

Riskware Creating a New RBHS Application

The Riskware Radiation, Biosafety, Hazardous Substances (RBHS) Module provides the system for making an application for approval to work with hazardous materials at ECU in line with the ECU Application and Approval Process Workflow.

Before creating a new RBHS application, you should ensure you have either completed a health and safety (HS) risk assessment in Riskware WHS risk register module. You must ensure that the risk assessment has been approved by at least your research/activity supervisor or the relevant level of person in line with ECU risk acceptance criteria or have identified the completed and approved HS risk assessment (in Riskware) that applies to your project/activity.

For further information on:

- the health and safety risk management process [go here](#)
- health and safety modules of Riskware [go here](#)

Completing the HS risk assessment will help you establish whether or not any of the work you are proposing to do meets the criteria for making an application to the RBHSC for approval.

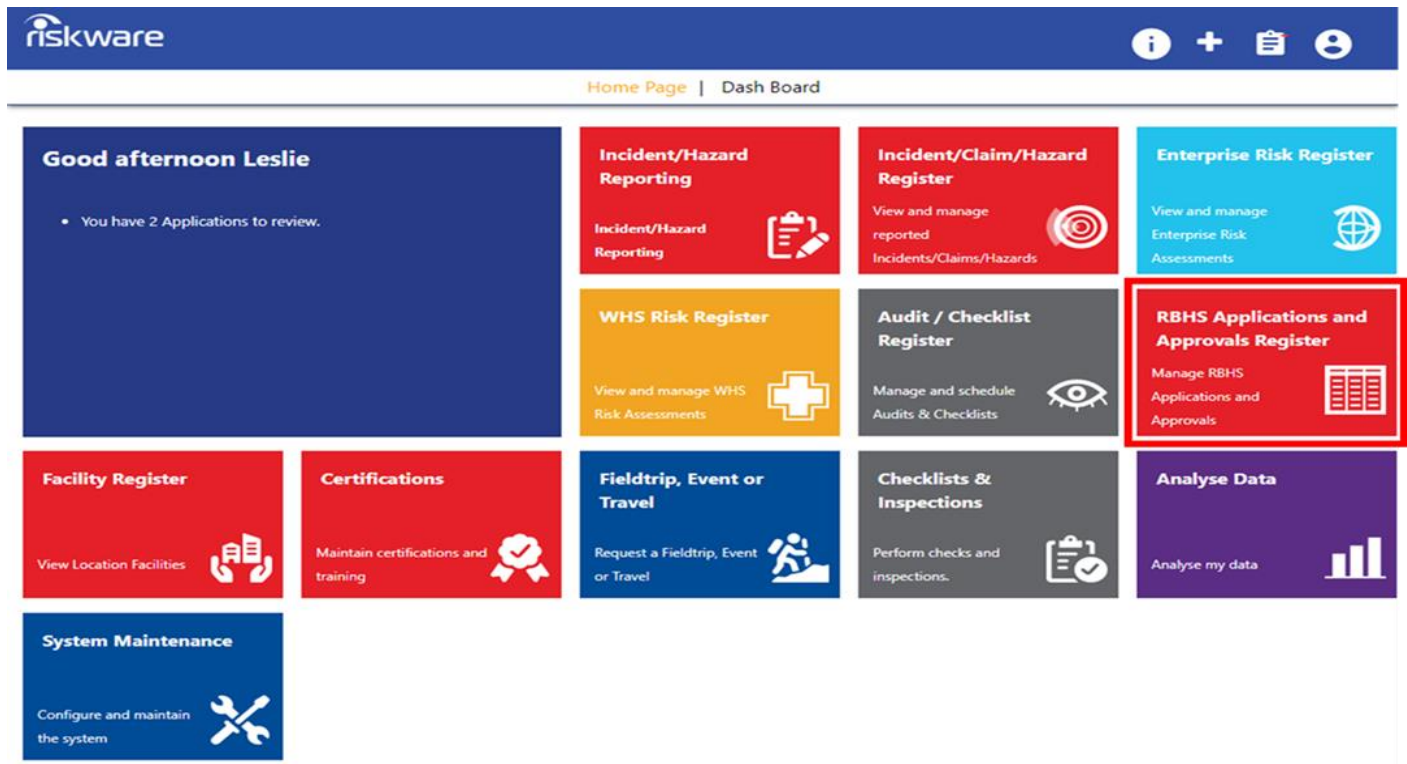
For further information on:

- RBHS application and approval process [go here](#)

This information sheet outlines how to create a new RBHS application in Riskware.

Step 1. Log in to Riskware and Access the RBHS Application and Approval Register

Access Riskware [here](#). For further information on [How to navigate the Riskware home page click here](#). Once the Riskware homepage comes up as illustrated below, click on the RBHS Application and Approval Register.



Step 2. Create a New Application

Once you are in the RBHS Application and Approval Register, click on the “New” icon in the toolbar above the register.

Step 3. Navigating a New Application

After pressing the “New” icon the “Add New Application” screen will appear. It contains **7 tabs**:

- 1) Details
- 2) Application Form
- 3) Materials
- 4) Locations & Facilities
- 5) People
- 6) Risk Assessment
- 7) Attachments

The “Add New Application” screen will open on the “Details tab”. You need complete all the fields on the Details tab. You should complete as many of the fields as you can on other tabs even though some may be optional rather than mandatory.


It is recommended that you click the “Save” button in at the top of the screen regularly, so you do not loose your work.

The screenshot shows the 'Add New Application' interface. At the top, there are navigation buttons: 'Back', 'Save', 'Submit' (highlighted with a red box), and 'Help'. Below these are tabs for 'Details', 'Activity Description', 'Materials', 'Locations & Facilities', 'People', 'Risk Assessment', and 'Attachments'. The 'Details' tab is selected, and the 'Activity Details' section is visible. It contains a form with a 'Title' field (marked with an asterisk) and a placeholder text 'Enter a title for the activity'. To the right of the form, there is a label 'Name or Title of Activity/Project'.

Note: if any mandatory (*) fields are incomplete when you press “Save” a note will come up in the information section to advise you which fields need to be completed.

This screenshot shows the 'Add New Application' interface with a validation error. A yellow box on the left side of the screen contains the following text: 'Validation Failed. • Title field required • Leader field required • Contact field required • Business Unit field required • Activity field required'. The 'Activity Details' form is visible, with the 'Title' field (marked with an asterisk) and the 'Applicant' field (marked with an asterisk) filled. The 'Applicant' field contains the name 'P Adhirai Selvan POOSHANDROM'. The 'Leader' field is also marked with an asterisk. The 'Submit' button is highlighted with a red box.

Step 4. Completing the “Details Tab”

Your name will be pre-filled in the ‘Applicant’ field. You can change this by using the  should you be entering the application on behalf of someone else. Complete **all** other fields on the “Details tab”.



Use the magnifying glass to open database search functions for People and the Business Unit.

When searching the “Business Unit”, in the “Description field choose one word that reflects the business unit you are looking for i.e. Science or Medical etc.

4.a Once the business unit has been selected, the “**Activity Type**” prompt will appear. There is only one selection available here – Radiation, Biosafety and Hazardous Substances Activities.

4.b The ‘**Activity Category**’ prompt will then appear, select the activity category that best describes the type or types of high-risk materials the application relates to. For example: Both Biosafety and Hazardous Substances Activities

4.c Once you make a selection the 'Type of Dealing' will appear automatically, select the radio button next to it.

riskware Add New Application

← Back Save Submit Help

Details Activity Description Materials Locations & Facilities People Risk Assessment Attachments

Radiation, Biosafety and Hazardous Substances

*Activity Category

Both Biosafety and Hazardous Substances Activi

*Type of Dealing

Both Biosafety and Hazardous Substances Activities

Select the activity category that best describes the type or types of high-risk materials the application relates to.

Select the radio button that describes the types of high-risk material(s) the application relates to.

FAQ

[Who should be recorded as the contact in the application?](#)

You have now completed the “Details tab” go to the next step.

Step 5. Completing the “Activity Description Tab”

‘Activity Description’ is the next tab. The format varies with each “Type of Dealing” that you selected in the “Details Tab” i.e. Biosafety/Biosecurity and Hazardous Substances. The activity tab will show the form details for this “Type of Dealing” as shown below. Complete all the questions that are appropriate for your Application.

NOTE: On this tab you should:

- Provide enough detail to satisfy reviewers the project is well considered, and risks are controlled
- Keep responses short enough so the aims of activity are very clear.




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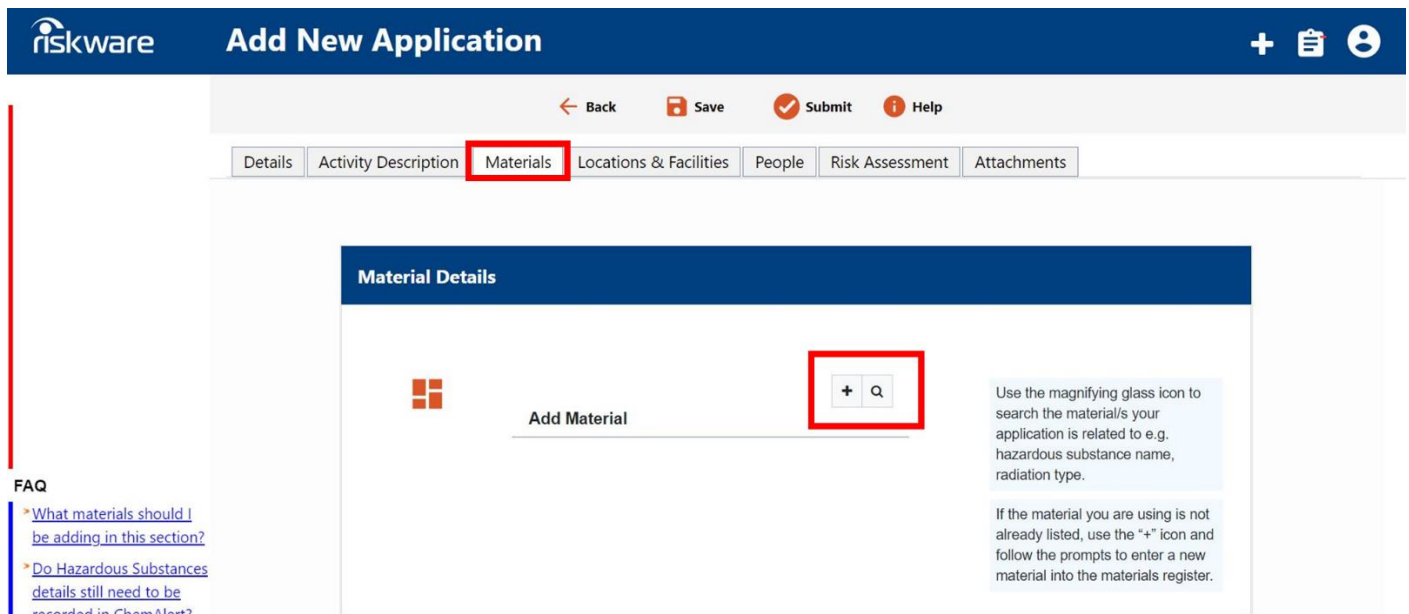
← Back Save Submit Help

Details Activity Description Materials Locations & Facilities People Risk Assessment Attachments

Form Details

Step 6. Complete the “Materials Tab”

Use the “Magnifying Glass icon”  to search the material(s) your application is related to e.g. hazardous substance name, radiation type etc. If you would like to see a list of all material types do not populate any of the fields, just click the search button , if there are any materials already in the centralised materials register, they will come up. If the materials you are proposing to use are not already listed in the search, use the “plus”  icon” to add a material. Follow the prompts enter a new material into the register i.e. choose a material type from the drop-down list



riskware Add New Application

← Back Save Submit Help

Details Activity Description **Materials** Locations & Facilities People Risk Assessment Attachments

Material Details

Add Material

Use the magnifying glass icon to search the material/s your application is related to e.g. hazardous substance name, radiation type.

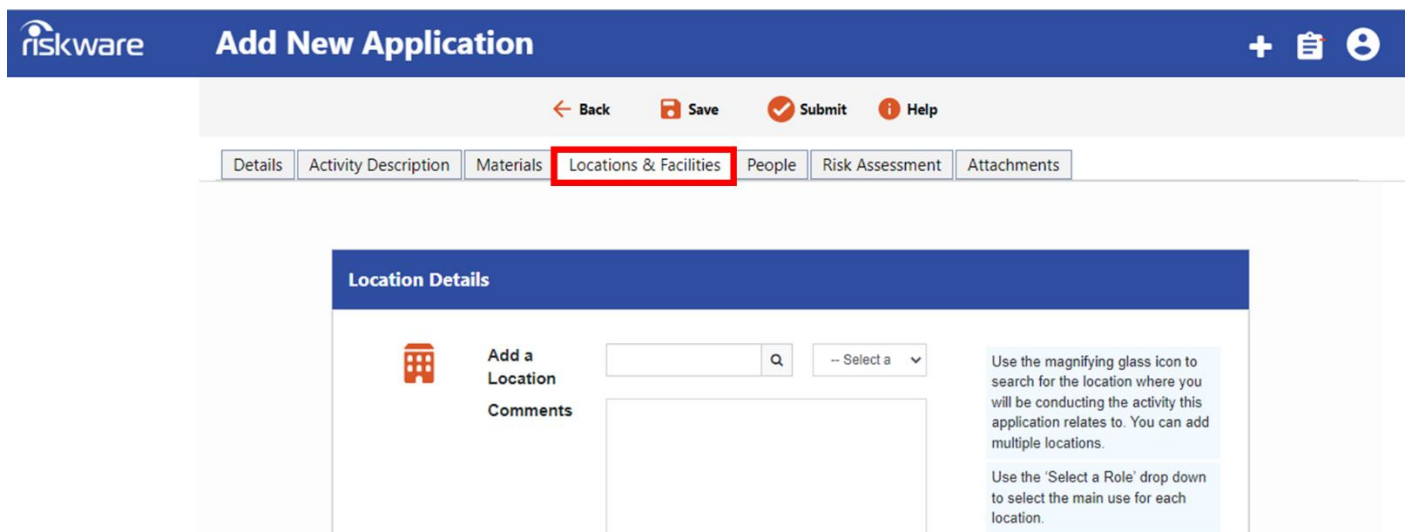
If the material you are using is not already listed, use the “+” icon and follow the prompts to enter a new material into the materials register.

FAQ

- What materials should I be adding in this section?
- Do Hazardous Substances details still need to be recorded in ChemAlert?

Step 7. Complete the “Locations & Facilities Tab”

Use the “Locations & Facilities tab” to add locations where you want approval to do the work. Click on the ‘Display Locations’ button to add location information.



riskware Add New Application

← Back Save Submit Help

Details Activity Description Materials **Locations & Facilities** People Risk Assessment Attachments

Location Details

Add a Location

Comments

Use the magnifying glass icon to search for the location where you will be conducting the activity this application relates to. You can add multiple locations.

Use the ‘Select a Role’ drop down to select the main use for each location.



Use the “Magnifying Glass icon” to search for the location where you will be conducting the activity this application relates to. For example, to search for a location on Joondalup campus, type **Jo** in the “Location Field” type. You can add multiple locations.

Use the ‘Select a Role’ drop down to select the main use for each location

In this section provide details about each activity in each location. Once you have completed this, select the ‘Add’ button. You can add more locations/facilities by completing the steps above again.

Each location/facility name, the comments and the role will appear in a list below the ‘Comments’ box. If you press ‘Save’ in the Toolbar at the top of the page, the location/facility certifications will be loaded, along with the expiry date of the relevant certifications they hold. Click Display at the top of the page if you can’t see the location/facility details.

Step 8. Complete the “People Tab”

Adding a person on the People tab works in the same way as the adding people in the “Details” tab, the search function will return a person’s name.



Add the person - Click on the “Magnifying glass icon” on the right of the ‘Find a person’ text box to open a search window. Once you find the right person click on the name in the list to add it to your Application.

Person Role - Once selected, the Person’s full name will appear in the ‘Add Person’ field. Select a role for the person from the drop-down menu, e.g. ‘Chief Investigator’. Add any extra comments in the ‘Comments’ box.

Once satisfied with the Person’s information press ‘Add’ to add it to your Application. You can add more people by completing the steps above again.

Each person’s name, the comments and the role will appear in a list below the ‘Comments’ box. If you press ‘Save’ in the Toolbar at the top of the page, the person’s certifications will be loaded, along with the expiry date of the relevant certifications they hold. Click Display at the top of the page if you can’t see the person’s details. Should you wish to edit any person’s role or comments you can click the pen icon opposite the person in the list, once you have done this their name will appear at the top of the page and you can make the required edits.

The screenshot shows the 'Add New Application' interface in Riskware. The 'People' tab is highlighted in red. The 'Person Details' section contains an 'Add Person' field with a search icon, a role dropdown menu, and a 'Comments' text area. A tooltip explains the search icon: 'Use the magnifying glass icon to search for and add all key activity/project personnel. You can add multiple personnel.'

Step 9. Complete the “Risk Assessment Tab”

On the “Risk Assessment tab” you can link your/a Riskware Health and Safety (HS) Risk Assessment to your application.

If your Health and Safety Risk Assessment is not in Riskware you can attach a file on the “Attachments Tab”.



Use magnifying glass icon to search the WHS Risk Register for the risk assessment associated with this application. You can search the WHS risk register for approved risk assessments by the assessment name, number or owner.



If you don't have a health and safety risk assessment for your activity/project, select the '+' icon . This will open up a new risk assessment, follow the prompts to complete.

Note: All applications require the inclusion of an approved risk assessment before they can be assessed and approved.

FAQ

- > [How do I search for my approved risk assessment in Riskware?](#)
- > [I can't find my risk assessment within the WHS Risk module using the search.](#)
- > [I haven't completed a risk](#)

Risk Assessment Details

Add Risk Assessments

Use magnifying glass icon to search the WHS Risk Register for the risk assessment associated with this application.

You can search the WHS risk register for approved risk assessments by the assessment name, number or owner.

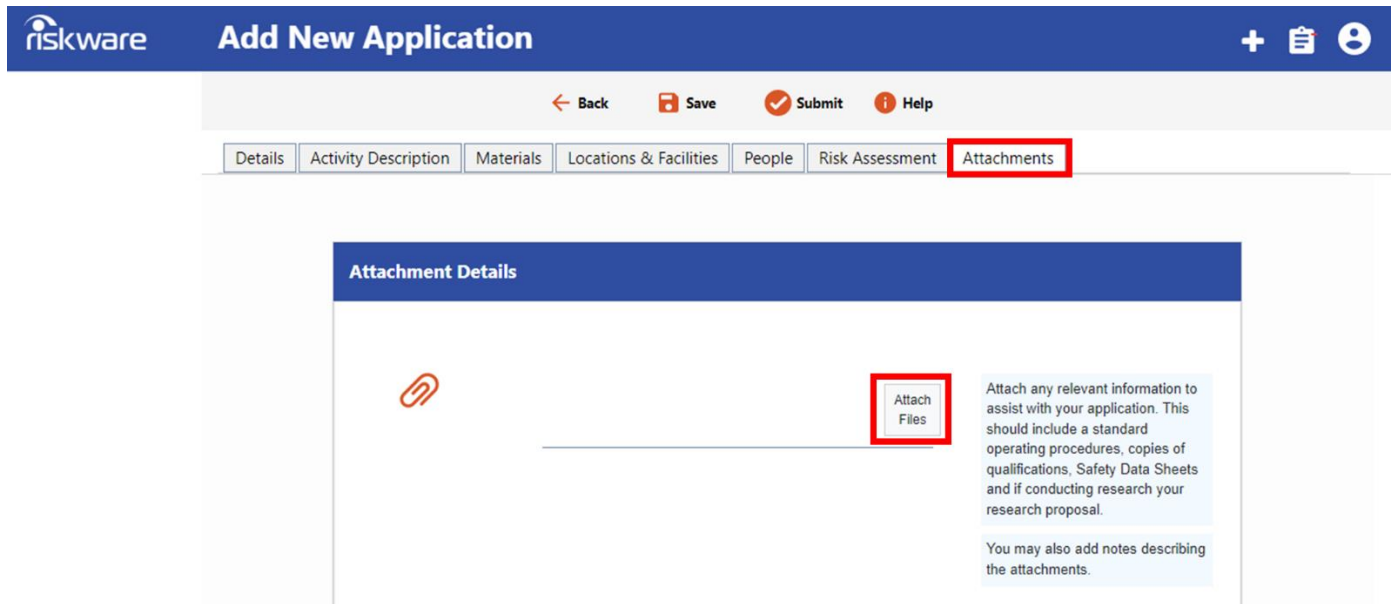
If you don't have a health and safety risk assessment for your activity/project, select the '+' icon. This will open up a new risk assessment, follow the prompts to complete.

Note – all applications require the inclusion of an approved risk assessment before they can be assessed and approved.

Step 10. Complete the “Attachments Tab”

Attachments can be added to an application. For example, as outlined in Step 9. This may be your HS Risk Assessment, or it may be other supporting documents, e.g. a scientific or technical diagram or reference.

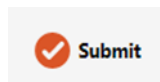
Press on the magnifying glass and browse to the desired file. You may attach a range of file types, e.g. Microsoft Word, Microsoft Excel or PDF.



Step 11. “Submit” the Application

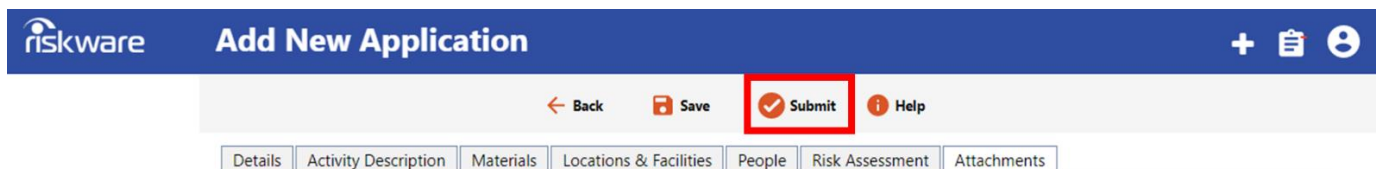
#NOTE: You are unable to make changes to a “Submitted” application.

After you have completed your application press the “Submit icon”



in the toolbar at the top of the page, to submit the application for review.

The application will be sent to the “Permit Application Coordinator”. You will receive an email notification that the application has been successfully submitted.



For more information on the RBHS Module workflow and roles, follow instructions in the Riskware RBHS Module Application Approval Workflow and Role Information Sheet.