






Using the risk database

1. This program is PC based
2. Open internet explorer
3. To ensure that you can print correctly go to File>Page Setup>Margins and make them smaller, 5 (or smaller) centimetres all round.
4. Go to; for training; <http://training.risk.admin.uq.edu.au/>
 - a. For formal risk assessment; <http://www.risk.admin.uq.edu.au/>
 - b. You will receive a message “do you want to install certificates?”. If you install them, you should not receive further messages on opening the program.
5. The program will assess your computer if it is set up you will see a “continue’ button, if not you will be directed to an installation page
 - a. Print out the directions.
 - b. You may need to get your IT administrator’s help to install the program
6. Once installed the first time you go into the program you will be sent to a registration page
7. Enter the details
 - a. You will go back to the sign on page
 - b. Sign on
8. You will now go to the Risk Database Control page
9. The left hand side of the page can be used for searching the database.
10. The right hand side is for reports
11. For either side you need to click the tick for the selection you have chosen and click on ‘apply selection criteria to task list’
12. If you want to see other people’s risk assessments untick your name and click on ‘apply selection criteria to task list’
13. Double click on a risk assessment to view it
- 14. As you work through each page on the dbase you need to click on the save icon at the bottom of the page.**
15. You will be able to view other peoples tasks but not edit them
 - a. You can copy other’s tasks
 - b. You can only edit your own tasks – tasks you have created or copied
16. Click on “new’ to create a new task
17. the default name for a new task is “New Task’’. Give your task an appropriate name
 - a. click on ‘assign’’ and fill out the fields appropriately
 - i. campus
 - ii. faculty
 - iii. school / centre
 - iv. workplace
 - v. click to save
 - vi. click on the ‘close door’ to exit.

18. Click on the  'new' icon to open a new task
 - a. type in the name of the risk and Click on the  'save' icon
 - b. click on the 'go to' button
19. Fill out the details on the "step 1 – establish context" page
 - a. No of persons at risk
 - b. Descriptive information on context in additional notes or Comments
 - c. The author's name in the "prepared by" field
20. click on the "step 2 – identify" hazard page and fill out the details on this page.
 - a. Choose an energy source from the drop down list.
 - b. Describe the current controls.
 - c. Describe the hazard event - where there is potential for something to go wrong.
 - d. Choose an incident category from the drop down list
 - e. What are the most likely consequences if the hazard event occurs/
21. click on the analyse risk tab
 - a. click on the help icon (the yellow query)
 - b. click on this link for a definition of consequence [Click here for more information on defining the consequence level](#). Decide on the level you want and click on it on the risk calculator. You need be consistent with the definitions as described in Help.
 - c. As above click on the link in help which describes exposure and click in the appropriate spot on the risk calculator.
 - d. As above click on the link in help which describes Probability and click in the appropriate spot on the risk calculator..
 - e. You now need to describe the exposure and probability in the appropriate fields and Click on the  'save' icon.
22. Click on the Evaluate / treat tab.
 - a. Look at the risk score and risk level- the risk program assesses the risk and will advise you on the risk – if it is acceptable or if something needs to be done and how soon
 - b. If the risk needs further controls: click on the  'new' icon to open a new risk treatment or control
 - c. Fill in a name and click the  'save' icon.
 - d. Click on the go to button
 - e. Fill in the fields as appropriate.
 - i. The decision on the need to fill in the cost fields is yours.