

Invite a user to Peer Review a Risk Assessment

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.

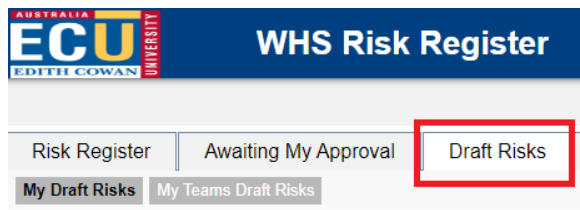
This process is called a Peer Review.



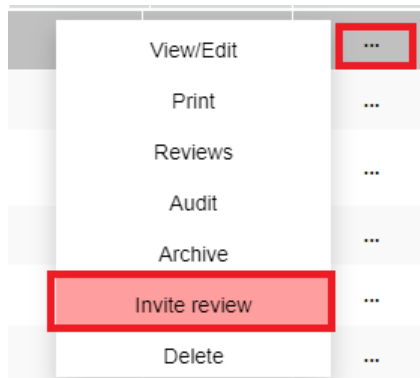
A Peer Review can only be conducted on risk assessments whilst they are in Draft

To invite a user(s) to conduct a Peer review:

1. Go to the WHS Risk Register and access the 'My Draft Risks' tab



2. To invite a person to complete a Peer Review, there are two options:
 - a. From the 'My Draft Risks' tab, click the three dots next to the risk assessment you wish to invite the user to review then "invite review"



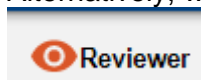
The Assign Peer Reviewers to Risk Assessment screen will be displayed

Enter the first name and/or surname of the person you wish to invite to review and click the search button. A list of people matching your search criteria will be displayed.

Select the person you wish to assign the peer review to from the list and click “add”

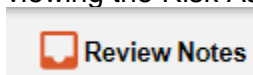
Click the ‘OK’ button to save and send the invitation to the assigned person(s).

- b. Alternatively, when the risk assessment is open, click the “reviewer”



icon to repeat the same process above.

- Users who have been invited to Peer Review a Risk Assessment will receive an email notification inviting them to conduct the Peer Review. A notification will also appear in their Notifications Centre on the top left of the Riskware home page.
- When a Peer Reviewer has completed a review, the Risk Owner will receive email notification that the 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:

