OHS Risk Assessment Guide – UQSafe–Risk
This guide will help you navigate your way around the functions that you will use when managing hazards and risks in your role at The University of Queensland.

Home page/dashboard

WHS Risk Register main screen

Common buttons
- **New**: Produce a new risk assessment
- **Filter**: Filter the existing risk assessments to find the one you want
- **Delegation**: Delegate the management of risk assessments
- **View**: View risk assessment
- **Copy**: Copy risk assessment
- **Audit trail**: See who has written, edited or viewed a risk assessment

Risk assessment fields

**Name** your risk assessment

**Select the location type**

**Describe** the task

Continued over page
Assessing the risk

**Step 1**
Enter a risk factor associated with the process

**Step 2**
Enter controls that are already in place to reduce the risk

**Step 3**
Determine the level of risk with current controls in place

**Step 4**
Enter additional controls to reduce the risk

**Step 5**
Assign a date for implementation of the controls process

**Step 6**
Determine the level of risk after the additional controls have been put in place

To add multiple risk factors or controls, click the “+” button

**Risk Approver** field will default to your supervisor. **Assessment Team** requires you to list those involved in assessing the risk.

Or select location types for building or site specific effects, or specific location to pick a particular building or room.

**Risk owner** defaults to you.

**Attachment** – attach any relevant material e.g. Safe operating procedure, SDS, product information

List relevant documentation that relates to the risk assessment.

When you have completed these steps, use the “next” button to move on to the next page.

You can use the “save” button if you need to leave the risk assessment before you complete it.

Refer to matrix over page

Continued over page
Supervisor approval

The risk approver needs to review the risk assessment before approving or rejecting the risk assessment.

If a risk assessment is rejected, an email to review the risk assessment (or other comments you may make) will be forwarded to the risk owner, who will need to make changes and then resubmit the risk assessment for approval.

For technical assistance and support please phone ITS Help Desk on (07) 336 56000 or log a job via the self-service portal:

https://servicedesk.its.uq.edu.au/ServiceDesk.bridgeIt#!/logon