

• Once you click submit:
  o Email notification is sent to the “risk owner” (author) that you have modified their risk assessment. The risk assessment will appear in both the “risk owner” and the reviewer’s “my draft risks” folder, in *read only* format.
  o Email notification is sent to the “risk approver” (author's supervisor) that the risk assessment requires their approval. If you left comments requesting major changes to the risk assessment, the supervisor should “reject” the approval request to allow the author to make those changes.
  o If the supervisor is satisfied with the reviewed risk assessment, they approve it and the risk assessment returns to the WHS risk register.

8. OHS Division auditing of UQSsafe-Risk

The OHS Division will conduct periodic monitoring of samples of risk assessments within the database. Particular attention will be paid to risk assessments with high or extreme risk ratings. Quality control reviews will also be conducted to ensure template risk assessments are not corrupted.