

Create a New Study Tour Risk Assessment by Cloning the Study Tour Risk Assessment Template

The Riskware WHS Risk module provides a process for identifying hazards, assessing risk and developing proposed controls to reduce the level of risk to as low as reasonably practicable as well as a risk approval process.

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 study tour risk assessments can be created in Riskware by:
Cloning (copying) and then editing the **Health and Safety Risk Assessment Template – Study Tours risk reference #215** from the WHS Risk Register

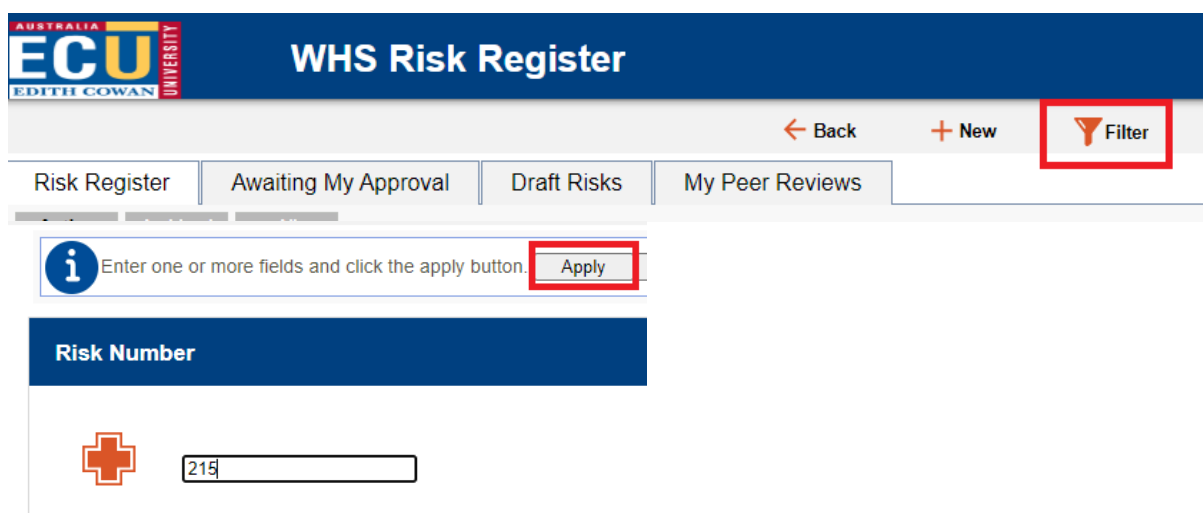
A) Create a new risk using the 'Clone a Risk' function

The WHS Risk module has a function that allows users to search for and then clone (copy) any existing approved risk assessment from the WHS risk register.

For study tours the Safety Employment Relation and Risk teams have created a Health and Safety Risk Assessment Template – Study Tours risk reference #215 to assist Study Tour leaders in creating a new risk assessment for their specific tour. The template provides users with a set of standard information about hazards and controls that may relate to and should be considered in preparation for a study tour. Once cloned the standard information should be reviewed and updated/deleted or new hazards and controls added to reflect your specific study tour and the current situation.

To clone an existing risk assessment:



1. Navigate to the [WHS Risk register](#) and click the filter button to find Health and Safety Risk Assessment Template Study Tours risk reference #215

The screenshot shows the 'WHS Risk Register' web application. At the top is the ECU logo and the title 'WHS Risk Register'. Below the title are navigation buttons: 'Back', 'New', and 'Filter' (which is highlighted with a red box). Underneath are tabs for 'Risk Register', 'Awaiting My Approval', 'Draft Risks', and 'My Peer Reviews'. A search bar is present with an information icon and the text 'Enter one or more fields and click the apply button.' The 'Apply' button is also highlighted with a red box. Below the search bar is a section titled 'Risk Number' with a red cross icon and a text input field containing the number '215'.

Commands

...

2. Click the three dots under commands and select the Clone button:

Risk Register												
Active		Awaiting My Approval		Draft Risks		My Peer Reviews						
Active		Archived		All								
Affected Area: All Show 20 Risks per page												
Ref.	Status	Risk Assessment			Risk Owner	Business Unit	Affected Area	Risk Assessment		Last Review	Next Review	Commands
								Current	Residual			
215		Live	Health and Safety Risk Assessment Template - Study Tours			Martha CAVANAGH	Human Resources Service Centre	Joondalup				<div><div>View</div><div>Edit Risk</div><div>Print</div><div>Formal Review</div><div>Reviews</div><div>Audit</div><div>Archive</div><div>Clone</div><div>BA Management</div></div>

3. Once you select the Clone icon, you will be prompted with a message asking whether you wish to clone the risk assessment. Once you click 'ok' you will receive a pop up message advising the Risk assessment has been cloned and placed in your 'My Draft Risks' tab.

Information



Risk Cloned and has been placed in your Draft Risks for completion

The new Risk assessment will be an exact copy of the original risk assessment content except:

- There will be a new risk reference number
- The status will be Draft
- The Risk Owner will be the user who cloned the risk
- The Business Unit will change to the Business Unit of the new Risk Owner
- The Affected area will change to the location of the new Risk Owner

4. From the "draft risks" tab, Double Click on the cloned risk assessment to open the content.

AUSTRALIA ECU EDITH COWAN UNIVERSITY		WHS Risk Register	
Risk Register		Awaiting My Approval	
My Draft Risks		My Teams Draft Risks	


All fields and content from the original risk assessment will appear and these can be edited to reflect the context and details of your new activity. This includes renaming the activity, editing the description, adding or deleting risk factors, existing controls, changing risk ratings and adding new proposed controls.

5. 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.**


Risk Assessment


← Back ← Previous → Next Save Submit

Risk Assessment Name:




*




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

Risk Approver




*
Lesley ROZA




- 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.







6. 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  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.

7. 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 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"> A new risk factor and risk description An additional Existing or Proposed Control
 	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

8. 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.

Identify

Step 1
* Risk Factor and Risk Description

-- Select a risk factor --

+ ↑ × ↓ ↻ ABC

- 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? ☐

Bending and twisting? ☐

Hand tool use? ☐

Lifting, carrying and walking? ☐

Pushing and pulling? ☐

Repetitive movements? ☐

Other? (please specify in the above text box) ☐

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 --

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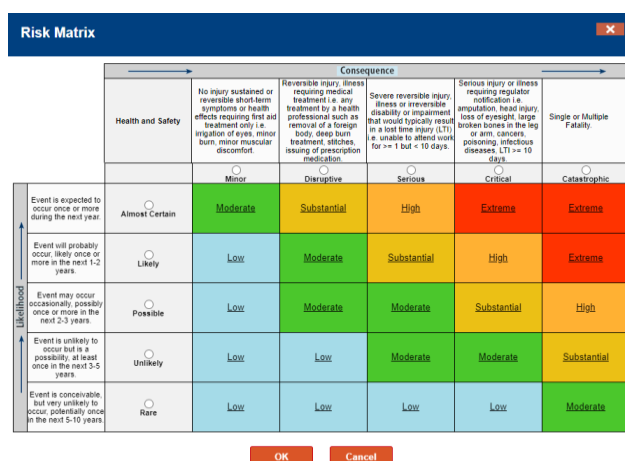
An evaluation of control effectiveness must be completed for each current control which can be selected from the dropdown list:

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

Additional controls can be added by using the  icon.



c) Step 3 – Current Rating

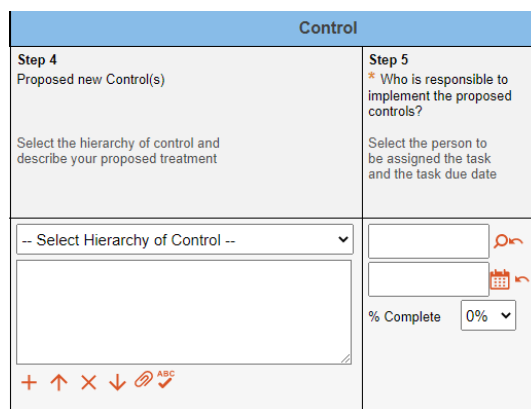
Rate the current level of risk with existing controls in place. This can be done by clicking on the 'Matrix' button, selecting the appropriate likelihood and consequence based on the descriptors within the 'Risk Matrix' window and then clicking 'OK'.




		Consequence					
		Health and Safety	No injury sustained or reversible short-term symptoms or health effects requiring first aid treatment only i.e. singulation of eyes, minor burn, minor muscular discomfort.	Reversible injury, illness requiring medical treatment i.e. any 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.
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

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	
Step 4 Proposed new Control(s) Select the hierarchy of control and describe your proposed treatment -- Select Hierarchy of Control -- <div style="border: 1px solid #ccc; height: 100px; margin-top: 5px;"></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> + ↑ × ↓ 🔍 ABC </div>	Step 5 * 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; margin-top: 5px;"> <div> <input type="text"/> <input type="text"/> </div> <div> <input type="text"/> <input type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> % Complete 0% ▾ </div>


Multiple proposed controls can be added by using the  icon.

e) Step 6 – Residual Rating

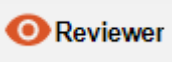
Rate the level of risk as it will be once the proposed controls are in place. This can be done by clicking on the 'Matrix' button, selecting the appropriate likelihood and consequence within the 'Risk Matrix' window and then clicking 'OK' as per step 3.

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

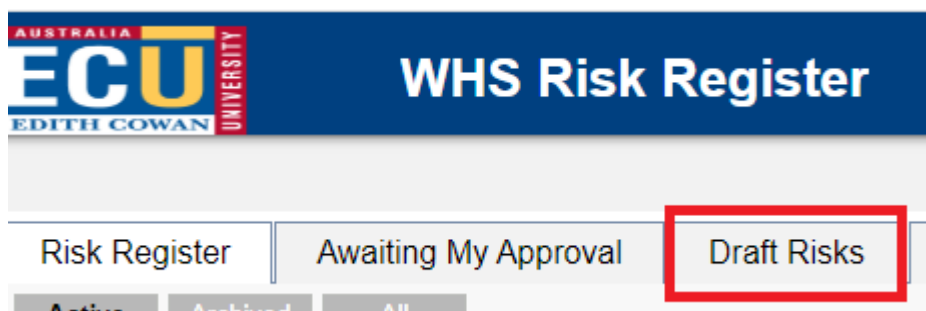
9. Repeat steps 1 to 6 on page 2 as necessary using the  icon to add new line items until all risk factors and risk descriptions, existing and proposed controls and risk ratings have been recorded.

10. 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.