

## Create a New Risk Assessment or Risk Register



For further details on the procedures for completing Hazard Risk Assessments (HRA) and Hazard Risk Registers (HRR) please refer to the following documents available from the [Health and Safety pages](#) of the Human Resources Services website

- *Hazard Risk Assessment Procedure*
- *Hazard Risk Register Procedure*

New risk assessments/registers can be created in Riskware either by:

- Creating a new risk
  - Cloning (copying) and then editing an existing approved risk from the WHS Risk Register.
- For more information on cloning an existing risk assessment, please refer to the “Clone an existing risk assessment information sheet”.

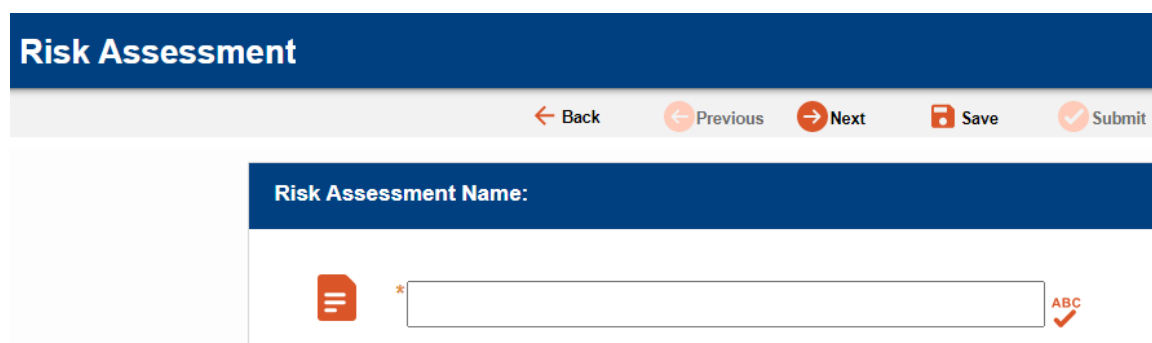
### Create a New Risk Assessment:

- From the [WHS Risk module home screen](#), or the “Safety Risk Register”  on the Riskware Home Page, select the New  icon at the top of the page.




The screenshot shows the 'WHS Risk Register' interface. At the top, there is a blue header with the ECU logo and the title 'WHS Risk Register'. Below the header, there is a navigation bar with buttons: 'Back', '+ New' (highlighted with a red box), and 'Filter'. Underneath, there are tabs for 'Risk Register', 'Awaiting My Approval', 'Draft Risks', and 'My Peer Reviews'. Below the tabs, there are filters for 'Active', 'Archived', and 'All'. At the bottom, there is a table with columns 'Ref.' and 'Status', and a link 'Risk Assessment'.


- This will open a new Risk Assessment page and allow for entry of key information related to the risk assessment.
  - The red \* on the left of a field indicates where a field is mandatory.
  - **Blue help boxes on the right provide additional guidance on what to include for each field.**




The screenshot shows the 'Risk Assessment' form. At the top, there is a blue header with the title 'Risk Assessment'. Below the header, there is a navigation bar with buttons: 'Back', 'Previous', 'Next', 'Save', and 'Submit'. The main form area has a section titled 'Risk Assessment Name:' with a text input field. To the left of the input field is a red asterisk (\*), and to the right is a blue help box with a checkmark and the text 'ABC'.

-  Search buttons allow you to look up people or locations for fields.

### Risk Approver




\*
 



- The Risk Approver field will default to the Supervisor of the person completing the risk assessment but may need to be changed depending on instructions below.

The Risk Approver should be selected as the person with the appropriate delegation level to accept the level of risk in accordance with [ECU's risk acceptance criteria](#). This will normally be the Supervisor/Manager, or in some cases the Associate Dean or Executive Dean/Director depending on the level of risk.


Students, including Higher Degrees Research students, are not able to approve risk assessments so should not be selected as the Risk Approver.

- Once all the required \* fields on the first page have been completed Click the next

 button at the top of the page to progress to page 2 of the risk assessment.

**Tip:** It is recommended you save  **Save** the risk assessment once you are on page 2. This will allow for the risk assessment to be entered over multiple sessions and avoid losing work should there be an internet outage.

After saving, you may return to the Risk Assessment later after closing in the “My drafts” tab from the [WHS Risk Register home page](#).



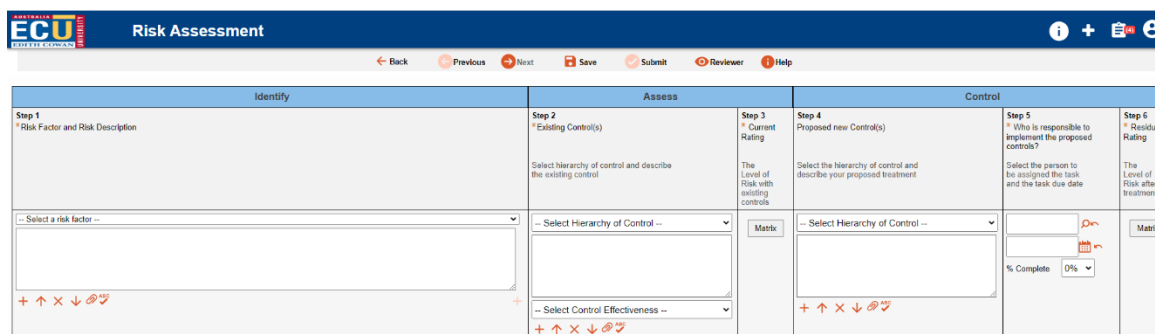
## WHS Risk Register

Risk Register
 Awaiting My Approval
 

Draft Risks

Active
 Archived
 All






- Page 2 of the risk assessment takes you through the process of identifying risk factors and recording risk descriptions, identifying existing and proposed controls and assessing both current and residual risk ratings.



The screenshot shows the 'Risk Assessment' software interface. It has a top navigation bar with buttons: Back, Previous, Next, Save, Submit, Reviewer, and Help. Below this, the interface is divided into six steps:

- Step 1: Risk Factor and Risk Description** (Identify): Includes a dropdown for 'Select a risk factor' and a text area for description.
- Step 2: Existing Control(s)** (Assess): Includes a dropdown for 'Select Hierarchy of Control' and a text area for description.
- Step 3: Current Rating** (Assess): Includes a dropdown for 'Select Control Effectiveness' and a 'Matrix' button.
- Step 4: Proposed new Control(s)** (Control): Includes a dropdown for 'Select Hierarchy of Control' and a text area for description.
- Step 5: Who is responsible to implement the proposed controls?** (Control): Includes a dropdown for 'Select the person to be assigned the task and the task due date' and a '% Complete' dropdown.
- Step 6: Residual Rating** (Control): Includes a dropdown for 'The Level of Risk after treatment' and a 'Matrix' button.


The following icons are used on this page:

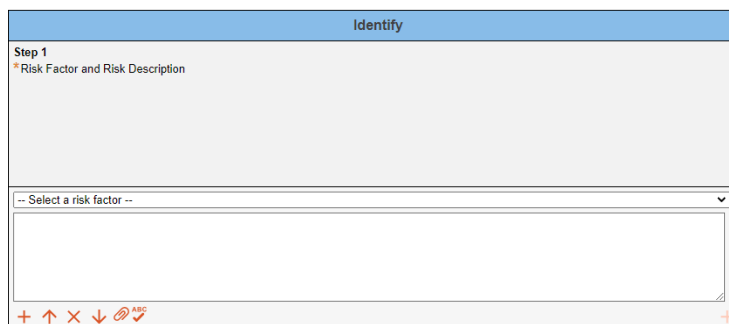
Icon	Use
	Add another line item. Depending on the step, this will add: <ul style="list-style-type: none"> <li>A new risk factor and risk description</li> <li>An additional Existing or Proposed Control</li> </ul>
	Move the line item up or down in the order
	Delete the line item
	Add an attachment to the step – noting it's preferred to add attachments on page 1.
	Spell check

- Work through Steps 1 – 6 to record the required \* information:

**Please note Steps 4-5 are optional for if you wish to assign a specific task to a person to implement an additional control not yet planned or in place.**

### a) Step 1 – Risk Factor and Risk Description

- This step describes the risks which are applicable to your activity. Each individual risk scenario should be added on a new  line.
- To add a new risk, choose the primary risk factor (hazard) from the drop down list.



The screenshot shows the 'Identify' section of the software, specifically Step 1: Risk Factor and Risk Description. It features a dropdown menu labeled 'Select a risk factor' and a large text area for the risk description. At the bottom, there are icons for adding, moving, deleting, and spell checking.

- Use the free text field to provide a description of the risk factor scenario and potential impact.
- Select any relevant checkboxes that apply to the risk you are describing:

Does the activity involve manual tasks:

Awkward and unbalanced loads?	<input type="checkbox"/>
Bending and twisting?	<input type="checkbox"/>
Hand tool use?	<input type="checkbox"/>
Lifting, carrying and walking?	<input type="checkbox"/>
Pushing and pulling?	<input type="checkbox"/>
Repetitive movements?	<input type="checkbox"/>
Other? (please specify in the above text box)	<input type="checkbox"/>

### b) Step 2 – Existing Controls

Record the existing controls related to the risk described in step 1 that are in place or already organised to be in place for when the activity occurs. These should be grouped based on the [hierarchy of controls](#) which can be selected from the dropdown list.

Assess

**Step 2**

\* Existing Control(s)

Select hierarchy of control and describe the existing control


-- Select Hierarchy of Control --

-- Select Control Effectiveness --

+
↑
×
↓
↺
ABC

An evaluation of control effectiveness must be completed for each current control which can be selected from the dropdown list:

- 1 – Fully Effective
- 2 – Partially Effective
- 3 - Ineffective

Additional controls can be added by using the  icon.

### c) Step 3 – Current Rating



Rate the current level of risk with existing controls in place. This can be done by clicking on the 'Matrix' button, selecting the appropriate likelihood and consequence based on the descriptors within the 'Risk Matrix' window and then clicking 'OK'.

**Risk Matrix**
✕


		Consequence					
		Health and Safety	No injury sustained or reversible short-term symptoms or health effects requiring first aid treatment only i.e. irritation of eyes, minor burn, minor muscular discomfort.	Reversible injury, illness requiring medical treatment i.e. any treatment by a health professional such as removal of a foreign body, deep burn treatment, stitches, issuing of prescription medication.	Severe reversible injury, illness or irreversible disability or impairment that would typically result in a lost time injury (LTI) i.e. unable to attend work for >= 1 but < 10 days.	Serious injury or illness requiring regulator notification i.e. amputation, head injury, loss of eyesight, large broken bones in the leg or arm, cancers, poisoning, infectious diseases, LTI >= 10 days.	Single or Multiple Fatality.
			Minor	Disruptive	Serious	Critical	Catastrophic
Likelihood	Event is expected to occur once or more during the next year.	Almost Certain	Moderate	Substantial	High	Extreme	Extreme
	Event will probably occur, likely once or more in the next 1-2 years.	Likely	Low	Moderate	Substantial	High	Extreme
	Event may occur occasionally, possibly once or more in the next 2-3 years.	Possible	Low	Moderate	Moderate	Substantial	High
	Event is unlikely to occur but is a possibility, at least once in the next 3-5 years.	Unlikely	Low	Low	Moderate	Moderate	Substantial
	Event is conceivable, but very unlikely to occur, potentially once in the next 5-10 years.	Rare	Low	Low	Low	Low	Moderate

OK
Cancel

### d) Step 4 and Step 5 – Proposed Controls and Responsible Person (optional fields)

- Enter any actions that are intended to reduce the risk rating. Please leave these fields blank if no additional actions need to be assigned to anyone.
- The appropriate level of the hierarchy of controls should be selected from the drop down list for each proposed control.
- A responsible person to implement the action is allocated by using the search  button and a due date for completion recorded using the calendar 


Control	
<b>Step 4</b> Proposed new Control(s)  Select the hierarchy of control and describe your proposed treatment  <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> -- Select Hierarchy of Control -- </div> <div style="border: 1px solid #ccc; height: 100px; margin-bottom: 5px;"></div> <div style="display: flex; gap: 5px;"> <span>+</span> <span>↑</span> <span>×</span> <span>↓</span> <span>🔗</span> <span>ABC</span> <span>✓</span> </div>	<b>Step 5</b> * Who is responsible to implement the proposed controls?  Select the person to be assigned the task and the task due date  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 70%;"> <div style="border: 1px solid #ccc; height: 30px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 30px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <span>% Complete</span> <span>0% <span>▼</span></span> </div> </div> <div style="width: 25%; text-align: right;"> <div style="border: 1px solid #ccc; height: 30px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 30px; margin-bottom: 5px;"></div> </div> </div>


Multiple proposed controls can be added by using the  icon.

### e) Step 6 – Residual Rating

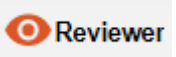
Rate the level of risk as it will be once the proposed controls are in place. This can be done by clicking on the 'Matrix' button, selecting the appropriate likelihood and consequence within the 'Risk Matrix' window and then clicking 'OK' as per step 3.

This rating should be selected as the same rating as step 3 if no additional controls were entered into Step 4 and 5.

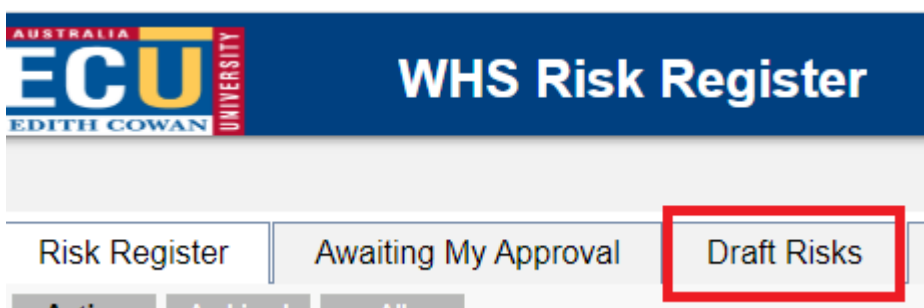
- Repeat steps 1 to 6 on page 2 as necessary using the  icon to add new line items until all risk factors and risk descriptions, existing and proposed controls and risk ratings have been recorded.

- Once finalised, you may submit for approval using the  button. This will send an email to the Risk Approver requesting they review and approve the risk assessment.

**Note:** if you wish to invite someone to review the Risk before submitting for approval,

click the reviewer  button to add peer reviewers. More info is provided on peer reviews in the "Complete a peer review" information sheet.

**Tip:** If you accidentally submit your Risk Assessment, submit it to the wrong person or just want to recall it back to draft mode to make changes, in your "drafts" tab, click the recall button next to the relevant risk.



**The risk assessment will appear on the Risk Register tab once it has been approved and you will be notified via email.**