

## Complete a Peer Review

Risk assessments require the involvement of participants with adequate knowledge and experience of the hazards in the work activity or location to effectively assess the risk and determine the implications of change.

Within the Riskware WHS Risk module, there is the function available to invite one or more subject matter experts with specific expertise or knowledge to review a draft risk assessment and provide feedback before a risk assessment is submitted for approval. This process is called a Peer Review.



**A Peer Review can only be conducted on risk assessments whilst they are in Draft**

### If you are invited to complete a Peer review:

1. You will receive an email notification advising that you have been invited to complete a Peer review. The email will provide details of the risk assessment, the Risk Owner and a link directly to the risk assessment within Riskware.
2. To view the risk assessment and complete the peer review either:
  - a. Click on the link in the email notification. This will open up the Risk Assessment within Riskware.
  - b. Click on the link in the Notifications Centre in the top left on your Riskware home page. This will take you to the 'My Peer Reviews' tab of the WHS Risk Register where you can double click on the relevant risk assessment to open it.
  - c. Navigate to the 'My Peer Reviews' tab of the [WHS Risk Register](#) and double click on the relevant risk assessment to open it.

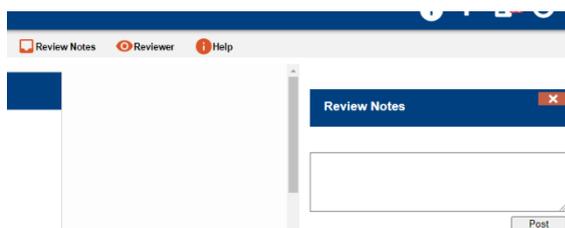


3. Once the Risk Assessment is open, you can begin to review the content and click 'next'



to review the 2<sup>nd</sup> page.

4. The Peer Review Notes column will be displayed on the right of the Risk Assessment.



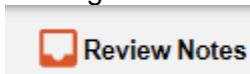
You may toggle the review notes on and off by clicking the 'review notes button'.

Enter your comments in the review notes section and click "Post" to submit your comments. \*Please note the Risk Owner will receive an email each time you post a review comment informing them this has occurred\*.

You may also view existing comments from other reviewers and click "reply" to respond to other review notes. All feedback will be submitted to the Risk Owner and viewable by the Risk Owner, Approver and other invited reviewers.

5. The Risk Owner will receive email notification that the peer review has been completed.

The Risk Owner will be able to view the review notes by selecting "Review Notes" when viewing the Risk Assessment.



Or by clicking "reviews" under commands next to the Risk Assessment in the register:

<u>Last Review</u>	<u>Next Review</u>	Commands
		View ...
		Print ...
		Reviews ...